

Sociology Graduate Student Association Constitution

Department of Sociology, Queen's University

Document History

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I. The Association

The name of this organization is the Sociology Graduate Student Association. Hereinafter referred to as the SGSA or the Association. The Association will act as a force for social change through promoting feminism as a positive movement, and will raise awareness about ableism, classism, racism, sexism, and homophobia at the individual, the Department and the University level.

II. Membership

All students in the Department of Sociology currently registered with the School of Graduate Studies and Research at Queen's University shall enjoy all of the rights and privileges of membership in the SGSA.

III. Objectives

The SGSA is formed to support and advance the academic, professional, and social experience of students in the Sociology program. The objectives of the Association are:

1. To contribute to the intellectual growth, social justice objectives, and cultural development of the Department of Sociology and the Queen's University community.
2. To undertake social and recreational activities that meet the interests of the membership.
3. To represent the interests of its membership within the University.
4. To promote and co-ordinate the interests of its membership.
5. To serve as a medium of communication between its members and other University organizations.

IV. Annual General Meeting

The Annual General Meeting of the SGSA shall be held on the second Thursday of November.

V. Secretary-Chairperson(s)

- The members present at the Annual General Meeting shall elect (up to two) Secretary-Chairperson(s) from among the membership of the Association.
- The duties of the Secretary-Chairperson(s) shall include:
 1. Chairing all meetings of the Association.
 2. Setting the date and time of all meetings of the Association.
 3. Circulating notices of all meetings of the Association.
 4. Recording and filing minutes of SGSA meetings or appointing a minute taker.
 5. Corresponding with other University bodies as instructed by the Association.
 6. Control and responsibility for any financial assets of the Association in coordination with the Association's Social Committee.
 7. In the event of the resignation of the Secretary-Chairperson a by-election shall be held to fill the position

VI. Meetings

- The Association shall meet at least once a month immediately prior to regular Departmental or Graduate Studies Committee Meetings.
- Meetings shall be conducted in accordance with Roberts Rules of Order.
- There shall be an Orientation Meeting each September.
- All meetings will begin with a Traditional Territory Acknowledgement that pays respect to the traditional inhabitants of the land on which Queen's University is located. It will be as follows: "The Association would like to acknowledge that Queen's University is situated on the traditional territory of the Anishinaabe and Haudenosaunee, a place which has long served as a site of meeting and exchange amongst nations."

VII. Quorum

- The quorum for all meetings of the Association shall be seven on-campus members of the Association.
- The quorum for the Annual General Meeting shall be equal to one-third of the on-campus membership of the Association.
- If at any meeting of the SGSA (including the Annual General Meeting) quorum is not attained, then another meeting of the Association shall be held one week later, with proper notice given to all members. This second meeting shall be treated as valid irrespective of any quorum requirements.

VIII. Elections

At its first regular meeting in September the Association shall elect representatives and alternate for terms of one (1) year to:

- The Appointments and Renewal, Tenure and Promotion (RTP) Committee (1 MA, 1PhD)
- The Departmental Meeting Representatives (1 MA, 1 PhD)
- The Graduate Studies Committee (2 MA, 1 PhD)
- The Equity Committee
- The Ethics Review Committee (1)
- The Society of Graduate and Professional Students (SGPS) (1)
- The Public Service Alliance of Canada (PSAC) Local 901 Steward (1)
- Any other body requiring or requesting representatives of Graduate Students of the Department of Sociology
- As well as selecting members of the Association's Social Committee (2-4), and Professional Development Committee (2-4)

In the event of the resignation of any delegate or alternate, by-elections shall be held at the first possible meeting.

IX. Instructions to Delegates

Persons elected to positions by the Association shall:

- Act as delegates of the Association to the bodies to which they are elected.
- Express the wishes of graduate students as established by the Association in accordance with its Constitution.
- Act in accordance with Queen's Equity Employment Policy, and seek out formal training where required.
- Report to the Association as fully as possible the issues and concerns raised in those bodies.
- Seek instruction from the Association on all matters affecting its membership.
- Notwithstanding any of the above, when instructed by the Association, present only the views authorized by the Association.
- Any persons elected by the SGSA may be recalled at any time by a two-thirds vote of

- members attending a meeting of the Association.
- Any SGSA delegate absent without cause or having failed to notify their alternate of their absence from two consecutive SGSA meetings or to consecutive meetings of the body to which they are delegate shall be understood to have relinquished their responsibilities as a graduate student delegate and a by-election held to fill the vacated position(s).

X. Minutes

Minutes of all decisions made at all meetings of the Association shall be made available to any member of the Association.

XI. Notice of Meetings

- Notice of all meetings of the Association must be circulated in writing (e-mail or hard copy in Departmental mailbox) to every on-campus member of the Association as indicated by the Department On-Campus Graduate Student list at least twenty-four (24) hours in advance of each meeting.

XII. Constitutional Amendments

- Amendments to this Constitution shall be made by two-thirds majority vote at the Annual General Meeting or by Referendum.
- All proposed Constitutional Amendments shall be circulated in writing to each member of the Association at least one week prior to the Annual General Meeting or by Referendum.
- Constitutional Referendums shall proceed as follows:
- A two-thirds majority vote at a regular or special meeting of the Association shall be required for a Referendum to be held.
- Amendments to the Constitution by Referendum shall be adopted if they receive a two-thirds majority vote in favour, providing at least one-half of the membership has cast ballots.

XIII. Bylaws and Policy

- From time to time the Association may adopt bylaws and policies at its meetings.
- Bylaws shall be approved or amended only upon two-thirds majority vote of those members attending a meeting of the Association.
- Policies shall be approved or amended upon simple majority vote of those members attending a meeting of the Association.
- In the event of a conflict between a bylaw or policy and the Constitution, the Constitution shall prevail.
- In the event of a conflict between a policy and a bylaw, a bylaw shall prevail.

XIV. Special Meetings

- Upon receipt of a petition signed by at least five (5) members of the Association requesting a special meeting of the Association, the Secretary-Chairperson shall call such a meeting.
- Notice of any Special Meeting shall be circulated to each member of the Association at least twenty-four (24) hours in advance of said meeting.