



Master of Information Student Council
University of Toronto, Faculty of Information
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MISC CONSTITUTION

Last amended 14 April, 2016

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.
- 2.2. The Membership elects representatives to MISC’s Governing 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. Governing 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 Governing Council

- 4.1. The Governing 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), all MISC Officers (Article 4.4), the student representatives to Faculty of Information committees (Article 4.5), and appointed members-at-large (Article 4.7).
 - 4.1.1. Members of the Governing Council shall be elected in April and hold their positions until the following April, with the exception of the Vice-President, whose term shall be from September to September.
 - 4.1.2. All members of the Governing Council have one (1) vote per person at meetings of Governing Council.
 - 4.1.3. Any member of the Governing Council wishing to resign his or her position shall submit a written resignation to the President and Secretary.
 - 4.1.4. Members of the Governing 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.
 - 4.1.5. Members of the Governing Council may be removed from office if they fail to meet the conditions set out in article 4.1.4.
 - 4.1.6. A motion to remove any member of the Governing Council may be brought before the Governing Council by a petition signed by at least ten percent (10%) of the membership of the General Council.
 - 4.1.7. 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.
 - 4.1.8. The Governing 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. Vice-President
- 4.2.1.3. Secretary
- 4.2.1.4. Treasurer
- 4.2.1.5. Webmaster
- 4.2.2. Signatories: The President, Treasurer and Secretary shall be official signatories. Two of the three co-signatories shall be required to transact the business of the Student Council's bank accounts.
 - 4.2.2.1. Two of the three signatories must sign each cheque written on the Council's behalf.
 - 4.2.2.2. Any login and password information used by any member of the Governing Council in the course of fulfilling their duties while on the MISC shall be communicated to the President for safekeeping and for emergency use as required; the President will take the necessary measures to protect this information; if this information is changed, the President must be updated as to the new information as soon as possible and within three days.
 - 4.2.2.3. All online accounts that require linking to an email address for password retrieval shall be linked to the MISC's main utoronto email account unless a reasonable exception applies and is approved by the Governing Council.
 - 4.2.2.4. Any login and password information used by the President in the course of fulfilling their duties while on the MISC shall be communicated to the Secretary for safekeeping and for emergency use as required; the Secretary will take the necessary measures to protect this information; if this information is changed, the Secretary must be updated as to the new information as soon as possible and within three days.
- 4.2.3. The President shall:
 - 4.2.3.1. call, prepare agendas for and chair meetings of the Executive committee
 - 4.2.3.2. call, and prepare agendas for meetings of Governing Council
 - 4.2.3.3. be one of the student representatives to Faculty Council

- 4.2.3.4. act as a liaison to both the administration and the Membership and handle all correspondence on behalf of MISC
 - 4.2.3.5. bring issues of the Membership to the attention of Governing Council
 - 4.2.3.6. be recognized as the official spokesperson of MISC to the administration and wider community
 - 4.2.3.7. be responsible for the management of the records of MISC including backups of sensitive information as indicated in 4.2.2.2.
 - 4.2.3.8. be the student representative to the Faculty Council Executive Committee
 - 4.2.3.9. be the student representative to any of the Faculty's Committees where the MISC's normally has an elected representative but the position is vacant and the Governing Council has either not found someone to appoint or where the Faculty's Committee is holding a meeting before the Governing Council can meet; the President may also designate another member of the Governing Council to such a position in the circumstances described above if the President is unable to attend the meeting.
 - 4.2.3.10. be responsible for responding to complaints as indicated in Article 9.
- 4.2.4. The Vice President shall:
- 4.2.4.1. be a first-year student
 - 4.2.4.2. be one of the student representatives to Faculty Council
 - 4.2.4.3. be the student representative to the Academic Appeals Committee as the President's designate
 - 4.2.4.4. act as the President's designate where required, such as acting as chair of meetings of Executive Committee in the President's absence
 - 4.2.4.5. be a representative on the Graduate Student Union's Council
 - 4.2.4.6. be responsible for the coordination and sale of merchandise approved by the Governing Council
- 4.2.5. The Secretary shall:

- 4.2.5.1. take minutes at meetings of the Governing Council and Executive Committee which shall be retained in paper and electronic format and also made available to the Membership
 - 4.2.5.2. Chairs meeting of the Governing Council or may appoint a designate if necessary
 - 4.2.5.3. produce an annual directory of the members of the Governing Council to be made publicly available to the Membership
 - 4.2.5.4. act as Chief Returning Officer (CRO) for Council elections in the event that no one is elected to that position (see Article 5)
- 4.2.6. The Treasurer shall:
- 4.2.6.1. submit an annual report to the governing 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 September 1 to August 31
 - 4.2.6.2. prepare the budget with Executive Committee and MISC standing committee representatives
 - 4.2.6.3. apply for the annual head grant from the Graduate Student Union
 - 4.2.6.4. prepare monthly financial reports to be presented to Governing Council for review and acceptance
 - 4.2.6.5. 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
 - 4.2.6.6. 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.
 - 4.2.6.7. obtain approval for the expenditures contemplated by the Executive Committee and MISC standing committee budgets from the governing council
 - 4.2.6.8. 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

- 4.2.7. The Webmaster shall:
 - 4.2.7.1. ensure MISC has an updated and accurate presence on the web
 - 4.2.7.2. be responsible for the maintenance of MISC's website
 - 4.2.7.3. be responsible for the dissemination of knowledge relating to MISC business including financial statements, agendas, and minutes of Governing Council meetings via the website
 - 4.2.7.4. be responsible for promoting MISC's events via the website
- 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
 - 4.3.2. Chairs of each MISC Standing Committee are elected by the Membership
 - 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 Governing Council. Each Chair shall present a report of the meeting and activities of their Committee at meetings of Governing 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.

4.4. Officers

4.4.1. MISC shall have the following officers:

4.4.1.1. Academic Affairs Officers (2)

4.4.2. The Academic Affairs Officers shall

4.4.2.1. Represent Governing Council on all academic and curricular issues

4.4.2.2. Serve as a point of contact for students experiencing academic or curricular issues

4.4.2.3. Serve as Committee on Standing Representative (1)

4.4.2.4. Serve as Programs Committee Representatives (2)

4.4.2.5. Serve as a student representative to Faculty Council (1)

4.5. Other Representatives:

4.5.1. 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:

4.5.1.1. Alumni Association Representative (1)

4.5.1.2. Graduate Students' Union Representative (3)

4.5.1.3. Student Tech Fund Representatives (2 second year and 1 first year) who shall, in addition to their other duties outlined in the bylaws of the Tech Fund,

4.5.1.3.1. 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.

- 4.5.1.4. Admissions Committee Representative (1)
- 4.5.1.5. Committee on Standing Representative (1)
- 4.5.1.6. Life and Times Committee Representative (1)
- 4.5.1.7. Programs Committee Representative (1)
- 4.5.1.8. MISC-MUSSA Liaison, who shall:
 - 4.5.1.8.1. Promote communication and collaboration between the MISC and MUSSA;
 - 4.5.1.8.2. Attend all council meetings held by MISC and MUSSA throughout the school terms;
 - 4.5.1.8.3. Coordinate events with the MISC Social Committee and Professional Development Committee in the interests of the MISC and MUSSA;
 - 4.5.1.8.4. 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.
- 4.5.2. MISC is also responsible for electing MI representatives to the Faculty of Information Faculty Council. MISC is entitled to One Student plus one additional Student for each full group of 35 students beyond the first 18 students enrolled in the MI degree program. Enrollment is determined by the Registrar based on enrollment data on or near September 21, and elected by the students for a one-year term.

4.6. Working Groups of MISC

- 4.6.1. A Working Group can be created by a majority vote during a meeting of Governing Council, at which time a Chair must be appointed. The Working Group may begin operating immediately after this vote is approved. By the following Governing Council meeting, the Working Group must submit a constitutional amendment including terms of reference for their Group (written in consultation with the MISC executive).
- 4.6.2. 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 Governing 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 Governing 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 Governing Council. In the event that no one comes forward as a potential Chair for a Working Group, a meeting of Governing 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.

4.6.3. MISC shall have the following Working Groups:

4.6.3.1. Part-Time Students

4.6.3.2. Survey

4.6.3.3. Mental Health

4.6.4. The Part-Time Students Working Group shall 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.

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 Councillors are also encouraged to participate. The Group shall meet at least twice during the course of the fall and winter semesters, and at least once during the summer session. Meetings should be scheduled to accommodate the work schedules of any part-time students who express interest in attending.

4.6.5. The Survey Working Group shall ensure that a Student Experience Survey gauging MISC's performance representing student issues and overall student satisfaction at the Faculty of Information be conducted at least once every academic year. The Working Group will also be responsible for presenting the data in a timely manner after the Survey has been conducted and

publishing a summary of the data online. The Working Group may also take other surveys of the student body as needed.

- 4.6.6. The Mental Health Working Group shall plan and host a yearly Mental Health iTea or a similar event that promotes awareness of mental health issues among graduate students generally and resources available at U of T for students suffering from mental health issues. Through the Working Group's initiatives, members should promote an environment of understanding and compassion while promoting dialogue about mental health among iSchool students. Programming should include mention of not only diagnosable disorders, but also cognitive symptoms that affect many without diagnosed disorders, such as depression, anxiety and stress.

Members of the Mental Health Working Group, and the Chair in particular, are highly encouraged to attend events with Grad Minds and/or other U of T organizations that focus on issues of graduate student mental health.

- 4.6.7. Candidates for Vice-President and Representative positions are particularly encouraged to consider chairing a Working Group, since their duties often overlap with the issues addressed by Working Groups.

4.7. Members-at-Large

- 4.7.1. Should the occasion arise after the Fall election that no member of Governing Council is a part-time student, the Executive Committee may appoint a Part-time Student Member-at-Large to Governing Council. The appointment is to be ratified by Governing Council.
- 4.7.2. Should the occasion arise after the Fall election that the membership of Governing 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 Governing Council for the unrepresented concentration(s). The appointment(s) is/are to be ratified by Governing Council.

5. Elections

- 5.1. Two Elections, one in the spring, and one in the fall, for Governing 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 Secretary acts as the C.R.O., but Governing council may elect a Chief Returning Officer (C.R.O) in the event that the Secretary 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 will be open for two weeks with the exception of the MISC-MUSSA Liaison position which may be open for a period of longer than two weeks in order to accommodate the MUSSA electoral process (see 5.13). 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. Students may be nominated by any other member of the membership or may self nominate.
- 5.4. 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.
- 5.5. Voting will be conducted over a period not to exceed 5 days. All members of MISC will be eligible to vote. The C.R.O. will ensure that votes remain secret.
- 5.6. For elections held in the spring the newly elected positions will be assumed at the conclusion of the final meeting of the previous Governing Council. For elections held in the fall, the newly elected positions will be assumed upon completion of the Fall elections.
- 5.7. The Following positions are filled in the Spring and if unfilled will be elected in the Fall Term Elections:
 - 5.7.1. President (1)
 - 5.7.2. Treasurer (1)
 - 5.7.3. Secretary (1)
 - 5.7.4. Webmaster (1)
 - 5.7.5. Second-Year Academic Affairs Officer (1)
 - 5.7.6. Professional Development Co-Chair (1)
 - 5.7.7. Social Chairs (2)
 - 5.7.8. Alumni Association Representative (1)
 - 5.7.9. Graduate Students' Union Representative (3)
 - 5.7.10. Student Tech Fund Representative (2)
 - 5.7.11. Admissions Committee Representative (1)

- 5.7.12. Life and Times Committee Representative (1)
- 5.7.13. MISC-MUSSA Liaison (1)
- 5.8. The Following positions, along with any not filled in the Spring Term, will be filled in the Fall Term:
 - 5.8.1. Vice President (1)
 - 5.8.2. First-year Professional Development Co-Chair (1)
 - 5.8.3. First-year Student Tech Fund Representative (1)
 - 5.8.4. Faculty Council Representatives (number of positions determined as outlined in 4.4.2)
 - 5.8.5. First-Year Academic Affairs Officer (1)
- 5.9. 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 Governing Council shall suffice to appoint replacements.
- 5.10. Any position left vacant due to resignation will be filled by the procedure outlined in Article 5.9
- 5.11. Terms of office for all positions of the Governing 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.
- 5.12. In the event of vacancies in the representatives to council positions after the Spring elections, Governing 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.
- 5.13. The MISC-MUSSA Liaison is elected by both the MI and MMSt student bodies and may be a member of either graduate program. The MISC C.R.O. is responsible for coordinating election logistics concerning this council position with the MUSSA. MI student votes will count for one half (50%) of the weighted vote total to ensure equal representation between student bodies.

6. Meetings and Procedures

- 6.1. There shall be an Annual General Meeting of the Membership held before the end of the Spring session 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. Governing Council shall hold regular meetings at least three times in each of the Fall and Spring sessions, and as needed during the Summer session. Governing 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 Governing Council meetings may be called at the written request of the President or Secretary or any four Governing 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 and Officers shall constitute a quorum for the General Council meetings.
 - 6.2.3. All meetings of the Governing Council shall be open to the Membership.
 - 6.2.4. At Governing Council meetings, only Governing 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 Governing Council meetings shall be Robert's Rule of Order, except as otherwise determined at the first Governing Council meeting in September.
- 6.4. Meetings of Governing 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 Governing Council by a regular motion of the Governing Council, or
 - 7.1.2. a motion to amend may be introduced to the Governing Council by a formal petition signed by at least ten (10) per cent of the General Council membership.
- 7.2. If the motion to amend is introduced to the Governing Council by a regular motion of the Governing Council, 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.

- 7.2.1. If the motion to amend is introduced to the Governing Council by a regular motion of the Governing Council, a vote of two-thirds of the Governing Council present in favour shall render the motion approved and the amendment shall be entered into the Constitution by the Secretary at that time.
- 7.3. A motion to amend must be sent to a referendum of the General Council in the following two instances:
 - 7.3.1. If the motion to amend is introduced to the Governing Council by a formal petition signed by at least ten (10) per cent of the General Council membership
 - 7.3.2. If the motion to amend is introduced to the Governing Council by a regular motion of the Governing Council and two-thirds of the Governing 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 Secretary 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 Secretary 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 Governing 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 7.2.1 or 7.3.2, the Secretary shall introduce the approved changes to the constitution and the Webmaster 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 Governing 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 governing Council, and with the Office of the Vice President and Provost.

8. Referenda

- 8.1. Governing Council may, at any time, initiate a referendum of the Members. The Procedure shall be that the Governing 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. Governing 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 Governing 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 of the Governing Council 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.ischool@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 Governing Council member will be responsible of responding to the complaint within 10 business days.
 - 9.4.5. The response from the Governing 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 step ii 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 Governing 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 Governing Council, the Governing Council may vote on the removal of that member as stipulated in 4.1.7.