



UNIVERSITY OF
TORONTO
MISSISSAUGA



**RESIDENCE COUNCIL
CONSTITUTION & BY-LAWS**

March 2012

Article I – Legal Obligations

- 1) The laws of Ontario and Canada, The Human Rights Code for Ontario and Canada, and the policies of the University of Toronto (UofT) and the University of Toronto Mississauga (UTM) will be respected and observed. Nothing in this constitution or the understandings shall relieve residents of their obligations as students of UTM, residents living at UTM, or as citizens of Ontario and of Canada.
- 2) This constitution shall abide by the regulations and policies established within the UofT Office of Student Affairs **Handbook for Student Societies**.

Article II - Name

- 1) The name of the organization to make use of this constitution shall be the “**University of Toronto Mississauga Residence Council (UTMRC)**”

Article III – Mission Statement and Aims

- 1) The University of Toronto Mississauga Residence Council is an elected representative body committed to the enrichment of the quality of life of all residence students. The aims of UTMRC’s shall be to:
 - a) work as an autonomous political body to promote the interest of students as residents on the UTM campus;
 - b) promote the integration of first-year and upper-year students into the academic and social life of UTM and the Mississauga community;
 - c) facilitate an open line of communication with other existing student governments (e.g. UTMAC, UTMSU, UTMAGS, University clubs, committees and councils) and attempt to develop a cohesive relationship to help initiate and coordinate campus wide activities;
 - d) encourage cultural, educational, social, personal development, equity, inclusion, and diversity of residence students and to create or provide opportunities for leadership at UTM;
 - e) aid, if appropriate, in coordinating specific local residence activities initiated by residence students (e.g. RLS members);
 - f) provide a training ground for the development of leadership and interpersonal skills for those active in residence student government and;
 - g) use all available methods to disseminate information pertinent to residence students and ensure all constituents are well informed on issues that affect them.

Article IV – Membership

- 1) All members of UTMRC must be living within the an undergraduate community at UTM residence and meet the eligibility requirements as determined by the Student Housing and Residence Life (SHRL).
- 2) The Executive team shall consist of:
 - a) President;
 - b) Vice President – Administration & Human Resource (VP-Ad);
 - c) Vice President – Finance (VP-F);
 - d) Vice President – Social Events (VP-SE);
 - e) Vice President – Social Activities (VP-SA);
 - f) **Vice President – Marketing (VP-M)** (2)
 - g) Vice President – Environment & Community (VP-EC);
 - h) Executive Director (ED).
- 3) UTMRC voting members shall consist of the Executives and eleven (11) Community Directors.
- 4) The President must be someone who has at least one year of experience in one or more of the following:
 - a) Residence Council
 - b) Residence Life Staff
 - c) Any other area, or combination of areas, deemed to be adequate by the current UTMRC Elections Committee.
- 5) Community Directors shall be elected from the following sub-communities within the UTM undergraduate residences:
 - a) McLuhan Court (1)
 - b) Putnam Place (1)

- c) Oscar Peterson Hall (3)
 - d) Leacock Lane (1)
 - e) Roy Ivor Hall & Schreiberwood(2)
 - f) Erindale Hall (2)
 - g) MaGrath Valley (1)
- 6) All voting members of UTMRC will be democratically elected.
- 7) Non-Voting members consist of:
- a) Appointed SHRL Staff
 - b) Appointed:
 - i) Executive Director
 - c) Selected:
 - i) Associates
 - ii) Formal Committee
 - iii) Green Team
 - iv) Marketing Committee
 - v) Social Committees
 - vi) Formal Coordinator
 - vii) Sponsorship Committee
 - viii) Community Connections Committee
- 8) Constitution Review Committee (CRC)
- a) The CRC will be composed of the President, two (2) executive members, one (1) Community Director, one (1) Associate Appointed SHRL Staff, and one resident-at-large.
 - b) The Community Director will be selected by UTMRC.
 - c) The resident-at-large will be selected from a pool of interested applicants.
 - d) The CRC will be formed at the request of UTMRC when significant constitutional changes are deemed necessary.
 - e) The CRC will form recommendations to present to the UTMRC.
 - f) The recommendations of the CRC must be debated at one (1) subsequent General Meeting.
 - g) Residents, speaking during a UTMRC General Meeting may ask UTMRC to consider a constitutional review.
 - h) A petition signed by a minimum of fifty (50) residents presented to the President of UTMRC will force UTMRC to summon a meeting of the CRC within seven (7) days of a formal request.
 - i) The resident presenting the petition may choose to sit on the CRC, to represent the petitioners.
 - j) The CRC will propose amendments to the General Meeting, and then UTMRC, after debating the changes, shall propose the final version of the changes to the UTM undergraduate residents, and the UTM undergraduate community will vote, in a referendum conducted by CRC, for/or against the amendments.
 - k) The proposed amendments must be made available to all undergraduate resident students online and made available during tabling hours at least seven (7) days in advance of the Referendum.
- 9) Special Investigation Board (SIB)
- a) The SIB will be composed of a chairperson, a UTMRC Executive, Designated SHRL Staff, and a resident-at-large.
 - b) The Chairperson will be nominated from the Community Directors upon the establishment of the SIB. The nominated Community Director must receive at least two-thirds of the vote.
 - c) The Executives will select its own representative.
 - d) The resident-at-large will be selected from a pool of interested applicants.
 - e) The SIB will be convened once a complaint arises, by UTMRC, or the Designated SHRL staff
 - f) The SIB will follow the procedure outlined in Article XVI.
- 10) Any UTMRC Executive member may sit, *ex officio*, on all committees and sub-committees operated by UTMRC.
- 11) UTMRC will have the power to establish any *ad hoc* committees as it deems necessary and to appoint or call upon the sub-communities to name additional members to such committees, only so long as these committees do not overlap into the jurisdiction of any of the standing committees.

Article V – Duties of the Membership

- 1) Office of the President
 - a) The President will give leadership, direction and guidance to the UTMRC.
 - b) Voting privileges.
 - c) With the assistance of the VP-F, the President will submit an annual report, including a financial report, of the activities of the

Council to the Director of Residence at the end of the spring exams. A second copy of this report shall be made available to the incoming UTMRC.

- d) The President shall be responsible for collecting and tabulating all business pertinent to discussion at UTMRC meetings (creating an agenda), as well as coordinating the attendance of any desired guest speakers.
 - e) The President shall have this constitution in his/her possession during the RC meetings for referral and/or clarification if necessary.
 - f) The President shall sit on one of the Erindale College Council, Quality Service to Students, or the Student Housing Advisory Committee (SHAC). No other member of UTMRC shall have voting privileges on this council as a representative of residence, and which council shall be assigned to the President shall be decided by the RC Executive. Full and regular reports concerning the committee the President is appointed to must be communicated by the President at General Meetings.
 - g) The President may sit on any committee or board on which the President is invited to sit.
 - h) The President shall have co-signing authority for the issuing of funds and must be implicitly familiar with all allocations of such funds.
 - i) The President shall have conditional veto power over financial matters as outlined below:
 - i) The reputation and integrity of UTMRC at risk by the suggested use of funds.
 - ii) The proper financial procedures have not been followed in accordance to the UTMRC constitution.
 - j) The President will assist in the selection of the committee members.
 - k) The President will sit on the Constitutional Review Committee.
 - l) The President will ensure that all decisions of UTMRC are carried out.
 - m) The President will support all RC approved activities.
 - n) The President will attend and participate in the Residence Life Staff Training Institute sessions deemed appropriate in collaboration of the President and the Assistant Director of Residence Life.
 - o) Although the term of the President ends March 31st, the President is still required to ensure that a financial audit is carried out by end of August, and that a report is submitted to the Director of Residence and to the incoming RC by the end of spring exams.
 - p) The President must attend all UTMRC events, unless excused by the Executives.
 - q) The President must monitor the proper documentation of event details and summaries composed by the responsible vice presidents and/or other.
- 2) Office of the Vice President – Finance (VP-F)
- a) The VP-F shall be responsible for ensuring the efficient operation of financial systems and the maintenance of detailed accurate financial records of all UTMRC's transactions and fiscal exchanges.
 - b) Voting privileges.
 - c) The VP-F will assist the President in submitting an annual report, including a financial report, of the activities of the RC to the members present at the Annual General Meeting (AGM).
 - d) These statements shall be submitted to the incoming UTMRC President and VP-F at the end of office term.
 - e) The VP-F shall have joint signing authority for the issuing of funds and must be implicitly familiar with all allocations of such funds.
 - f) The VP-F is authorized to make payments for all bills incurred by UTMRC operations and is accountable to the President who is the other joint signing authority.
 - g) The VP-F will provide strong recommendations to the President to veto funds should it be necessary, based on considerations provided in this constitution, Article VI
 - h) The VP-F shall provide a comparison between budgeted and actual financial numbers by the sixth week of the fall term, the first week of the winter term and by the ninth week of the winter term, with a presentation at an UTMRC meeting each time.
 - i) The VP-F shall be responsible for the financial records of the RC to be audited once a year by a firm of chartered accountants.
 - j) The VP-F, in the absence of the President, will perform jointly all the duties of the President with the VP-Ad, SE and SA.
 - k) The VP-F shall sit on one of the Erindale College Council, Quality Service to Students, or the Student Housing Advisory Committee (SHAC). No other member of the RC shall have voting privileges on this council as a representative of residence, and which council shall be assigned to the VP-F shall be decided by the RC Executive. Full and regular reports concerning the committee the VP-F is appointed to must be made by the VP-F at general meetings.
 - l) The VP-F will assist in the selection of the Formal Committee members.
 - m) The VP-F will support all RC approved activities.
 - n) The VP-F will attend and participate in the Residence Life Staff Training Institute sessions deemed appropriate through the President.
 - o) Although the term of the President ends March 31st, the President is still required to ensure that a financial audit is carried out by end of August, and that a report is submitted to the Director of Residence and to the incoming RC by the end of spring exams.
 - p) The VP-F is responsible for ensuring strong internal controls are in place for fiscal management purposes.
 - q) The VP-F is responsible for creating and facilitating the Sponsorship Committee and must maintain existing external sponsor relationship and seek additional external sponsors. Sponsorship to be sought may be monetary, in-kind, or opportunities in nature.
 - r) The VP-F must keep electronic records using accounting software for the creation of financial statements.
 - s) The VP-F must attend all UTMRC events, unless excused by the Executives.
 - t) The VP-F must compile a list of events and submit it to the President at the end of their term.
- 3) Office of the Vice President - Social Events (VP- SE)
- a) The VP-SE shall promote co-operation and interaction between the UTMRC Executive, Community Directors, Coordinators,

- and constituents.
 - b) Voting privileges.
 - c) The VP-SE, in the absence of the President, will perform jointly all the duties of the President with the VP-F, VP-Ad, and Athletics.
 - d) The VP-SE shall be available for the coordination of and/or assistance with UTMRC events, and shall oversee subsequent advertising.
 - e) The VP-SE shall be responsible for establishing and maintaining communication between UTMRC and other student societies.
 - f) The VP-SE shall be responsible for keeping a record book on file in the office with a brief summary of each event, including attendance, buses, prices, contacts and any recommendations for the future.
 - g) The VP-SE shall be responsible for establishing and maintaining promotional contacts.
 - h) The VP-SE must plan and co-ordinate at least one mandatory team-building event per term (fall and winter only) in addition to any conference attended or the Residence Life Training.
 - i) The VP-SE shall be responsible for the coordination of at least one event per month with the exception of December and April, at least two of which shall be all ages, that are in congruence with the UTMRC Mission Statement and Aims as outlined in Article III. The event shall involved a minimum of 50 participants.
 - j) The VP-SE shall sit on one of the Erindale College Council, the Quality Service to Students committee, or the Student Housing Advisory Committee (SHAC). No other member of the UTMRC shall have voting privileges on this council as a representative of residence, and which council shall be assigned to the VP-SE shall be decided by the UTMRC Executive. Full and regular reports concerning the committee the VP-SE is appointed to must be made by the VP-SE at general meetings.
 - k) The VP-SE will assist in the selection of the members of social committees.
 - l) The VP-SE will support all UTMRC approved activities.
 - m) The VP-SE will attend and participate in the Residence Life Staff Training Institute sessions deemed appropriate through the President.
 - n) The VP-SE shall ensure that all approved programs run by Community Directors are done under the assistance/guidance of the VP-SE.
 - o) The VP-SE must attend all UTMRC events, unless excused by the Executives.
 - p) The VP-SE must oversee the formal coordination with the formal director.
 - q) The VP-SE must compile a list of events and submit it to the President at the end of their term.
- 4) Office of the Vice President – Administration & Human Resources (VP-Ad)
- a) The VP-Ad must ensure minutes are taken and attendance recorded at every meeting, certifying that a quorum is present.
 - b) Voting Privileges.
 - c) The VP-Ad shall be responsible for editing and distributing the minutes via e-mail to each RC member at least forty-eight (48) hours prior to the next meeting. One typed hard copy of all minutes must be kept on file. Hard copies of minutes must be available at RC meetings if deemed necessary by the members.
 - d) The VP-Ad will construct and maintain a UTMRC phone, e-mail and address list.
 - e) The VP-Ad will be fundamentally responsible for the promotion of UTMRC within residence.
 - f) The VP-Ad shall be responsible for the delegation of volunteer assignments as necessary.
 - g) The VP-Ad, in the absence of the President, will perform jointly all the duties of the President with the VP-F, VP-SE, and VP-SA.
 - h) The VP-Ad shall sit on one of the Erindale College Council, Quality Service to Students, or the Student Housing Advisory Committee (SHAC). No other member of the UTMRC shall have voting privileges on this council as a representative of residence, and which council shall be assigned to the VP-Ad shall be decided by the UTMRC Executive. Full and regular reports concerning the committee the VP-Ad is appointed to must be made by the VP-Ad at general meetings.
 - i) The VP-Ad will assist in the selection of the Newsletter & Public Relations coordinators.
 - j) The VP-Ad may sit on the Constitution Review Committee.
 - k) The VP-Ad will support all UTMRC approved activities.
 - l) The VP-Ad will attend and participate in the Residence Life Training, prior to the beginning of the fall semester of their office term, designed to provide them with the knowledge and skills required. Attendance is required at all sessions that are pertinent to the position as determined by the President.
 - m) The VP-Ad must attend all UTMRC events, unless excused by the Executives.
 - n) The VP-Ad must compile a list of events and submit it to the President at the end of their term.
 - o) The VP-Ad must maintain the tidiness of the council office and may appropriate council members.
- 5) Office of the Vice President - Marketing (2) (VP-M)
- a) The VP-M is responsible for creating marketing materials for all Residence Council initiatives within one week (7 days) maximum of receiving the information required for the material.
 - b) The VP-M will update and maintain the UTMRC website and social networks (ie. Facebook) with the assistance of the Marketing Committee. New information must be updated within 3 days for the website and 1 day (24hours) for social networks.
 - c) The VP-M will construct and maintain student participants' phone, e-mail and address list.
 - d) The VP-M will be fundamentally responsible for the promotion of UTMRC within residence.
 - e) The VP-M creates and chairs the Marketing Committee, which will be composed of all community directors and students outside of the council.
 - f) The VP-M must attend all UTMRC events, unless excused by the Executives.
 - g) The Senior VP-M will be elected in the March Executive elections. The Junior VP-M will be elected in the September by-elections

- and must be a first year residence student.
- h) The Senior VP-M must maintain an updated schedule of all upper year don community meetings and ensure communication to the community Directors and monitor attendance and collect feedback for further improvement. The Junior VP-M must maintain an updated schedule of all first year don community meetings and ensure communication to the community Directors and monitor attendance and create a system for feedback.
 - i) The VP-M must compile a list of events and submit it to the President at the end of their term.
- 6) Duties of the Community Directors.
- a) Community Directors term of office begins upon the conclusion of the September by-elections and concludes on April 1st of the following year.
 - b) Community Directors shall act as a liaison between the general residence population and UTMRC and, therefore, shall have voting privileges at the UTMRC Meetings.
 - c) Community Directors have an obligation to attend UTMRC meetings. In the event that a member is unable to attend, a designated alternate may attend on their behalf as a voting member.
 - d) Community Directors will support all UTMRC approved activities.
 - e) Community Directors are encouraged to run programs for residence students. However, all programs must meet the approval of UTMRC.
 - f) Community Directors must provide feedback on the performance of the Executives biannually.
 - g) Community Directors must attend all events hosted by UTMRC, unless excused by the Executives.
 - h) Community Directors shall attend all Residence Don community meetings in their respective constituencies to advertise UTMRC events and to solicit feedback to present to UTMRC. The Community Directors must maintain an updated schedule of the Community Meetings. Must complete the report provided by the VP-M for feedback after meetings.
 - i) Community Directors must introduce themselves at all communities within their constituencies during the first week of being elected.
- 7) Duties of the Formal Director.
- a) The Formal Director shall be responsible for the successful organization, advertisement, and implementation of the yearly Residence Formal with the VP-SE.
 - b) The Formal Director will be the recognised leader of the Formal Committee.
 - c) The Formal Director shall report the status of the Formal Committee to the President and the VP-F bi-weekly as a minimum.
 - d) The Formal Director shall receive an overall budget for the Residence Formal from the VP-F.
 - e) The Formal Director shall appoint duties and responsibilities to the members of the Formal Committee as appropriate. f) The Formal Director will have the power to recruit and select additional Formal Committee members when necessary.
 - g) The Formal Director shall be responsible for creating and maintaining a Formal logbook that will contain contact, price, venue and any other information relevant to the Residence Formal.
 - h) The Formal Director will support and attend all UTMRC approved activities.
- 8) Duties of the Vice President - Social Activities (VP-SA)
- a) The VP-SA shall be responsible for the successful organization, advertisement, and implementation of a diverse program focused on athletics, recreation, and wellness.
 - b) The VP-SA shall be the recognized leader of the Activities Committee (AC).
 - c) The VP-SA shall report the status of the AC to the President and communicate with the VP-SE at least bi-weekly.
 - d) The VP-SA shall receive an overall budget for the AC from the VP-F.
 - e) The VP-SA shall appoint duties and responsibilities to the members of the AC as appropriate.
 - f) The VP-SA shall plan and facilitate one event per week with a minimum attendance of 10 participants.
 - g) The VP-SA will have the power to recruit and select additional AC members when necessary.
 - h) The VP-SA shall be responsible for creating and maintaining an AC record book that will contain any and all information relevant to the AC activities.
 - i) The VP-SA must attend all UTMRC events, unless excused by the Executives.
 - j) The VP-SA shall sit on one of the Erindale College Council, the Quality Service to Students committee, or the Student Housing Advisory Committee (SHAC). No other member of the UTMRC shall have voting privileges on this council as a representative of residence, and which council shall be assigned to the VP-SA shall be decided by the UTMRC Executive. Full and regular reports concerning the committee the VP-SA is appointed to must be made by the VP-SA at general meetings.
 - k) The VP-SA will assist in the selection of the members of social committees.
 - l) The VP-F must compile a list of events and submit it to the President at the end of their term.
- 9) Duties of the Vice President - Community and Environment (VP-CE)
- a) The VP-CE shall be responsible for establishing and maintaining communication with the University of Toronto Mississauga Athletics Council (UTMAC) to encourage cross-council events and greater opportunities for residence students.
 - b) The VP-CE will sit on Governing Council on Athletics
 - c) The VP-CE shall be the recognized leader of the Community and Environment Committee (CEC)
 - d) The VP-CE shall plan and facilitate the EnvirOlympics series including the event, campaign, and conference.

- e) The VP-CE shall plan and facilitate the 30 Hour Famine or similar/equivalent charitable fundraising event. The project and fundraising goal must be determined by the CEC collective by the second Sunday of October.
 - f) The VP-CE must plan and facilitate a minimum of 2 environmental event series and 2 community connection event series.
 - g) The VP-CE will support and attend all UTMRC approved activities, unless excused by the Executives.
 - t) The VP-CE must compile a list of events and submit it to the President at the end of their term.
- 10) Duties of Committee Members.
- a) Committee Members, from here on in representing Formal Committee members, Activity Committee members, Marketing Committee Members, Sponsorship Committee and Social Committees, have an obligation to attend all committee meetings.
 - b) Committee Members shall be responsible for the successful organization and implementation of the events and activities that are relevant to their respected committee.
 - c) Committee Members shall report weekly to and take leadership from their recognized Coordinator.
 - d) Committee Members are not required to attend UTMRC meetings and, subsequently, are non-voting members.
 - e) Committee Members will support and attend all UTMRC approved activities.
- 11) Duties of the Executive Director
- a) The Executive Director position is appointed on a one year term and may remain on call for additional terms if determined necessary by the incoming councils..
 - b) The Executive Director serves as a student advisor. And shall be selected in order from President, VP-SA, VP-F, and so on.
 - c) The Executive Director may sit *ex-officio* on the General meetings and/or Executive meetings.
 - d) The Executive Director must help complete the financial audit.
 - e) The Executive Director must be in contact with the current UTMRC Executives.
 - f) The Executive Director must request for or be given speaking rights during meetings.
 - g) The Executive Director must support the incoming executive with at least one general training session and one finance specific.

Article VI – Elections

- 1) Executive and selected Non-Voting members election shall be held during March. These executive and selected Non-Voting members shall hold office from April 1st to March 31st of the following year.
- a) The Executive shall appoint a Chief Returning Officer (CRO) and two (2) Deputy Returning Officers (DRO), who must be residents.
 - b) The CRO, DROs, and two RC members shall form the Elections Committee.
 - c) The Executive, in conjunction with the Elections Committee, shall set guidelines for the elections at least 48 hours prior to the opening of nominations.
 - d) The Elections Committee shall determine the period of time that nominations will be open.
 - e) The Candidate must be nominated by at least ten UTM undergraduate residents.
 - f) Each candidate must sign his/her nomination form.
 - g) Campaigning must not begin until nominations have closed.
 - h) In the event of only one candidate running for a position once nominations have closed, he/she will automatically win by acclamation.
 - i) Once nominations have closed, nominations cannot be reopened unless there are no candidates running for the position.
 - j) The Elections Committee, along with the candidates will set monetary ceilings on campaign expenditures.
 - k) Each candidate must submit one photograph to the CRO before the day of election for identification at the poll.
 - l) The length of the campaign must not exceed seven days.
 - m) Speeches shall take place the evening prior to the date of voting at a time and place scheduled by the Elections Committee.
 - n) Campaigning must end at midnight prior to the day of elections. All campaigning material must be removed by this time by the candidates
 - o) The Elections Committee shall determine and appropriate penalties.
 - p) Voting shall be conducted by secret ballot online for a minimum of 48 hours during the Election Days. Voting will be overseen at all times by at least one member of the Elections Committee plus one member of the Council.
 - q) Upon voting, the voter's name will be struck from a nominal role.
 - r) The elections will be won by the candidate who acquires the most votes after demerit points are given.
 - s) In the event of a tie the Elections Committee will establish a date for a second vote with the tied Candidates. The second vote must take place no later than three (3) days after the initial election.
 - t) All concerns about the election results must be brought forward in writing to the CRO within one week at which time the CRO must bring the matter to the immediate attention of the Executive.
- 2) Community Directors to the UTMRC shall be elected in September and the process must begin before the third week of the fall term classes.
- a) The Executive shall conduct the election.
 - b) The election shall be conducted by online voting.
 - c) Notice of one week of the time and place of the election must be given to all undergraduate residence students.
 - d) The Executive, with the assistance of the appointed SHRL staff member, shall be responsible for carrying out the elections in a fair

- and orderly manner.
- e) In the event of a tie, a second vote shall be conducted with the tied Candidates.
- 3) To be eligible to run for any elected UTMRC position, candidates must meet the minimum requirements to be eligible to live on residence during their potential term of office. If a UTMRC candidate is elected and then found later to be ineligible based on this reason, then a by-election must be held at the earliest possible time.

Article VIII – Finances

- 1) Sources of Funds.
- a) Under the authority granted by the Governing Council, in response to the referendum passed in 2003, the University shall assess, as part of the residence contract, each undergraduate resident of the University of Toronto at Mississauga owned residence buildings for the support of educational, social, cultural, recreational and residential activities and the interest of the student residents, the amount of \$20.00 (indexed to inflation and non-refundable) each Winter Session.
- b) Any additional funds allocated to UTMRC shall be used in a manner authorised by the members of UTMRC.
- c) A financial review and the preparation of the financial statements shall be done at the end of the fiscal year. This fiscal year shall run from May 1 to April 30.
- 2) Allocation of Funds.
- a) The VP-F, shall suggest an overall budget to the UTMRC, which must be approved at a General Meeting
- b) Twenty percent (20%) of the fees collected from Residence Students shall be set aside by each year's RC for the use of the next year's RC.
- 3) UTMRC Fee Changes.
- a) A motion to request the change of the existing fee must be approved at a UTMRC meeting.
- b) Once the motion is approved, the UTMRC shall be responsible for conducting a referendum. The referendum question(s) must be specific and clearly worded.
- c) The advertisement of the referendum must contain the proposal, size and purpose of the change, and be clearly advertised at least fourteen (14) days prior to the referendum vote.
- d) If the referendum question is supported, the UTMRC must ratify the referendum results.
- e) The President and VP-F will approach the Office of Student Affairs with all requested information as explained in the Handbook for Student Societies under Procedures for Handling Requests for Fee Changes.
- 4) Audit of Financial Records.
- a) As set out in the Handbook for Student Societies, UTMRC is required to have its financial statements audited annually by an independent auditor.
- b) The appointment of an auditor must be approved each year by a UTMRC resolution.
- c) The audit must be completed by the July 15th.
- d) Audited financial statements must be signed jointly by the VP-F and President (or designate).

Article IX – Impeachment & Removals

- 1) Impeachment of an Executive or Non-Voting Elected Member
- a) The impeachment process of any Executive or Non-Voting member must be initiated by the UTMRC passing a motion or by a petition signed by at least 30% of the undergraduate residents in UTM.
- b) The President of the Council must set a date for a vote of impeachment within seven (7) days as directed by the Executive to allow for preparation of arguments.
- c) Two-Thirds (2/3) of voting UTMRC members must vote in favour of the impeachment for it to be considered binding.
- d) The vote will be made by secret ballot in a closed meeting; proxies will not be accepted.
- e) In the case of the petition, the impeachment will be decided by a secret ballot referendum, held by the elections committee, requiring a vote of 60% of the student body constituent.
- f) Upon impeachment of an Executive member it is the duty of the UTMRC to find a suitable replacement to fill any vacancies within fourteen (14) days.
- g) In the event of the impeachment or resignation of a member of the Executive between April 1st and September 15th there shall be a by-election held to fill the position. The by-election shall follow the election procedures laid out in Article VI and shall be held no later than October 15th.
- h) Any UTMRC Executive who is absent from any three meetings or mandatory events or two consecutive meetings or mandatory events without sending regrets acceptable to the President, must stand before the General Council, who may vote with a two-thirds (2/3) majority to remove that UTMRC Executive.
- 2) Community Director Removal
- a) Any Community Director who is absent from any three meetings or two consecutive meetings without sending regrets acceptable to the VP-Ad will appear before the UTMRC to justify his/her absence.
- b) UTMRC shall then decide by simple majority in a secret ballot whether to dismiss the member.
- c) All regrets will be submitted to the VP-Ad at least twenty-four (24) hours prior to the meeting.

- d) A breach of the Community Director Contract may also result in impeachment of a Community Director, by a motion of impeachment carried by 2/3 of voting UTMRC members.
 - e) Any Community may initiate an impeachment of their representative by a petition signed by 40% of their community members. At which time the Executive will carry out an impeachment vote within (7) seven days on their community, whereby a 2/3 vote of all constituents in that community must vote in favour. Early votes can be placed up to (2) two days in advance in the event of absence.
 - f) If a Community or the UTMRC dismisses a Community Director, UTMRC will allow (14) fourteen days for the Community to elect a new Director.
- 3) Executive Director Removal
 - a) An Executive Director may be removed with a majority of (2/3) the executives voting in favour of removal.
 - b) An Executive Director may be removed with a majority of (2/3) of UTMRC members.
 - 4) Impeachment or Removal of RC members may also be dictated by a decision of the Special Investigation Board resulting from an investigation of a complaint brought forward by a UTM community member.
 - 5) Appointment of interim UTMRC members
 - a) Should the majority of the UTMRC Executives decide by majority vote that it is necessary, the Executive shall have the power to appoint an interim UTMRC member to temporarily replace an impeached or removed UTMRC member in his or her duties, until an election can be held.
 - b) An election must be held according to the appropriate guidelines, as stated in Article IX.

Article X – Meetings

- 1) Executive Meetings
 - a) All Executive meetings of the UTMRC shall be governed by a format decided by the Executive members.
 - b) Every Executive member will be required to attend a weekly executive meeting to be held at a mutually convenient time.
 - c) The purpose of the Executive meetings will be to formulate an agenda for the upcoming UTMRC meeting. In addition, there may be discussion of items of interest to each position and to UTMRC in general.
 - d) Minutes of the UTMRC Executive (business related occurrences during the executive meeting) should be taken by the VP-Ad and made available at the request of any UTMRC member.
 - e) Members with voting rights at an executive meeting are the President, VP-F, VP-Ad, VP-SE, VP-SA, VP-CE, and VP-M(2). The Formal Director may be invited to executive meetings when necessary.
- 2) General Council Meetings
 - a) Voting members shall be the President, VP-F, VP-Ad, VP-SE, VP-SA, VP-CE, VP-M(2) and all Community Directors.
 - b) Each voting member has one vote per motion. Motions will be carried by a simple majority vote. A majority vote is defined as a yes vote from 50% plus one of the voting members. A tied vote results in the motion being defeated.
 - c) Conflicts of interest shall be stated by the affected individual and/or group and their vote will not count in any motion where the specified conflict of interest applies.
 - d) Quorum shall be two-thirds of the voting UTMRC members. Quorum must be present to hold an official meeting.
 - e) Meetings shall be open to the general public. There shall not be less than ten (10) meetings per session (excluding the summer session).
 - f) A member from a Community Representative's constituency can be sent in proxy to fill a Community Director's seat at a meeting.
 - g) Ballots cast during a secret ballot vote must not be destroyed for seven (7) days, and must be kept in a sealed envelope by the President. Within that seven-day period, a member of RC may request that the President conduct a recount of votes. After seven days, the President will be responsible for destroying the ballots.
 - h) The tally of all votes cast in favour or against a motion must be made public, although the choice of each secret ballot voter must not be disclosed.
 - i) VP-F shall present financial information as stated in Article V 2), specifically a comparison of year-to-date actual income and expense to budget and a statement of expected income and expense for the balance of the fiscal year (or a cash flow forecast to the end of the year).
 - j) At the discretion of the UTMRC, any interested individual may be given speaking rights.
- 3) Annual General Meeting.
 - a) The UTMRC will hold an Annual General Meeting (AGM) within the month of February.
 - b) All UTMRC members must attend the AGM.
 - c) The AGM must be advertised through the UTM student newspaper and by postings in the UTM residence community. The AGM must be advertised at least seven (7) days prior to its meeting. Included in the advertisement must be the date, time, and location of the AGM, plus, the balance sheet and income statement of the current fiscal period.
 - d) Quorum of 10 people outside the UTMRC members, must be present in person to officially hold the AGM
 - e) The President and VP-F must present financial statements to the members of the AGM.
 - f) UTMRC must publicize their accomplishments, as relating to their duties and responsibilities, and their other achievements to the members of the AGM.

Article XI – Amendments

- 1) Any Residence Students may speak at a UTMRC meeting, during “Other Business” to ask UTMRC to consider summoning the Constitutional Review Committee (CRC). Minor amendments may be proposed immediately for UTMRC approval.
- 2) Major amendments must be proposed by the CRC.
- 3) The UTMRC will post notice of proposals in the Minutes, within forty-eight (48) hours of the next meeting, in a public forum.
- 4) An amendment proposal must be debated at the next General Meetings, with the UTMRC’s approval being attempted at the second meeting.
- 5) If the referendum supports the amendment, the amendment passes and is incorporated into this constitution.
- 6) Any Resident with a signed petition by fifty (50) constituents may summon the CRC, and have the committee’s proposal put to referendum.

Article XII – Publication

- 1) It is the responsibility of UTMRC to make this constitution public known.
- 2) All UTMRC meeting Minutes shall be published and displayed in a **public forum** within seventy-two (72) hours after the meeting was adjourned.
- 3) All referenda must be advertised to the UTM residence community at least fourteen (14) days prior to the vote.

Article XV – Conduct of Members

- 1) All members of the UTMRC must fully abide by and uphold the regulations of the University of Toronto, Code of Student Conduct.
- 2) All members of the UTMRC must fully abide by and uphold the regulations of the University of Toronto at Mississauga Residence Occupancy Agreement.
- 3) All members of the UTMRC must fulfill the duties and responsibilities as outlined for their position in this constitution.
- 4) All members must uphold the integrity of the UTMRC.
- 5) All members of the UTMRC act as representatives of the Council at all times and consequently, can be held accountable as such.

Article XVI – Complaints

- 1) In the event that a resident or other party believes the UTMRC to be operating in an undemocratic or improper manner, a Complaints Procedure will be as follows:
 - a) A formal written complaint should be lodged with an appointed SHRL Staff member, who upon receiving the formal complaint, will provide copies of the written complaint to the Executive of the UTMRC and any relevant parties.
 - b) The complaint will be addressed at the next meeting of the UTMRC. If the complaint is not resolved to the satisfaction of the complainant, the Special Investigation Board (SIB) will be convened. See Article IV 7).
 - c) If the complaint is of a sensitive nature, the appointed SHRL Staff member may wish to convene the SIB immediately. Copies of the written complaint should still be provided to the above-mentioned parties.
 - d) The SIB will meet and hear the complaint no later than seven (7) days upon receipt of the written complaint.
 - e) The SIB will present its decision, in writing, to the President of the UTMRC and a copy to the complainant.
 - f) If the complainant is dissatisfied with the decision it may be appealed, in writing, to the Chairperson of SIB.
 - g) Further appeals, must be submitted in writing to the Director of Residence, University of Toronto Mississauga.
- 2) In the event that a resident or other party has lodged a complaint against a UTMRC member relating to their inappropriate conduct, the UTMRC may select one of the following:
 - a) The accused member or group of UTMRC may have its working conditions altered to protect certain individuals and/or to minimize disruption to the normal activities of the UTMRC.
 - b) The accused member or group UTMRC may have its normal duties and privileges suspended by the UTMRC, pending the outcome of the investigation.

Article XVI – Definitions and Acronyms

AGM – Annual General Meeting

AC – Activities Committee

Community Director – A member of the University of Toronto Mississauga Residence Council who is elected to represent the concerns and needs of their own constituency. Community Director act as a liaison between the Council and their constituents.

CEC - Community and Environment Committee

CRC – Constitutional Review Committee

CRO – Chief Returning Officer

DRO – Deputy Returning Officer

Executive – Refers to the President and Vice Presidents that make up the executive members of the University of Toronto Mississauga Residence Council

ECC – Erindale College Council

MC – Marketing Committee

QSS – Quality Services to Students Council

SAC – Students’ Administrative Council

SC – Vice President – Activities of the University of Toronto Mississauga Residence Council

SIB – Special Investigation Board

UofT – University of Toronto

UTM – University of Toronto Mississauga

UTMAC – University of Toronto Mississauga Athletics Council

UTMAGS – University of Toronto Mississauga Association of Graduate Students

UTMRC – University of Toronto Mississauga Residence Council.

UTMSU – University of Toronto Mississauga Student Union

VP-Ad – Vice President – Administration of the University of Toronto Mississauga Residence Council

VP-CE - Vice President Community and Environment

VP-F – Vice President – Finance of the University of Toronto Mississauga Residence Council

VP-M – Marketing Director of the University of Toronto Mississauga Residence Council

VP-SA - Vice President Social Activities

VP-SE - Vice President Social Events