

**McGill Undergraduate Geography Society**  
**L'Association des étudiant(e)s de l'université McGill en Géographie**

**Constitution of the McGill Undergraduate Geography Society**

**As Last Ratified by the Executive on 2011/09/01**

Article I: ESTABLISHMENT

11.1 The organization shall be called The McGill Undergraduate Geography Society (M.U.G.S.) or L'Association des étudiant(e)s de l'université McGill en Géographie.

Article II: AIM AND PURPOSE

2.1 The aim of the Society shall be to promote the interests of its members through the encouragement of cultural, educational, recreational, and social activities sponsored by the Society or by members of the Society as well as to manage the M.U.G.S. Lounge.

2.2 The Society shall have jurisdiction and final authority over all its activities and any affiliated activities.

Article III: MEMBERSHIP

3.1 The Society shall consist of all students registered in the Department of Geography, pursuing degrees of B.A. (including B.A. Urban Studies) or B.Sc., as well as students pursuing Minors within the Department, from first to last year of study inclusive and who are in good standing with the Society.

Article IV: MEMBERSHIP FEES

4.1 Society fees shall be collected by McGill University and distributed to the society through the Arts Undergraduate Society (A.U.S.) and the Science Undergraduate Society (S.U.S) as per their respective formulas for the distribution of funds to Departmental Associations.

Article V: FINANCIAL REGULATIONS

5.1 Control the society's finances is under the executive and its use must be agreed upon by a majority of the executive.

5.2 The spending of money will reflect the aims of the Society as per article 2.1.

5.3 Any member of the society shall have access to the financial records of the Society within a reasonable time after a request is made.

Article VI: OFFICERS OF THE SOCIETY

6.1 The Officers of the Society shall be:

- a) the President or two (2) Co-Presidents
- b) the Vice President (V.P.) Finance
- c) the Vice President (V.P.) External for S.U.S.
- d) the Vice President (V.P.) External for A.U.S.
- e) the Vice President (V.P.) Communications
- f) the U3 Representative (or multiple)
- g) the U2 Representative (or multiple)
- h) the U1 Representative (or multiple)
- i) the Sustainability Officer (or multiple)

6.2 All officers of the Society must be elected by the members of the Society (with the exception of the U1 Representative(s) and Sustainability Officer(s)) in the spring prior to the academic year in which they will hold office. The U1 Representative(s) and Sustainability Officer(s) will be selected from a list of volunteers, who have completed a nomination form, by the existing members of the executive within three weeks of the beginning of fall term.

6.3 The President (co-presidents) shall be responsible for the general organization and administration of all M.U.G.S. activities and shall reside as the chair (co-chair) at executive meetings. It shall be the ultimate responsibility of the President (co-presidents) to ensure representation at A.U.S, S.U.S and Undergraduate Affairs Committee (U.A.C.) meetings. However, this duty may be delegated to any officer of the executive. The President (co-president) also act as primary liaison between the faculty, the Graduate Geography Society (GGS) and geography undergraduate students, therefore their responsibilities include attending all departmental meetings and events and communicating all relevant information to M.U.G.S. members.

6.4 The V.P. Finance shall be responsible for all cash flow into and out of the M.U.G.S. account and for keeping a record of financial transactions in a ledger kept for that purpose. Any and all members of the executive may have signing privileges and a minimum of two signatures is required to write all cheques. The V.P. Finance's responsibilities also include the financial aspects of any funding applications, budgets and reports involving M.U.G.S.

6.5 The V.P. Communications shall be responsible for web site maintenance, as well as promotion of M.U.G.S. events and projects. He/She also acts as liaison between M.U.G.S. and other departments with which inter-departmental events are being held.

6.6 The U3, U2 and U1 Representatives will represent the members of their respective year and inform them of all M.U.G.S. activities. In addition they must attend UAC meetings.

6.6.1 Together the US, U2, and U1 Representatives will form the MUGS Academic Committee and may represent MUGS at all academic meetings.

6.7 The Sustainability Officer(s) will be responsible for holding MUGS environmentally responsible during all events, finding the most environmentally friendly and cost-effective alternatives, as well as promoting and encouraging MUGS members to engage in these practices. Refer to Article X for further information.

#### Article VII: COMMUNICATION WITH MEMBERSHIP

7.1 The Society shall maintain a list serve to notify its members of relevant information.

7.1.1 The list serve shall consist solely of geography students who have either signed on or whose e-mail addresses have been obtained from the A.U.S., S.U.S. or the Department of Geography.

7.1.2 At any time society members may request to be removed from the list serve.

7.2 The list serve shall be maintained according to the following criteria:

a) It shall be the sole responsibility of the V.P. Communications

b) Information sent out on the list serve shall solely consist of geography related events, opportunities and information that has been approved by the Executive through a simple majority.

#### Article VIII: REGULATIONS REGARDING MEETINGS OF THE EXECUTIVE

8.1 The Executive Council shall meet at least once a week during the fall and winter semesters excluding exam periods.

8.1.1 The regular meeting time of the executive shall be advertised to members of the society at the beginning of each semester as part of the first list serve send-out and through a posting on the M.U.G.S. website.

8.2 All meetings of the Executive shall be open to any and all members of the Society.

8.2.1 They will be accorded non-voter status.

8.2.2 The Executive reserves the right to designate any meeting closed when such actions are deemed necessary by a simple majority of the Executive.

8.3 Quorum of the Executive meetings shall be 50% of all Executives including the President or at least one Co-President.

8.3.1 Quorum may be met by 6 Executive members when the president(s) is/are not present.

8.4 Minutes shall be taken at all meetings on a rotating basis as decided by a simple majority of the Executive.

8.5 Should an Executive member be absent from three (3) Executive meetings, the President or Co-Presidents will add a review of that member's Executive standing to the agenda of the following meeting of the Executive.

#### Article IX: REGULATIONS REGARDING THE MUGS LOUNGE

9.1 The Society shall manage a lounge in Burnside Hall Room 305 as outlined in 2.1.

9.2 The management and aesthetic maintenance of the lounge shall be the full responsibility of the members of the Executive.

9.2.1 However, all members of the Society who use the lounge are responsible for cleaning up after themselves in accordance with common courtesy.

9.3 The Executive shall seek to make lounge improvement a priority through either physical renovation, by the addition or replacement of furniture, equipment, and/or other improvements.

#### Article X: SUSTAINABILITY

10.1 The Society is fundamentally committed to the principles of environmental and social sustainability and environmental protection.

10.2 The Society shall aim to make its own contribution to the sustainability movement through the position of Sustainability Officer(s).

10.3 In addition the Society shall maintain recycling facilities in the M.U.G.S. lounge.

10.4. The Society shall encourage the use of the above described facilities through advertisement.

#### Article XI: ELECTIONS

11.1 All members of the society shall be eligible to vote for the executive of the society.

11.2 Elections shall be conducted in accordance with this constitution.

11.3 All members of the Society are eligible to stand for elections to the M.U.G.S. executive.

11.4 All elected individuals must remain members of the Society throughout their term.

11.5 Procedures:

a) Elections shall take place in March in accordance with the rules and regulations governing the election of executives to Departmental Associations of both the A.U.S and the S.U.S.

b) Polls must be opened for at least four (4) hours per day on two (2) consecutive days as deemed appropriate by a simple majority of the Executive.

c) Candidates must have at least ten nomination signatures from members of the Society and nomination forms must be submitted to the President or a Co-President at least one week before the first day of voting in order to run for a position.

d) Candidates running for U3 and U2 Representatives must be entering that year of school the September following the elections.

e) Votes will be counted by the present Society Executives not seeking re-election.

## Article XII: CHANGING THE CONSTITUTION

12.0 The M.U.G.S. constitution may be changed at the will of the executive, if a majority of the executive agree with the proposed changes.

12.1 All changes to the constitution must reflect the aims of the Society as specified in section 2.1.