

The duties of the VP Internal Affairs shall be:

- a. To perform the duties of the President when required or should the position become vacant;
- b. To perform an annual review of the University-TGSA Support Agreement in consultation with The Executive in May and June;
- c. To review all Memorandums of Understanding that the TGSA may enter into for articles that contradict the Bylaws and Policies;
- d. To possess a copy of all contractual Memorandums of Understanding;
- e. To ensure the Bylaws and Policies are followed by the executive, the board, and the General membership;
- f. To answer and educate the executive, the board, and the General Membership on the Bylaws and Policies as necessary;
- g. To do a short presentation about the bylaws and understanding the Bylaws and Policies to The Board in September;
- h. To serve on the Colleges and Student Services Committee (CASSC), Student Charter of Rights and Responsibilities CASSC Subcommittee, and the CASSC Terms of Reference Subcommittee;
- i. To chair the Constitutional Changes Committee and to perform an annual review of the Bylaws and Policies;
- j. To oversee the elections of the First Year Arts Representative and First Year Science Representative at the Fall General Meeting;
- k. To oversee the elections of the executive and commissioners at the Spring General Meeting;
- l. To oversee the filling of vacant Executive and Commissioner positions as necessary;
- m. To aid, when necessary, the current program representative to hold elections within their program for their replacement in April;
- n. To oversee referenda;
- o. To maintain the Executive Contact Database list of the TGSA.