

## **Constitution of the History, Classics & Religion Graduate Student Association**

### **Mission Statement**

Our mandate is to represent the interests of our members and to further the intellectual and social interests of graduate students in the disciplines of History, Classics, and Religion Studies.

### **ARTICLE I: Name and Purpose**

#### **1.1 Name**

The name of this organization shall be the History, Classics, & Religion Graduate Student Association of the University of Alberta. The accepted abbreviation of the full title of this organization will be the HCRGSA.

#### **1.2 Compliance**

The student group operates at the University of Alberta, subject to University of Alberta policies and procedures. This group will also comply with all local, provincial, and federal laws and procedures. It will also comply with the bylaws and policies of the Graduate Students' Association and Students' Union of the University of Alberta.

#### **1.3 Objectives and Goals**

This group shall operate for the purpose of:

- Representing the interests of its members in the department of History, Classics, and Religion;
- Furthering the intellectual and social interests of graduate students in the disciplines of History, Classics, and Religion Studies at the University of Alberta and;
- Acting in ways as determined relevant and appropriate by the membership when necessary.
- owning the Department's graduate student journal *Past Imperfect*. The journal has its own editorial board and processes to ensure academic integrity; the Editor is a member of the HCRGSA Executive and the Executive can be expected to help in promoting and managing the journal.

### **ARTICLE II: Membership and Eligibility**

#### **2.1 Membership**

a. Membership in the HCRGSA is open to all **graduate students** in the department of History, Classics, and Religion at the University of Alberta, subject to membership requirements outlined in the University of Alberta's student group policies. Eligible individuals who wish to become a part of the HCRGSA must indicate their membership before or on the first general meeting in September of each year.

b. *The classes of membership that exist in the HCRGSA are as follows:*

**i. General Members:** A General member is defined as any graduate student in the department of History, Classics and Religion who attends the first annual general meeting in September as recorded by the VP Communications or who has joined the group's e-mail list before said date (see article 6.1). General Members are able to vote in all group matters.

**ii. Auxiliary Members:** Auxiliary members are graduate students who are registered in the department of History, Classics and Religion but are unable to join as general members due to time commitment, but who still want to participate officially in group business. Auxiliary Members do not have voting rights but are invited to sit on committees or working groups and to attend all group events.

**iii. Executive Members:** An Executive Member is defined as any member who is elected to an executive position or who is appointed to temporarily assume the duties of a vacant executive position, while that individual is in that role. Executive Members are eligible to vote in all matters.

**c. The conditions of membership in the HCRGSA are as follows:**

**i.** The student must be registered in a graduate program in the department of History, Classics and Religion at the University of Alberta. Unless otherwise noted (see article 2.1) all members will have equal rights.

**ii.** Membership will last from the first annual meeting (see article 6.1) until the time of the following year's annual meeting.

**iii.** A member of bad standing is defined as any member who has clearly and purposefully worked against the group's stated purpose and objectives.

## **2.2 Membership Dues**

The HCRGSA will not charge for membership status.

## **ARTICLE III: Elections**

### **3.1 Eligibility**

**a.** In order to be eligible to run and hold office, a member must be a graduate student in the department of History, Classics and Religion for that academic year.

**i.** The President of the HCRGSA must be a candidate that has served as an executive member on the HCRGSA at some point in the previous 3 years. No person can become president without first serving on the HCRGSA for at least one year in any given position as outline in article 4.2.

**b.** In order to be eligible to vote in an election, a member must be a General or Executive member. A member is not allowed to vote for a race in which they themselves are campaigning.

### **3.2 Election Supervision**

Elections for general executive positions (see article 4.2) will be monitored by the President and VP's Executive. Elections for the President, VP's Executive

and two VPs Conference will be monitored by the remainder of the executive committee. Voting members will be provided with information on the election one month prior to voting.

### **3.3 Election Procedures**

**a.** Elections for all **Executive Members** will take place in September at the first Annual General meeting of the year (see article 6.1), to allow for new students to run for the positions.

**b.** Members will declare their candidacy by e-mail at least one week prior to elections. If there are two or more candidates for any position, they will be allowed to give a speech for no longer than 5 minutes prior to voting at the general meeting.

**c.** All eligible members will be given an opportunity to vote by secret ballot at the general meeting. Two members of the executive from the previous year (voted by General Members) will tally the votes and the winner shall be notified and the results made public. The count of the vote must be recorded into the minutes of the meeting in question. In the event that two members of the previous years' executive are not available, the General Members will vote to elect two members of the HCRGSA to tally the votes.

### **3.4 Appeals and By-Elections**

**a.** A candidate or general member may appeal election results within one week of the executive announcing them.

**b.** Should an executive position not be filled or become vacant partway through the year, the President will, with 2/3 executive support, appoint a member to that position.

## **ARTICLE IV: Executive Committee**

### **4.1 Executive Committee Members**

**a.** The executive committee will be composed of fourteen standing officers: *President, two VP Executive's, VP Finance, VP Fundraising, VP Conference (one from history, one from classics, and one from religion), VP Activities and Social, VP Communications, Department Representatives (MA and PhD); GSA Representative, and representatives from the Departmental Graduate Student Journal(s).*

**b.** The executive may create, at its discretion, additional positions for specific issues. Unless such issues are amended into these bylaws, they will not exist beyond the span of one year. One year is defined as the second Thursday in September until the following September.

c. Each officer in the HCRGSA shall be responsible for the Google drive folder that correlates to their position. It is the responsibility of the officer in question to maintain these items and to pass the items along to the next executive in that position. This will ensure that all knowledge is retained each year.

d. the composition of the positions of President, and the two VP executives shall be one person from Classics, one for History, and one from Religion unless not possible (such as in the case that there is no one who wants the position from one of the three disciplines). If that is the case the position may be filled by someone in a discipline already represented.

#### **4.2 Duties of Executive Committee Members**

a. The **President** shall be responsible for calling all the meetings of the HCRGSA. They will set the agenda for each meeting and maintain the order of the set agenda. They may request reports from the executive members. They chairs any sub-committees on departmental issues. The presidency will alternate each year between a history, classics, and religion student, unless there is no interest of the scheduled discipline, in that case there can be two or more consecutive years from the same discipline.

i. The agenda for meeting will be set by information emailed to the President prior to occurrences of meetings.

ii. Meetings will not coincide with any departmental colloquial given by the History, Classics, and Religion department.

iii. Meetings will have a set time established at the first meeting of the year so that all executive members can attend meetings conflict free (see article 6.2).

iv. This position is responsible to the entire HCRGSA.

v. This position holds signing rights to the bank account of the HCRGSA.

b. The **VP Executives** act in the President's stead if the President is unavailable. They will be responsible for creating and keeping an up-to-date calendar of all the events in the department so as to ensure that no events held by the HCRSGSA conflict with any events hosted by the department. As such, VP Executives will also work closely with VP Activities and Social to ensure that the calendar is clear of conflicts.

i. If there is no one who shows interest in the positions of VPs Executive, the responsibilities of the position will fall as follows:

-The responsibility of acting in the President's stead falls to the next member in the executive. The next member of the executive will be VP Finance, then VP Social and Activities, VPs Conference, VP Fundraising and finally VP Communications.

-The responsibility of creating and keeping a calendar of events to ensure that no conflicts will rise falls to the VP Activities and Social.

ii. This position will report to the President.

iii. This position holds signing rights to the bank account of the HCRGSA.

**c. VP Finance** will be responsible for controlling all the monies payable to and from the HCRGSA. They will also hold signing rights to the bank account of the HCRGSA. They will have rights to act on the financial behalf of the HCRGSA with the approval of the President. The VP Finance will provide the executive with monthly budget reports.

i. If there is no VP Communications the responsibility of the position will be carried out by the VP Finance. For a definition of VP Communication's duties please see article 4.2-g.

ii. This position will report to the President.

**d. VP Activities and Social** will be responsible for the social aspect of the organization. It is their responsibility to organize and carry out outings and activities for all graduate students in the History, Classics and Religion department. These may include but are not limited to nights out at local bars or pubs; happy hours at houses; athletic activities through campus recreation; club outings; organized workout times; and organized study groups.

i. This position shall report to the VPs Executive. If there is no one in the position of VPs Executive, they shall report to the President.

ii. If there is no VP Activities and Social, VP Communications is responsible for the calendar.

**e.** There will be **three (3)** positions for **VP Conference**, one position filled by a graduate student in the discipline of history, the other in classics, and the third in religion. They are responsible for the organization and carrying out of the graduate student conference and for applying for any grants or funding for the conference.

i. This position will report to the VPs Executive.

**f. VP Fundraising** will be responsible for the organization of any events where there is the possibility of monies raised for the coffers of the HCRGSA. If the event overlaps in the area of another position then the positions will work together (ex. A social event that can raise money for the HCRSGSA will fall under the responsibility of both VP Activities and Social and VP Fundraising).

i. This position will report to the President.

ii. This position holds signing rights to the bank account of the HCRGSA.

**g. VP Communications** will be responsible for the keeping of minutes during meetings. VP Communications will also be responsible for writing official letters. Chief among their duties will be the promotion of the Interdisciplinary Conference by means of both physical and digital media. Finally, they will be responsible for updating the group's social media (i.e. Facebook and Twitter) accounts and shall have a full list of the members of the HCRGSA.

i. If there is no VP Finance, the responsibilities of VP Finance will fall to the person in the position of VP Communications. The responsibilities of VP Finance are defined in article 4.2-c.

ii. This position will report to the President.

h. There will be a minimum of **two Department Council Representatives**: at least one PhD student and at least one MA student. Department representatives are responsible for sitting in on department meetings. They are the voice of graduate students in these meetings and report all actions of these meetings to the HCRGSA during HCRGSA meetings. They may be on occasion responsible for relaying specific requests from the HCRGSA to these meetings.

i. This position will report to the President.

i. There will be **one GSA Representative** who will be responsible for attending all GSA council meetings and reporting directly to the executive of the HCRGSA during HCRGSA meetings. They will hold the right to be full representatives of the HCRGSA in GSA meetings.

i. Unlike department representatives, the GSA representative can be either an MA or PhD student in either history, classics, or religion.

ii. This position will report to the VPs Executive.

j. There will be **one representative** for each graduate student journal in the History, Classics, and Religion department. This position will be occupied by the Journal editor(s). They will report on the activities of the Journal at HCRGSA meetings, and act as a means of communication between the HCRGSA and the Journal(s). They will act to ensure co-operation between the activities of the HCRGSA and the Journal(s).

#### **4.3 Impeachment/Removal and Replacement of Officers and Members**

a. If an Executive Member fails to fulfill the duties of their position, any General or Executive Member may petition for their impeachment. The VPs Executive is responsible for presenting the evidence and petition to the group's membership at its next meeting, and the impeachment will pass with a 2/3 vote.

i. Executive members can be impeached if **3 meetings** in a row are missed without giving prior notice.

ii. Executive members can be impeached if they are not performing their duties to such an extent that other members of the executive are burdened with their responsibilities to keep the HCRGSA running smoothly.

### **ARTICLE V: Committees**

#### **5.1 Committees**

a. *Conference committee*: A conference committee will consist of the three VPs Conference along with the President and VPs Executive. These executive members can meet outside of regularly scheduled HCRGSA meetings to make

decisions regarding the conference. All major decisions will then be brought forth to the HCRGSA in an executive meeting for discussion.

- i. This committee will consult with the faculty member in the department of History, Classics and Religion assigned to the role of graduate conference advisor.
- ii. This committee will set meetings on a need-to-meet basis.

## **ARTICLE VI: Meetings**

### **6.1 Annual General Meetings**

The Annual General Meeting will be held in September every year, within three weeks of the start of the fall academic school year. All members will be notified in writing one month prior to the meeting.

### **6.2 Meetings**

- a. All meetings will run in accordance with the Robert's Rules of Order.
- b. *Regular Meetings:* Regular meetings will be held twice a semester (at the beginning and end of the semester) and be open to all members. Notice of meetings will be emailed to all HCRGSA members and also be posted on the HCRGSA's social media accounts (i.e. Facebook page and Twitter account) two weeks prior to the meeting date.
- c. *Executive Meetings:* Executive meetings will be held monthly and open to all members. Notice of the meetings will be directly communicated to executives at least one week prior to the meeting date, and a master list of meeting dates for the year will be provided at the first meeting.
  - i. For election meetings, please see article 3.3-a-i and 3.3-a-ii.
  - ii. All executive members of the HCRGSA are expected to attend each meeting of the HCRGSA. If their position entails attendance to a second meeting (ex. conference committee meetings) it is expected that the executive member will also attend such meetings as well.
  - iii. If there is an issue that needs to be dealt with immediately, an emergency meeting of the executive can be organized.
  - iv. If either the History, Classics or Religion students wish, they are able to hold caucus meetings. The executive members involved in either caucus will report the results of the meeting to the executive.

### **6.3 Quorum**

Quorum for regular meetings is 2/3 of all members. Quorum for executive meetings is 2/3 of the Executive Committee.

## **ARTICLE VII: Finances**

### **7.1 Fiscal Timelines**

- a. The HCRGSA's fiscal year runs from May 1 to April 30.

i. The *President*, *VPs Executive*, *VP Finance* and *VP Fundraising* have signing authority on the HCRGSA's bank account.

b. The VP Finance will be responsible to make deposits when an amount greater than 500\$ has been accumulated in the cash box.

c. Bank statements and other financial documents are to be kept in a secure location with the VP Finance for 2 years before being shredded.

## **7.2 Budgets**

-The VP Finance is typically responsible for creating and presenting the upcoming fiscal year's budget at the Annual General Meeting. However, in the event that no VP Finance has been elected, the Fiscal year's budget will be presented at the next meeting. The budget will require a 2/3 vote to pass.

-the Department's graduate student journal *Past Imperfect* is open access and not-for-profit. Any royalties or monies received from *Past Imperfect* will be put into a fund for Conference expenses, thus perpetuating the journal's purpose of advancing and disseminating graduate student research.

## **7.3 Expenses and Reimbursement**

a. The VP Finance and President must approve of all expenses under the HCRGSA's name prior to any funds changing hands.

b. Members may be reimbursed for approved expenses by cheque or cash as long as their reimbursement requests are made, with original receipts, within two weeks after the transaction.

i. Two members with signing authority (see article 7.1-a-i) must sign any cheques given out by the HCRSGSA.

## **ARTICLE VIII: Amendments to the Constitution**

### **8.1 Amendments**

Amendments to the constitution can be proposed by any General or Executive Member at a regular meeting.  $\frac{3}{4}$  of the members present must vote in favour of the amendment for it to be passed. Once amended, the constitution will be re-filed with Student Group Services.

## **ARTICLE IX: Dissolution**

### **9.1 Dissolution**

The HCRGSA may be dissolved by a 2/3 majority vote at a Special General Meeting convened for the purpose of which 90 days notice must have been given in writing to all members. The group is automatically dissolved upon membership dropping below 10 members. Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are donated to the department of History, Classics and Religion and the bank



account is closed down. Any resources or group assets will be donated to the department of History, Classics and Religion where appropriate but will not be distributed to individual members.