

Toronto Undergraduate Geography Society (TUGS)

Updated on 5 September 2022

Constitution By-Laws

Article I: Name

- 1) The official name of this recognized campus group is “Toronto Undergraduate Geography Society”
- 2) The acronym or abbreviation of this group is “TUGS”

Article II: Purpose and Objectives

- 1) To provide academic and moral support to TUGS members through academic and social events;
- 2) To act as mediators between the Geography & Planning department and undergraduate students;
- 3) To generate solidarity and unity among undergraduate Geography & Planning students.

Article III: Membership

- 1) Membership to the group is open to all undergraduate University of Toronto students who meet either of the following two (2) requirements:
 - a) Enrolled in at least one (1) GGR or JGI course in the current academic year;
 - b) Enrolled in either a minor, major or specialist program within the Geography & Planning department.
- 2) The following persons are eligible to be members of the TUGS executive committee:
- 3) Any undergraduate student enrolled in either a minor, major, or specialist program within the Geography & Planning department.

Article IV: TUGS Executive List and Duties (11 positions)

President (two persons)

- 1) Maintain TUGS as an ASSU (Arts and Science Students' Union) and Ulife recognized group;
- 2) Schedule meetings and events;
- 3) Perform monetary decisions and review all actions undertaken involving the movement of funds for club use:
 - a) Hold signing officer authority, along with the treasurer, for financial purposes.
- 4) Actively represent TUGS at meetings with the Geography & Planning department and fellow campus groups;
- 5) Maintain executive cohesion, division of responsibilities, set timelines and organizational goal setting;
- 6) Oversee and support duties and actions of the rest of the executive;
- 7) Ensure transition of office to the future executive;
 - a) Support, and enforce any action to prevent any negative act affecting the interests of the groups and its members, including non-disclosure of a significant or continuing conflict of interest, which may be given through a notice of removal.
- 8) Monitor event turnout and find new opportunities for growth;

Vice President (one person)

- 1) Assume duties of the Presidents in their absence and following their resignation;
 - a) In the case that the Vice President is unable to assume the full duties of the Co-President following a resignation, a re-election for the position may take place.
- 2) Assist with maintaining executive cohesion, division of responsibilities, set timelines and organizational goal setting;
- 3) Ensure all the activities of the club meet the regulations and policies of the University of Toronto;
- 4) Responsible for the management of the TUGS bank account and maintenance of records regarding the movement of funds;
- 5) Provide financial reports/budget draft when required.

Secretary (one person)

1. Responsible for preparing monthly meeting agenda and providing it to executive 24 hours in advance of monthly meeting;
2. Keeping meeting minutes during TUGS monthly meetings and any other relevant meetings;
3. Ensuring all TUGS executives are kept up to date with any events and initiatives;
4. In charge of researching initiatives and opportunities for the club to run/be involved in or initiate;
5. Assisting stream representatives with events and organization.

Social Team: Social Coordinator (one person)

- 1) Assist in planning and running academic and social events;
 - a) Overseeing and coordinating staff responsibilities during the event planning process and the period the event takes place;
 - b) Budgeting and planning for expected costs.
- 2) Responsible for distributing promotional material via email or in person, and requesting instructors share events and opportunities with their students.
- 3) Responsible for reserving rooms and audio and video (A/V) for TUGS events;
- 4) Curating a list of GGR and JGI courses at the start of each term in the academic year, with professor contact list.

Social Team: Media Officer (one person)

- 1) Responsible for the management of TUGS Instagram, Facebook, and any other social media platform that may be introduced;
- 2) Responsible for the promotion of events through advertizing on all of TUGS' relevant platforms
- 3) Sharing important events/job and research opportunities that are sent to TUGS emails on social media
- 4) Reach out to other course unions to promote TUGS events and promote other course union's relevant events and opportunities to TUGS social media.

Social Team: Graphic Designer (one person)

- 1) Creates promotional material to advertise events and news; includes:
 - a. Social media posts
 - b. Create PowerPoints and PDFS to be sent to professors via Social Coordinator
- 2) Work in tandem with Newsletter Coordinator to design TUGS Newsletter that reports events and TUGS happenings.
- 3) Maintain a consistent TUGS branding and theme throughout the graphics designed.

Outreach Coordinator (one person)

- 1) Maintain communication avenues with UTAGA, GGAPS, and Landmarks Journal for collaboration and communication purposes.
- 2) Is in charge of annual Landmark Journal Launch;
 - a. Must begin reaching out to Department Chair at the beginning of first semester to hire an Editor in Chief.
 - b. Oversees the work of the Department and Editors.

- 3) Working with the Social Team to promote the Landmarks Launch and the submission of papers.
- 4) Organizing the previous year's launch event in September.
 - a. Contacting all authors and editors,
 - b. Working in tandem with social team to put together promotional materials and organize the event details and space.

Newsletter Coordinator (1)

- 1) Create a monthly newsletter or TUGS events, opportunities and news for students to be shared with professors via the Social Coordinator.
- 2) Complete this newsletter in time for the distribution of the ASSU newsletter each month.
- 3) Work with the rest of the executive to come up with relevant material for the newsletter.

Diversity, Equity, and Inclusion Officer (one person)

- 1) Organize and execute the annual Diversity, Equity, and Inclusion Survey. This involves:
 - a. Creating survey questions that gather student experiences and insights on DEI issues (winter semester)
 - b. Working with exec team to analyze survey results and produce set of action recommendations for department.
- 2) Be in conversation with the Department of Geography and Planning beginning in September about the previous year's survey
 - a. Keeping the Department accountable regarding the Action Items from the survey.
- 3) Represent TUGS at Undergraduate Geography Department meetings and voice student concerns to department.

Stream Representatives (Including Human Geography, Environmental Geography, Physical Geography, and Geographic Information Systems)

- 1) Represent the interests of their respective Geography stream at TUGS meetings and events;
- 2) Initiate and organize one (1) academic seminar or social related to their stream. There has to be at least one Academic Seminar per term and one social per term:
 - a) Coordinate with potential academic speaker(s) and or course unions;
 - b) Coordinate with the Social Team.

Article V: Landmarks Journal Staff

Managing Editor (Paid Position held by graduate student – not TUGS executive)

- 1) This is a paid position held by a member in the Geography & Planning department, typically conducting their PhD studies and having completed all their course work;
- 2) This position can also be held by a MA or MSc student upon the interview and review process from the Geography & Planning department and TUGS executive committee;
- 3) This person is responsible for reviewing all applications for editorial board members and the editor-in-chief.

Editor-in-Chief (one person)

- 1) Eligibility: any full-time or part-time undergraduate student enrolled in either a minor, major, or specialist program within the Geography & Planning department;
- 2) Responsible for the final editing and review of the University of Toronto Undergraduate Geography Journal;
- 3) Makes recommendations and holds a higher position on the Editorial Board;
- 4) This position is appointed by the Managing Editor and TUGS executive the year prior based on editorial experience, writing experience, CV, and experience in the editing field.

Journal Editors (eight persons)

- 1) Eligibility: any full-time or part-time undergraduate student enrolled in either a minor, major, or specialist program within the Geography & Planning department;
- 2) These positions must go through an interview and review process with the Managing Editor (and consultation with TUGS executives).

Article VI: Termination of Executives

- 1) Any executive member who commits an act negatively affecting the interests of the group and its members, including non-disclosure of a significant or continuing conflict of interest, may be given a notice of removal;
- 2) The termination of executive positions may be initiated by any member of the TUGS executive;
 - a) A written document detailing the termination request (i.e. reasons and proof, if necessary) shall be submitted such that all members of the TUGS executive may view it;
 - b) Upon distribution, a minimum of one (1) week shall be allowed for staff to deliberate independently;
- 3) A meeting must be held in which all staff are present to discuss the termination and subsequently vote;
- 4) The member up for removal shall have the right to defend their actions.
- 5) A 2/3 majority vote is required to terminate an executive.
- 6) The member up for removal has the right to appeal before the general membership, and the majority vote of the general membership will have the final say on the matter;
- 7) If this appeal is requested, the TUGS executive shall organize a general meeting where this will take place.

- 8) Anyone removed from the TUGS executive cannot run for another position in subsequent years.

Article VII: Procedures

- 1) ASSU Meetings
 - i) Two (2) executive members (President or Vice-President and one (1) other executive member) shall attend all ASSU meetings.
 - b) Department Council Meetings
 - ii) Two (2) executive members (President or Vice-President and one (1) other executive member) shall attend all department council meetings.
- 2) TUGS Executive Meetings
 - a) Shall be closed to everyone except TUGS executive members;
 - i) 2/3 majority attendance is required for the meeting to begin.
 - ii) Meeting agendas shall be posted 24 hours in advance;
 - iii) Regular meetings shall be held at the Presidents' discretion;
 - b) Can also be called by any member of the executive.
 - i) All members of the executive are required to attend these meetings. If an executive member is unable to attend a meeting due to extenuating circumstances, they must notify the Presidents as soon as possible.
- 3) Annual General Meetings
 - a) Shall be held at least once per year;
 - i) Can also be held at the Presidents' discretion;
 - ii) If an executive member is unable to attend a meeting due to extenuating circumstances, they must notify the Presidents as soon as possible.
 - b) ii) Any vote taken at this time will require a simple majority of the undergraduate Geography & Planning general membership, present and voting.
- 4) Executive Committee Election
 - a) Annual executive elections shall take place on the University of Toronto student group voting website;
 - b) Voting is open to any University of Toronto St. George students who meet any of the following criteria:
 - i) Enrolled in a Geography & Planning department undergraduate program;
 - ii) Enrolled in a Geography & Planning course during the current academic year.
 - c) Announcements calling for candidates shall be made at least two (2) weeks prior to the election;
 - i) Announcements must be distributed through the TUGS email to the Geography & Planning class list, of the respective Fall or Winter term, and active social media platforms.
 - d) The TUGS Presidents shall appoint a Chief Returning Officer to oversee the election procedures and to ensure that all sections pertaining to election procedures are adhered to;
 - i) The Chief Returning Officer cannot be a candidate in the election that they are overseeing;

- ii) The Chief Returning Officer shall receive and act upon any written request for a recount or written allegation of election misconduct. Should an appeal be forwarded, the Chief Returning Officer must report their findings to ASSU for final disposition of any requests or allegations.
 - e) A by-election must be held if any executive positions are vacant;
 - f) Voting procedure shall take place in the form of secret, paper balloting. Ballots will be clearly distinguishable and controlled using identifying and validating measures respectively; a Chief Returning Officer will hold the ballots for at least three (3) weeks after the election; and the results of the election will be kept on file by the Course Union for at least one (1) year after the election.
 - g) Two (2) weeks shall be allowed for any appeals relating to TUGS elections. ASSU will have the final ruling on appeals. In the absence of any appeals, the TUGS executive shall ratify the results of the elections.
- 5) Amendments to the Constitution
- a) Successful changes to the constitutions will require 2/3 majority of executive support and a simple majority by the present undergraduate Geography & Planning general membership;
 - b) Any amendments will be effective immediately following a meeting.

Article VIII: Events

- 1) To qualify for ASSU funding, TUGS must hold one Academic Seminar and one Social event each term.
 - a. The stream representatives will each take on one of these events.
- 2) In addition, the TUGS executive will work together to organize at least two (2) other events throughout the year. These events should be collaborative (such as roundtable discussions or panel discussions) and/or department and stream-wide events.
- 3) TUGS should incorporate events for all types of students, including;
 - a. Upper year students (graduate events, UTAGAxGGAPS, etc),
 - b. Lower year students (coffee with professors, etc).