

Constitution – Toronto Metropolitan University School of Urban and Regional Planning Alumni Association

ARTICLE I – NAME

The name of this association shall be the School of Urban and Regional Planning Alumni Association herein referred as the SURPA or the Association. The name of the university, Toronto Metropolitan University, shall be referred to as TMU, the school, or the University.

ARTICLE II – MISSION STATEMENT

To support undergraduate and graduate students of TMU's School of Urban and Regional Planning (SURP), provide alumni with meaningful opportunities for engagement, and promote and advance the planning profession.

ARTICLE III – GOALS & OBJECTIVES

Alumni goals and objectives may include, but not be limited to, the following:

1. Provide financial support through the Student Alumni Scholarship(s) and endowment fund.
2. Fundraise to support SURPA programming, such as student scholarships, student funding and alumni-student networking events, including the annual major sponsorship event. The annual major sponsorship event will provide opportunity for planning students, professional planners and other related fields to network, interact and make contacts in a social setting;

3. Provide mentor support to the School's current students, by making TMU Alumni accessible to speak to students on a formal and informal basis;
4. Organize events and social activities, based on the volunteer capacity of the Committee, to provide meaningful opportunities to build the profile of SURPA, create opportunities for alumni to interact and get to know each other.
5. Work in partnership with SURP to promote and enhance the value of the program and to foster alumni relations within the school; and
6. Pursue these goals and objectives through means that support equity and social justice and confront racism.

ARTICLE IV – MEMBERSHIP ELIGIBILITY

All graduates of the School of Urban and Regional Planning are eligible to be members of the SURPA.

ARTICLE V – ORGANIZATIONAL STRUCTURE & ELECTIONS

1. SURPA Membership

The SURPA shall consist of a maximum of twenty (20) voting members and three (3) ex-officio (non-voting) members. The chief responsibilities are outlined on the following pages. SURPA members will be responsible for completing their tasks and reporting to the Chair/Co-Chair and Association. SURPA members must attend all SURPA Meetings.

2. SURPA Positions (Voting Members)

There are two types of positions on the SURPA: Coordinators and Members-at-Large. Coordinator positions are two-year

terms; Member-at-Large positions are one-year terms. It is important to note, that while individuals elected to Coordinator positions will be primarily responsible for managing the tasks listed below, it is the shared responsibility of all SURPA members (including members-at-large) to assist with key SURPA efforts, including helping with sponsorship calls and fundraising, and helping to set up and attend events. SURPA members who are not successfully fulfilling their member responsibilities may be asked to leave the Association at the discretion of the SURPA, to be determined by a two-thirds majority vote of all voting members.

To ensure continuity and seamless transitions from year to year, SURPA members will attempt to nominate/recruit returning SURPA members or individuals who have worked closely with SURPA in the past to fill the positions of Chair/Co-Chair, Treasurer, and Sponsorship Coordinator positions.

a) Coordinator Positions

i. Co-Chair (2 positions)

Responsibilities:

- Chair and schedule all meetings, as required
- Prepare and distribute agendas for SURPA meetings
- Act as spokesperson for events, and ensure that all plans are on schedule and that the members are completing their assigned tasks
- Promote the events and SURPA to various industry sectors
- Assist the School Liaison with SURP correspondence
- Provide support/advice to other members of the Association, as required
- Assist in Sponsorship Sales
- Liaise with OPPI regarding the events
- Present award scholarship to students

- Represent the Association at any University function, as required
- Communicate with [Alumni Relations](#) Faculty Contact at TMU
- Act as a liaison with the Central and Faculty Alumni Rep
- Represent and champion the SURPA through communication activities including thank you letters, special invitations, and media content
- Be responsible for providing authorized access to the Committee's file sharing system and the institutional records of SURPA
- Attend or delegate to a fellow committee member each year class of the bachelor and master's SURP program to provide an overview presentation on who SURPA is, and encourage students to get involved when they graduate

ii. Treasurer

Responsibilities:

- Manage the Association's bank accounts
- Issue all cheques and collect all invoices
- Deposit the cheques in the bank account
- Update the SURPA on the Scholarship fund and other potential items for the student financial support and engagement between alumni and students
- Work with Sponsorship Coordinator and Event Coordinator to develop and present a high-level budget for events and engagement in coordination with the rest of the Association
- Balance books, present an up-to-date account at each SURPA meeting, and report on the year-end balance

iii. Administrative Coordinator

Responsibilities:

- Record minutes of all SURPA meetings, assigning action items accordingly

- Internally distribute minutes for review no later than one week following the meeting
- Send minutes to the Alumni Relations Officer or Alumni Faculty Contact
- Maintain database of meeting agendas and minutes on shared drive
- Keep track of active Coordinator and Member-at-Large attendance and membership status, including maintaining up to date contact list
- Send out SURPA meeting invites to all members

iv. Student Liaison

Responsibilities:

- Liaise with TMAPS and MPGSA and coordinate class representatives
- Liaise with SURP staff
- Liaise with other Planning Schools to support our event(s), as required
- Promote the SURPA Award to the student body
- Work with the Blog Coordinator and/or Communications Coordinator on the distribution of promotional materials in collaboration with student volunteers
- Work with the Event Coordinator to arrange logistics for events, such as food, location, parking, etc.
- Find/coordinate outreach opportunities with high schools
- Support the Spring Reception Volunteer Program with the Event Coordinator

v. Communication Coordinator

Responsibilities:

- Maintain communication with alumni, corporate partners, and sponsors related to upcoming events and engagement opportunities

- Develop text for correspondence and advertising material for events and ticket sales promotion for the annual major sponsorship event
- Manage and/or delegate responsibility for all SURPA social media (e.g. Instagram, LinkedIn, Facebook, and Twitter accounts), ensuring consistent messaging/use of SURPA logo
- Ensure consistent messaging and use of the SURPA logo through social media
- Coordinate information, printing, and posting for the annual SURPA poster
- Create flyer and programme for the annual major sponsorship event
- Prepare sponsor logo slideshow for the annual major sponsorship event
- Create the annual Coordinator and Member-at-Large posted to be hung at SURP and added to its website, and SURPA's online sites

vi. Sponsorship Coordinator

Responsibilities:

- Coordinate the sponsorship sales for the annual major sponsorship event (including, but not limited to, managing and delegating a call list for sponsorship requests and commitments)
- Coordinate with the Event Coordinator in terms of tickets and sponsorship packages sold
- Coordinate payment intake and communication follow up with sponsor inquiries
- Manage list of attendees for annual major sponsorship event
- Coordinate with other SURPA members who assist with sponsorship sales
- Design and print the name tags for the event
- Work with Treasurer to ensure all payments are properly processed and deposited

vii. Event Coordinator

Responsibilities:

- Coordinate the annual major sponsorship event (including, but not limited to, venue, catering, décor, music coordination)
- Work with Treasurer to draft event budget and present to the Association prior to the event
- Liaise with Sponsorship Coordinator on actual tickets sales
- Coordinate door prize/raffle gifts and in kind/donations for the annual major sponsorship event
- Arrange other logistics for the event, such volunteers, parking, etc.

viii. Equity Coordinator

Responsibilities:

- Establish and maintain relationships with SURP's equity-seeking community members
- Liaise with SURP faculty, staff, and students, and other university student groups regarding anti-racism and discrimination work
- Monitor and evaluate the SURPA's anti-racism and anti-discrimination work, including in the areas of internal development, advocacy, and programming
- Provide support to other Association members to integrate equity considerations into their roles
- Coordinate regular equity check-ins with SURPA members and the broader community as required

ix. Blog and Content Coordinator

Responsibilities:

- Coordination of the articles, photos, and layout for the website
- Ensure new AODA standards are met with the website

- Investigate opportunities to improve alumni engagement and diversity of alumni stories, potentially distributing multiple alumni stories per year
- Edit the stories, as deemed necessary
- Create blog posts to support the podcast, spring reception, and additional association events
- Submission of final product(s) to School Liaison and Chair/Co-Chairs
- Coordinate promotional ads for events in all Planning journals, as required
- Engage in communications activities on behalf of the SURPA, including writing journal articles
- Support the Communication Coordinator with overflow tasks, as required
- Supporting the Chair/Co-Chairs in writing speeches and presentation notes, as required
- Work with the Student Liaison and Student Volunteers on writing pieces, as required

b) Member-at-Large

Responsibilities:

- Participate and contribute to meeting discussions, including voting on member motions
- Help plan, organize and deliver programming and events
- Participate in sponsorship outreach
- Assist the Co-Chairs/Coordinators in carrying out their duties

4. Ex-Officio Members (Non-Voting Members)

- a) **Past Chair:** An ex-officio, non-voting member of the Association, entitled to attend and participate in all meetings. This position is normally to be held by the immediate past chair; however, any past chair may hold this position if the immediate past chair is unavailable. Past Chairs may participate as a voting member of the

existing Association if they hold a Coordinator or Member-at-Large position. In this case, an additional Past Chair, who is not acting as an existing member of the Association, may attend as a non-voting member.

- b) **Alumni Relations Officer:** The alumni relations officer shall be an ex-officio, non-voting member of the Association, entitled to attend and participate in all meetings. The alumni relations officer shall be chosen by the Alumni Relations Office.
- c) **SURP Faculty Representative:** The Faculty Representative shall be an ex-officio, non-voting member of the Association, entitled to attend and participate in all meetings. The Faculty representative provides the SURPA with updates of the day to day activities of SURP; assists the Association with advertising the Award program; and provides the necessary support to introduce the alumni award to the student body.
- d) **Metropolitan Planning Graduate Student Association (MPGSA) Representative:** The representative shall be an ex-officio, non-voting member of the Association, entitled to attend and participate in all meetings. The representative shall provide updates to the SURPA from their organization.
- e) **Toronto Metropolitan Association of Planning Students (TMAPS) Representative:** The representative shall be an ex-officio, non-voting member of the Association, entitled to attend and participate in all meetings. The representative shall provide updates to the SURPA from their organization.

5. Members-in-good-standing

All voting members of the SURPA must be members-in-good-standing of the Association, with the exception of the faculty/staff representative.

6. Election timing

Election of the members of the Association shall take place at the Annual General Meeting.

7. Election nominations

The Chair(s) of the Association, in consultation with the other SURPA members, may appoint a nominating committee to coordinate the recruitment of candidates for the election.

Nominations may be submitted up until the beginning of the Annual General Meeting. Nominations may also be made from the floor at the Annual General Meeting. At the beginning of the meeting, Chair(s) will confirm nominees and ask that any other nominations be brought forward before the meeting begins.

Nominees shall prepare a short election address indicating interest in the role and any experience or qualifications they feel make them a strong candidate.

8. Voting method

Election shall be by ballot, cast by SURPA members and SURP alumni in attendance at the Annual General Meeting, or by acclamation.

To vote and/or be elected to an SURPA position, alumni must be present at the Annual General Meeting (in person or by tele/video conference).

9. SURPA member terms

Coordinator positions are two (2) year terms and Member-at-Large positions are one (1) year terms, with members taking office after the Annual General Meeting. Coordinators' two (2) year terms will be offset, with half of the SURPA member positions opening for elections each year.

In odd years (e.g. 2019), elections will be held for the following Coordinator positions: Co-Chair, Treasurer, Newsletter Coordinator, Event Coordinator, and Student Liaison.

In even years (e.g. 2020), elections will be held for the following Coordinator positions: the other Co-Chair, Administrative Coordinator, Sponsorship Coordinator, and Communications Coordinator.

In the case a Coordinator, for whatever reason, vacates their position, an interim election will be held to fill the position until the end of the original two (2) year term for that position. Members may choose to "run" for election, or re-election, in any eligible position whenever an election is held.

10. Vacant SURPA positions

If a position on the SURPA is vacant or becomes vacant, the Association may select a replacement using normal voting procedures at a regular or special meeting. Each SURPA member must receive written notice at least ten (10) days in advance of the meeting at which filling the vacancy will be considered.

11. Additional SURPA positions

The SURPA may establish any additional positions that it deems necessary to carry out the objectives and activities of the Association. Establishing such additional position(s) requires a two-thirds majority vote of all voting members on the SURPA.

ARTICLE VI – MEETINGS

1. Meetings of the Association shall be at the call of the Chair(s) and are open to all SURPA members and SURP alumni, unless exceptional circumstances require an in-camera session, approved in advance by majority vote of the SURPA.
2. The SURPA shall normally meet monthly. Additional meetings are at the discretion of the Chair(s). Unless there are compelling reasons for absence, SURPA members are expected to attend all meetings. If an SURPA member misses more than three (3) meetings, that member may be asked to leave the Association at the discretion of the SURPA, to be determined by a majority vote.
3. A quorum shall consist of a minimum of half of the members of the SURPA, including the Co-Chair(s).
4. Decisions taken by the SURPA in the absence of a quorum must, prior to implementation, be referred for ratification to the next regular meeting of the Association at which a quorum is present. Where timing is a factor, the decision must be approved by a majority of the SURPA members through a polling method to be determined by the Chair(s).
5. Meetings shall be run using Robert's Rules of Order. The rules contained in Robert's Rules of Order shall govern the society in all cases to which they are applicable and in which they are not inconsistent with the special rules of order of the Association.
6. An Annual General Meeting will be held once per year.

ARTICLE VII – AMENDMENTS

1. This constitution may be amended by a two-thirds majority vote of all voting members at the Annual General Meeting. Each SURPA member must receive written notice at least one month in advance of the meeting at which amendments will be considered. Such notice shall include the substance and intent of all such amendments.
2. Any member(s) of the SURPA unable to attend a meeting that includes items of constitutional amendment shall be contacted by the Chair(s) of the Association in advance of the meeting for the purpose of recording their vote(s) on all amendments, for inclusion in the vote tally taken at the meeting.
3. A proposed amendment that fails to receive two-thirds majority approval may be reintroduced for discussion by the SURPA at the next Annual General Meeting.