



Master of Information Student Council
University of Toronto, Faculty of Information
misc.ischool.utoronto.ca | misc.ischool@utoronto.ca

MISC CONSTITUTION

Last amended 12 November 2019

1. Name & Purpose

- 1.1. This organization exists at the University of Toronto and shall be named “The Master of Information Student Council” referred to as MISC
- 1.2. The Master of Information Student Council exists to serve and protect the welfare of Master of Information students at the University of Toronto
- 1.3. MISC will also serve students by promoting collaboration between other student groups present in the Faculty of Information.

2. Membership

- 2.1. Members of MISC shall consist of all full-time and part time students registered in the Master of Information program at the Faculty of Information of the University of Toronto who have paid the membership fees outlined in article 3.
- 2.2. The Membership elects representatives to MISC’s General Council as outlined in article 4 to represent the student body in academic, administrative and extra-curricular affairs; to initiate, sponsor and direct student activities; and to administer funds collected from the Membership.

3. Fees

- 3.1. General Council shall levy an annual fee from the Membership to support the activities of MISC. The fees shall be \$25 for Full Time students and \$12.50 for Part Time Students.

- 3.2. The Membership shall be required to pay their fees upon registration in the Master of Information program.
- 3.3. Any amendment to the existing fee amount must be passed by a 2/3 majority of the Membership in accordance with the voting procedures outlined in Article 7.1 below.

4. The General Council

- 4.1. The General Council shall be comprised of the elected officers of the Executive Committee (Article 4.2), the chairs of all MISC Standing Committees (Article 4.3), other student representatives (Article 4.4), and appointed members-at-large (Article 4.6).
 - 4.1.1. Members of the General Council shall be elected in the Spring and Fall and hold their positions until the following April, with the exception of the Vice-President, whose term shall be from the Fall to the following Fall elections.
 - 4.1.2. Elected General Council members must meet the requirements of MISC's Membership outlined in article 2.
 - 4.1.3. All members of the General Council have one (1) vote per person at meetings of General Council.
 - 4.1.4. Any member of the General Council wishing to resign his or her position shall submit a written resignation to the President and Vice-President, Operations.
 - 4.1.5. Members of the General Council shall attend no fewer than seventy-five percent (75%) of the meetings scheduled in an academic year, and shall not miss two (2) or more meetings in succession without an acceptable excuse.
 - 4.1.6. Members of the General Council may be removed from office if they fail to meet the conditions set out in article 4.1.5.
 - 4.1.7. A motion to remove any member of the General Council may be brought before the General Council by a petition signed by at least ten percent (10%) of General Council Members.
 - 4.1.8. Where necessary, a vote will be held and no removal will occur if a two thirds (2/3) majority accepts the excuse for the absence. A motion to remove requires two thirds (2/3) majority to carry.
 - 4.1.9. The General Council shall vote on such a motion no sooner than three (3) days and no later than one (1) month after the date of such a motion.

4.2. Executive Committee

- 4.2.1. The executive committee shall be comprised of the following elected positions:
 - 4.2.1.1. President
 - 4.2.1.2. Executive Vice-President
 - 4.2.1.3. Vice-President, Operations
 - 4.2.1.4. Vice-President, Finance
 - 4.2.1.5. Vice-President, Academic Affairs
 - 4.2.1.6. Vice-President, Communications
- 4.2.2. Signatories: President, Vice-President, Finance, and one other member of the Executive Committee shall be official signatories. Two of the three signatories shall be required to transact the business of the General Council's bank accounts, including signing cheques written on the Council's behalf.
- 4.2.3. MISC Official Login Details
 - 4.2.3.1. Any login and password information used by any member of the General Council in the course of fulfilling their duties while on the MISC shall be communicated to the Vice-President, Communications for safekeeping and for emergency use as required; the Vice-President, Communications will take the necessary measures to protect this information; if this information is changed, the Vice-President, Communications must be updated as to the new information as soon as possible and within three days.
 - 4.2.3.2. All online accounts that require linking to an email address for password retrieval shall be linked to the MISC's main utoronto email account (misc.ischool@utoronto.ca) unless a reasonable exception applies and is approved by the General Council.
 - 4.2.3.3. Any login and password information used by the President or Vice-President in the course of fulfilling their duties while on the MISC shall be communicated to the Vice-President, Communications for safekeeping and for emergency use as required; the Vice-President, Communications will take the necessary measures to protect this information; if this information is changed, the Vice-President, Communications must be updated as to the new information as soon as possible and within three days.

4.2.4. The President shall:

- 4.2.4.1. Call, prepare agendas for, and chair official meetings of the Executive committee
- 4.2.4.2. Call, prepare agendas for, and chair meetings of General Council
- 4.2.4.3. serve as one of the MI student representatives to Faculty Council
- 4.2.4.4. serve as the MI student representative to the Faculty Council Executive Committee
- 4.2.4.5. serve as one of the MI representatives to the Graduate Student Union's General Council
- 4.2.4.6. serve as the MI student representative to any of the Faculty's Committees where the MISC normally has an elected representative but the position is vacant and the General Council has either not found someone to appoint, or where the Faculty's Committee is holding a meeting before the General Council can meet; the President may also designate another member of the General Council to such a position in the circumstances described above if the President is unable to attend the meeting.
- 4.2.4.7. act as a liaison to both the administration and the Membership and handle all correspondence on behalf of MISC
- 4.2.4.8. bring issues of the Membership to the attention of the General Council
- 4.2.4.9. be recognized as the official spokesperson of MISC to the administration and wider community
- 4.2.4.10. be responsible for the management of the records of MISC
- 4.2.4.11. be responsible for maintaining and updating the constitution and making it available to the membership by way of the website.
- 4.2.4.12. be responsible for responding to complaints as indicated in Article 9.

4.2.5. The Vice President shall:

- 4.2.5.1. be a first-year student
- 4.2.5.2. serve as one of the MI student representatives to Faculty Council
- 4.2.5.3. act as the President's designate where required, such as acting as chair of meetings of the Executive Committee in the President's absence

- 4.2.5.4. serve as one of the MI representatives to the Graduate Student Union's General Council
- 4.2.5.5. serve as one of the MI student representatives to the Faculty Council's Programs Committee
- 4.2.5.6. oversee the collection of elected members' exit reports, as well as their dissemination to incoming elected members in the Spring
- 4.2.5.7. Assist the President with the coordination and sale of merchandise as approved by the General Council.

4.2.6. The Vice-President, Operations shall:

- 4.2.6.1. take minutes at meetings of the General Council and Executive Committee which shall be retained as per records management practices.
- 4.2.6.2. be responsible for making the minutes of General Council and Executive Committee meetings available to the Membership by way of the website.
- 4.2.6.3. act as Chief Returning Officer (CRO) for General Council elections unless there is a conflict of interest, as is outlined in article 5.
- 4.2.6.4. be accountable for the maintenance of electronic records, including but not limited to classification schemes, disposition schedules, and/or naming conventions. (See article 10)
- 4.2.6.5. take responsibility for the key to the mailbox located outside of the Student Services office on the second floor, box A56.

4.2.7. The Vice-President, Finance shall:

- 4.2.7.1. submit an annual report to the General Council in September. This shall encompass both the annual financial report of the past year and the budget for the upcoming fiscal year. The fiscal year runs from May 1 to April 30
- 4.2.7.2. prepare the budget with Executive Committee and MISC standing committee representatives
- 4.2.7.3. apply for course union head grants from the Graduate Student Union
- 4.2.7.4. prepare monthly financial reports to be presented to General Council for review and acceptance

- 4.2.7.5. refund monies spent by individuals on behalf of MISC within a maximum of five (5) business days of having received the receipt and having certified that the monies were duly spent
- 4.2.7.6. keep a ledger in accordance with General Accounting Practices and Principles so that any financial inquiry by a member might be answered within a maximum of five (5) business days.
- 4.2.7.7. obtain approval for the expenditures contemplated by the Executive Committee and MISC standing committee budgets from the General Council
- 4.2.7.8. pay in advance to providers within five (5) business days of receiving a detailed invoice of the products or services to be purchased by the MISC, after confirming that the description of the product or service corresponds to an expenditure included in the MISC budget approved for the corresponding fiscal year

4.2.8. The Vice-President, Academic Affairs shall:

- 4.2.8.1. serve as a point of contact for students experiencing academic or curricular issues
- 4.2.8.2. serve as one of the MI student representatives to the Faculty Council's Programs Committee
- 4.2.8.3. serve as the Master's Recruitment and Admissions Committee Representative (MRAC)
- 4.2.8.4. serve as one of the MI student representatives to Faculty Council

4.2.9. The Vice-President, Communications shall:

- 4.2.9.1. be accountable for ensuring MISC's presence on the web is up to date and accurate
- 4.2.9.2. be accountable for the maintenance of MISC's website
- 4.2.9.3. be accountable for educating and training general council on the use of the website and other web-based technologies, as needed.
- 4.2.9.4. be responsible for enabling a seamless flow of information among and between General Council, the membership, and/or the public at large; be responsible for promoting MISC's events via the website

- 4.2.9.5. maintain a directory of contact information of the members of the General Council, as well as any information necessary to enact any clause of this document.

4.3. Standing Committees of MISC

- 4.3.1. MISC shall have the following Standing Committees:

- 4.3.1.1. Professional Development

- 4.3.1.2. Social

- 4.3.1.3. Mental Health

- 4.3.1.4. Survey

- 4.3.2. Chairs of each MISC Standing Committee are elected by the Membership as is outlined in article 5.

- 4.3.2.1. Non-elected volunteers from the Membership may sit on any MISC Standing Committee.

- 4.3.3. The chair of each MISC Standing Committee shall be responsible for holding Committee meetings between regular meetings of the General Council. Each Chair shall present a report of the meeting and activities of their Committee at meetings of General Council and shall prepare a Final Report which shall be presented at the Annual General Meeting of the Membership

4.3.4. The Professional Development Committee shall:

- 4.3.4.1. be responsible for supplementing students' experience at the Faculty by promoting professional development activities such as resume clinics, job fairs, etc.

- 4.3.4.2. act as a coordinator with Professional Associations and shall promote student membership in Professional Associations

4.3.5. The Social Committee shall:

- 4.3.5.1. oversee the creation of an Orientation Committee that is responsible for organizing a program to welcome incoming and returning students in September. The Chairs of the Social Committee may be the Chair of the Orientation Committee if no other designate is appointed

- 4.3.5.2. organize at least two events in each semester, fall and winter
- 4.3.5.3. organize any other activities for the promotion of morale among the membership.

4.3.6. The Mental Health Committee shall:

- 4.3.6.1. Actively research and maintain a list of current resources and groups related to mental health and/or student life relevant to Faculty of Information students, and make these resources available on the iStudents for Mental Health Committee website.
- 4.3.6.2. Plan and host events or other programming to facilitate healthy peer connections, awareness and dialogue on issues of Mental Health that commonly affect graduate students, and/or critical reflection of mental health policies and resources at UofT.
- 4.3.6.3. Actively engage with other UofT organizations and student groups to communicate and collaborate on issues and events that represent mental health related needs of Faculty of Information students. Act as a liaison between MI students and such groups to encourage inter-faculty collaboration, education, and event promotion.
- 4.3.6.4. Actively seek out and participate in mental health related training and education opportunities for Mental Health Committee Co-Chairs, as well as fellow Faculty of Information students.

4.3.7. The Survey Committee shall:

- 4.3.7.1. ensure that a Student Experience Survey gauging MISC's performance representing student issues and overall student satisfaction at the Faculty of Information is conducted at least once every academic year.
- 4.3.7.2. present the data of the Student Experience Survey in a timely manner after the Survey has been conducted, and publish a summary of the data online.
- 4.3.7.3. consult with the General Council to administer other surveys of the student body as needed.

4.4. Other Representatives:

4.4.1. The Membership shall elect representatives to council who represent the memberships' interests on the Faculty of Information Faculty Council committees and other Faculty Groups. These positions are:

4.4.1.1. Alumni Association Representative (1)

4.4.1.2. Graduate Students' Union Representative (3)

4.4.1.2.1. The President and Executive Vice-President shall each serve as one representative

4.4.1.3. Student Tech Fund Representatives (2 upper year and 1 first year)

4.4.1.3.1. In addition to their other duties outlined in the bylaws of the Tech Fund, the Tech Fund Representatives shall solicit feedback and act as contacts for student input about the policies of the Inforum and forward that feedback to the Inforum Director either via email, letter, or meetings, or as the student representatives to the Inforum advisory board.

4.4.1.4. Masters' Recruitment and Admissions Committee (MRAC) Representative (1)

4.4.1.4.1. The Vice-President, Academic Affairs will serve as the MRAC Representative.

4.4.1.5. Programs Committee Representatives (2)

4.4.1.5.1. The Vice-President, Academic Affairs and Executive Vice-President will each serve as one representative.

4.4.1.6. Faculty Council Representatives

4.4.1.6.1. MISC is responsible for electing MI representatives to the Faculty of Information Faculty Council.

4.4.1.6.2. MISC is entitled to one student representative each per concentration and the General Program Option (GPO).

4.4.1.6.3. The President, Executive Vice-President and Vice-President, Academic Affairs will serve as 3 of the representatives

4.4.2. MISC shall have the following appointed position(s):

4.4.2.1. **MISC-MUSSA Liaison (1)**

- 4.4.2.1.1. Is appointed by the President(s) of both MISC and MUSSA from a pool of voluntary applicants following the Spring election cycle.
- 4.4.2.1.2. Shall be a registered Combined Degree Program (CDP) student.
- 4.4.2.1.3. Shall hold the position of MISC-MUSSA Liaison for 12 months, until the following Spring when the new MISC-MUSSA liaison is appointed.
- 4.4.2.1.4. Shall promote communication and collaboration between the MISC and MUSSA;
- 4.4.2.1.5. Shall attend all council meetings held by MISC and MUSSA throughout the school terms;
- 4.4.2.1.6. Shall coordinate events with the MISC Social Committee and Professional Development Committee in the interests of the MISC and MUSSA;
- 4.4.2.1.7. Shall undertake to produce annually a report which will be presented to the MISC Executive Council detailing important collaborative ventures, suggestions for future MISC-MUSSA Liaisons, and any recommendations for the MISC.

4.5. Working Groups of MISC

- 4.5.1. A Working Group can be created by a majority vote during a meeting of General Council, at which time a Chair must be appointed. The Working Group may begin operating immediately after this vote is approved. By the following General Council meeting, the Working Group must submit a constitutional amendment including terms of reference for their Group (written in consultation with the MISC executive).
- 4.5.2. Working Groups are distinct from Standing Committees in that the Chair does not run for their position in MISC elections, though candidates are encouraged to express interest in leading a Working Group in their candidacy statements during elections. At the meeting of General Council directly following the election, Councillors will vote to appoint the Working Group Chairs after voting to approve the election results.

In the event that two Councillors are elected who express interest in heading the same Working Group, the other Councillors will choose the Chair by majority vote at a meeting of General Council. In the event that no one expresses interest in heading a Working Group during elections, any Councillor may nominate themselves to the position and be appointed by a motion during a meeting of General Council. In the event that no one comes forward as a potential Chair for a Working Group, a meeting of General Council can appoint a Chair from the Councillors present. If no Councillor or non-Council volunteer expresses interest, Council may advertise the position in the MISC Weekly Digest until a volunteer comes forward.

4.5.3. MISC shall have the following Working Group(s):

- 4.5.3.1. Part-Time Students
- 4.5.3.2. Diversity
- 4.5.3.3. Accessibility Interests

4.5.4. The Part-Time Students Working Group shall:

- 4.5.4.1. Look after the interests of part-time MI students at the Faculty of Information. This includes issues such as funding structures, financial aid, minimum and maximum completion periods, access to social and professional development resources, and/or whatever the Working Group deems appropriate.
- 4.5.4.2. Meet at least twice during the course of the fall and winter semesters, and at least once during the summer session.
- 4.5.4.3. Schedule meetings to accommodate the work schedules of any part-time students who express interest in attending.
- 4.5.4.4. The Chair and Working Group members are not required to be part-time students themselves. However, part-time students are highly encouraged to run for a Councillor position with interest in heading this Working Group, to become members of and/or to participate in meetings of this Working Group. Students who are not elected Chair(s) are also encouraged to participate.

4.5.5. The Diversity Working Group shall:

- 4.5.5.1. Create an intellectual, professional and social safe space and network for like-minded BIPOC (Black, Indigenous, and People of Colour) and ally students, alumni and professionals to share experiences and learn from each other.

- 4.5.5.2. Provide an alternative avenue through which iSchool students can engage in discussion about how colonialism and Eurocentric biases have shaped professional practice and the workforce in the GLAM (Gallery, Library, Archive, and Museum) professions, and eventually inspire/effect change within the formal iSchool curriculum in order to foster a cohort that is aware of and ready to identify racial inequity within their respective professions.
- 4.5.5.3. Meet at least twice during the course of the fall and winter semesters, and at least once during the summer session. Meeting dates shall aim to accommodate everyone in the working group.
- 4.5.5.4. Students who are not elected Chair(s) are also encouraged to participate.

4.5.6. The Accessibility Interests Working Group shall:

- 4.5.6.1. Strive to increase accessibility and inclusiveness at the iSchool in order to support all students' ability to thrive in their academic and extracurricular involvement in the program.
- 4.5.6.2. In collaboration with the Survey Committee, collect feedback from students with disabilities and access needs to address accessibility-related issues at iSchool.
- 4.5.6.3. Where possible, advocate for students' accessibility needs with the iSchool administration and faculty in the design and improvement of the iSchool's physical space and learning techniques.
- 4.5.6.4. Work with the MISC and iSchool clubs to organize accessible events and reduce barriers to extracurricular participation.
- 4.5.6.5. Solicit advice and support from the Accessibility Services office at the University of Toronto.

4.6. Members-at-Large

- 4.6.1. Should the occasion arise after the Fall election that no member of General Council is a part-time student, the Executive Committee may appoint a Part-Time Student Member-at-Large to General Council. The appointment is to be ratified by General Council.
- 4.6.2. Should the occasion arise after the Fall election that the membership of General Council does not encompass all of the Master of Information program concentrations, the Executive Committee may appoint (a) concentration-specific Member(s)-at-Large to the General Council for the

unrepresented concentration(s). The appointment(s) is/are to be ratified by General Council.

5. Elections

- 5.1. Two Elections, one in the Spring, and one in the Fall, for General Council are held to fill positions for the following academic year. The Spring Elections are held in late March or early April. Fall elections are held within the first month of the Fall term.
- 5.2. The Vice-President, Operations acts as the Chief Returning Officer (C.R.O.), but General Council may elect a different C.R.O in the event that the Vice-President, Operations is unable to do so or has a conflict of interest. The C.R.O. will be responsible for administering the elections. Students running for office in the MISC elections will be ineligible for the position of C.R.O. The C.R.O may appoint others not running to assist with the election.
- 5.3. Nominations shall be open for one week. The C.R.O. will advertise the positions open for election and will notify students of any nominations received by the end of the nomination period. The C.R.O. may extend, for one week, nominations for positions that have not received any nominations.
- 5.4. Students running for elected positions must meet the requirements of MISC's Membership as is outlined in Article 2.
- 5.5. After nominations have closed, the C.R.O. may conduct an All Candidates Forum. This event would be advertised to all students and would give candidates an opportunity to speak to students and answer their questions.
- 5.6. Voting will be conducted over a period not to exceed 5 days. All members of the MISC Membership as outlined in Article 2 will be eligible to vote. The C.R.O. will ensure that votes remain secret.
- 5.7. For elections held in the Spring the newly elected positions will be assumed on May 1. For elections held in the Fall, the newly elected positions will be assumed upon completion of the Fall Elections.
- 5.8. The following positions are elected in the Spring, and, if unfilled, will be elected during Fall Elections:
 - 5.8.1. President (1)
 - 5.8.2. Vice-President, Finance (1)
 - 5.8.3. Vice-President, Operations (1)

- 5.8.4. Vice-President, Academic Affairs (1)
 - 5.8.5. Vice-President, Communications (1)
 - 5.8.6. Upper-Year Professional Development Committee Co-Chair (1)
 - 5.8.7. Social Committee Co-Chairs (2)
 - 5.8.8. Upper Year Mental Health Committee Co-Chair (1)
 - 5.8.9. Upper Year Survey Survey Committee Co-Chair (1)
 - 5.8.10. Alumni Association Representative (1)
 - 5.8.11. Graduate Students' Union Representative (1)
 - 5.8.12. Upper-Year Student Tech Fund Representative (2)
- 5.9. The Following positions, along with any not filled in the Spring Term, will be filled in the Fall Term:
- 5.9.1. Executive Vice-President (1)
 - 5.9.2. First-year Professional Development Co-Chair (1)
 - 5.9.3. First-year Mental Health Committee Co-Chair (1)
 - 5.9.4. First-year Survey Committee Co-Chair (1)
 - 5.9.5. First-year Student Tech Fund Representative (1)
 - 5.9.6. First-year Social Committee Representative (1)
 - 5.9.7. Faculty Council Representatives (number of positions determined as outlined in 4.4.1.6)
- 5.10. In case of vacancies for whatever reason in the positions mentioned in Article 4 after the proper election time has passed during the academic year, a vote of the General Council shall suffice to appoint replacements.
- 5.11. Any position left vacant due to resignation will be filled by the procedure outlined in Article 5.9.
- 5.12. Terms of office for all positions of the General Council elected or gained by appointment will be from the date of election or appointment to the following April with the exception of positions reserved for fall elections, that will serve a one-year term to the following September.

- 5.13. In the event of vacancies of the representative positions to council Spring elections, General Council may appoint interim replacements for the Summer term until elections are held in the Fall to ensure that the membership is continually represented on the MISC, Faculty of Information Faculty Council committees, and other Faculty Groups.
- 5.14. The MISC-MUSSA Liaison is appointed by the MISC President, MUSSA President, and MUSSA Vice-President following the Spring election cycle.

6. Meetings and Procedures

- 6.1. There shall be an Annual General Meeting of the Membership held before the end of the Spring term each year. Chairs of MISC standing committees will present their end-of-term reports at this time and any fee increases for the subsequent year will be voted upon.
- 6.2. General Council shall hold regular meetings at least three times in each of the Fall and Spring sessions, and as needed during the Summer session. General Council shall make every effort to hold meetings at different times and days of the week to include as many members of General Council as possible.
 - 6.2.1. Special General Council meetings may be called at the written request of the President or Vice-President, Operations or any four General Council members or ten (10) per cent of the Membership. The meeting shall be held within a week of the request, and each member shall be notified by electronic mail.
 - 6.2.2. Fifty (50) per cent of the members of the Executive Committee and fifty (50) per cent of the Chairs of the Standing Committees shall constitute a quorum for the General Council meetings.
 - 6.2.3. All meetings of the General Council shall be open to the Membership.
 - 6.2.4. At General Council meetings, only General Council members may vote. A simple majority is required for adoption of motions, except as otherwise noted in the Constitution.
- 6.3. Rules of procedure at General Council meetings shall be Robert's Rules of Order, except as otherwise determined at the first General Council meeting in September.
- 6.4. Meetings of General Council and Committees may be conducted in physical and/or digital spaces.

7. Amendments to the Constitution

- 7.1. This Constitution may be amended, and such amendments shall take either of the following two forms:
 - 7.1.1. a motion to amend may be introduced to the General Council by a regular motion of the General Council, or
 - 7.1.2. a motion to amend may be introduced to the General Council by a formal petition signed by at least ten (10) per cent of the MISC Membership.
- 7.2. If the motion to amend is introduced to the General Council by a regular motion of the General Council (article 7.1.1.),
 - 7.2.1. the motion shall automatically be tabled for a period of at least one week, and the Membership shall be notified by paper or electronic means of the proposed amendment or amendments within three days.
 - 7.2.2. a vote of two-thirds of the General Council present in favour shall render the motion approved and the amendment shall be entered into the Constitution by the President at that time.
- 7.3. A motion to amend must be sent to a referendum of the MISC Membership in the following two instances:
 - 7.3.1. If the motion to amend is introduced to the General Council by a formal petition signed by at least ten (10) per cent of the MISC Membership
 - 7.3.2. If the motion to amend is introduced to the General Council by a regular motion of the General Council and two-thirds of the General Council present at the time votes to send the motion to amend to a referendum.
 - 7.3.3. In either instance outlined in Article 7.3.1 or 7.3.2, the Vice-President, Operations will publicize by paper and/or electronic means the complete wording of the motion to the Membership; the motion will then be tabled for a two-week period. During a succeeding one-week period, a referendum of the Membership will be taken. The Vice-President, Operations will act as C.R.O. A two-thirds vote of those voting is required to sustain the motion. Three weeks from the introduction of the motion, it shall be removed from the table in General Council. If the referendum was passed, the motion is approved and the amendment shall be entered into the Constitution at that time.
- 7.4. In either instances outlined in Articles 7.2.2 or 7.3.2, the President shall introduce the approved changes to the constitution and the Vice-President, Communications shall update the MISC's website within 5 business days.

- 7.4.1. The changes to the constitution shall be effective immediately after the constitution is updated in the MISC's website.
- 7.5. The General Council shall deposit a copy of the constitution after any amendments are made with the head of the Faculty of Information, with the Office of the General Council, and with the Office of the Vice President and Provost, and shall upload a digital copy to the MISC website

8. Referenda

- 8.1. General Council may, at any time, initiate a referendum of the Members. The Procedure shall be that the General Council shall determine the exact question and set a voting date.
- 8.2. Written and electronic notice of the referendum shall be given to the Members at least two (2) weeks prior to the voting date.
 - 8.2.1. The exact referendum question shall be circulated to the Members no later than three (3) days before the voting date.
- 8.3. General Council will elect a Chief Returning Officer (C.R.O) who will be responsible for administering the referendum.
- 8.4. The C.R.O:
 - 8.4.1. shall be a member of the General Council
 - 8.4.2. shall not be a member of the MISC Executive
 - 8.4.3. shall be responsible for the conduct of the referendum
 - 8.4.4. shall advertise the referendum
- 8.5. A majority (50% + 1) vote of those voting is required to sustain the motion. There must be a minimum voter turnout of twenty-five (25) Members in order to legitimize the outcome of the referendum. If participation does not meet the minimum requirement, a subsequent referendum may be held after one term. Results shall be announced 24 hours after voting closes.

9. Complaints processing

- 9.1. Any member of the Membership shall communicate complaints to the General Council in written and/or in electronic format.
- 9.2. Complaints shall be succinct; include facts; provide details of relevant sections of this Constitution, dates, times, and places; avoid insults or unconstructive criticisms; and

explain both the impact of the conduct that is the subject of the complaint and the expected outcome of the complaint.

- 9.3. The President will be responsible for maintaining the Procedure for handling complaints made by the Membership as stipulated in 9.4.
- 9.4. The Procedure for responding to a complaint shall be that:
 - 9.4.1. The President and/or any of its members shall receive in written and/or electronic format the complaints from the Membership. The preferred means of communication shall be the official email address: misc@utoronto.ca.
 - 9.4.2. After receiving the complaint, the member who received the complaint shall confirm the reception of the complaint and file the response including the time, date, and person who submitted the for record keeping purposes. This will have to be done within 2 business days of receiving the complaint.
 - 9.4.3. The member who received the complaint shall communicate to the President and any other person relevant to the complaint within 2 business days.
 - 9.4.4. Any General Council member will be responsible of responding to the complaint within 10 business days.
 - 9.4.5. The response from the General Council shall include either a justification and proof that the complaint was not grounded or an action plan to remedy the plaintiff's complaint. In both cases the response must be addressed to the plaintiff and the MISC President.
 - 9.4.6. The member shall reply to the response within 10 business days. After receiving response from the plaintiff member stating that the complaint has been processed to satisfaction, then the complaint will be closed and the records generated from the complaint processing will be filed and sent to the MISC President.
 - 9.4.7. If the plaintiff member is not satisfied with the response, the complaint will be reprocessed starting from article 9.4.2. of the present procedure.
 - 9.4.8. After 10 business days from the response and if no response from the plaintiff member is received, the complaint shall be closed automatically and the records will be filed.
- 9.5. If the complaint is related to proof or belief that the General Council and/or any of its members are not following this constitution or are failing in some other way to manage the MISC affairs properly, then the time for responding to that complaint shall be that of 5 business days.

- 9.6. If the complaint is related to misconduct from a specific member of the General Council, the General Council may vote on the removal of that member as stipulated in 4.1.7.