

TORONTO UNDERGRADUATE GEOGRAPHY SOCIETY (T.U.G.S.) CONSTITUTION BY-LAWS

ARTICLE 1: Objects and Duties

Section 1: The object of TUGS shall be to:

- a) act as mediators between faculty and students
- b) provide academic and moral support
- c) organize academic and social events

Section 2: The duties of TUGS shall be to:

- a) distribute, complete, and summarize course evaluations as provided by the ASSU organization
- b) organize class representatives to convey announcements as deemed important by the TUGS executive

ARTICLE II: Membership

The following persons shall be members of the TUGS organization:

- a) any undergraduate student enrolled in at least one GGR or JGx course for the current session
- b) any undergraduate student enrolled in either a minor, major or specialist program within the geography department

The following persons are eligible to be members of the TUGS executive committee:

- a) any full-time undergraduate student enrolled in either a minor, major, or specialist program within the geography department

ARTICLE III: Executive Council

- a) President (one person)
 - i) attend department and ASSU meetings
 - ii) co-signer of TUGS finances
 - iii) must have been on the TUGS executive for at least one year
 - iv) fulfill duties which other members of the executive are unable to complete
 - v) oversee executive members' duties
 - vi) provide leadership and organization
 - vii) establish a strong link with department
- b) Vice-President (two positions)
 - i) provide assistance to the president in any TUGS affiliated matters
- c) Treasurer (one person)
 - i) manage TUGS finances and ASSU grants
 - ii) provide financial reports when required

- d) Secretary (one person)
 - i) record minutes (including attendance) of all TUGS meetings
- e) Academic Events Coordinator (one person)
 - i) initiate and organize academic events such as seminars, career days, et cetera
 - ii) reserve rooms required for events
- f) Social Events Coordinator (one person)
 - i) initiate and organize social events such as pubs, sports events, et cetera
 - ii) reserve rooms required for events
- g) Advertising (one person)
 - i) creates and organizes the distribution of posters for events
- h) SAC Environmental Liaison (one person)
 - i) attend SAC Environment Minister meetings and report to the TUGS executive
- i) Year Reps (four positions: 1st Year Rep; 2nd Year Rep; 3rd Year Rep; 4th Year Rep)
 - i) represents those years' interests to TUGS
 - ii) makes announcements in various courses of that year
- j) Technical Officer (one person)
 - i) maintain the website according to University of Toronto guidelines

ARTICLE IV: Procedures

Section 1: ASSU Meetings

- a) two executive members (president or vice-president and one other executive member) shall attend all ASSU meetings

Section 2: Department Council Meetings

- a) two executive members (president or vice-president and one other executive member) shall attend all department council meetings

Section 3: TUGS Executive Meetings

- a) shall be closed to everyone except TUGS executive members
- b) will be a minimum of one hour in length
- c) will be announced at least four days prior
- d) shall be held at least once every three weeks
- e) can be called by any member of the executive

Section 4: TUGS Executive Meeting Attendance

- a) any executive member who fails to attend three consecutive meetings is removed from their position
- b) anyone removed from the TUGS executive cannot run for another position in subsequent years

Section 5: General Membership Meetings

- a) at least three executive members shall be present
- b) any vote taken at this time will require over fifty percent majority of the undergraduate geography general membership, present and voting

Section 6: TUGS Office Hours

- a) each executive member shall contribute a minimum of two hours per week a which time he/she shall be available in the TUGS office

Section 7: Executive Committee Election

- a) voting procedure shall take place in the form of a show of hands
- b) announcements for elections shall be two weeks prior to the election
- c) executive members shall be determined by September 31st of the school year
- d) two nominations will be required for each executive position

Section 8: Amendments to the Constitution

- a) successful changes to the constitution will require two-thirds of executive support with over fifty percent majority of the undergraduate geography general membership, present and voting
- b) any amendments will be effective immediately following the meeting