

# **Classics Graduate Student Council (CGSC) Constitution**

## **Table of Contents:**

### **Section 1: Name of the Society**

### **Section 2: Purpose of the Society**

### **Section 3: Membership**

### **Section 4: Members of the Executive Committee**

### **Section 5: Duties of the Executive**

### **Section 6: Electoral Process**

### **Section 7: Society Meetings**

### **Section 8: Amendments to the Constitution**

### **Section 9: Adoption of this Constitution**

### **Section 1- Name of the Society**

*The name of the Society is the Classics Graduate Student Council, “CGSC” herein referred to as “The Society”.*

### **Section 2- Purpose of the Society**

*The Society aims to represent the interests and needs of Classics graduate students and to keep them informed about university and departmental issues. The Society provides a forum for all Classics graduate students to voice their opinions on matters important to them: consensus-based decisions are then carried forward by Society-elected and appointed representatives to the relevant university bodies. The Society also seeks to foster interactions between Classics graduate students on both social and academic levels.*

### **Section 3- Membership**

*Membership in the Society will be limited to graduate students of the Classics Department. All graduate students currently registered (full and part-time) in the Department of Classics are automatically considered members of the Society.*

### **Section 4- Members of the Executive Committee**

*The Executive Committee will consist of seven elected representatives, and any appointed coordinators of Ad hoc Committees.*

#### *Elected Representatives*

1. President (1)
2. Vice-President (1)
3. Mentorship Chair (1)

4. SGPS Representative (1)
5. Union Representative (1)
6. Social Coordinator (1)
7. Marketing Coordinator (1)

## **Section 5- Duties of the Executive**

*Members of the Executive fulfill specific needs within the Society. These members are expected to attend monthly Society meetings, monthly Executive meetings, and always have the interests of the entire Society at heart. If the Society feels a member of the Executive is not fulfilling his/her/their obligations, he/she/they may be removed by the Society by a motion as outlined in Section 7. In the case that any of the below positions are not filled, the elected Executives will share the duties of said position(s).*

### **Section 5.1**

#### **Elected Representatives**

*All elected representatives are required to attend monthly Society meetings and monthly Executive meetings.*

##### *President*

- Circulates agenda and moderates monthly Executive meetings and monthly Society meetings.
- Coordinates project implementation alongside other Executive members.
- Ensures that consensus-based decisions reached at Executive and Society meetings are carried out by relevant members.
- Collects CGSC documentation (including meeting agendas) from Executive members using a suitable online platform (ex. Google Drive through queenscgsc@gmail.com).
- Ensures that incoming Executive members are adequately transitioned by October of their term.
- Maintains Departmental Student Council registration status under SGPS regulation.
- Ensures adherence to Section 6 of the Constitution during the electoral period.
- Represents the Society's concerns at monthly Departmental meetings, and is entrusted with a full vote on behalf of the Society.
- Promotes discussion of departmental and university policies affecting graduate students at aforementioned meetings (ex. QGA policies, moderation of external and internal award applications, changes to teaching assistantship contracts).

##### *Vice-President*

- Implements events alongside other Executive members.

- Develops and ensures adherence to Society budget for their elected term.
- Maintains online database of receipts and expenditures (ex. in Google Drive through queenscgsc@gmail.com).
- Records meeting minutes for all Society and Executive Meetings (placed in Google Drive through queenscgsc@gmail.com).
- Supports the President in any manner as needed and acts as a stand-in in the event of unexpected absence.
- Represents the Society's concerns at monthly Departmental meetings.
- Promotes discussion of departmental and university policies affecting graduate students at aforementioned meetings (ex. QGA policies, moderation of external and internal award applications, changes to teaching assistantship contracts).
- Is responsible for the coordination of the revisiting of the constitution annually and updating it as necessary.

*Mentorship Chair (1 individual)*

- Aids in the recruitment of new students to the Graduate program within the Department.
- Hosts events throughout the Fall, Winter, and Summer semesters to address incoming student questions and concerns regarding topics such as choosing a supervisor, the academic year, and research guidance.
- Is available for communication throughout the academic year to answer any questions from current and incoming Graduate students.

*SGPS (1 individual)*

- Attends and represents Society's concerns at monthly SGPS Council meetings.
- Submit written or verbal reports to the Executives summarizing monthly SGPS Council proceedings.
- Submit written updates to SGPS Council regarding CGSC proceedings.

*Union Representative (1 individual)*

- Available to students to answer any questions or concerns concerning Union policy and representation.
- Attends and represents Society's concerns at monthly Steward's Council meetings, and is entrusted with a full vote on behalf of the Society.
- Submit written or verbal reports to the Executive and the Society pertaining to PSAC 901 proceedings (ex. details of collective bargaining).

*Social Coordinator (1 individual)*

- Establishes a timeline of social events for their term.
- Develops and implements student-centered social events for Society members and associated Department members.
- Works closely with the Marketing Coordinator to design promotional materials and circulate events among the student population.
- Works in conjunction with the Social Coordinator of the Classics Undergraduate Department Student Council to plan and hold occasional joint events.

*Marketing Coordinator (1 individual)*

- Collects and posts content on Society website, blog, and Facebook platforms, alongside other Society members.
- Designs all branding and promotional materials of the Society; approval of the Society's Executive members, SGPS, and the Department of Classics are required.

**Section 5.2**

**Executive Documentation for Purposes of Transitioning**

*Executives will be required to submit a written report to the shared Google Drive detailing any and all communications with groups and societies on campus. These reports will include a description of any event of note i.e. issues or incidents that occurred over the executive's term along with a description of how those issues were resolved. This will be done to lessen the loss of information in the transition from executive members from year to year.*

***Ad hoc Committees***

*Ad hoc Committees may be struck by the Society on areas of special interest to members that are not covered by Executive positions, or in which the Society feels a dedicated committee would be more effective. As these committees are primarily interest-driven, its directors are appointed by the Society at general meetings on a case-by-case basis. Areas of special interest could include: community outreach, sustainability-related issues, and hobby-related groups. As with elected positions, ad hoc committees are expected to represent the interests of the Society and committee directors will be considered members of the Executive.*

**Section 6 – Electoral Process**

1. By March 15th of each year, a call for the incoming Presidents will be served to Society Members. The position is for a one year term, starting May 1st of the same year. If an executive member is unable to complete their full term, a proxy must be appointed to fulfill the remainder of their duties. This proxy must be approved through vote of confidence by the existing Executive.

2. By September 15th of each year, a notice of elected positions available for the following year will be served to Society members. All positions are for one-year terms, and if an executive member is unable to complete their full term, a proxy must be appointed to fulfill the remainder of their duties. This proxy must be approved through vote of confidence by the existing Executive.
3. To be considered for a position, candidates will submit a written notification of their candidacy by September 30th. Candidates may nominate themselves for more than one position simultaneously, but may only hold one position for the given year, unless in years of little interest in the Society.
4. In the week of September 30th, a meeting of the Society will be called where the candidates will answer questions from Society members and present their reasons for seeking nomination.
5. Elections shall be held by secret ballot through the Departmental Manager/Graduate Assistant. For positions requiring more than one person, the top ranked candidates will be considered the winners. If there are only as many nominees as positions available for a role, a simple yes/no (alternatively 1/0 ranking) vote will be listed on the ballot to determine the outcome of the election for that role.
6. By October 7th, election results will be announced to the Society by the current Vice President.
7. Elected executive members will begin their term on October 8th. During the month of October, they will be considered the executive-elect and will meet with the current executive members to discuss the requirements of their positions.

## **Section 7 – Society Meetings**

### *Society Meetings*

*Society meetings serve as the primary forum for establishment of Society policies, positions and discussions. It is during these meetings that new concerns are brought forward and future directions are discussed.*

1. Society meetings are held monthly. Meeting location, times, and agendas are advertised to the Society by the President, and are open to all members.
2. Decisions made by the Society are primarily consensus-based. In the event that substantial consensus cannot be reached, the Chair may call for a vote at the next meeting. Motions will be considered accepted if passed by a 2/3 majority. Each Society member will receive one vote. Proxy votes may be cast with written permission from the absentee members in the event that they are unable to attend a meeting.
3. A quorum shall consist of three-quarters of the Executive in addition to 3 general Society members.

## *Executive Meetings*

*Executive meetings serve to execute projects brought forth through Society meetings and by elected Executive members. It is during these meetings that specific initiatives will be undertaken to better the experiences of Society members.*

1. Executive meetings are held monthly. Meeting location, times, and agendas are advertised to the Executive by the President.
2. Decisions made by the Executive are primarily consensus-based. In the event that substantial consensus cannot be reached, the Chair may call for a vote at the next meeting. Motions will be considered accepted if passed by a 2/3 majority. Each Executive member will receive one vote. Proxy votes may be cast with written permission from the absentee members in the event that they are unable to attend a meeting.
3. A quorum shall consist of three-quarters of the Executive.

## **Section 8 – Amendments to the Constitution**

*Amendments to the Constitution can represent fundamental shifts in the operation of the Society. As such, every step should be taken to ensure that the entire society membership is aware of proposed changes and has a voice in deciding their fate.*

1. Proposed amendments to the Constitution must be brought to the President and Vice-President at least fifteen working days before a Society Meeting, and be signed by at least 4 Society members.
2. No later than ten working days prior to the Society Meeting, a notice of the proposed amendment will be circulated to Society members.
3. During the Meeting, time will be allotted to discuss the proposed amendment and a vote will be held according to the guidelines in Section 6.

## **Section 9 – Adoption of This Constitution**

This Constitution will come into effect as of September 1st, 2021, contingent on acceptance by a two-thirds majority of Society members. The Constitutional referendum will be held according to the same procedure as outlined in Section 6, with the exception that the ballot will be a Yes/No question and no nominations will be held.

This constitution will be revisited annually and updated as necessary.

## **Section 10 – Dissolution of the Society**

The Society can be dissolved by a two-thirds majority of Society members, following the guidelines of Section 9.