

Constitution of “University of Toronto Mapping Club”

Article I: Campus Group Name

The official name of this recognized campus group is “University of Toronto Mapping Club”
The acronym or abbreviation of this group is: UTMC

Article II: Purpose

UofT Mapping Club: Empowering Communities Through Open Geospatial Data

The UofT Mapping Club is a dynamic volunteer community united by a shared passion for geospatial data and a commitment to making a positive global impact. Our mission and mandate revolve around harnessing the potential of **open geospatial data** to benefit humanitarian efforts, support underrepresented communities, our everyday lives and the environment.

Our missions are to 1) empower marginalized and underrepresented communities by putting them on the map—literally and figuratively and 2) harness the power of citizen science in our everyday lives

Our club thrives on teamwork. Members collaborate to update existing maps, fill in data gaps for underserved regions, and collect data on environmental biodiversity and street-level imagery. By leveraging platforms like iNaturalist and Mapillary, we contribute not only to humanitarian causes but also to environmental conservation and urban planning efforts.

We foster a supportive, diverse community of students and volunteers who are passionate about geospatial data’s transformative power. Our mapping assists the Red Cross and Médecins Sans Frontières to address key global challenges, from improving healthcare access to enhancing disaster preparedness.

Article III: Membership

Membership to the group is open to UTMSU members (students, staff, faculty and alumni). Other persons who are not UTMSU members would have associate membership and they would not have the aforementioned rights.

Only UTMSU are permitted to run, nominate, and vote in elections and constitutional amendments. The group is open to non-UTMSU members. However, these members do not hold the aforementioned rights. Members must register with a designated executive by submitting their full name and a valid email address.

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Mississauga Students' Union (UTMSU), the group must maintain a minimum of 25 members, all of which must be UTMSU members. Community members and alumni may be offered associate membership (this is something that can be offered to those who are not current fee paying members for the campus group and are not UTM undergraduate students. Associate membership consists in the ability to participate in all matters of the group EXCEPT FOR voting in elections and general meetings, and/or becoming an executive. Thus, associate members do not have voting rights and candidacy rights).

Elections will be open to all UTMSU students.

Article IV: Executives

The executive committee shall be comprised of four (5) elected officers. These include President, Vice-President Communications, Vice-President Administration, Vice-President External and Vice-President Finance

The President (1) shall:

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives

The Vice-President Communications (1) shall:

- Manage and curate content for the club's social media platforms.
- Send informative and timely emails to keep members updated.
- Create eye-catching promotional materials for events.
- Utilize various channels to effectively market and boost event attendance.

The Vice-President External (1) shall:

- Establish and maintain partnerships with external organizations aligned with the club's mission.
- Attend networking events to enhance the club's visibility and represent its interests.
- Manage sponsorships, fundraising, and financial support for club activities.
- Organize community engagement events and initiatives to benefit both the club and society.

The Vice-President Administration (1) shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

The Vice-President Finance shall:

- Submit bi-annual audit to UTMSU
- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Article V: Meetings

A) Executive Meetings

Executive meetings shall be held regularly to discuss the planning and administration of the group's activities. These meetings are to occur **at least once per month** during the academic year. Additional meetings may be called as needed by the President or at the request of any executive member.

B) General Meetings

Annual General Meetings, open to all members of the group, shall be held **at least once per Fall semester** and **once per Winter semester**. During these meetings, the executive team will present the mission, goals, and accomplishments of the group, as well as any significant upcoming events. Members will also have the opportunity to ask questions, provide feedback, and propose ideas for future initiatives.

If requested by any member, the executive team will present a **detailed financial report** during the General Meeting, outlining the financial condition of the group, including income, expenditures, and any anticipated costs for future activities.

Article VI: Elections

Campus Groups must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards by the Clubs Committee or the Academic Societies Affairs Committee, these results will be subject to a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Election Procedures:

- All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU.
- A Chief Returning Officer (CRO) must be appointed to supervise the elections.
- The CRO must be an unbiased third party to the election, and must be approved by the outgoing executives and the Campus Groups Coordinator. The CRO must not be running for a position on the incoming executive team.
- Elections must open to all interested candidates who are UTMSU registered members of the group.

Election Timeline

- Advertising Period: Advertising for elections is required and is to take place for a minimum of one week. Mass emails should be sent to all UTMSU registered members of the group
- Nomination Period: All members who are interested in running for an executive position are able to self-nominate during this time. This will be overseen and managed by the CRO.
- All Candidates Meeting: A meeting with all the candidates must be held to go over the elections rules. This meeting is mandatory for all future candidates, and if unable to attend, they must send a representative.
- Campaign Period: During this time, candidates are able to campaign themselves to the Campus Groups's membership.
- Voting Period: Registered UTMSU members will be able to vote for their incoming executives during this time. The CRO will organize the voting platform.

Election Policies: Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups Coordinator in a written format within 72 hours of the election.

The Clubs Committee and ASAC withhold the right to nullify any group's election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in the immediate effect of cancellation of a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

If a vote results in a tie, the Chairperson or President of the club, who typically abstains from voting, shall cast the deciding vote. This casting vote must be made in a neutral and unbiased manner, ensuring the best interests of the club are upheld.

Article VII: Removal from office

A) General Member Removal

Notice of Removal: General members can be removed from their position by notice from the UTMSU if they are involved in harassment, sexual harassment, or discrimination. The UTMSU will conduct an investigation and notify the member of sanctions.

Voting Process: The executive committee of the campus group will vote on the removal of a general member, provided the process is outlined in the group's constitution.

Appeal Process: Members subject to removal may appeal the decision through procedures defined in the group's constitution or by consulting UTMSU policies.

Final Vote Process: Once an appeal is reviewed, a final vote is held to confirm or reject the member's removal from the group.

B) Executive Removal

Notice of Removal: Executive members can be removed at any time by the UTMSU for violations like harassment or discrimination, after a proper investigation and notification of sanctions.

Voting Process: The campus group's executive committee can also vote to remove an executive member following procedures clearly outlined in the group's constitution.

Appeal Process: Executives who are removed have the right to appeal, following either the constitution's processes or by contacting the UTMSU directly for review.

Final Vote Process: After any appeal, a final vote will be conducted by the appropriate body, such as the executive committee or UTMSU, to confirm or reject the removal.

Appointment/By-Election: If an executive member is removed, a by-election may be held, following the election rules outlined under the group's "Elections Procedures."

C) Removal from Office (UTMSU Guidelines)

The UTMSU may remove members or executives for harassment, sexual harassment, or discrimination at any time. Sanctions include, but are not limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces or events

D) Campus Group-Initiated Removal

Campus group executive committees may remove members based on criteria in the constitution. Examples include:

- Removal after 1 written warning
- Removal after missing 2 consecutive meetings without communication
- Removal for failure to perform assigned duties

E) Formal Complaint and Reporting

If a formal complaint is necessary, a written notice must be submitted to the Campus Groups Coordinator at UTMSU. Verbal or written warnings can be issued directly by the campus group's executive team without UTMSU involvement, but finalized removals must be reported to the UTMSU.

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

Article VIII: Amendments to the Constitution

The constitution of a campus group must be subject to an amendment procedure that prevents arbitrary alterations to it.

All amendments must be approved by the groups membership via their General Meetings.

All amendments must be approved by UTMSU before they are formalized.

Only UTMSU members can propose and vote on amendments to the constitution.