

# The Constitution of the Trinity College Meeting



# TABLE OF CONTENTS

I. ACRONYMS

II. DEFINITIONS

III. THE TRINITY COLLEGE MEETING (TCM)

A. DUTIES

B. PROCEDURES

IV. THE TRINITY COLLEGE BOARD OF STEWARDS (TCBS)

A. DUTIES

B. PROCEDURES

C. MEMBERSHIP

V. STANDING COMMITTEES OF THE TCM

A. PROCEDURES

B. FINANCE COMMITTEE (FC)

C. NON-RESIDENT AFFAIRS COMMITTEE (NRAC)

D. STUDENT CAPITAL CAMPAIGNS COMMITTEE (SCCC)

E. ELECTORAL COMMISSION (EC)

F. EQUITY COMMITTEE (EQC)

G. CONSTITUTIONAL REVIEW COMMITTEE (CRC)

H. HONORARIA COMMITTEE (HC)

VI. STANDING ORDERS

VII. IMPEACHMENT

VIII. CONSTITUTIONAL AMENDMENTS

## I. ACRONYMS

- A. **TCM** – Trinity College Meeting
- B. **TCBS** – Trinity College Board of Stewards
- C. **FC** – Finance Committee
- D. **SCCC** – Student Capital Campaigns Committee
- E. **EC** – Electoral Commission
- F. **EQC** – Equity Committee
- G. **CRC** – Constitutional Review Committee
- H. **HC** – Honoraria Committee

## II. DEFINITIONS

- A. **Club Constitution** – A document defining a levied club’s mandate, governance structure and policies for internal elections, if applicable.
- B. **College** – The University of Trinity College.
- C. **Fund recipient** – Any person, persons, or group to whom Trinity College student society fees are dispensed.
- D. **Mandate** – A statement describing the aims of a fund recipient and an outline of the events they plan to run.
- E. **Members of College** – Any University of Toronto student who pays University of Trinity College student society fees.
- F. **Receipt** – Any adequate documentation as per section III.iv.b of the Fiscal Policy.
- G. **Reimbursing** – The person responsible for dispensing funds to fund recipients. This shall be Treasurers of levied clubs, the Saints Treasurer, the Conversazione Treasurer, the Frosh Week Treasurer, or the TCM Treasurer for all other fund recipients.
- H. **School Year** – One Fall term plus the following Winter term, as defined by the University of Toronto.
- I. **Student Heads** – The Heads of College, Heads of Arts, and Heads of

Non-Resident Affairs.

### **III. THE TRINITY COLLEGE MEETING (TCM)**

#### **A. DUTIES**

1. The TCM has the highest authority in the College with respect to:
  - a. Its own operation;
  - b. All bodies described below;
  - c. All officers described in the Roles and Responsibilities document;
  - d. The use of funds by any fund recipient;
  - e. Representing the opinion of the Members of College.
2. Once each School Year, the TCM shall set student society fees for the next School Year. Failing a decision, the fees shall remain unchanged. The Secretary of the TCM shall notify the Bursar of any changes.

#### **B. PROCEDURES**

1. **MEMBERSHIP:** All Members of College shall have full voting and speaking rights at all meetings of the TCM. Guests of the TCM have no voting rights, but shall be granted speaking rights if recognized by the Chair.
2. **QUORUM:** The quorum for meetings of the TCM shall be thirty (30) gowned Members of College.
3. **MEETINGS:** The TCM shall meet at least once per month of the School Year. The schedule of the meetings shall be determined at the beginning of the School Year by the TCM Chair.
  - a. An unscheduled TCM may be called by the Chair, by the Heads of College, or by petition to the TCM Chair, signed by thirty (30) Members of College.
4. **TCM ELECTIONS:** All positions which are or become vacant after the end of Week 3 Elections may be elected at the TCM following the rules governing mid-year elections in the Electoral Policy for Trinity College (section 15.2).
5. **SAFE DON:** A designated 'Safe Don' shall be present at each TCM.

## IV. THE TRINITY COLLEGE BOARD OF STEWARDS (TCBS)

### A. DUTIES

1. The TCBS shall examine, research, and discuss issues of student life, and make recommendations on the following items to the TCM:
  - a. Residence life;
  - b. Building services;
  - c. Interest in student governance;
  - d. The governing documents of the College;
  - e. Attendance at governance meetings;
  - f. Anything which the TCBS Chair considers pertinent

All recommendations to the TCM must be accompanied by a reason for their recommendation, or the TCBS Chair must be available to answer questions at the TCM where the recommendation is presented.

2. Whenever a constitutional amendment is passed at the TCM, the TCBS shall check the constitution for logical consistency, spelling errors, grammatical faults, unclear phrasing, and formatting issues. Should the TCBS notice such an issue, it is empowered to implement changes to fix these problems with a simple (1/2) majority provided that the changes do not change the spirit of the text.
  - a. This item shall be put on the top of the agenda for the TCBS immediately following the passing of the amendment.
3. The TCBS shall set an outline of student events on the social calendar at its first meeting of the School Year.
4. The TCBS shall approve or reject the mandates of fund recipients with a simple (1/2) majority. With the exception of levied clubs, who may instead have club constitutions, mandate approval shall be a prerequisite for funding.
  - a. Mandates must be renewed annually.
    - i. For clubs which existed in the previous School Year, the mandate must be accompanied by a report noting any events the club hosted in the previous School Year, the approximate attendance at those events, and how the club advertised for

those events.

5. The TCBS shall approve or reject the club constitutions of levied clubs with a simple (1/2) majority.
  - a. If a levied club can prove that they have previously passed a club constitution and can produce a copy of it, it shall be carried over and considered passed.
  - b. Amendments to club constitutions motivated by the club must be ratified by a simple (1/2) majority at the TCBS before taking effect.
6. The TCM may overrule decisions of the TCBS with a simple (1/2) majority.

## B. **PROCEDURES**

1. **MEMBERSHIP:** All Members of College have speaking rights at meetings of the TCBS, but only members of the TCBS have voting rights at meetings of the TCBS.
2. **QUORUM:** The quorum for meetings of the TCBS shall be one-third (1/3) of the membership of the TCBS. Vacant positions shall not be considered in the calculation of quorum.
3. **MEETINGS:** The TCBS shall meet at least once per month in the School Year. The TCBS Chair shall be responsible for ensuring that the TCBS fulfills this requirement. The TCM Chair shall be responsible for calling the first TCBS meeting of the year.
  - a. An unscheduled meeting of the TCBS may be called by the TCBS Chair or by petition to the TCBS Chair signed by fifteen (15) Members of College.
4. **OFFICERS:** The TCBS shall elect a Chair, a Deputy Chair, and a Secretary from its membership at its first meeting of the academic year. Neither the Chair nor Deputy Chair may be a Student Head. The Secretary shall be chosen from the Heads of First Year.

## C. **MEMBERSHIP**

1. TCM Chair (1)
2. TCM Treasurer (1)
3. TCM Secretary (1)
4. Student Heads (6)

5. Trinity Director/Representative to UTSU (1)
6. Heads of First Year (2)
7. Head of Second Year (2)
8. Head of Third Year (2)
9. Head of Fourth Year (2)
10. Resident Members-at-Large (2)
11. Non-Resident Members-at-Large (2)
12. International Members-at-Large (2)
13. First-Year Members-at-Large (2)

## V. STANDING COMMITTEES OF THE TCM

### A. PROCEDURES

1. **MEMBERSHIP:** All Members of College have speaking rights at meetings of all Standing Committees; only members of a Committee have voting rights at meetings of that Committee.
2. **QUORUM:** Quorum for meetings of Standing Committees shall be set at one-third (1/3) of the Committee's membership. Vacant positions shall not be considered in the calculation of quorum.
3. **OFFICERS:** All committees, unless otherwise mandated, shall select a Chair and a Secretary from their membership at the first meeting of the School Year. Neither the Chair nor the Secretary shall be Student Heads.

### B. FINANCE COMMITTEE (FC)

#### 1. DUTIES

- a. The FC shall promote, ensure and enforce fiscal responsibility for all Trinity College Student Society Fees, managing and distributing them in accordance with the provisions of the Trinity College Fiscal Policy. FC motions shall carry the weight of TCM motions unless overruled by the TCM.
- b. The FC shall annually review the Trinity College Fiscal Policy, making recommendations for its improvement to the TCM.
- c. The FC shall ensure that all fund recipients are audited and that reimbursement procedures are being followed.
- d. The TCM may overrule any motion made by the FC with a two-thirds (2/3) majority.

#### 2. PROCEDURES

- a. **MEETINGS:** The FC shall meet at least once per month in the School Year. The FC Chair shall be responsible for ensuring that the FC fulfills this requirement. The TCM Chair shall be responsible for calling the first FC meeting of the School Year.
  - i. An unscheduled meeting of the FC may be called by the FC Chair or by petition to the FC Chair signed by fifteen (15) Members of College.



- b. **CONFLICT OF INTEREST:** No member of the FC shall vote on matters pertaining to the budgets of levied or non-levied clubs of which they are executive members or signing officers. Furthermore, no member of FC shall be present during any in camera discussion of the budgets of non-levied clubs of which they are current or previous presidents or signing officers.

**3. MEMBERSHIP**

- a. TCM Chair (1)
- b. TCM Treasurer (1)
- c. TCM Secretary (1)
- d. Student Heads (6)
- e. Salterrae Treasurer (1)
- f. NRAC Treasurer (1)
- g. TCES Treasurer (1)
- h. Trinity College Athletic Association Treasurer (1)
- i. Trinity College Dramatic Society Treasurer (1)
- j. Trinity College Literary Institute Treasurer (1)
- k. Trinity College Volunteer Society Treasurer (1)
- l. Rainbow Trinity Treasurer (1)
- m. Trinity College Mental Health Initiative Treasurer (1)
- n. Sober Patrol Treasurer (1)
- o. Resident Members at large (2)
- p. Non-resident Members at large (2)
- q. International Members at large (2)
- r. Heads of First year (2)

**c. NON-RESIDENT AFFAIRS COMMITTEE (NRAC)**

**1. DUTIES**

- a. NRAC shall seek to integrate Non-Resident Students into the College community.
- b. NRAC shall present the unique concerns of Non-Resident Students to College Government and Administration.
- c. NRAC shall facilitate the participation of Non-Resident Students in Student Government.
- d. NRAC shall maintain a Non-Residents' common room.
- e. NRAC shall organise events that facilitate the interaction of the non-resident and resident communities.
- f. NRAC shall actively communicate with the Non-Resident community through appropriate means in order to ensure that Non-Resident Students are kept abreast of student events at the College.

**2. PROCEDURES**

- a. CHAIR: The Heads of Non-Resident Affairs shall jointly chair NRAC.
- b. MEETINGS: NRAC shall meet at least once per month in the School Year. The Heads of Non-Resident Affairs shall be responsible for ensuring that NRAC fulfills this requirement.

**3. MEMBERSHIP**

- g. Heads of Non-Resident Affairs (2)
- h. Treasurer of NRAC (1)
- i. Secretary of NRAC (1)
- j. Non-Resident Year Heads (8)
- k. Communications Coordinator (1)
- l. Events Coordinator (1)

**D. STUDENT CAPITAL CAMPAIGNS COMMITTEE (SCCC)**

**1. DUTIES**

- a. The SCCC shall encourage project submissions, determine project viability, and recommend projects to the TCM.
- b. The SCCC shall review and make a recommendation on all proposals before they are considered at the TCM. To pass, each proposal shall require a two-thirds (2/3) majority at the TCM. To pass a proposal exceeding \$25,000, it shall require a two-thirds (2/3) majority at two consecutive TCMs.

**2. PROCEDURES**

- a. The SCCC Chair shall call for proposals twice yearly: the first before the last TCM of the Fall term and the second before the last TCM of the Winter term.
- b. MEETINGS: The SCCC shall meet at least twice per School Year: once in the Fall term and once in the Winter term. The SCCC Chair shall be responsible for ensuring that the SCCC fulfills this requirement. The TCM Chair shall be responsible for calling the first SCCC meeting of the School Year.
  - i. An unscheduled meeting of the SCCC may be called by the SCCC Chair or by petition to the SCCC Chair signed by fifteen (15) Members of College.

**3. MEMBERSHIP**

- a. TCM Chair (1)
- b. TCM Treasurer (1)
- c. TCM Secretary (1)
- d. Student Heads (6)
- e. Trinity College Development Director (1)
- f. Trinity College Bursar (1)
- g. First year representatives (2)
- h. Members at-large (3)
- i. Members from the previous year's committee (2)

## **E. ELECTORAL COMMISSION (EC)**

### **1. DUTIES**

- a. The EC shall conduct balloted elections near the end of the School Year, as outlined in the Electoral Policy.
- b. The EC, less the Chief Returning Officer and Deputy Returning Officer, shall hear appeals pursuant to XIV of the Electoral Policy.

### **2. PROCEDURES**

- a. **MEETINGS:** The EC shall meet in November to set the timeline for CRO and DRO applications and balloted elections. Subsequent meetings shall be called by the EC Chair. The EC Chair shall be responsible for ensuring that the EC fulfills this requirement. The TCM Chair shall be responsible for calling the first EC meeting of the School Year.
  - i. An unscheduled meeting of the EC may be called by the EC Chair or by petition to the EC Chair signed by fifteen (15) Members of College.

### **3. MEMBERSHIP**

- a. TCM Chair (1)
- b. Student Heads (3)
- c. Members-at-large in their final year of academic study (3)
- d. Chief Returning Officer (1)
- e. Deputy Returning Officer (1)

## **F. EQUITY COMMITTEE (EQC)**

### **1. DUTIES**

- a. The EQC shall foster inclusivity and diverse representation in all aspects of social life at the College.
- b. The EQC shall create an agenda at the first meeting of the School Year noting the committee's goals, which the Chair will present to the TCBS.
- c. The EQC shall write recommendations for next year's agenda at

their last meeting of each School Year.

- d. The EQC shall hold at least one town hall per year to gather student input on important equity issues.

## 2. PROCEDURES

- a. **MEETINGS:** The EQC shall meet at least four times in each School Year. The EQC Chair shall be responsible for ensuring that the EQC fulfills this requirement. The Heads of Arts shall be responsible for calling the first EQC meeting of the School Year.

- i. An unscheduled meeting of the EQC may be called by the Heads of Arts, by the EQC Chair or by petition to the EQC Chair signed by fifteen (15) Members of College.

## 3. MEMBERSHIP

- a. TCM Chair (1)
- b. TCM Secretary (1)
- c. Student Heads (6)
- d. First year representatives (2)
- e. Non-resident representatives (2)
- f. Community Affairs Committee Senators (2)
- g. Members at-large (4)

# G. CONSTITUTIONAL REVIEW COMMITTEE (CRC)

## 1. DUTIES

- a. The CRC shall review constitutional amendments before they are submitted to the TCM. It shall make recommendations to improve the language (spelling, grammar, diction), logical consistency (internally and with other parts of the Constitution), cross-references to other documents, and formatting issues.

- i. The CRC shall have three weeks to make these recommendations, during which time the TCM cannot consider the issue.

- ii. The CRC shall have no power to prevent the proposers from

bringing their initial amendments to the TCM at the end of that month.

- b. Throughout those three weeks, the CRC shall publicize the text and nature of the proposed amendments, including a summary of the effects its passage would have. It shall also invite stakeholders to provide their thoughts, in hopes of achieving consensus on the principle underlying of the amendment.
- c. When the definition of any word or phrase in this Constitution is in dispute, the CRC shall recommend a definition to the TCM. This recommended definition shall not be binding.

## 2. PROCEDURES

- a. MEETINGS: The CRC shall meet whenever a constitutional amendment is presented to any of its members, or whenever debate erupts at the TCM over the definition of any word or phrase in this Constitution. The TCM Chair shall be responsible for ensuring that the CRC fulfills this requirement.

## 3. MEMBERSHIP

- a. TCM Chair (1)
- b. TCM Treasurer (1)
- c. TCM Secretary (1)
- d. Members-at-Large (2)
  - i. These shall be appointed by the TCM Chair and ratified at the subsequent TCM.

## H. HONORARIA COMMITTEE (HC)

### 1. DUTIES

- a. The HC shall analyse the performance of officials in line to receive honoraria. These positions are:
  - i. TCM Chair
  - ii. TCM Treasurer
  - iii. TCM Secretary

- iv. TCM Auditor
- v. TCM Deputy Auditor
- vi. TCM Tech Curator
- vii. TCM Webmaster
- viii. Chief Returning Officer
- ix. Deputy Returning Officer
- x. Sober Patrol Co-Captains
- xi. Frosh Week Co-Chairs
- xii. Saints Charity Ball Co-Chairs
- xiii. Conversazione Ball Co-Chairs
- xiv. Heads of Arts (subject to V.H.2c)
- xv. Heads of College (subject to V.H.2c)
- xvi. Heads of Non-Residence Affairs (subject to V.H.2c)

- b. The HC shall present a recommendation for the honoraria of each official listed in V.H.1.a at the last TCM of the School Year.

## 2. PROCEDURES

- a. **MEETINGS:** The HC shall meet at least once in the Winter term before the last TCM of the School Year. The TCBS Chair shall be responsible for calling the first HC meeting of the School Year.
  - i. An unscheduled meeting of the HC may be called by the TCBS Chair or by petition to the TCBS Chair signed by fifteen (15) Members of College.
- b. **VOTING:** Without a vote, the TCBS baseline honoraria shall be assumed for each position. The HC may deem that an official only fulfilled some of their responsibilities and set a lower honoraria with a two-thirds (2/3) majority. The HC may deem that an official fulfilled none of their responsibilities and set an honoraria of \$0 only with unanimous consent.
- c. **GOVERNING PRINCIPLES:** Only in exceptional circumstances where a Head has not completed their term or clearly not fulfilled

one or more of their responsibilities as outlined in the Roles and Responsibilities document can the Honoraria Committee consider reducing their honorarium. In all other circumstances Heads will receive their full honorarium, due to the large time commitment associated with the position. When considering reducing a Head's honorarium, the Committee should consider:

- i. The financial burden of headship (having to live on residence and/or potentially forgo part-time work opportunities)
- ii. The nature of an honorarium: these are by definition nominal compensation for services done, implying the importance of earning the honorarium payment
- iii. The effort and intent demonstrated by the Head in question
- iv. Any extenuating circumstances
- v. Feedback from the Trinity community. If feedback is solicited, an email must go out to all Trinity students to ensure open access to the feedback survey.

### 3. MEMBERSHIP

- a. Appointed Graduating Members (4)
  - i. These members shall be appointed by the TCBS on the basis of their past leadership experience. The TCBS' choices shall then be put to a ratification vote at the TCM.
- b. Elected Members (5)
- c. No official listed in V.H.1.a may be appointed or elected to the HC.



## VI. STANDING ORDERS

The proceedings of the TCM, TCBS, and all Standing Committees, shall be conducted according to the following Standing Orders:

- A. **DUTIES OF THE CHAIR:** The Chair of each body shall decide all procedural points, and any decision shall be received without discussion. The Chair shall also keep a speaking list and yield the floor to speakers.
- B. **DUTIES OF THE SECRETARY:** The Secretary of each body shall keep detailed records of their meetings, including attendance records. The Secretary of each body shall also post notice of meetings, including preliminary agenda at least twenty-four (24) hours in advance of the meeting.
- C. **MOTIONS:** Whenever they are yielded the floor, any Member of College may propose a motion. Unless specified otherwise below, motions require a seconder and a simple (1/2) majority.
  - 1. Preferential voting shall be used for choosing between proposals for auxiliary committees and mid-year elections. Vacant positions, for the purpose of expediency, may also be appointed by the Heads of College, on the condition that such appointments be subject to the review of the first following TCM.
  - 2. Motions to go in camera shall require a two-thirds (2/3) majority of members present. Here, members refers only to members of the respective body. The Chair shall decide whether all Members of College who are not members of the body must leave. All those present who are not Members of College shall leave without question.
- D. **POINTS:** Whenever no speaker has the floor, any Member of College may rise on a point. The disposition of points, shall be decided by the Chair according to Bourinot's Rules of Order, noting disparities for:
  - 1. **Point of Information:** Raised to clarify substantive comments, inquire about procedural rules, or understand what is being discussed.
  - 2. **Point of Privilege:** Raised to correct misinterpretations by others of any statement that the speaker has made.
  - 3. **Point of Order:** Raised to call attention to a violation, or potential violation, of procedural rules of this Constitution or Bourinot's Rules of Order.
  - 4. **Call the Question:** Raised to move immediately to voting on the item under discussion. The question may be called at most once every ten (10) minutes for each agenda item.

- a. When the question is called, the Chair shall ask how many Members of College dissent. If more than five (5) Members of College dissent, the body shall vote on whether or not to move to voting. The first time the question is called, a two-thirds (2/3) majority shall be required to move to voting. For subsequent calls, a simple (1/2) majority shall be required to move to voting. If fewer than five (5) Members of College dissent, the body shall immediately move to voting on the item under discussion.
5. Challenge the Chair: The Chair's decision on procedural matters not explicitly defined in the constitution may be appealed. If such a decision is appealed, the question shall be put as follows, without debate: "Shall the decision of the Chair be upheld?" To overrule the Chair's decision, a two-thirds (2/3) majority shall be necessary.
- E. QUORUM: No meeting may begin or proceed if the body does not have or loses quorum – a minimum number of members present.
1. If, at any time, quorum is not present, the Chair shall cause the meeting to recess, for no longer than five (5) minutes, until a quorum is present. If a quorum is not present after the expiration of five (5) minutes, the Chair shall adjourn the meeting.
  2. Before any vote on a motion concerning the allocation of funds over \$250, a constitutional amendment, or an election, the Chair shall determine by a head count if quorum is present.
- F. DEADLINE: No body shall begin discussing a new item after 10:30 PM.
1. This deadline can be extended by a motion of the relevant body after each completed agenda item.
- G. ELECTIONS: Elections, unless otherwise stipulated, shall be held in accordance with the Electoral Policy for Trinity College.
1. The terms of office for Student Heads and all positions filled through balloted elections shall begin on the last day of classes of the School Year. In case there is no clear successor, the incumbent will remain in office until a replacement is selected.

## VII. IMPEACHMENT

- A. All those holding positions elected under the auspices of the Electoral Policy are subject to impeachment. Student Heads shall be subject to the rules in VII.B and VII.D.1. All other elected officials shall be subject to the rules in VII.C and VII.D.2.
- B. Impeachment of Student Heads
  1. To initiate impeachment, thirty (30) Members of College must bring forth a petition to the TCM Chair.
  2. At the next TCM, the petition shall be read and discussed. The accused Student Head shall have the final word to speak in their own defense.
  3. If there is a two-thirds (2/3) majority in favour of impeachment at two (2) consecutive meetings, held at least one (1) week apart, then the accused Student Head shall be impeached. The office shall be considered vacant and an election shall occur in accordance with the Electoral Policy guidelines on Mid-Year Elections (Section 15).
- C. Impeachment of Other Elected Officials
  1. To initiate impeachment, ten (10) Members of College must bring forth a petition to the TCM Chair.
  2. At the next TCM, the petition shall be read and discussed. The accused official shall have the final word to speak in their own defense.
  3. If there is a two-thirds (2/3) majority in favour of impeachment, then the accused official shall be impeached. The office shall be considered vacant and an election shall occur in accordance with the Electoral Policy guidelines on Mid-Year Elections (Section 15).
- D. Impeachment for Missing Meetings:
  1. When a Student Head misses two (2) meetings of the TCBS or two (2) meetings of the FC without a valid excuse (as determined by the Chair of the respective body), there shall be a vote on their impeachment at the next TCM. This vote will follow the procedure set out in VII.B.2, and the final vote will require only a simple (1/2) majority at one (1) TCM.
  2. When any TCBS member misses two (2) meetings of the TCBS without a valid excuse (as determined by the TCBS Chair), that member shall be impeached. Similarly, when any FC member misses two (2) meetings of the FC without a valid excuse (as determined by the FC Chair), that member shall be impeached.

## VIII. CONSTITUTIONAL AMENDMENTS

- A. Amendments to this Constitution must first be submitted to the CRC, which shall have three (3) weeks to make recommendations (see V.G. above).
- B. Once a final draft is brought to the TCM, it shall require passage at two (2) consecutive TCMs, held at least one (1) week apart, by a two-thirds (2/3) majority at each meeting.
- C. Following the passage of any amendments, the Secretary of the TCM is responsible for the expedient change of the Constitution and its redistribution on the TrinLife website.