

Toronto Metropolitan Association of Planning Students

Course Union Constitution

A Note on Accountability

The Toronto Metropolitan Association of Planning Students (TMAPS) exists to represent students attending the School of Urban and Regional Planning at Toronto Metropolitan University. If any text in this constitution is found to be incompatible or inconsistent with our mandate by any one of our members, they are to notify their representative to bring their concern to council's attention. This constitution is reviewed annually and amended as necessary.

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1. Organization Description

We, the members of the Toronto Metropolitan Association of Planning Students ('TMAPS'), do hereby establish this Constitution in order that our purpose be realized to its fullest extent.

TMAPS has been established to represent and promote the interests of students from all backgrounds in Toronto Metropolitan University's School of Urban and Regional Planning ('SURP'). TMAPS strives to facilitate positive student relations within SURP, and enrich their overall academic experience. This will be done through the provision of academic and social opportunities that will ensure a strong student community at SURP. TMAPS is committed to visibility among its minority students, especially those within the BIPOC community. This course union shall provide opportunities and platforms for minority voices to be heard and seen, and shall be committed to educating its students on the needs of different marginalized communities in the planning realm. TMAPS understands and is committed to fulfilling its responsibilities of abiding by all the Toronto Metropolitan Student Union and the Faculty of Community Services Society's policies for student groups, as well as the Faculty of Community Services and the university wide policies.

2. Mandate

TMAPS will be active and effective in engaging students in SURP, and will enrich the experience of those students at Toronto Metropolitan. TMAPS will be nonpartisan in serving the varied political and other interests of all SURP students. TMAPS will provide for the responsible administration of the Course Union, and to safeguard the rights of the members within it. All activities of TMAPS should be conducted with the utmost consideration of the accessibility, equity, and sustainability needs of the Committee membership. This means that TMAPS will continuously seek to provide a platform and educate its members on the needs of different communities that require the help of TMAPS throughout time. This constitution should be readily available via the Faculty of Community Services Society (FCSS) website.

3. Relationship with Other TMU Entities

3.1 Faculty of Community Services Society (FCSS)

TMAPS is recognized as a Student Union under the FCSS Student Clubs Policy and receives funding and resources from FCSS. TMAPS shall continue to meet all qualifications set by the FCSS Student Clubs Policy to receive all the benefits provided by the Student Society. TMAPS will abide by the FCSS Diversity and Inclusion Mandate, and will not place restrictions on membership based on Ancestry, Age, Creed, Colour, Citizenship, a Conviction for which a pardon has been granted or a record suspended, Disability, Ethnic Origin, Family Status, Gender Identity, Gender Expression, Genetic Characteristics, Marital Status, Place of Origin, Race, Religion, Sex,

Sexual Orientation, and/or Political Beliefs. Furthermore, TMAPS shall collaborate with the FCSS to ensure the procurement of opportunities that will allow for the promotion of minority voices within the Faculty and Program.

3.1.1 FCSS Student Club Policies

3.1.2 The following Constitutional Amendment must be included in the Course Union's Constitution in order to be able to apply for Student Club funding from FCSS,

3.1.3 This constitutional amendment below involves the Relationship of the Course Union to the Faculty of the Community Services Society and must be copied into the Course Union's Constitution:

3.1.3.1 The Toronto Metropolitan Association of Planning Students is a campus club recognised as a Course Union by the Faculty of Community Services Society (FCSS) subject to a series of policies, and subject to appropriate risk management;

3.1.3.2 The Toronto Metropolitan Association of Planning Students must abide by the FCSS Student Club Policy, and Communication Plan in order to maintain their Course Union benefits available through the FCSS;

3.1.3.3 The FCSS will not interfere in the activities and operations of the Toronto Metropolitan Association of Planning Students, however it does have the power to investigate the complaints made by any member of the organization concerning alleged violations of this constitution, and/or FCSS policies;

3.1.3.4 The Toronto Metropolitan Association of Planning Students President is expected to attend Student Club President meetings once a semester;

3.1.3.5 A FCSS Director who is a school or at-large director, who is elected in accordance with the governance documents of the FCSS will be an ex-officio member of the Course Union. In the event that an FCSS Board Director has been elected to hold either an Executive or Non-Executive position on the Toronto Metropolitan Association of Planning Students, their duties on the TMAPS will supersede their duties as an ex-officio member non-voting member.

3.1.4 Like in other Student Societies across the university, Toronto Metropolitan Association of Planning Students will be facilitated by the FCSS,

3.1.5. This constitutional amendment below involves FCSS's role in facilitating Course Union elections, this only applies to elected roles on the Course Union and must be copied into the Course Union's Constitution:

3.1.5.1 The Course Union will participate in the Centralized Election System (CES) that is run by the FCSS;

3.1.5.2 The FCSS Society Manager or a delegate, shall act as the CRO for the Course Union Executive and Year Representative Elections and will facilitate all info sessions, all candidate meetings and the online election itself;

3.1.5.3 The election shall be held by secret electronic ballot;

3.1.5.4 Promotion of the election and available positions shall be the responsibility of the Course Union;

3.1.5.5 Promotion and communications for available positions shall begin in the second last week of February;

3.1.5.6 Promotion must be fair and equitable, identifying all vacant positions equally;

3.1.5.7 The Executive Team shall use the official platforms of the Course Union to communicate openings;

3.1.5.8 Polls must be open for a minimum of three (3) days to ensure that the maximum possible number of members are able to vote;

3.1.5.9 Executive Officers shall be elected from the General Membership at least 3 weeks prior to the last day of March;

3.1.5.10 At the conclusion of the voting period, the CRO will close the polls, tabulate the results and, without undue delay, prepare a report detailing the positions, candidates, and votes in an auditable format. Such reports shall form part of the permanent records of the Course Union;

3.1.5.11 The results will be publicly reported by the last Friday in March, and the composition of the incoming Executive Team and Non-Executive Team will be reported to the Overarching Student Government (TMSU), the FCSS and the Program Department by the end of March;

3.1.5.12 Uncontested Positions;

3.1.5.13 In the event that an Executive position is uncontested in an election, there shall be a vote of either YES (in support), or NO (against) for the respective candidate;

3.1.5.14 In the event that a Non-Executive position is uncontested in an election, the position shall be acclaimed.

3.1.6. Breaking Expectations:

3.1.6.1 In the event that an Executive Officer commits any of the following offenses, their fellow Executive Officers, or a general member, must report this to the Executive Director of FCSS and the FCSS Society Manager;

3.1.6.2 Gross violation of the Course Union Constitution, platforms,

policies, regulations, or Course Union decisions;

3.1.6.3 Behavior unbecoming of a member; that which brings discredit to the Course Union, the Program Department, the Faculty of Community Services, the FCSS, the Overarching Student Government (RSU) or the University;

3.1.6.4 Any and all malicious acts as defined by statute;

3.1.6.5 Repetitive and unexcused absences at scheduled meetings or nonperformance of duties;

3.1.6.6 Misappropriation, falsifying or forgery of any monetary record or negligence of Course Union funds and resources;

3.1.6.7 Other serious actions not in conformance with the best ethical interests of the organization.

3.1.7. Reconciliation:

3.1.7.1 Once a formal report has been communicated to the FCSS Executive Director and the FCSS Society Manager, the Plaintiff(s) shall work with the Executive Director and the Society Manager to first seek reconciliation with the accused Office.

3.1.7.2 The FCSS Executive Director and/or the Society Manager shall act as mediators if necessary.

3.1.7.3 If reconciliation is not possible or the offense is too great, the plaintiff(s) may seek to remove the accused Officer from their position of Office; further consultation with the TMSU will be needed when this option arises.

3.2 Toronto Metropolitan Student Union (TMSU)

TMAPS is a Toronto Metropolitan Course Union (Local 24) and shall seek ongoing opportunities, workshops, and resources available to students through TMSU. It shall support the overarching vision of the Toronto Metropolitan student community, and work with TMSU to collaborate with other course unions and student groups. TMSU holds the power to investigate complaints made by any member of the organization that are filed to the VP of Ethics concerning violations of the Constitution.

4. Membership

General Membership is automatically extended to all full and part-time students registered in the School of Urban and Regional Planning who have paid the mandatory overarching Student Government fees (Toronto Metropolitan Students' Union) and the Faculty of Community Services Society (FCSS) student activity fee for the current term of study. No faculty or staff may be a voting member.

5. Structure

5.1 Council

- President (or Co-Presidents)
- Vice President of Social Affairs
- Vice President of Administrative Affairs
- Vice President of Finance & Treasury
- Vice President of Ethics
- Vice President of Communications
- Vice President of Academics
- Vice President of Outreach

5.1.1 Executive Council Eligibility

All Executives will be elected annually by the TMAPS General Members. To be eligible for an Executive position the candidate must be registered as a full- time student in the School of Urban and Regional Planning. Any Executive who is not a full-time student will be deemed ex-officio and will be a non- voting member.

5.2 General Council

- Director Merchandise
- CIP Undergraduate Representative
- OPPI Representatives
- Class Ambassadors (one for each year of the program)
 - First Year Ambassadors
 - Second Year Ambassadors
 - Third Year Ambassadors
 - Fourth Year Ambassadors
 - PLAD/PLAB Ambassadors

General Council Eligibility

All General Council members will be elected annually by the General Members.

First Year Ambassador

Please note that this position will be elected through an election, in class if possible. The vote must occur within one month of the commencement of the Fall Term.

PLAB/D Representative

Please note that this position will be elected through an election, in class if possible. The vote must occur within one month of the commencement of the Fall Term.

General Members

All full-time and part-time students registered in the School of Urban and Regional Planning are automatically extended membership in TMAPS and are encouraged to attend and participate in meetings and initiatives.

Ad hoc Committees

5.2.1.1 Formation

Ad hoc committees will be formed to plan and execute special events and campaigns as necessary. Membership in ad hoc committees is open to all TMAPS members but each ad hoc committee must consist of (but does not have to be chaired by) at least one General Council or Executive Council member.

5.2.1.2 TMAPS Committee

Where a student(s) desires to create a committee affiliated with TMAPS with the potential to use TMAPS resources (Financial, Assistance, Branding etc...) a detailed proposal will be required to be submitted to the (Co)President(s) for initial review, however must seek final approval by the Director of the School of Urban & Regional Planning.

Requirements for the proposal for projects & committees (is not limited to the following components):

- Summary of the project & Rationale
- Long/Short term work-plan
- Financial Plan (Costs, Revenue etc...)
- End product/ audience it is going to serve.

- A directory of positions and responsibilities; must include the role of an overseeing TMAPS member.

5.2.1.3 Independent Committee

5.2.5.3 TMAPS Internal Committee

Internal TMAPS committees will be created by an executive member and/or a general member of council for the purposes of executing specific tasks and responsibilities as delegated by the executive council. The chair of the internal TMAPS committee shall be an executive member, who will be responsible for all direct communication between the council and the internal committee. The aforementioned committee members may not vote at general council meetings, but may be in attendance as observers.

6. Meetings

6.1 Role of Chair

The chairing of all General and Executive meetings will be shared between the (Co) President (s) and the VP of Administrative Affairs. The role of chairing is meant to direct and focus conversation, and establish accountability for any ideas generated.

6.2 Frequency

Executive Council meetings will be held, at a minimum, twice per month, with the exception of October. General Council meetings will be held, at a minimum, once per month

6.3 Announcements

6.3.1 Announcing Meetings and Meeting Minutes

6.3.1.1 VP of Administrative Affairs Duties

- It is the duty of the VP of Administrative Affairs to announce General Council Meetings either at the end of each meeting or one week in advance by email to all Council members.
- It is the duty of the VP of Administrative Affairs to post regularly on the TMAPS website for Meeting dates, times, and minutes within 1 week of the original meeting.
- It is the duty of the VP of Administrative Affairs & VP of Student Affairs to initiate Class Ambassadors for in-class word news and events.

6.4 Quorum

A majority of the Executive Council (50% +1), plus a majority (50% +1) of the General Council will form quorum for Meetings where decisions are being made.

6.5 Executive vs. General Council Meetings

6.5.1 Executive Council Meetings

Executive members hold the right to ask non-executive members to be dismissed where matters of confidential trust need be discussed.

6.5.2 General Council Meetings

General Council Meetings are open to all members of TMAPS including all current undergraduate students of the School of Urban and Regional Planning. Special meetings of ad hoc committees may not always be advertised but may be attended by all members. Executive members hold the right to ask non-council members to be dismissed where matters of confidential trust need be discussed.

Typically, Executive and General council meetings will take place on alternating weeks. The Executive Council will set the agenda for General Council Meetings, although items of organizational and fiduciary matters must be voted upon during General Council Meetings.

6.6 Attendance

All elected council members should attend all respective meetings. Meeting agendas must be distributed prior to established meeting date. Non-attendance must be alerted to either the VP of Ethics, VP of Administrative Affairs or the (Co)President(s) at a minimum of 24 hours notice prior to the meeting. Non-attendance without valid reason to more than two consecutive or 4 meetings in total (nonconsecutive) General Council meetings will result in the revocation of the TMAPS member's title.

6.7 Ad hoc committees

Will meet as needed. They will be expected to present progress reports at each General Council meeting.

7. Executive Council

The Executive Council is responsible for ensuring the decisions made by TMAPS are in keeping with the policies and goals of the Toronto Metropolitan Student Union, Toronto Metropolitan University and the School of Urban and Regional Planning as well as the interests of the General Members of TMAPS.

- Each General Council meeting will be chaired by a member of the Executive Council. Executive Council members are the only TMAPS members with signing privileges.
- At least one member of Executive Council must be present for each TMSU All-Executive Meeting. In the event of all Executive Council members being absent, a representative is to be sent in their place.
- Any Executive role may be supplemented by a committee to assist in the completion of responsibilities associated with that role as per the discretion of the Executive member(s).

7.1 (Co-)President(s)

7.1.1 Roles

- A. The role of chairing meetings shall be shared between the (Co-)President(s) and the VP of Administrative Affairs.
- B. Will be a liaison to the First Year Class Ambassador and their class to establish the procedures of TMAPS.
- C. Is expected of the (Co-)President(s) to be comfortable with delivering public announcements of major events concerning TMAPS affairs.
- D. It is expected of the (Co-)President(s) to act in drafting work and action plans, and engaging students to be a part of the Agenda setting process of all TMAPS initiatives. The (Co-)President(s) act(s) as project manager(s) of the TMAPS council and should therefore display organizational and team leadership qualities.
- E. At least one Executive Member shall attend monthly Toronto Metropolitan Planning Alumni Association (RPAA) meetings.

- F. At least one Executive Member, (preferably the VP of Ethics) one Student Ambassador from 1st or 2nd year, one Student Ambassador from 3rd or 4th year; and the PLAB/PLAD Student Ambassador must be present at student faculty meetings.
- G. The position is normally filled by the (Co-)President(s) but may be filled by a Vice President as an alternative option. Should either of these parties be unable to fulfill this duty, an alternate shall be elected by TMAPS members upon the commencement of the new school year.

7.1.2 Responsibilities

- A. Is responsible to TMSU and Members of TMAPS for all monies allocated to TMAPS by TMSU.
- B. Is responsible to TMSU and Members of TMAPS for all other monies i.e. fundraising, donations and sponsorship revenues.
- C. Shall act as liaison between TMSU and TMAPS.
- D. Is responsible for advising the Campus Groups Administrator of any changes in the Executive or Signing Officers.
- E. Is encouraged to maintain supportive working relationships with Toronto Metropolitan University's Tri-Mentoring program and Career Centre (and seek partnership opportunities)

7.1.3 Rights

- A. In the event that there is a solitary President, that person will have one vote at General Council meetings. In the event of a (Co-)Presidency there must be unanimity between the (Co-)President(s) who will submit a single vote together at General Council meetings. In the event of the (Co-)President(s) being unable to come to an agreement, they will abstain their vote.
- B. Shall be deemed (a) signing officer(s).

7.2 Vice President of Social Affairs

7.2.1 Roles

- A. To assist in student engagement, and overall vision guiding of work-plans, action-plans, and meeting agendas.
- B. will be a liaison to all Class Ambassadors and their classes.
- C. It is expected of the VP of Social Affairs is prepared to serve any public announcements at events, or ceremonies.
- D. It is expected of the VP of Social Affairs to draft a plan to promote student engagement in all events
- E. Shall chair all meetings in the absence of both the President and the VP of Administrative Affairs.
- F. School Council Liaison:
- G. At least one Executive Member, one Student Ambassador from 1st or 2nd year, one Student Ambassador from 3rd or 4th year; and the PLAB/PLAD Student Ambassador must be present at student faculty meetings.
 - i. The position is normally filled by the President/Co-Presidents but may be filled by a Vice President as an alternative option
 - ii. Should either of these parties be unable to fulfill this duty, an alternate shall be elected by TMAPS members upon the commencement of the new school year.

7.2.2 Responsibilities

1. Will act as a liaison between all outside interest groups, i.e. alumni and sponsorship partners.
2. Will promote and sustain a democratic setting.
3. Is responsible for action plans for social events.
4. Will collaborate closely with the year ambassadors to distribute information and promote student events in close cooperation with the Communications Committee

7.2.3 Rights

- A. Shall be deemed a signing officer.

7.3 Vice President of Administrative Affairs

7.3.1 Roles

- A. The role of chairing meetings shall be shared between the (Co)-President(s) and the VP of Administrative Affairs.
- B. Visionary/ Project Manager: It is at the discretion of the VP of Administrative Affairs to have an annual and term plan for how to improve communication, and improve documentation of all TMAPS files, plans, pictures, and materials among all members and TMAPS at large.
- C. Collaboration with other TMAPS members: is expected to collaborate closely with (but not exclusive to) Communications Chair.

7.3.2 Responsibilities

- A. Shall maintain consistent updates on the TMAPS website, including a reminder to council members about meetings, no later than 48 hours before scheduled meeting.
- B. Will keep an official record of attendance at TMAPS meetings.
- C. Will record the minutes of General Council Meetings and make the minutes available to all TMAPS members. Meeting minutes will be made readily available to all members of council, and will include, for each meeting: an attendance list with all Executive and General Council members names, their positions and whether they were present or not.
- D. Will help in the organization of events and advertising of upcoming events and activities in concert with the VP of Student Affairs, Communications Committee, and Year Representatives.
- E. Will act as liaison between the Faculty Secretary Admin, Staff and all other Toronto Metropolitan University groups, i.e. other course unions and campus groups.
- F. Responsibility of updating bulletin boards in the school (in conjunction the Communications Committee, and its Chair)
- G. At least one Executive Member, one Student Ambassador from 1st or 2nd year, one Student Ambassador from 3rd or 4th year; and the PLAB/PLAD Student Ambassador must be present at student faculty meetings.

7.3.3 Rights

- A. Shall be deemed a signing officer.

7.4 Vice President of Finance & Treasury

7.4.1 Roles

- A. Shall chair meetings in the absence of the President and other Vice-Presidents.
- B. Visionary/ Project Manager: Will be the head of all fund-raising initiatives/committees/events. It is their role to establish an annual financial budget, a vision for the equity that TMAPS build long-term, and a year-end financial report of all expenditures.

7.4.2 Responsibilities

- A. Shall maintain TMAPS financial records and maintain financial relations with TMSU
- B. Will chair all ad hoc committee meetings related to fundraising.
- C. For the academic year with all receipt submissions and provide a status report on finances deemed as often as necessary by Executive council.
- D. In addition to updated balance sheets, the VP Finance and Treasury should keep a logbook of all finances which is to be made readily available to all members of council
- E. The treasurer is expected to produce a cost projection or budget sheet for specific events or expenses
- F. The treasurer is responsible for providing & maintaining a current and updated balance sheet of TMAPS expenditures + receivables. This balance sheet will be critical in monitoring TMAPS assets, liabilities + total equity of funds.
- G. In the scope of planning for TMAPS equity the VP of Finance & Treasury is expected to put TMSU potential opportunities and proposals for grants, sponsors and new ventures.
- H. School Council Liaison:
 - i. At least one Executive Member, one Student Ambassador from 1st or 2nd year, one Student Ambassador from 3rd or 4th year; and the PLAB/PLAD Student Ambassador must be present at student faculty meetings.

- ii. The position is normally filled by the President/Co-Presidents but may be filled by a Vice President as an alternative option
- iii. Should either of these parties be unable to fulfill this duty, an alternate shall be elected by TMAPS members upon the commencement of the new school year.

7.4.3 Rights

- A. Shall be deemed a signing officer.

7.5 Vice President of Equity, Diversity and Inclusion

7.5.1 Roles

- A. To act as a TMAPS member that promotes student rights throughout SURP, and address key issues including Equity, Diversity and Inclusion
- B. Promote professional and ethical behavior amongst students in SURP
- C. Plan initiatives in an EDI lens

7.5.2 Responsibilities

- A. To be an advisor to the executive and general councils, thereby seeking opportunities to educate TMAPS members, including executive members and general members in ethics
- B. Resource: Explore opportunities for lecture series, activities, workshops, and online resources 'Ethics @ Toronto Metropolitan' <http://www.TorontoMetropolitan.ca/ethicsnetwork/>
- C. Be familiar with TMSU Code of Conduct and SURP Student Handbook policies
- D. Occasional and random reviews of TMAPS finances, practices, and communications, to ensure that all members are acting in accordance with TMSU Code of Conduct and SURP Student Policy.

7.5.3 Rights

- A. Act as Ethics Advisor to TMAPS Council Members
- B. Shall be deemed a signing officer

7.6 Vice President of Communications

7.6.1 Roles

- A. To coordinate and manage promotions for TMAPS that may include (but are not limited to): social media strategies, visual communication, business cards, internal and external networking and maintenance of TMAPS website:
[http://www.Toronto Metropolitanplanners.com](http://www.TorontoMetropolitanplanners.com)
- B. To lead and chair the 'Communications Committee' which will also consist of the Director of Social Media and Marketing, the Director of Design and Visual Identity as well as any other members as selected by the Committee.

7.6.2 Responsibilities

- A. Recruiting committee members with the assistance of Class Ambassadors, developing recruitment method for interviews/resume/questionnaire for potential members, and formulating a finalized list of confirmed members
- B. Time management and technical skills are critical components for this position, and require a high level of involvement and organization in conjunction with school events
- C. It is recommended that 'Committee' meetings be established at the beginning of every month with all members, to ensure coordination is met.
- D. It is crucial that promotions and advertising tasks are completed ahead of time to ensure effectiveness
- E. To explore external events and promote on TMAPS website and bulletin boards
- F. All communications created and/or distributed by a TMAPS member on behalf of TMAPS must be approved by the President(s) before being made public.

7.1.3 Rights

- A. To oversee and manage all members of the 'Communications Committee'
- B. To be granted access to all online and social media accounts,

necessary files pertaining to marketing and communications related matters

- C. Shall be deemed a signing officer

7.7 Vice President of Academics

7.7.1 Roles

- A. Shall create, plan and execute academic outreach initiatives, such as workshops and collaborative study sessions.
- B. Will complete any and all tasks that are assigned to such position in order to foster the development of the aforementioned academic outreach initiative.

7.7.2 Responsibilities

- C. Will publish relevant academic materials on the Toronto Metropolitan Planners webpage.
- D. Shall develop an annual and term plan for outreach initiative in addition to improving academic-related support materials for students.

7.7.3 Rights

- A. To work as an elected member within the Executive Council to ensure the effective completion of all tasks.

7.8 Vice President of Outreach

7.8.1 Roles

- A. Shall research, identify and engage with potential sponsors for TMAPS events.
- B. Will create a sponsorship strategy and package for the aforementioned sponsors.
- C. Shall apply for funding grants and consult with the fellow Executive Council for potential funding possibilities.
- D. Maintain a directory for potential and confirmed sponsors and partners for future use.

7.8.2 Responsibilities

- E. Develop a detailed tracking method for potential internal and external partners.
- F. Create strategy for outreach and connect to existing and potential new

partners for TMAPS.

- G. Develop presentation materials in the occasion that this is requested by potential sponsors and partners.
- H. Directly accountable to the Executive Council.

7.8.3 Rights

- A. To work as an elected member within the Executive Council to ensure the effective completion of all task.

8. General Council

8.1 Canadian Institute of Planners (CIP) Undergraduate Representative

8.1.1 Roles

- A. Will act as liaison between the Canadian Institute of Planners (CIP)
- B. It is strongly recommended to be a student member in CIP
- C. Will work to foster closer ties with Toronto Metropolitan Alumni Planning Association (RPAA), as well as students & faculty within the School of Urban and Regional Planning

8.1.2 Responsibilities

- A. Must provide monthly updates to TMAPS members on CIP news/current issues
- B. Promote CIP throughout the School and TMAPS official website
- C. Active involvement in supporting Canadian Association of Planning Students (CAPS) Annual Conference and serving as a useful resource to interested students.
- D. Engage students within the school by encouraging opportunities such as CIP social events and lectures within the school
- E. Work with Class Ambassadors to educate students about CIPI membership and how to get involved
- F. To train and work alongside the elected Graduate CIP Student Representative for the upcoming year (please see 'Election & Procedures')

8.1.3 Rights

- A. To act as the primary student representative of CIP within the SURP and present any issues or concerns at TMAPS, Alumni, and/or Faculty meetings (upon request).
- B. Have voting rights on TMAPS General Council

8.2 Director of Merchandise

8.2.1 Roles

- A. Will work closely with the Vice President Communications and President(s) in developing a TMAPS merchandise line

- B. Is accountable to TMAPS General Council, the Vice President Communications and President(s)

8.2.2 Responsibilities

- A. Shall be in charge of designing TMAPS merchandise
- B. Shall be in charge of managing the TMAPS online store, in terms of all purchases and order of TMAPS merchandise

8.2.3 Rights

- C. To act as the sole TMAPS representative tasked with the managing the day- to-day operations of the TMAPS online store and merchandise line
- D. Have voting rights on TMAPS General Council

8.3 OPPI Representative

8.3.1 Roles

- A. Will act as liaison between the Canadian Institute of Planners (CIP) and the Ontario Professional Planners Institute (OPPI)
- B. It is strongly recommended be a student member in both CIP and OPPI
- C. Will work to foster closer ties with Toronto Metropolitan Alumni Planning Association (RPAA), as well as students & faculty within the School of Urban and Regional Planning

8.3.2 Responsibilities

- A. Must provide monthly updates to TMAPS members on CIP/OPPI news/current issues
- B. Promote CIP/OPPI throughout the School and TMAPS official website
- C. Active involvement in supporting Canadian Association of Planning Students (CAPS) Annual Conference and serving as a useful resource to interested students
- D. Engage students within the school by encouraging opportunities such as CIP/OPPI social events and lectures within the school
- E. Work with Class Ambassadors to educate students about CIP/OPPI membership and how to get involved

- F. To train and work alongside the newly elected OPPI Representative for the upcoming year (please see 'Election & Procedures')

8.3.3 Rights

- A. To act as the primary student representative of CIP/OPPI within the SURP and present any issues or concerns at TMAPS, Alumni, and/or Faculty meetings (upon request).

8.4 Class Ambassadors

8.4.1 Role

- A. One elected representative for each year within the undergraduate program as well as one elected representative from the 2-year PLAB/PLAD program
- B. Will act as the primary liaison between each one's respective year and TMAPS members
- C. Will host roundtables to determine the needs of the student population in a democratic setting
- D. Will work closely with VP of Social Affairs to coordinate and plan for all years
- E. School Council Liaison
 - i. One Student Ambassador from 1st or 2nd year; one Student Ambassador from 3rd or 4th year; and the PLAB/PLAD Student Ambassador shall attend School Council Meetings with faculty.
 - ii. Should either of these parties be unable to fulfill this duty, an alternate shall be elected by TMAPS members upon the commencement of the new school year.

8.4.2 Responsibilities

- A. Public Speaker: It is expected of the Class Ambassadors to prepare and deliver any public announcements at events, or ceremonies.
- B. To facilitate at least one roundtable meeting a year with their respective group of students

- C. To play an active role in their planning community, including academic, social, and professional associations such as OPPI and CIP, and to represent the best interests of their colleagues
- D. Provide general updates at TMAPS meetings on ideas and initiatives
- E. Contribute to TMAPS Official website and social media groups to assist in marketing and promotion of TMAPS events

8.4.3 Rights

- A. To raise questions, issues and concerns on behalf of the year they represent.

8.5 International Student Representative

8.5.1 Role

- A. Will act as the primary representative of all international students enrolled in the School of Urban and Regional planning Undergraduate, liaising on their behalf with TMAPS members
- B. Will host roundtables with international students to gauge their needs while studying in Canada, ensuring equity and representation among the student body
- C. Will work closely with VP of Equity, Diversity, and Inclusion to plan for and execute events that promote visibility and cultural representation in SURP

8.5.2 Responsibilities

- D. Public Speaker: It is expected of the International Student Representative to prepare and deliver any public announcements at events, or ceremonies.
- E. To facilitate at least one roundtable meeting a year with self-identifying international students

- F. To ensure that the interests of international students and their religious and cultural needs are consistently represented throughout TMAPS and SURP
- G. Provide general updates at TMAPS meetings on ideas and initiatives on behalf of the international student body at SURP
- H. Contribute to TMAPS Official website and social media groups to assist in marketing and promotion of TMAPS events

8.5.3 Rights

- A. To raise questions, issues and concerns on behalf of international students

9. Election Procedures

The Faculty of Community Services holds executive power over TMAPS in conducting elections. Refer to Section 3.1.1 for further information.

10. Removal from Office

This is a serious matter, and an executive should only be impeached for serious offenses.

The TMAPS Ethics Advisor and TMSU will be consulted throughout the process. The reasons for which a TMAPS member may be removed from office include:

- A. Breaching policies outlined in the SURP STUDENT HANDBOOK or TMSU Code of Conduct that may negatively impact or constrain ability to carry out roles, responsibilities or rights as an elected member
- B. Abusing TMAPS resources for personal benefit
- C. Absence from more than four General Council meetings without a valid reason.
- D. Members fail to take full responsibility for the role and expectations that are required of that role.
- E. Demonstrate consistently poor professionalism, behaviors and attitudes
- F. Invalidity as Signing Officer

10.1 Conflict Resolution

Members will be given the opportunity to present any concerns or questions at TMAPS meetings, or with the TMSU (upon request for an appointment).

10.2 Impeachment

After the Council Member in question has been provided the opportunity to speak at the General Meeting, a vote will be held to determine if the Council Member should be impeached. Voting includes TMAPS Executive and General Council members only.

Impeachment occurs when voting exceeds 50% (plus one) in favor of impeachment. The Current SURP Director will be involved in the assistance of this process.

11. Amendments

Constitutional amendments must follow the necessary requirements and deadlines, as established by the TMSU. Amendments must be circulated for review and comment first to TMAPS executive council, then voted upon by TMAPS General Council. 2/3 of members in attendance at the established meeting must vote in favor of amendments in order for the Constitution to be passed. Amendments that are passed must be relayed to inform the general student body. TMSU will obtain the final copy for their records on an annual basis.

12. Adoption of the Constitution

- A. The TMSU must approve the Constitution
- B. The Constitution must be ratified by a majority of the members in the attendance of the established 'ad hoc' Constitution Amendment General Council meeting prior to the due date by the TMSU.
- C. The current Constitution as well as the previous must be posted within the School as well as made available on the TMAPS official website

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