



# UNIVERSITY OF GUYANA GEOGRAPHICAL SOCIETY

c/o Faculty of Earth and Environmental Sciences, Leslie. P. Cummings Building, University of Guyana  
Turkeyen Campus, Georgetown. Tel: 592-222-410 Email: uggeographicalsociety@gmail.com

## CONSTITUTION

This Constitution of the **'UNIVERSITY OF GUYANA GEOGRAPHICAL SOCIETY'** is hereby unanimously ratified by the membership on this **16<sup>th</sup> day of June, in the year 2018**. The amendments to this constitution are also hereby unanimously ratified by the active membership on this **29<sup>th</sup> day of August, in the year 2019**.

### Article I. PREAMBLE

We, the members of **University of Guyana Geographical Society**, do hereby establish this constitution in order that our mission and purpose are realized to the fullest extent.

### Article II. NAME

The name of the organization is the **'University of Guyana Geographical Society'** henceforth referred to as **UGGS**.

### Article III. PURPOSE

#### Section 1. Mission Statement

The mission of the **UGGS** is to:

'Promote the advancement of geographical thinking rationally through Education, Research, and Collaboration.'

#### Section 2. Purpose

**UGGS** is established for the expressed purposes of:

1. Promoting the study and teaching of Geography
2. Encouraging geographical field research locally, regionally, and internationally
3. Collaborating with Governmental and Non-Governmental Organizations for the advancement of geography as a discipline
4. Providing resource persons to support and guidance activities, including speeches, seminars, and film production to promote geographical interest.

## Section 3. Authority

**UGGS** will register with the University of Guyana Student Society (**UGSS**) in accordance with policies and procedures set forth to be a registered student organization at University of Guyana within the University of Guyana's Office of Student Welfare. **UGGS** understands and is committed to fulfilling its responsibilities of abiding by University of Guyana Student Society and the Office of Student Welfare's policies, conditions, and procedures.

## Article IV. MEMBERSHIP

### Section 1. General Membership

1. **UGGS** accepts graduates of the Geography programme and related disciplines.
2. A general member is required to have an interest in geography.
3. The general membership will be responsible for and strongly encouraged to attend **UGGS** meetings and events.
4. General Members can vote at meetings but cannot vote at elections or hold offices.

### Section 2. Active Membership/Voting Membership

1. Must be a General member, and current student of UG
2. Must be participating in the society's activities for the past 3 months
3. Must be up-to-date with the payment of membership fees.
4. Privileges of Active Membership will include, but are not be limited to:
  - a. attendance at society meetings
  - b. speaking at meetings
  - c. voting
  - d. holding an office
  - e. nominating for office

### Section 3. Alumni

1. Graduates of the University of Guyana who were active or general members of **UGGS**.
2. Carry no voting but honorary rights.

### Section 4. Non-Discrimination Clause

**UGGS** complies with all laws, executive orders, and state regulations pertaining to and does not discriminate on the basis of race, religion, national origin, ethnicity, colour, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, colour, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

## Section 5. Suspension & Expulsion

The Executive Board shall have the right to refuse a request for membership, if the applicant does not meet the guidelines set forth herein. A member can be disqualified for membership if in the majority opinion of the Disciplinary Committee he/she has knowingly violated the aims and rules governing the **UGGS**. This is done through the setting up of a Disciplinary Committee (see article V section 12).

## Article V. OFFICERS

### Section 1. Executive Board

1. The **UGGS** Executive Board is comprised of:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Assistant Secretary/Treasurer
  - f. Public Relations Officer
  - g. Assistant Public Relations Officer
  - h. Year Representatives (one representative from each year of the geography program)
  - i. Campus Adviser (ex-officio status)
2. The **UGGS** Executive Board is responsible for providing all aspects of leadership for the student organization and must act in accordance with the rules and regulations outlined in the Constitution. Each member is responsible for his/her own action/s.
3. Be a University of Guyana Student and Active Member of the **UGGS**.

### Section 2. President

1. The President of the **UGGS** is the primary point of contact for the **UGGS** and the spokesperson of the group who regularly interacts with other student organizations, Campus Advisor, other officials and anyone outside of the society not specifically mention here.
2. The responsibilities of this position include, but are not limited to:
  - a. Providing guidance, direction, and support for the **UGGS** in pursuit of its goals and objectives.
  - b. Voting, in cases where there is a tie.
  - c. Presiding over all **UGGS** meetings in an impartial manner.
  - d. Maintaining decorum at **UGGS** meetings.
  - e. Guiding **UGGS** event planning efforts.
  - f. Maintaining an up-to-date list of registered members, officers, any auxiliary officers, advisers, and any other positions within the **UGGS** established within this document or its supplementary documents.
  - g. Maintaining and update the **UGGS** Standard Operating Procedures.



- h. Acting as the primary contact with the Public Relation Officer, after communicating with the Campus Adviser.

### Section 3. Vice President

1. The Vice President works along with the President and required to maintain continuous contact with the President. The Vice President must be up-to-date on all of the **UGGS's** communications and events.
2. The responsibilities of the Vice President include, but are not limited to:
  - a. Assuming the responsibilities of the President in cases of his/her absence from **UGGS** meetings, functions, or in cases where the President will be absent for more than a week.
  - b. Carrying out the day-to-day functions of **UGGS**
  - c. Scheduling locations for meeting and events
  - d. Overseeing proper handing over between incoming and outgoing officers
  - e. Mentoring new officers and planning for new Officer's orientation.
  - f. Coordinating **UGGS** recruitment efforts
  - g. Sharing the responsibilities of project management with the President
  - h. The vice president shall assume the role of president acting if the president is away for more than a week.

### Section 4. Secretary

1. The Secretary keeps the **UGGS** afloat and running efficiently while safeguarding society's continuity between administrations. The record keeping and operational duties of the Secretary are instrumental in making sure the organization is efficient, effective and sustainable. The Secretary works hand-in-hand with the other Officers for the day-to-day functioning of the **UGGS**.
2. The responsibilities of the Secretary include, but are not limited to:
  - a. Presiding over meetings of the **UGGS** in the absence of the President and Vice President.
  - b. Taking minutes of every **UGGS** meeting
  - c. Keeping accurate records of all proceedings of the **UGGS** meetings
  - d. Maintaining the **UGGS** historical records for the academic year
  - e. Assisting with **UGGS** projects, where needed
  - f. Maintaining **UGGS** overall communication, which may include emails, letters, phone calls, and social media.

### Section 4. Treasurer

1. The treasurer is the central person **UGGS** funds and handles all the financial matters of the society.
2. The responsibilities of the treasurer include, but are not limited to:
  - a. Receiving, recording, and depositing all **UGGS** funds.
  - b. Maintaining all of the society's receipts.
  - c. Presenting the financial report to the **UGGS** at one scheduled meetings annually.
  - d. Maintaining accurate fiscal records which are to be stored and located in the **UGGS** binder.
  - e. Aiding in the authorization of society funds, along with the society president/ vice president.

- f. Attending the University of Guyana Student Society training exercises.
- g. Acting as liaison between the **UGGS** and all other campus offices and organizations.

### Section 5. Assistant Secretary / Treasurer

1. The Assistant Secretary/Treasurer should be working closely with the Treasurer and Secretary and should maintain continuous contact with them.
2. The responsibilities of the Assistant Secretary - Treasurer include, but are not limited to:
  - a. Assuming the responsibilities of the Secretary/Treasurer in cases of their absence from the **UGGS** meetings, functions, or in cases where the Secretary/Treasurer will be absent for more than a week.
  - b. Assisting the Vice President in mentoring new officers to include the planning of new officer's orientation.
  - c. Assisting the Vice President in coordinating the **UGGS** recruitment efforts.
  - d. Assisting the Public Relations Officer in the oversight of fund-raising events.

### Section 6. Public Relation Officer

1. The Public Relation Officer shall be the officer engaged with the public on a day-to-day basis.
2. The responsibilities of the Public Relation Officer include, but are not limited to:
  - a. Promoting events – Training Seminars, Fund Raising Projects, and other related activities.
  - b. Leading axillary committees that are setup for events.
  - c. Executing recruitment efforts.
  - d. Acting as a direct contact for other members that do not have a Year Representative.
  - e. Controlling all social media outlets.

### Section 7. Assistant Public Relation Officer

1. The Assistant Public Relations Officer should work closely with the Public Relations Officer and should maintain continuous contact with him/her.
2. The responsibilities of the Assistant Public Relations Officer include but are not limited to:
  - a. Assuming the responsibilities of the Public Relations Officer in cases of his/her absence from **UGGS** meetings, functions, or in cases where the Public Relations Officer, will be absent for more than a week.

### Section 8. Year Representatives

1. The Year Representatives shall work in collaboration with the Public Relations Officer, in the execution of the Society's events and activities.
2. They will engage other members from their year to form axillary committees for events.
3. Shall report to the Executive Board about issues relating to the respective year group.

### Section 9. Campus Adviser

1. Is an academic staff of the Geography Department of the Faculty of Earth and Environmental Sciences.
2. Is an ex-officio member of the society.

3. Guides and approves of society activities
4. Report to faculty board on the society's activities.

## Section 10. Terms of Office

One term of office for each executive board member will be two (2) semesters (1 academic year) (running from October to October of the following year). There will be a (4) semester (2 academic year) limit placed on the number of terms an officer may serve in total.

## Section 11. Vacancies of Office

If a vacancy exists for any position, the Executive Body can appoint a person to act in the position for no longer than two months for which a special election can be held for the position. Succession of office is as follows: President, Vice President, Secretary, Treasurer, Assistant Secretary/Treasurer, Public Relation Officer, Year Representatives.

## Section 12. Impeachment

1. Officers in violation of the UGGS constitution may be summarily removed from office by the following process:
  - a. A written request by at least two active members of the UGGS
  - b. A Disciplinary Committee, comprising of four Executive members and the Campus Advisor, presides over and decides on the appropriate disciplinary action to be taken, if any.
  - c. Written notification is to be sent to the officer of the request, asking the officer to be present at the committee meeting and prepared to speak
  - d. Opportunity for the accused to defend his/her action/s at the Disciplinary Committee meeting.
  - e. Decision of the Disciplinary Committee is recorded in writing.
  - f. Majority vote of the committee is required to give effect of the decision.
  - g. The decision will be announced to the general membership at the next General Meeting.

## Article VI. Meetings

### Section 1. Quorum

The number of individuals required to hold a bona fide meeting shall be a majority of the Active Members.

### Section 2. Executive Board

The executive board shall meet at least twice in a semester during the regular academic year, whether physically or e-based.

### Section 3. Society Meetings

1. General Meetings will be held at least twice per semester during OR as determined by a majority of the society members.
2. A member is expected to attend at least three (3) of the regularly scheduled meetings per year



## Section 4. Voting

All official **UGGS** decisions, unless otherwise specified, shall require a majority vote of the Membership present at either a regular or a called meeting provided a quorum (50% of active members) is present.

## Article VII. Elections

### Section 1. Officers Elections

1. The officers will be elected by secret ballot at the meeting prior to the end of July (but positions are activated until the handing over meeting which shall take place no later than the 31 of October.)
2. The person with a majority of the vote will be declared the winner
3. All officers shall be elected by a majority vote of members of the **UGGS**
4. An Elections Committee shall be setup by the president, this includes the Campus Advisor, Secretary, Treasurer, and one active member of the **UGGS**. If there is a conflict of interest other active members maybe chosen.
5. The President will take nominations from the general membership from five days before the elections meeting and the nomination process will be closed three (3) days before the elections, after which Elections Committee (including the president) will check to ensure that the nominees are qualified for office.
6. The Elections Committee will then release the official list of nominees two (2) day before the elections.
7. Movements will be seconded on the one (1) day before elections.
8. The nominated parties will be allowed to vote
9. All voting will be conducted by secret ballot, led by the elections committee and collected and tabulated by them.
10. Results will be published by the entire elections committee, one day after the elections.
11. Presiding over the elections will be the Campus Adviser.

### Section 2. Requirements for Officers

1. No first-year students will be allowed to hold first level office, except for the position of year representative and assistants.
2. All offices can be filled by any Active Membership from the second, third and fourth years from any Faculty, with the exception of the President.
3. The President position will be filled by a third or fourth year Geographer from the Faculty of Earth and Environmental Sciences (all election procedure still apply). If in the event no nominee exists, a second-year membership from geography can take the position.
4. It is advised that the Vice -president be a third-year student and the President be a fourth one. After which the Vice-president maybe voted into the president's office on the fourth year of study, this would allow for stability and continuity.

## Article VIII. New Officers

### Section 1. New Officers

1. New officers, when elected shall work with outgoing officers to learn the skills needed to take over the office.  
New officers shall assume full duties no later than the 31st of October OR as mandated by the Executive Board.
2. Shall be given the oath of office by the outgoing President or Campus Adviser.

## Article IX. Committees

### Section 1. Organization

In order to have a committee formed for the **University of Guyana Geographical Society**, an active member must first ask for a committee to be formed for a specific reason and time frame.

### Section 2. Committee Formation

1. Committees must be formed with a minimum of 3 to a maximum of 10 of the society's members.
2. Each Committee will select a head/lead from among the membership and overseen by the Public Relations Officer unless otherwise stated by the Executive Body.
3. The Head/Lead of the committee will set a date and time for the committee to meet for the reason it was formed.

### Section 4. Committee Head

1. Present committee reports at regular society meetings
2. Responsible for find a substitute to present committee reports at regular society meetings if they are unable to attend.
3. Must maintain a roster of committee members that is to be made available to society officers upon request in a timely manner.

### Section 3. Meetings

Committee meetings will be as dictated by the Committee's head

### Section 4. Removal of Member

Committee members can be removed by a two-thirds majority vote of committee members at an official committee meeting, if the member abuses the regulations of the Constitution.

### Section 5. Dissolution

1. Committees may be dissolved by majority vote of general members during a bona fide meeting.
2. All committees shall be dissolved at the first semester unless otherwise specified in the formation of the committee.



## Article X. Finances

### Section 1. Bank Account

A bank account in the name of ‘**University of Guyana Geographical Society**’ will be open, and the authorised signatories to the account shall be the President/Vice President, the Secretary and the Treasurer. Two (2) authorised signatures will be required to affect any withdrawal of funds from the account.

### Section 2. Payments and Purchases

All payments from UGGS’s funds must be approved by the President/ Vice President and Treasurer, and all purchases made on behalf of the UGGS must be supported by relevant bills or cash receipts.

### Section 3. Auditing

Auditing is done annually by an independent and qualified person and the books are made available to all members for scrutiny and for the overview by the campus adviser and one UGSS executive member.

### Section 4. Membership Dues

The dues will be \$2000 Guyana dollars a year and is payable each year by all members

## Article XI. Amendments

### Section 1. Amendments to the Constitution

1. This **UGGS** constitution is binding to all members of the UGGS, but the constitution is not binding unto itself
2. Amendments to the constitution may be proposed in writing by any Active Member at any bona fide meeting.
3. These amendments will be tabled for at least one week in order to give members a chance to review them.
4. The proposed amendments will have to be read and approved by five (5) active alumni before being tabled to the active membership for approval.
5. Proposed amendments will become effective following approval of a simple majority vote of the active membership at a bona fide meeting and the Campus Adviser.

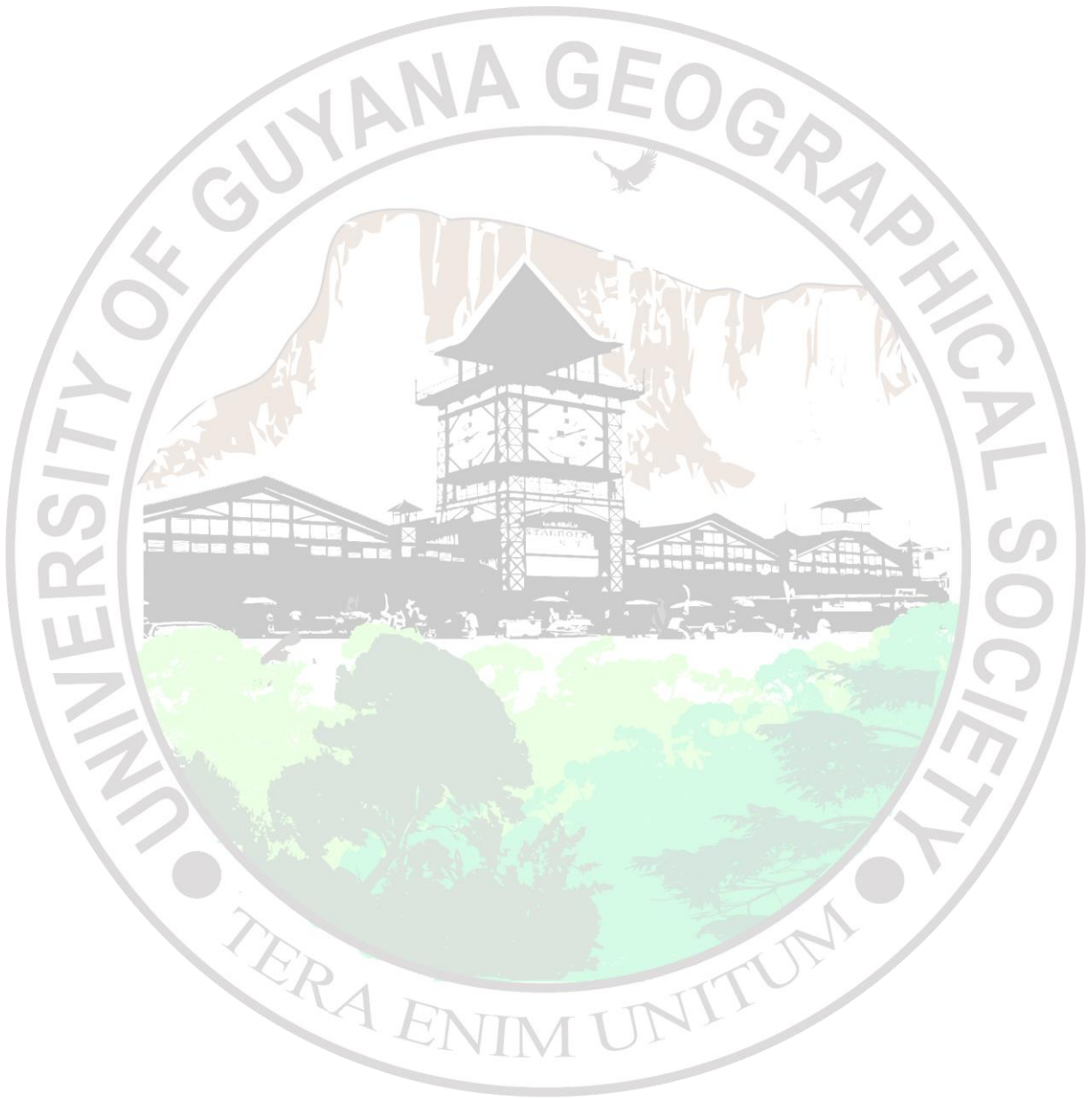
## Article XII. Registration Renewal

### Section 1. Annual Registration Renewal

1. **UGGS** will update the Office of Student Welfare within one to two weeks after a new officer is elected.
2. **UGGS** active registered status commences when the **UGGS** has completed the requirements for registration with the Office of Student Welfare.
3. **UGGS** registered status continues until the date registered of each academic year where then the **UGGS** must resubmit a renewal form with the Office of Student Welfare.

### Article XIII. Ratification

This Constitution of the **University of Guyana Geographical Society** is hereby unanimously ratified by the membership on this 29<sup>th</sup> day of August, in the year 2019.



*e-mails with an attached copy of the constitution may be obtained from UGGS by sending an email requesting one to the following e-mail address: [uggeographicalsociety@gmail.com](mailto:uggeographicalsociety@gmail.com)*