

Constitution of the History Students' Association

Adopted by the History Students' Association Executive Committee:

The 2nd day of December 2011

Ratified by the Arts Undergraduate Society:

the ____ day of ____ 2011

Article I – Name

- 1.1 The organization shall be called the History Students' Association of McGill University, hereinafter, the Association.
- 1.2 The organization shall be governed by the Constitution of the History Students' Association, hereinafter the Constitution, as well as the Constitution and by-laws of the Arts Undergraduate Society.

Article II – Membership

- 2.1 The Association shall consist of all undergraduate students currently registered in at least one (1) course offered by the Department of History.
- 2.2 The term of membership shall be effective during the academic year in which a student is enrolled in at least one (1) course offered by the Department of History.

Article III – Objectives

- 3.1 To strengthen and promote the study of history at McGill University.
- 3.2 To represent student interests and voices within the Department of History.
- 3.3 To promote the interests of its members through cultural, educational, recreational, and social activities sponsored by the Association.

Article IV – History Students' Association Executive Committee

- 4.1 The governing authority of the Association and all its affiliated committees shall be vested in the History Students' Association Executive Committee, hereinafter, the Executive Committee.
- 4.2 The Executive Committee shall attend to the formal obligations and all matters within the jurisdiction of the Association.
- 4.3 The Executive Committee shall consist of the following elected voting members:
 - 4.3.1 President
 - 4.3.2 Vice-President, Financial Affairs

4.3.3 Vice President, External and Academic Affairs

4.3.4 Vice-President, Internal Operations

4.3.5 Vice-President, Communications and Publicity

4.3.6 Vice-President, Event Operations

4.4 The term of office of the members of the Executive Committee will begin on May 1st following their election and terminate on April 30th of the following year.

4.4.1 A member of the Executive Committee must remain a member of the Association for the duration of their term of office.

4.5 All Executive Committee members will contribute to the organization and running of all Association sponsored events, projects and committees and shall attend all meetings of the Association.

4.6 The Executive Committee will be responsible for holding Executive Committee meetings.

4.6.1 Quorum for Executive Committee meetings shall be a simple majority of the Executive Committee members.

4.6.2 Executive Committee meetings shall be held to discuss matters of the Association.

4.6.3 All expenditures must be approved by the Vice-President, Financial Affairs or passed by the Executive Committee with a two-thirds (2/3) majority vote.

4.7 Resignations and Impeachments

4.7.1 In the event that the President resigns, the Vice-President, Internal Operations shall assume the duties of the President. The duties of the Vice-President, Internal Operations shall be divided amongst the remaining members of the Executive Committee until a suitable replacement has been found as per Article IV Section 4.7.1.1 of the Constitution.

4.7.1.1 An emergency meeting of the remaining Executive Committee members will be held within one week of the resignation. The remaining members of the Executive Committee will select a willing Member-at-Large to assume the office of the Vice-President, Internal Operations and Events by a two-thirds (2/3) majority vote.

4.7.2 In the event that any other Executive resigns, an emergency meeting of the Executive Committee will be held within one week of the resignation. The remaining members of the Executive Committee will select a willing Member-at-Large to assume the office of the former Vice-President by a two-thirds (2/3) majority vote.

4.7.3 The process for removal an Executive can be initiated in one of two ways:

4.7.3.1 A two-thirds (2/3) majority vote of the Executive Committee.

4.7.3.2 A petition with the signatures of at least fifty (50) members of the Association.

4.7.4 A general meeting shall be set for at least two, but no more than three weeks after the impeachment process begins. At that meeting, the reasons for impeachment shall be stated by one person, appointed by the Executive Committee. The Executive under consideration shall have the opportunity to defend themselves, or to appoint another individual to carry out their defense. Both speeches shall be of the same length. A two-thirds (2/3) majority vote of the Association members present at the meeting is required to impeach a member of the Executive Committee.

4.7.5 If more than one member of the Executive Committee is being considered for impeachment, the matter will be referred to the Arts Undergraduate Society.

4.7.6 In the event the Presidency becomes vacant, the vacancy shall be filled according to Article IV, Section 4.7.1 of the Constitution.

4.7.7 In the event that any Vice-President position becomes vacant, the vacancy shall be filled according to Article IV, Section 4.7.2 of the Constitution.

4.7.8 Should more than one Executive Committee position become vacant at the same time, the remaining Executive Committee members will select the replacements in a manner consistent with Article IV, Section 4.7.1.1, or Article IV, Section 4.7.1.2 of the Constitution, substituting a two-thirds (2/3) majority vote with a simple majority vote.

Article V – General Elections

5.1 The Executive Committee is responsible for setting the dates for general elections in a manner consistent with the Departmental Electoral By-laws of the Arts Undergraduate Society.

5.2 The positions of: President, Vice-President, Financial Affairs, Vice-President, External and Academic Affairs, Vice-President, Internal Operations, Vice-President, Communications and Publicity, Vice-President Event Operations shall be elected according to the Departmental Electoral By-laws of the Arts Undergraduate Society.

5.3 Notification of the Nomination Period shall be given at least two (2) weeks prior to the beginning of the Nomination Period.

5.3.1 All members of the Association are eligible for nomination provided they will meet criteria for membership as per Article II of the Constitution in the following Academic year.

5.3.2 There will be no limit to the number of terms served by members of the Executive Committee.

5.3.3 Nomination kits must be made available to the membership by the Executive Committee prior to the beginning of the Nomination Period.

5.3.3.4 A prospective candidate must obtain the signatures of at least ten (10) students registered in the Honours, Major or Minor programs offered by the Department of History.

5.4 A simple plurality, the highest number of votes from among the candidates, is needed for election to executive office.

5.5 No individual may hold an executive position on two different Departmental Associations or Undergraduate Societies at the same time, except for in cases of interim appointment.

5.6 The General Election will be overseen by the Chief Returning Officer (CRO) and Deputy Returning Officers (DRO) of Elections AUS.

5.6.1 The CRO and DRO, in accordance with the Departmental Electoral By-laws of the Arts Undergraduate Society, have the final authority on matters involving the elections of the Executive Committee.

Article VI – *Historical Discourses* Editor-in-Chief

6.1 The Editor-in-Chief of *Historical Discourses* will be selected from a pool of eligible candidates.

6.1.1 An eligible candidate for the Editor-in-Chief position shall be an individual who is pursuing either an Honours degree or a Major degree in History, and has completed at least two years of their undergraduate studies at McGill.

6.1.2 All eligible candidates will be asked to submit a cover letter and resume to the Executive Committee. The Executive Committee will then conduct an interview process.

6.1.3 At the conclusion of the interview process the Executive Committee will vote on the Editor-in-Chief, requiring a two-thirds (2/3) majority to approve selection.

Article VII – Duties of the History Students’ Association Executive Committee

7.1 The duties of the **President** are as follows:

7.1.1 To be the Chief Executive Officer of the Association.

7.1.2 To ensure that the Association is governed in a manner consistent with the Constitution.

7.1.3 To be the spokesperson for the Association in a manner consistent with the decisions of the Executive Committee and the Constitution.

7.1.4 To call, chair, and set the agenda for meetings and activities of the Executive Committee.

7.1.5 To call, chair, and set the agenda for meetings of the Association.

7.1.6 To coordinate relations between the Association and the McGill Department of History, acting as a liaison when necessary, and to attend biweekly departmental meetings of the faculty.

7.1.7 To coordinate relations between the Association and the Arts Undergraduate Society.

7.1.8 To work with the Vice-President, Financial Affairs in ensuring the financial stability of the Association and to be the secondary signatory on financial matters, should one be required.

7.1.9 An exit report must be submitted, in writing and by email to the successor no later than the expiry of the President’s term of office.

7.1.10 The President shall also perform other duties as may be deemed necessary by the Executive Committee.

7.2 The duties of the **Vice-President, Financial Affairs** are as follows:

7.2.1 To ensure the long term financial stability of the Association.

7.2.2 To oversee the fiscal management of the Association’s operations.

7.2.3 To be the official signing officer for all matters relating to the Associations’ funds.

7.2.4 To develop the budget of the Association, in a manner consistent with the Constitution, the Financial By-laws of the Arts Undergraduate Society and with approval from the Executive Committee.

7.2.5 To provide the Executive Committee with monthly updates on the financial developments and forecasts within the operations of the Association.

7.2.6 To act as a liaison between the Executive Committee and the Vice-President, Financial Affairs of the Arts Undergraduate Society.

7.2.7 An exit report must be submitted, in writing and by email to the successor no later than the expiry of the Vice-President’s term of office.

7.2.8 The Vice-President, Financial Affairs, shall also perform other duties as may be deemed necessary by the Executive Committee.

7.3 The duties of the **Vice-President, External and Academic Affairs** are as follows:

7.3.1 To promote communication between the Association and external groups, including but not limited to: professors, departmental staff members, other McGill organizations and the Arts Undergraduate Society.

7.3.2 To coordinate and oversee the programming of academic activities of the Association in a manner consistent with the Constitution and the policies of the Executive Committee.

7.3.3 To attend meetings of the Arts Undergraduate Society Council as a representative of the Association and to vote on the Council with the best interests of History students in mind, or as directed by a majority vote the Executive Committee.

7.3.4 An exit report must be submitted, in writing and by email to the successor no later than the expiry of the Vice-President's term of office.

7.3.5 The Vice-President, External and Academic Affairs shall also perform other duties as may be deemed necessary by the Executive Committee.

7.4 The duties of the **Vice-President, Internal Operations** are as follows:

7.4.1 To be responsible for taking minutes at meetings of the Executive Committee and, upon request, making copies of the minutes available within two (2) weeks of the meeting.

7.4.2 To provide administrative and organizational support to the Executive Committee, which includes, but is not limited to, planning weekly meetings, scheduling Office Hours, developing a timeline of events, monitoring social media trends, contacting professors and updating private and public online platforms.

7.4.3 To draft event reports and other related transparency and accountability documents, and, upon request, making copies of the reports available within two (2) weeks of the event.

7.4.4 To assist fellow Executives in their duties to protect the efficiency of operations within the Executive Committee.

7.4.5 An exit report must be submitted, in writing and by email to the successor no later than the expiry of the Vice-President's term of office.

7.4.4 The Vice-President, Internal Operations and Events shall also perform other duties as may be deemed necessary by the Executive Committee.

7.5 The duties of the **Vice-President, Communications and Publicity** are as follows:

7.5.1 To promote and oversee communication between the Association and its membership utilizing a variety of media, including, but not limited to: websites and print media.

7.5.2 An exit report must be submitted, in writing and by email to the successor no later than the expiry of the Vice-President's term of office.

7.5.3 The Vice-President, Communications and Publicity shall also perform other duties as may be deemed necessary by the Executive Committee.

7.6 The duties of the **Vice-President, Event Operations** are as follows:

7.6.1 To coordinate and oversee the programming of activities and social events of the Association in a manner consistent with the Constitution and the policies of the Executive Committee.

7.6.2 To obtain all necessary paperwork and secure all necessary reservations for Association events, including, but not limited to: liquor permits, room bookings, and table bookings.

7.6.3 An exit report must be submitted, in writing and by email to the successor no later than the expiry of the Vice-President's term of office.

7.6.4 The Vice-President, Internal Operations and Events shall also perform other duties as may be deemed necessary by the Executive Committee.

Article IX – Affiliation

9.1 The Association shall be officially affiliated with the following:

9.1.1 The Department of History at McGill University,

9.1.2 The Arts Undergraduate Society,

9.1.3 The undergraduate history journal, *Historical Discourses*.

Article X – Amendments to the Constitution

10.1 All amendments to the Constitution are of no force until approved by:

10.1.1 A unanimous vote of the Executive Committee;

10.1.2 The Arts Undergraduate Society Legislative Council.

Article XI – Superseding Clause

11.1 This Constitution supersedes any and all previous Constitutions of the Association.