**Motion to Ratify the Amended HSA Constitution**

**WHEREAS** the History Students' Association has not historically had any constitutionally enshrined method of calling a general meeting of the association,

**WHEREAS** general meetings can be a useful tool for achieving greater democratic accountability and as forums for student groups to demand action from both the university administration and their representative associations,

**WHEREAS** the History Students' Association considers itself to represent the interests of History majors, minors, and also many U0 students enrolled in history classes,

**WHEREAS** the History Students' Association would like to officially enshrine the role of the First Year Representative into the constitution,

**BE IT RESOLVED,** that the Legislative Council of the Arts Undergraduate Society ratify the HSA constitution as so amended in Appendix 1, pursuant to a unanimous vote of the Executive Committee of the History Students' Association.

MOVED BY: HSA

SECONDED BY: RSUS

Appendix

**CONSTITUTION OF THE HISTORY STUDENTS' ASSOCIATION**

Adopted by the History Students’ Association Executive Committee:

The 7th Day of November, 2019

Ratified by the Arts Undergraduate Society:

\_\_\_\_\_\_

**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 declared as either a history major or minor,

2.2 Membership shall be contingent on being a declared history major or minor,

2.3 U0 students who are undeclared, but are enrolled in at least (1) history class in the academic year may be considered honorary members with equal voting rights at General Meetings, so long as adequate proof of such enrolment is provided.

**Article III – General Meetings**

3.1 General meetings of the membership may at any point be called, either by means of the collection of the valid signatures of 50 members of the History Students' Association, OR the passage of a five-person majority vote of the executive committee.

3.2 The date and time of the general meeting will be set at the discretion of the Executive Committee, but can occur no earlier than one week after and no later than three weeks following the receipt of the signatures.

3.3 If a quorum of at least 10% of all current members of the History Students’ Association is reached, members may make motions to:

3.3.1 Adopt formal positions of the History Students’ Association not already passed by a vote of the Executive committee,

3.3.2 Formally strike,

3.3.3 Make amendments to the constitution of the History Students’ Association.

3.4 Motions may only be passed at a General Meeting of the History Students’ Association if all of the following conditions are met:

3.4.1 There is at least one valid member of the History Students’ Association who moves the motion.

3.4.2 There is at least one valid member of the History Students’ Association who seconds the motion.

3.4.3 The motion is passed by a:

3.4.3.1 two-thirds (⅔) majority of those present if a motion to strike,

3.4.3.2 two-thirds (⅔) majority of those present if a motion to amend the constitution,

3.4.3.3 simple majority of those present if a motion to adopt a formal position not already passed by executive vote.

3.4.4 A quorum of 10% or more of all current members of the association are present.

3.5 The President will be responsible for chairing general meetings in accordance with Robert’s Rules of Order, as well as for setting the agenda for all General Meetings of the Association.

3.5.1 Any motion not received prior to the commencement of the meeting and thus not previously listed on the agenda by the president, must be approved to be added to the agenda by a simple majority vote.

**Article IV – Objectives**

4.1 To strengthen and promote the study of history at McGill University.

4.2 To represent student interests and voices within the Department of History.

4.3 To promote the interests of its members through cultural, educational, recreational, and social activities sponsored by the Association.

**Article V – History Students’ Association Executive Committee**

5.1 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.

5.2 The Executive Committee shall attend to the formal obligations and all matters within the jurisdiction of the Association.

5.3 The Executive Committee shall consist of the following elected voting members:

5.3.1 President

5.3.2 Vice-President, Financial Affairs

5.3.3 Vice President External Affairs

5.3.4 Vice-President, Internal Operations

5.3.5 Vice-President, Communications and Publicity

5.3.6 Vice-President, Event Operations

5.3.7 Vice-President, Academic Affairs

5.3.8 First Year Representative

5.4 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.

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

5.5 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. Should any Executive fail to attend 3 meetings per semester or 2 events per semester or 4 meetings and events, they shall be suspended until a meeting can be held to discuss if they should be impeached per Article 4.7.4.

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

5.6.1 Quorum for Executive Committee meetings shall be a simple majority of the

Executive Committee members.

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

5.6.3 All expenditures must be approved by the Vice-President, Financial Affairs or passed by the Executive Committee with a five-person majority vote.

5.7 Resignations and Impeachments

5.7.1 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.

5.7.1.1 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 by a five-person majority vote.

5.7.2 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 five-person majority vote.

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

5.7.3.1 A five-person majority vote of the Executive Committee.

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

5.7.4 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 five-person majority vote of the Association members present at the meeting is required to impeach a member of the Executive Committee.

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

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

5.7.7 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.

5.7.8 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 five-person majority vote with a simple majority vote.

**Article VI – General Elections**

6.1 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.

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

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

6.3.1 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.

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

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

6.3.3.4 A prospective candidate must obtain the signatures of at least thirty (30) students registered in the Honours, Major or Minor programs offered by the Department of History.

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

6.5 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.

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

6.6.1 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 VII – *Historical Discourses* Editor-in-Chief**

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

candidates.

7.1.1 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.

7.1.2 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.

7.1.3 At the conclusion of the interview process the Executive Committee will vote on the Editor-in-Chief, requiring a five-personmajority to approve selection.

**Article VIII – Duties of the History Students’ Association Executive Committee**

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

8.1.1 To be the Chief Executive Officer of the Association.

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

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

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

8.1.5 To call, chair, and set the agenda for general meetings of the Association following either the receipt of an eligible petition pursuant to Article 3.1, or following a vote of the Executive Committee.

8.1.6 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.

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

8.1.8 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.

8.1.9 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.

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

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

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

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

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

8.2.4 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.

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

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

8.2.7 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.

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

8.3 The duties of the **Vice-President, External Affairs** are as follows:

8.3.1 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.

8.3.3 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.

8.3.4 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.

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

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

8.4.1 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.

8.4.2 To provide administrative and organizational support to the Executive Committee, which includes, but is not limited to, planning weekly meetings, scheduling Office Hours, and developing a timeline of events.

8.4.3 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.

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

8.4.5 To maintain the cleanliness and organization of the office, ensuring stock of office supplies.

8.4.6 To organize the apparel and accessories order.

8.4.7 To attend the biweekly departmental faculty meetings in the event the President is unable to.

8.4.8 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.

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

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

8.5.1 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.

8.5.2 To establish the Association’s social media and online presence through regularly updating private and public online platforms and monitoring social media trends.

8.5.2 Work with the Vice-President, Internal Operations to develop a timeline of events and notify membership of upcoming events as early as possible.

8.5.2 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.

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

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

8.6.1 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.

8.6.2 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.

8.6.3 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.

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

**8.7 The duties of the Vice-President, Academic Affairs are as follows:**

8.7.1 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.

8.7.1.1 Including but not limited to: essay workshops and professor talks, and research events.

8.7.2 To be the Association’s representative on the History Curriculum Committee.

8.7.3 To attend the biweekly departmental faculty meetings in the event the President and Vice-President, Internal are both unable to.

8.7.4 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.

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

**8.8 The duties of the First Year Representative are as follows:**

8.8.1 To sit as an appointed member of the Executive Committee of the Association,

8.8.2 To make efforts to engage with and conduct outreach towards U0 and first-year U1 students enrolled in history classes,

8.8.3 To oversee the smooth running of any first year-oriented events of the association in conjunction with the Vice-President, Events.

8.8.4 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.

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

**Article X – Affiliation**

10.1 The Association shall be officially affiliated with the following:

10.1.1 The Department of History at McGill University,

10.1.2 The Arts Undergraduate Society,

10.1.3 The undergraduate history journal, *Historical Discourses.*

**Article XI – Amendments to the Constitution**

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

11.1.1 A five-person majority vote of the Executive Committee, OR a ⅔ majority vote of the general membership at a general meeting wherein quorum is set at 10%,

11.1.2 The Arts Undergraduate Society Legislative Council.

**Article XII – Superseding Clause**

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