



**Master of Information Student Council**  
University of Toronto, Faculty of Information  
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# MISC Operating Guidelines

Updated 2 December 2019

## 1. Name & Purpose

- 1.1. The MISC Operating Guidelines, henceforth referred to as the Guidelines, outlines the internal procedures and processes to be followed by elected MISC General Council Members and MISC Working Groups in the general day-to-day operations of MISC.

## 2. Definitions

- 2.1. “General Council Member,” or “Member,” refers to all individuals elected to MISC’s General Council.
- 2.2. “The Membership” refers to all individuals who meet the terms of MISC Membership as is outlined in article 2 of the MISC Constitution.
- 2.3. “Council” refers to the body of elected MISC General Council Members.
- 2.4. “Executive Committee” refers to the Committee comprised of the President and all Vice-Presidents.
- 2.5. “Standing Committee” refers to the Standing Committees of MISC as outlined in article 4.3 of the MISC Constitution.
- 2.6. “UTGSU” refers to the University of Toronto Graduate Students’ Union.

## 3. MISC Finances

### 3.1. Financial Authority

- 3.1.1. As per article 4.2.2 of the MISC constitution, the President, Vice-President, Finance and one (1) other member of the Executive Committee, typically the Vice-President, Operations will have signing authority for MISC funds. Only the individuals with signing authority may transact the business of the General Council's bank accounts, including signing cheques written on the Council's behalf.
- 3.1.2. The transfer of signing authority from outgoing Council Members to incoming council members will take place within one (1) month of the start of the incoming Council's term.
- 3.1.3. All cheques and financial transactions issued through MISC require signatures from two out of the three (2/3) Executive Committee members with signing authority.

### 3.2. Annual Budget

- 3.2.1. As per articles 4.2.7.2 and 4.2.7.7 of the MISC Constitution, the Vice-President, Finance, is responsible for the preparation and administration of the MISC budget.
- 3.2.2. The MISC budget is to be approved by the General Council no later than the second (2nd) Fall meeting of the General Council.
- 3.2.3. The allotted budget amounts are subject to change according to the actual revenue received through installments of the MISC levy and UTGSU head grant funding awarded to MISC during the fiscal year.
- 3.2.4. The Vice-President, Finance is to present a year to date summary of expenses at each General Council meeting.
- 3.2.5. Changes to the approved budget, or requests from Standing Committees and/or Working Groups to for additional funding from the budget, must be submitted according to the following procedure:
  - 3.2.5.1. A request for additional funding shall be sent in writing to the Vice-President, Finance. The request shall include the dollar amount of

funds requested, the budget line for which the funding is requested, and a rationale for why additional funding is needed.

- 3.2.5.2. Upon receipt of a request for additional funding, the Executive Committee shall meet to discuss the request and decide whether to accommodate or reject the request.
- 3.2.5.3. Should the Executive Committee decide to accommodate the request, a proposal to amend the budget shall be presented at the following General Council meeting.
- 3.2.5.4. Any proposal to amend the budget must be passed by a 2/3 majority vote during a meeting of the General council.

### **3.3. Contracts & Deposits**

- 3.3.1. Contracts for any MISC-related business and bookings with vendors external to MISC must be completed by the President or by another member of Council designated by the President.
- 3.3.2. Deposits for any MISC-related bookings are to be coordinated with vendors by the President or Vice-President, Finance, in consultation with the Executive Committee. Any deposits issued directly by MISC are made in the form of a cheque.
- 3.3.3. Any expenses incurred by Council Members as a result of contracts or deposits not completed according to articles 3.3.1 and 3.3.2 described above are not guaranteed reimbursement by MISC.

### **3.4. Use of Standing Committee and Working Group Funds**

- 3.4.1. All Standing Committees and Working Groups of MISC are allocated a dedicated budget amount for the duration of each fiscal year. As per article 4.2.7.2 of the Constitution, the Vice-President, Finance, shall consult with Standing Committees and Working Groups while preparing the annual budget.
- 3.4.2. Any request by Council Members to use allocated MISC funds are subject to the approval by the President and Vice-President, Finance.
- 3.4.3. Standing Committees and Working Groups requesting to use their allocated funding must give notice by email at least 7 days in advance to the President

and Vice-President, Finance prior to spending allocated funds. The notice must include the following:

- 3.4.3.1. Purpose of expense
- 3.4.3.2. Total projected cost
  
- 3.4.4. Any Standing Committee and Working Group expenses submitted for reimbursement without the approval of the Vice President, Finance and President are not guaranteed reimbursement.
  
- 3.4.5. Standing Committee and Working Group Funds may only be used for activities related to their respective MISC portfolios.
  
- 3.4.6. Requests for additional funding by Standing Committees and Working Groups exceeding the respective amount(s) allocated in the annual budget must be made in writing to the Executive Committee, and deliberated upon according to article 3.2.4 of the Guidelines.
  
- 3.4.7. All expenses must be paid for in advance and reimbursed according to article 4.9 of the Guidelines, unless in the case where a deposit is required (see article 4.2)
  
- 3.4.8. The Chair(s) of each Standing Committee and Working Group is responsible for ensuring that their Committee and/or Working Group adheres to the financial guidelines outlined in this document.

### **3.5. Process for Reimbursements**

- 3.5.1. Requests for reimbursement of MISC expenses by Council Members must be submitted to the MISC Mailbox on the main floor of the Faculty of Information and must include the following:
  - 3.5.1.1. Original, hard-copy itemized receipts and/or invoices;
  
  - 3.5.1.2. A description of the expense, including:
    - 3.5.1.2.1. Date of the event/expense;
  
    - 3.5.1.2.2. Reason for the expense;
  
    - 3.5.1.2.3. Total cost of the expense;
  
    - 3.5.1.2.4. Full name of the individual being reimbursed;

- 3.5.2. No reimbursement shall be processed without hard-copy receipts and/or invoices.
- 3.5.3. All reimbursements are issued by cheque payable to the individual who incurred the cost.
- 3.5.4. The Vice-President, Finance must process all reimbursements within seven (7) days of receiving the receipts.
- 3.5.5. Inquiries regarding the status of reimbursements are to be directed to the Vice President, Finance.

### **3.6. Exclusions**

- 3.6.1. As per UTGSU bylaw O1.12.2, any funding provided to MISC by the UTGSU may not be used for the payment of honoraria, salaries, or any other remuneration to MISC Executives, Council Members, or any other individual(s) holding a position of office in on MISC.

## **4. MISC Communications**

### **4.1. Use of the MISC Generic Email**

- 4.1.1. Access to the MISC Generic Email ([misc.ischool@utoronto.ca](mailto:misc.ischool@utoronto.ca)) is granted solely to the President for MISC-related communications only.
- 4.1.2. The MISC Generic Email is authorized to send emails to the MISC Listserv, which includes all registered MI students. This list is updated automatically at the start of each Fall and Winter semester. As per the Office of the Vice-Provost, Students' Student Society Newsletter Terms of Use, only one individual, the President, is authorized to use the MISC Generic Email to send correspondence to the MISC Listserv.
- 4.1.3. Each new President must provide the Office of the Vice Provost, Students with a signed copy of the Student Society Newsletter Terms of Use in order to continue sending correspondence to the Listserv on behalf of MISC. A copy of the Terms of Use may be obtained from the Office of the Vice Provost, Students.

## 4.2. MISC Communication Channels

- 4.2.1. Access and posting to MISC’s main communication channels, including but not limited to the MISC newsletter and MISC social media (Facebook, Twitter, Instagram, LinkedIn, MISC Website), is granted to the President and Vice President, Communications.
- 4.2.2. Requests to post and share content through MISC’s communication channels must be made to the Vice President, Communications. Requests must include the content itself, such as a written blurb and any promotional imagery.
- 4.2.3. Acceptable forms of content to be posted to MISC’s communication channels include:
  - 4.2.3.1. iSchool Clubs & Associations meeting and event notices
  - 4.2.3.2. MISC meeting and event notices
  - 4.2.3.3. General, non-partisan information about MISC Elections
  - 4.2.3.4. Updates and events from the Faculty of Information
- 4.2.4. Additional forms of content that do not meet the criteria outlined in article 4.4 of the Guidelines may be posted to MISC’s communication channels at the discretion of both the Vice-President, Communications and President.
- 4.2.5. Access to MISC Communication channels may be granted to General Council members other than the President or Vice President, Communications on an ad-hoc basis as needed for a fixed period of time, at the discretion of both the President and VP Communications (e.g. Social Committee granted access to make posts about events during orientation week).

## 4.3. MISC Credentials

- 4.3.1. As per article 4.2.3 of the MISC Constitution, any platform login and password information used by General Council Members for the purpose of MISC-related affairs shall be communicated to the Vice President, Communications for safekeeping.

## 5. Amendments to the Guidelines

- 5.1. The MISC Operating Guidelines may be amended, and such amendments shall take either of the following two forms:
  - 5.1.1. a motion to amend may be introduced to the General Council by a regular motion of the General Council, or
  - 5.1.2. 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.
- 5.2. If the motion to amend is introduced to the General Council by a regular motion of the General Council (article 7.1.1 of the MISC Constitution),
  - 5.2.1. 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.
  - 5.2.2. 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 Guidelines by the President at that time.
- 5.3. A motion to amend must be sent to a referendum of the MISC Membership in the following two instances:
  - 5.3.1. 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
  - 5.3.2. 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.
  - 5.3.3. In either instance outlined in Article 5.3.1 or 5.3.2, 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 Guidelines at that time.
- 5.4. The General Council shall deposit a copy of the Guidelines 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.