

**GRADUATE HISTORY STUDENTS' ASSOCIATION
(QUEEN'S UNIVERSITY)
CONSTITUTION**

Amended 26 March 2019

**Graduate History Students' Association
Constitution**

Approved by the GHSA on 26 March 2019

ARTICLE I NAME

1. The name of the organization shall be the Graduate History Students' Association, hereinafter referred to as the "GHSA".

ARTICLE II MISSION STATEMENT

1. The GHSA has a dual mandate: to foster collegiality among history graduate students and to advocate on their behalf. To this end the GHSA organizes social and professional development events for history graduate students and represents their interests at a number of committees and groups in the Department of History and at Queen's University.

ARTICLE III MEMBERSHIP

1. All graduate students enrolled in the Department of History shall be considered members of the GHSA.
2. Membership in the GHSA does not require payment of any membership fees.
3. A student may withdraw their membership in the GHSA at any time by submitting a written request to the President.
4. All members of the GHSA are eligible to vote in the election of the Executive whenever such a vote is taken.
5. All members of the GHSA are eligible to vote on any items of business put to a vote during its meetings.
6. Members of the GHSA shall behave in a professional, polite, and courteous manner at the GHSA meetings, at any other function held by the GHSA, and in any communication with other members of the GHSA.

ARTICLE IV THE WILL OF THE ASSOCIATION

1. The will of the GHSA shall be recognized as any motion passed at any meeting of the GHSA.

ARTICLE V THE EXECUTIVE

1. The authorities of the GHSA as described in this Constitution shall be given to the Executive Committee of the GHSA (referred to hereafter as the "the Executive" or "the Executive Committee").
2. Membership:
 - a) The following shall comprise the Executive Committee of the GHSA.
 - i. President
 - ii. Vice-President, Social
 - iii. Treasurer
 - iv. Financial Representative
 - v. Communications Representative
 - vi. Professional Development Representative
 - vii. MA Representative
 - viii. International Student Representative
 - ix. PSAC 901 Representative
 - x. SGPS Representative
 - xi. Appointments Committee Representative
 - b) Each of these membership positions, with the exception of the Appointments Committee Representative, is to be elected annually, as per the bylaws.
 - c) The duties of each of these members shall be outlined in the Bylaws of the GHSA.

ARTICLE VI STANDING COMMITTEES

1. a. There shall be two (2) standing committees:
 - i. Planning Committee, McGill-Queen's Graduate Conference in History
 - ii. Orientation Week Planning Committee
- b. The President(s), Vice-President(s) Social, and the Treasurer shall not be appointed Chair of either standing committee, but the President(s) shall be considered (an) ex-officio member(s) of both.
- c. The responsibilities of the Chair(s) of this committee shall be outlined in the Bylaws of the GHSA.

ARTICLE VII MEETING OF THE ASSOCIATION

1. The President shall call regular meetings of the Executive Committee of the GHSA.
2. From September through March, with the exception of December, regular executive meetings shall occur at least once per month to discuss matters of importance to GHSA Members. These meetings shall be open to the general membership, although the Executive is empowered to hold closed meetings as necessary.
3. At the April meeting, the GHSA shall request that one member who plans to attend the Annual Meeting of the Canadian Historical Association and/or the Congress of the Humanities and Social Sciences to provide a report on the meeting(s) and deliver it at the September meeting.
4. An annual general meeting shall be held each April to elect a new Executive.
5. A quorum for a meeting of the GHSA executive shall be established in the Bylaws of the GHSA.
6. All GHSA members are empowered to vote on any motions made during regular, special, or annual general meetings.
7. The Bylaws of the GHSA shall establish regulations to govern conduct of the meetings of the GHSA.

ARTICLE VIII ELECTIONS

1. A quorum for any GHSA election or referendum shall be established in the Bylaws of the GHSA.
2. The Bylaws of the GHSA shall establish regulations for election procedures.

ARTICLE IX BYLAWS

1. The Executive Committee shall have the power to enact, amend, append, and repeal any Bylaws as deemed necessary to effectively operate the GHSA, on the basis of a motion passed by two-thirds of the voting members of the Executive Committee present at any constituted meeting of the Executive Committee, and provided that any such Bylaw is not in conflict with any Article within the Constitution of the GHSA.

ARTICLE X AMENDMENTS TO THE CONSTITUTION

1. The Constitution of the GHSA shall be amended by vote of its Executive Committee, which shall not occur without observation of the following process:
 - a) Notice of any proposed change to be given to all members of the GHSA at least one week prior to a meeting of the GHSA.
 - b) Ratification of the said amendment will require a quorum of a simple majority of the voting members of the Executive Committee.

ARTICLE XI EVENTS

1. Any event that wishes to use the GHSA name must be ratified by the Executive Committee.

GRADUATE HISTORY STUDENTS' ASSOCIATION
(QUEEN'S UNIVERSITY)
BYLAWS

ADOPTED FOR USE BY THE GHSA ON 26 MARCH 2019

**GRADUATE HISTORY STUDENTS' ASSOCIATION
BYLAWS**

Adopted by the GHSA 26 March 2019

LAW I - AUTHORITIES AND JOB DESCRIPTIONS

1. The Executive Committee of the GHSA shall include:
 - a. The President(s) shall:
 - i. Act as the spokesperson of the GHSA.
 - ii. Act as the liaison between the GHSA and the Department.
 - iii. Schedule all meetings of the Executive Committee.
 - iv. Chair all meetings of the Executive Committee. In the case of co-presidents, only one shall chair the meeting when both are in attendance, or they may appoint another member of the Executive to sit as Chair.
 - v. Act as the student representative, with a vote, at meetings of the Department of History, its and Graduate Committee, or appoint someone else to fulfill these positions.
 - vi. Have authority to appoint ad hoc committees.
 - vii. Be an ex-officio member of all GHSA Committees.
 - viii. Be available for appointment when necessary.
 - ix. Be a co-signer, with the Treasurer, of cheques issued by the GHSA.
 - x. Be entering the second, third, fourth, or fifth year of studies at the graduate level within the Department of History at Queen's University, and have sat as a member of the Executive Committee for at least one full annual term (September through April).
 - xi. This position may be held by one individual, or by two people who shall serve as co-presidents. In the case of co-presidents, they shall share one vote in all GHSA and Departmental meetings. If they cannot agree, they shall abstain from voting. One co-president may not second a motion made by the other. They shall have equal authority, and all information shall be freely shared between them.
 - xii. In the case of a sole president, they shall – as needed – appoint another member of the Executive Committee to act as their alternate, in the case of their absence, in all GHSA-related matters.
 - b. The Vice-President(s), Social shall:
 - i. Oversee communication between the Executive Committee and all GHSA members.
 - ii. Plan social events for all GHSA members. These events shall be open only to members of the GHSA and their partners. Other parties may be admitted solely at the discretion of the Executive Committee.
 - iii. Sit as a member of the Orientation Week Planning Committee.
 - iv. This position may be held by one individual or by two who shall serve as co-Vice-Presidents. In the case of co-presidents, they shall share one vote in all GHSA meetings. If they cannot agree, they shall abstain from voting. One co-Vice-president may not second a motion made by the other. They shall have equal authority, and all information shall be freely shared between them.
 - v. Be entering their second, third, fourth, or fifth year of studies at the graduate level within the Department of History at Queen's University.
 - c. The Treasurer shall:
 - i. Supervise all funds of the GHSA.
 - ii. Ensure that proper financial records of the GHSA are kept.
 - iii. Pay GHSA bills.
 - iv. Be responsible, with the President, for signing all cheques.
 - v. Keep a regular itemized account of the income and expenditures of the GHSA.
 - vi. Present a summary financial statement once a month to the Executive Committee.

LAW I (1)(c) (cont.)

- vii. Provide a cumulative statement to the Executive Committee by its first regular meeting in September and January, and its last meeting of the academic year in April.
 - viii. Arrange for the auditing or review of all financial records of the GHSA when such action is deemed necessary by the President and/or the Executive Committee.
 - ix. Arrange for the holding of at least two (2) events per year which have as their primary purpose the raising of funds for the GHSA.
 - x. Be responsible for all matters relating to the Nugent Fund on behalf of the Executive Committee.
 - xi. This position is to be held by only one individual.
- d. The Financial Representative shall:
- i. Arrange at least two (2) events per year that have as their primary purpose the raising of funds for the GHSA.
 - ii. With the Treasurer, propose at the Annual General Meeting the GHSA's annual charitable donation. This proposal shall include the recommended dollar amount and a list of local charities from which the general membership can, through a vote, select a recipient.
- e. The Communications Representative(s) shall:
- i. Record minutes at all meetings of the Executive Committee, and disseminate these minutes by use of an official GHSA email account, to all GHSA members as soon as possible but no later than within one (1) week of the meeting.
 - ii. Be responsible for preserving the institutional memory of the GHSA. In this capacity the Communications representative will be responsible for compiling minutes from all general and executive meetings of the GHSA during their term in a central location, archived by academic year (ex. 2018-2019).
 - iii. Be responsible for providing access to this material for the new members of the executive following the annual general meeting in April.
 - iv. Providing overflow material to the Queen's University Archives for long-term preservation.
- f. The Professional Development Representative(s) shall:
- i. Ensure activities related to professional development are held for GHSA members.
 - ii. Raise awareness of relevant events sponsored by other bodies such as the Department of History and the School of Graduate Studies (SGS).
 - iii. Collect information from members of the GHSA on their publications, presentations, and research, and with their consent pass this information to the Department for inclusion on the Departmental website.
 - iv. Sit as a member of the Planning Committee, McGill-Queen's Graduate Conference in History.
 - v. Be encouraged to organize, or to lobby the Department to organize, anti-racism training for all GHSA members.
 - vi. Be encouraged to familiarize themselves with wellness services available to graduate students and disseminate this information as requested.
- g. The MA Representative shall:
- i. Represent the interests of Master's students to the Executive Committee.
 - ii. Regularly communicate with GHSA members who are Master's students.
 - iii. This position is to be held by only one individual, who must be enrolled in the MA program.
 - iv. Be elected in September.
- h. The International Student Representative(s) shall:
- i. Represent the interests of the international students to the Executive Committee.
 - ii. Regularly communicate with GHSA members who are international students
 - iii. Liaise with the Queen's University International Centre (QUIC) and promote their events to GHSA members.

LAW I (1)(h) (cont.)

- iv. Disseminate information about any opportunities for funding for international students to GHSA members who are international students.
 - v. Upon request, provide students with information about available housing in Kingston.
 - vi. In considering nominations, preference shall be given to (an) international student(s).
- i. The PSAC 901 Representative shall:
 - i. Attend all PSAC meetings and there represent the interests of the GHSA.
 - ii. Report back to the GHSA Executive Committee at each of its monthly meetings.
 - iii. Act as a liaison between GHSA members holding Teaching Assistant, Teaching Fellowship, or Research Assistant positions and the Department in the case of any dispute, should the GHSA member in question request their assistance.
 - iv. Make GHSA members aware of their rights under the collective bargaining agreement.
 - v. This position is to be held by only one individual.
 - j. The SGPS Representative shall:
 - i. Attend all meetings of the Society for Graduate and Professional Students, and there represent the interests of the GHSA.
 - ii. Report back to the GHSA Executive Committee at each of its monthly meetings.
 - iii. This position is to be held by only one individual.
 - k. The Appointments Committee Representative(s) shall:
 - i. Upon election, obtain Equity Training through the Equity Office of Queen's University and provide proof of this training to the Executive Committee.
 - ii. Attend all meetings of the Department of History's Appointments Committee, and ensure that appropriate feedback is provided based upon the opinions of GHSA members, both general and executive.
 - iii. Report back to the GHSA Executive Committee.
 - iv. Owing to the infrequency with which the Appointments Committee meets, this position shall annually remain vacant. When the Chair of the Department of History informs the President of the GHSA that the Appointments Committee is to be convened, a GHSA member shall then be elected to this position at the next meeting of the Executive Committee (a special meeting may be called for this purpose). This person shall hold the position until the last meeting of the Department Appointments Committee.
2. The Standing Committees of the GHSA shall be as follows:
- a. The Planning Committee, McGill-Queen's Graduate Conference in History
 - i. The Committee shall be chaired by one (1) or two (2) members of the GHSA. Neither the President, VP Social, or Treasurer shall chair or sit on this committee as official members.
 - ii. The Chair(s) is/are to be elected during the annual general meeting.
 - iii. The Chair(s) shall hold the position for two (2) years.
 - iv. The Chair(s) may appoint other members of the GHSA to the committee as they see fit.
 - v. The Committee shall be limited in number to five official members, including the Chair(s), though sub-committees may be formed if necessary.
 - vi. The Chair(s) is/are responsible for organizing and managing the McGill-Queen's Graduate Conference in History the year it is held at Queen's. Part of this responsibility will be submitting a conference budget to the GHSA executive in a timely manner should financial assistance be required. During the year it is held at McGill, it is the responsibility of the Chair(s) to promote the participation of members of the GHSA.
 - vii. Membership in this committee does not constitute membership in the Executive Committee.
 - viii. Committee members shall abstain from voting on matters pertaining to the McGill-Queen's Graduate Conference during executive meetings.

LAW I (2) (cont.)

- b. The Orientation Week Planning Committee
 - i. The Committee shall be chaired by one (1) or two (2) members of the GHSA.
 - ii. The Chair(s) is/are to be elected during the annual general meeting.
 - iii. The Chair(s) shall hold the position for one (1) year.
 - v. The Chair(s) may appoint other members of the GHSA to the committee as they see fit.
 - vi. The Committee shall be limited in number to five official members, including the Chair(s).
 - vii. The Chair(s) is/are responsible for organizing a number of events during orientation week (defined as the week during which classes begin in September) designed primarily for incoming graduate history students but open to all GHSA members.
 - iv. Membership in this committee does not constitute membership in the Executive Committee.

LAW II – ELECTION & APPOINTMENT PROCEDURES

- 1. Dates of elections
 - a. A general election shall be held for the elected executive positions and the chairs of the standing committees. The President(s) must call an Annual General Meeting (AGM) each April, and it is at this AGM that a new executive and chairs of the standing committees shall be elected.
 - b. A call for nominations shall be sent out no later than two (2) weeks prior to the AGM. This call for nominations shall include a description of each position's authorities and responsibilities, as defined in Law I of these bylaws.
 - c. For positions left vacant until September as per Law I, these members shall be elected during the first monthly meeting of the Executive Committee in September.
 - d. All voting shall be conducted via secret ballot, regardless of if the vote is between individuals or a vote of confidence in a sole candidate.
- 2. Nomination procedure
 - a. Members intending to stand for election should inform the Executive Committee prior to the AGM.
 - b. Nominations may be made from the floor during the annual general meeting (AGM).
 - c. Nominees must be prepared to give a brief statement at the AGM prior to the vote.
 - d. No person may run for nor hold more than two (2) elected positions of the Executive Committee at any one time. If two positions are held, one must be that of a Representative.
 - e. A nominee may withdraw their nomination at any time until the vote is called.
- 3. Terms of Office
 - a. The term of office of an elected position begins immediately following the AGM and ends immediately following the AGM the next year.
 - b. All elected members of the Executive shall serve for a period not exceeding one (1) year (though they may stand for re-election), with the exception of the Appointments Committee Representative whose term is defined in Law I, section 1 (j).
 - c. Members may be re-elected to the same position in subsequent years; however, the Executive Committee shall endeavor to ensure the participation of each new cohort.
 - d. It shall be the responsibility of all outgoing Executive Committee members to ensure a smooth transition by providing incoming members with a transition document, along with all relevant paperwork and any other items necessary for the execution of responsibilities pertaining to their position.

LAW III SUMMER OPERATIONS

- 1. The President shall maintain contact with the Executive Committee and, if necessary, all members of the GHSA by e-mail to ensure that all are informed of current GHSA matters.
- 2. During the summer months the Executive Committee shall be empowered to make decisions to ensure that GHSA operations are maintained properly.

LAW IV AD HOC COMMITTEES

1. Ad Hoc committees may be formed by a two-thirds majority vote of the Executive Committee. These committees are to discuss issues of concern to the members of the GHSA on which the GHSA has no set policy or position.
2. An Ad Hoc committee will investigate and report findings to the Executive Committee. Any issue to be investigated will be determined by the Executive Committee.
3. Ad Hoc committees shall be made up of as many Executive Committee members and/or non-Executive GHSA members as the President appoints.
4. A member of the Executive Committee must chair any Ad Hoc committee.
5. An Ad Hoc committee shall be given a date of termination and must report to the Executive Committee by that date, giving interim reports of its activity as requested by the Executive Committee.

LAW V MEETINGS

1. The President shall call regular meetings of the Executive Committee of the GHSA.
2. Regular meetings shall occur at least once per month during the fall and winter terms (excluding December and April) in order to discuss matters of importance to the students.
3. Notice of any GHSA meeting shall be given to all via email to those expected to attend at least forty-eight (48) hours in advance to those expected to attend. Such notice must include an agenda for the meeting, as well as the meeting time, date, and location.
 - a. The President is empowered to, when special circumstances arise that require immediate attention, call a meeting without having posted notice forty-eight (48) hours in advance. Upon announcing the purpose for which the meeting was called, and if a quorum is present, a motion shall be made to waive the usual requirement of notice, and if approved by simple majority (50% + one) of those present, the meeting shall proceed.
4. The quorum for regular executive meetings shall consist of five (5) of the Executive positions, including the President (or the VP Social). For the purposes of quorum, Co-Presidents, co-Vice-Presidents, and co-Representatives shall each count as one Executive position. If a quorum is not present, any business that was to have been dealt with shall be carried forward to another meeting to be called for no later than one week hence.
5. A simple majority (50% + one) may pass motions at Executive Committee meetings with an affirmative vote, unless otherwise specified in the Bylaws. All positions jointly held carry only one vote.
6. Unless specifically prohibited by these Bylaws, the Executive Committee may, upon majority vote, convene in-camera and without the presence of any non-Executive members, in order to discuss matters of a confidential nature.
7. The Communications Representative must keep minutes of all Executive Committee meetings. These minutes shall include a summary of all issues discussed, and record all motions (approved or defeated) and any other decisions made by the Executive Committee. Minutes of meetings convened in-camera shall be made available to all GHSA members upon request at the end of the Executive Committee's term in April.
8. All meetings, special, general, or annual general, shall be governed by *Robert's Rules of Order*. With the consent of all members present, the President(s) may opt to chair the meeting in a more informal but orderly manner. If any member does not consent to this informal manner, they must make this known while the meeting is in session.

LAW VI FINANCIAL OPERATIONS

1. All expenditures must be paid in full by official bank cheque.

LAW VII EMAIL AND SOCIAL MEDIA

1. The official GHSA email account shall be ghsacommunications@gmail.com
 - a. Only members of the Executive shall have access to this email account, and it is their responsibility to ensure the security of this account.
 - b. It is the responsibility of the newly-elected President to immediately update the password and security settings of the account.
 - c. To ensure the privacy of all members, any emails sent to multiple GHSA members must use the blind carbon copy option (BCC), not the “To” or carbon copy (CC) options.
 - d. The Communications Representative will be responsible for ensuring that all emails of a non-confidential nature are preserved for later consultation if required.
2. The official GHSA Facebook page shall be <https://www.facebook.com/queensghsa>
 - a. Executive members alone shall have control of this page.
 - b. The President shall have final authority in determining what content is posted or shared via this medium.
3. The official GHSA Twitter account shall be @queensGHSA
 - a. Executive members alone shall have control of this page.
 - b. The President shall have final authority in determining what content is posted or shared via this medium.

LAW VIII REMOVAL AND RESIGNATION FROM OFFICE

1. Resignation and absence of an Executive Committee
 - a. If an elected member of the Executive Committee chooses to resign from their position for any reason, the President shall then arrange a by-election to occur at the next scheduled meeting of the Executive Committee.
 - b. If the resignation comes during the summer, the Executive Committee is empowered to appoint an existing member of the Executive Committee to fulfill this duty until the September meeting.
 - c. If a member of the Executive Committee is absent for more than three (3) consecutive Executive Committee meetings or four (4) of these meetings in total they may be asked to resign.
 - i. If the member’s absence is due to medical reasons or other unforeseen circumstances deemed excusable by the Executive Committee they may excuse the members absence(s). However, if the situation impedes the member’s ability to execute their duties, the President may ask for their resignation.
2. Discipline and Removal from Office
 - a. In the event of a request to replace any elected member of the GHSA, the executive members of the GHSA must call an executive meeting (not a general membership meeting). Every effort must be made for all parties involved to be present at the meeting, which is a first-step to address the issue(s) at hand in hopes of a resolution. If the issue(s) is/are not resolved, the elected member may be replaced by a simple majority vote of the executive members present. The regular quorum of five executive positions is required. In the event of a tie, the President shall hold the deciding vote. If the President is the subject of the vote, the Vice-President, Social, shall hold the deciding vote in case of a tie.