

# Constitution of The History Graduate Student Association

## ARTICLE I. NAME

Section 1. This organization is named the History Graduate Student Association, henceforth referred to as the HGSA.

## ARTICLE II. PURPOSE

Section 1. The purpose of the HGSA is to represent the interests of the history graduate students to Loyola faculty, staff, and administration. Additionally the HGSA is formed to cultivate academic excellence and community amongst the graduate students.

## ARTICLE III. MEMBERSHIP AND DUES

Section 1. Membership is open to all graduate students enrolled in graduate courses and/or programs in history at Loyola.

Section 2. No dues will be required for membership to the HGSA.

## ARTICLE IV. OFFICERS

Section 1. The HGSA shall have six elected officers, titled President, Vice President, Treasurer, Secretary, Media Coordinator, and Conference Committee Co-Chair who will serve for a one year term.

### Section 2. Duties and Powers

#### I. President

- a. shall call and run the meetings
- b. shall facilitate the organization of events of interest to the history graduate student community.

#### II. Vice President

- a. shall fulfill the President's duties if the President is unable.
- b. shall serve as a liaison to the history faculty meetings.
- c. shall serve as history department liaison to the meetings of the Graduate Student Advisory Council (GSAC).

#### III. Treasurer

- a. shall be responsible for any monies the HGSA may acquire.
- b. if the HGSA hosts a History Graduate Student Conference, the Treasurer shall serve as a Conference Co-Chair.

#### IV. Secretary

- a. shall record meeting minutes and distribute on the HGSA List-serv

b. when a mentorship program will be held, the secretary shall oversee and organize the mentorship program for incoming graduate students

#### V. Media Coordinator

- a. shall be in charge of print and electronic media, including, but not limited to advertising future HGSA events.
- b. Shall act as the moderator for the HGSA List-serv

#### VI. Conference Committee Co-Chair

- a. When the Conference Committee is in good standing and a conference will be held, the Conference Committee Co-Chair shall be included as a regular officer of HGSA with all that entails.
- b. Will partner with the Treasurer to host a History Graduate Student Conference and perform all duties required by the Conference Committee

#### Section 3. Election of Officers

- a. Elections for the following year will be held every spring semester.
- b. A graduate student will become eligible to run for the position of an HGSA officer after the completion of his or her first year (two semesters) of graduate level coursework.
- c. Nominees for any of the elected executive board members can be made by any HSGA member or a self-nomination.
- d. The election will be announced in the first week of April, nominations shall close on the second week of April, and ballots must be submitted by the third week of April.
- e. The election will be decided by majority through written secret ballots available to all members.

#### Section 4. Replacing Officers

In case of a vacancy, an election will be held on an ad hoc basis according to the above provisions. Impeachment of an elected officer can occur only at the vote of a two-thirds majority present at an HGSA general meeting.

### ARTICLE V. QUORUM

Section 1. A quorum of the HGSA shall consist of at least seven HGSA members, including the President.

### ARTICLE VI. STANDING COMMITTEES

Section 1. Committee formation: Interested parties will notify the President to work together to create a standing committee to HGSA

Section 2: Committee approval: To become an approved standing committee within HGSA, committees must meet and maintain the following:

- a. Must create a statement of purpose and present the need for said committee at a general HGSA meeting.

- b. The committee must be approved by a 2/3 majority of HGSA members present.
- c. At least one member must be a self-appointed liaison to the HGSA who must attend every meeting or an alternative.
- d. The liaison shall appoint his or her successor/s

Section 3: The Public History Committee, Conference Committee, and Dissertation Writing Group are committees in good standing.

#### ARTICLE VII. AMENDMENTS

Section 1. Proposed amendments shall be submitted either in writing or e-mail and read at a regular meeting and shall be acted upon at the following meeting.

Section 2. This Constitution may be amended by a two-thirds majority of the members at the meeting.

#### ARTICLE VIII. RATIFICATION

Section 1. A two-thirds majority of those present at the first meeting of the newly-formed organization will be necessary to ratify this Constitution.

#### ARTICLE IX. HAZING

Section 1. The HGSA considers hazing to be a most destructive and degrading activity which is inconsistent with the standards of this student organization. The HGSA recognizes the dignity of every individual and opposes all forms of hazing.

#### ARTICLE X. NONDISCRIMINATION STATEMENT

Section 1. The HGSA admits students without regard to their race, religion, color, sex, age, sexual orientation, mental or physical disability, or national or ethnic origin to all the rights, privileges, programs, and other activities generally accorded or made available to members of the organization.

*Updated: 26 March 2021*