

ICCIT Council Constitution



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Link to preceding constitution:

<https://sop.utoronto.ca/wp-content/uploads/2025/10/iccit-council-2025-10-20.pdf>

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ARTICLE I***Name***

Formally known as the ICCIT Council; the acronym for the “Institute of Communication, Culture, Information and Technology” Council.

ARTICLE II***Purpose***

The purposes of the Council shall include the following:

1. To serve the interests of all current and prospective full-time and part-time undergraduate students enrolled in the Institute of Communication, Culture, Information & Technology;
2. To represent and promote the programs of the Institute in academic, social, professional, and other extracurricular affairs;
3. To initiate, sponsor, direct, and provide facilities, services, and activities for the benefit of ICCIT students;
4. To responsibly manage all funds and property of the Council, including those accumulated through levies, fees, donations, gifts, and endowments;
5. To liaise with members of the ICCIT Faculty and provide a means of communication between Faculty and students; and
6. To promote good conduct among students of the University of Toronto Mississauga.

ARTICLE III

Definitions

The following definitions shall apply to this Constitution and to all other governing documents of the Council:

1. "**Council**" means the ICCIT Council.
2. "**Executive**" means a member elected or appointed to a voting position on the Executive Council.
3. "**ICCIT**" means the Institute of Communication, Culture and Information Technology.
4. "**Student**" means any individual registered in an undergraduate program at the University of Toronto leading to a degree, diploma, or certificate of the University.
5. "**Subject POST**" means a Program of Study.
6. "**UTM**" or "**University**" means the University of Toronto Mississauga.
7. "**UTMSU**" means the University of Toronto Mississauga Students' Union.

ARTICLE IV

Executives & Responsibilities

The Executive Council shall consist of the following positions and its corresponding responsibilities. Where a position holds more than one seat, the number of seats is shown in parentheses.

1. **Co-Presidents (2)**

- a. Supervise the overall operations and affairs of the Council through delegation, supervision, and direction of all Executive members;
- b. Enforce and maintain the policies of the Council;
- c. Approve Council budgets in conjunction with the Vice-Presidents;
- d. Liaise with University Administration and Faculty; and
- e. Mediate internal Council affairs.

2. **Vice-President Internal Affairs**

- a. Record the minutes at each meeting;
- b. Maintain a master schedule with events and department deadlines;
- c. Ensure department deadlines are met, and extension requests are communicated to presidents;
- d. Manage internal operations, including supporting the Co-Presidents with the oversight and coordination of the executive team; and
- e. Act as the Interim President in the absence of both Co-Presidents.

3. **Vice-President External (2)**

- a. Work to create and secure on-campus relationships and collaborations with other student organizations throughout the year;
- b. Create and maintain relationships with organization external to the University;
- c. Liaise with representatives of companies and industry professionals; and
- d. Contact and secure sponsorships.

4. Vice-President Academics

- a. Maintain consistent communication with ICCIT Faculty; and
- b. Oversee academic initiatives, workshops, and events.

5. Vice-President Marketing (2)

- a. Oversee the Council's social media platforms;
- b. Maintain consistent ICCIT Council branding;
- c. Work in conjunction with the Creative Director and Media Productions Director to maintain ICCIT Council branding;
- d. Create and support promotional initiatives such as a newsletter; and
- e. Brainstorm and help execute promotional material for all events.

6. Finance Director

- a. Oversee the budget for all Council events;
- b. Process Council reimbursements in a timely manner;
- c. Maintain the Council's financial accounts;
- d. Work in conjunction with the Events Team to create and facilitate fundraising initiative(s); and
- e. Complete the Fall and Winter audits.

7. Creative Director (2)

- a. Create promotional materials for print and web; and
- b. Work closely with the VP Marketing and the Media Productions Director to maintain ICCIT Council branding.

8. Events & Initiatives Director (2)

- a. Oversee and manage the development of social, academic, and professional development events; and
- b. Conceptualize and plan the details of events in conjunction with the executive team.

9. Web Development Director

- a. Maintain and ensure the Council website is updated year-round; and
- b. Work closely with the Creative Director to maintain ICCIT Council branding.

10. Media Productions Director

- a. Create all media content, including Instagram reels, recaps, TikTok videos, and the end-of-year video; and
- b. Work closely with the VP Marketing and the Creative Director to maintain ICCIT Council branding.

11. Membership Director

- a. Run associate applications and interviews, and assist in selecting candidates;
- b. Maintain thorough and timely communication with executives and associates;
- c. Organize and instruct associates on their roles before events, and answer any questions raised; and
- d. Host associate socials and events.

12. Social & CSR Director

- a. Oversee and manage all social-cause and fundraising events and initiatives; and
- b. Raise public awareness of the Council's social responsibility commitments.

13. First Year Representative

- a. Act as an ambassador and spokesperson for all first-year students interested in the ICCIT program, encouraging students to attend all social, academic, creative, and professional events;
- b. Coordinate with other executive team members on how to involve first-year students; and
- c. Promote ICCIT Council events and distribute relevant information to first-year students.

Whole-Team Responsibilities

1. During the academic year, the Council must hold at least one academic or networking event per month;
2. In addition to their direct responsibilities, all executives shall assist with the planning and execution of Council events and initiatives. The extent of this responsibility is to be determined by the Co-Presidents and the team; and
3. The continuation of past years' initiatives and events to maintain the identity and purpose of the Council is highly encouraged but not required.
 - a. Notable initiatives: VISION Journal, ICCIT Tabloid
 - b. Notable events: Networking Nights, Creative Workshops, Meet the Professors, Gala

ARTICLE V

Meetings

General Executive Council Meetings

All executive members are required to attend the weekly executive meetings to provide updates on their progress and other endeavours. Meeting times are set democratically and remain open to adjustment based on the team's availability throughout the semester. These meetings may be held online or in person and take approximately one hour on average.

Associate Meetings

Associate meetings are held **as needed** between each executive and their corresponding associate(s).

Whole-Team Meetings

A whole-team meeting is held at least once per month during the Fall and Winter academic semesters. All members—executives and associates—are required to attend. Meeting times are set democratically and remain open to adjustment based on the team's availability throughout the semester. The purpose of these meetings is to promote team bonding within the Council and to keep all members up to date on upcoming events and initiatives.

ARTICLE VI

Elections

Chief Returning Officer

The Executive Council shall approve a Chief Returning Officer (CRO), who shall be an impartial party. The CRO shall:

1. Be responsible for the administration of the elections;
2. Have previous or current enrolment in any of the ICCIT programs;
3. Determine the eligibility of all nominated candidates and ballots submitted;
4. Ensure all ICCIT students are eligible to vote in the Council elections;
5. Acknowledge and receive any written complaints submitted during, or as a result of, the elections within seventy-two (72) hours of the close of voting;
6. Submit a report on the conduct and results of all elections for the approval of the Executive Council; and
7. Refer any decision arising from such complaints to the **entire current executive team, alongside the Co-Presidents**, for final approval. **All rationale for any decision must be recorded in detail, including any disagreements.**

Schedule of Elections

1. The Council shall hold a general election in the Spring academic term, between March 1 and April 30 of each year, for the positions of Co-President, Vice-President Internal Affairs, Vice-President Academics, Vice-President Marketing, and Membership Director.
2. The remaining positions — the remaining Directors, Vice-Presidents, and the First Year Representative — are appointed by the outgoing Co-Presidents, as follows: a. Applicants are interviewed and appointed between March 1 and April 30; and b. The First Year Representative is interviewed and appointed in the new academic year, along with the associates.
3. The schedule of elections shall include:

- a. Notice of elections at least fourteen (14) days prior to the start of the nomination period;
- b. A nomination period of no less than seven (7) days;
- c. A campaigning period of seven (7) days following the nomination period; and
- d. A voting period of no less than twenty-four (24) and no more than seventy-two (72) hours.

Candidate Ineligibility

- 1. All nominees must hold a Subject POST in one of the ICCIT programs.
- 2. All nominees must be either part-time or full-time students for the following academic year.
- 3. Candidates for Vice-President Internal Affairs must be previous members of the Council, either as an executive or as an associate.
- 4. Candidates for Co-President must be previous executive members of the Council. Associate members are not eligible for the Co-Presidency.
- 5. If a candidate is selected for two or more positions on the Executive Council, they must select one position and forfeit the other(s). Any forfeited position is to be re-elected or reappointed.

Voting

- 1. Students holding a Subject POST in ICCIT may cast one ballot for each Executive position available in an election.
- 2. Elections take place online on the UTMSU voting website.

Conflict

Conflicts may be escalated to the Co-Presidents and the Vice-President Internal Affairs for resolution. Other Council executives and the Campus Groups Coordinator may be involved where necessary to avoid conflicts of interest.

Term of Office

The term of office for each Executive member is one (1) year, commencing in May and expiring in the following April.

ARTICLE VII

Removal from Office

Abandonment of Office

An elected or appointed member of the Council, as determined by the Executive Council, shall be deemed to have resigned if the individual:

1. Receives the maximum number of strikes under the system implemented by the current Co-Presidents. Strikes are administered when an executive fails to satisfy the responsibilities of their position as established for the academic term; or
2. Submits a written resignation to the Executive Council at least four (4) weeks prior to their departure.

Ineligibility

A program representative of the Council shall cease to be eligible to remain in their position if they cease to hold their Subject POST.

Vacancies

Executive Council vacancies that occur after the Spring elections will be filled by appointment. The Co-Presidents and/or the Vice-President Internal Affairs will supervise and conduct the interview process.

ARTICLE VIII***Finances*****Fiscal Year**

The fiscal year of the Council is from May 1 to April 30.

Budget

An operating budget shall be prepared and presented by the Finance Director, the Co-Presidents, and the Vice-President Internal Affairs.

Signing Officers

The signing officers of the Council are the Co-Presidents.

ARTICLE IX***Amendments to the Constitution***

All amendments to this Constitution must be approved by the executives in office at the time of the amendment, via a General Meeting.

All amendments must be approved by the UTMSU before they are formalized.