

January 6, 1994

To: All History Graduate Students
From: By-Laws Committee:
Charry, Roscoe, Schroeder, Woodworth-Ney
Re: Proposed By-Laws,
and structural change of the Executive Committee

You will find attached a copy of Draft #4 of the proposed By-Laws for the History Graduate Student Association. Also attached is a proposal to change the structure of the Executive Committee (EC). There will be a meeting of all graduate students to discuss the By-Laws and the proposed changes on Friday, January 21, at 3:00 pm in Wilson 333. If you can not attend but would like to comment on the By-Laws contact some one on the By-Laws committee.

Dr. Amitage proposal for split prelim. exam on fall (minor) & spring (major).

BY-LAWS

WASHINGTON STATE UNIVERSITY

DEPARTMENT OF HISTORY

HISTORY GRADUATE STUDENT ASSOCIATION

SECTION I - NAME

This association shall be known as the History Graduate Student Association, or HGSA.

SECTION II - PURPOSE AND OBJECTIVES

The HGSA is an organization to provide a forum in which graduate students can address problems, issues, and find solutions related to their education at Washington State University. The HGSA (through the executive committee, although not exclusively) will provide a vehicle in which graduate students can formally respond to the history department faculty (or other university bodies) in matters of concern to the graduate students.

SECTION III - MEMBERSHIP

Membership is open to all on-leave, currently enrolled part-time, and full-time graduate students in history, and graduate students in American Studies with a history emphasis, and any other graduate students officially connected to the department of history at Washington State University.

There shall be no membership dues nor initiation rites.

SECTION IV - ORGANIZATION

The HGSA, being made up of all graduate students, as stated in Section III, will act as a board of directors in which final

decisions and the power to act shall be vested. The HGSA shall meet at regular intervals in tandem with history department faculty meetings. The HGSA will direct the executive committee on how the committee shall proceed on matters of concern.

A. Executive Committee

The executive committee shall consist of seven (7) officers: a non-funded student, a M.A. student, a Ph.D. student, a student elected At-Large, the graduate student faculty representative, the graduate student representative to the history department's graduate studies committee, and the Phi Alpha Theta president, ex-officio. An E.C. member shall not be removed from office if their graduate student status shall change during their term in office (eg: move from the M.A. to Ph.D. program within the department of history). The HGSA has no direct or indirect influence on Phi Alpha Theta or the election of that organization's officers.

1. Executive Committee - Responsibilities

The committee can not act unilaterally without the advice and consent of the HGSA. The committee is designed to organize, collect, and present information to the HGSA for the body as a whole to consider. The committee will act as the directed agent or representative of the HGSA in such matters of concern to the HGSA. The committee is responsible for keeping the HGSA apprised of issues and events of interest and concern to the HGSA, and to maintain a continuity and resolution of such issues. The E.C. shall be responsible for ensuring that a representative attends

faculty and graduate studies committee meetings in the event that the elected representative can not. The committee is charged with the commitment to the continuation of the HGSA as an on going organization. And for conducting a transition meeting with the incoming executive committee members before the end of the out going committee member's term.

The committee shall meet at regular intervals, or as often as required, for the purpose of preparing an agenda for meetings of the HGSA.

The committee shall appoint a chair and a secretary. The chair will conduct the committee's meetings as well as the meetings of the HGSA. The secretary shall record the activities and minutes of the executive committee and those of the HGSA.

The minutes of the executive committee and meetings will be open to all graduate students. The executive committee shall have no less than five (5) meetings per semester.

2. Newsletter

The Executive Committee shall be responsible for publishing an annual newsletter. The newsletter shall be published during the summer and mailed to all students, as well as incoming students. The newsletter shall include general information about the department, issues that were addressed in the past year, issues that will be of interest for the coming year, and any other news that is relevant. Any HGSA member can contribute an article to the newsletter. The HGSA newsletter is not intended to be a forum for academic publication.

B. Graduate and Professional Student Association (GPSA) -
History department representatives:

GPSA allots each graduate department a number of graduate students representative to the GPSA Senate based upon enrollment in each department. According to GPSA guidelines departments with zero to twenty-nine (0-29) students get one (1) representative, departments with thirty to fifty-nine (30-59) get two (2) representatives, departments with sixty to eighty-nine (60-89) get three (3) representatives, departments with ninety to one hundred nineteen (90-119) get four (4) representatives, and departments with one hundred nineteen and above (119+) get five (5) representatives. Therefore according the GPSA guidelines the department of history has three (3) seats in the GPSA Senate. The number of representatives will vary depending upon the number of graduate students in the history department.

1. History department GPSA representative shall be elected in the same manner as executive committee members in accordance with Section Five (5) of these by-laws.
2. GPSA representatives shall decide among themselves one to bring to the executive committee, and the HGSA as a whole, issues that are of a concern to the graduate students of the department of history. GPSA representatives are also charged with taking issues and concerns to the GPSA Senate as directed by the HGSA.

SECTION V - ELECTION OF EXECUTIVE COMMITTEE

A. Eligibility

Any member of the HGSA shall be eligible to hold office. No member shall hold more than one office during the same term.

B. TERM OF OFFICE

The term of office for all executive committee members shall be for one academic year. Committee members can hold office for no more than three consecutive terms provided they are duly nominated and elected to office in accordance with the procedures of the HGSA by-laws. If an committee member's status changes after they are elected they will retain their position on the executive committee. (eg: a non-funded student gains funding, student moving from M.A. to Ph.D. status)

C. NOMINATION AND ELECTION PROCEDURE

1. At the last March meeting an ad hoc election committee, consisting of three (3) persons, shall be appointed by the HGSA membership. The members of this committee must declare themselves ineligible from being nominated or elected to the executive committee for the respective election.

2. On the first Monday of April nominations for the executive committee, as outlined in Section IV, (except for Phi Alpha Theta president), will take place. The ad hoc election committee will provide numbered nomination forms to be placed in each HGSA member's box in the history department office. Completed nomination forms shall be put in a designated folder in the history department until 5:00 pm on Friday.

3. The ad hoc election committee will then count the nominations and prepare an election ballot. All persons who received nominations shall be placed on the ballot. However, nominees must be contacted to inquire interest of serving on the executive committee before all candidates are announced. By Wednesday of the second week of April nominees for office shall be posted at a designated location.

4. From Wednesday of the second week to Tuesday of the third week of April a period shall exist in which candidates can campaign. On Wednesday at 8:00 am of the third week of April campaigning shall cease, and the ad hoc election committee shall place numbered election ballots in every HGSA member's box in the history department office. Ballots will be collected in the same manner as nominations.

5. The election will end at 12:00 pm on Friday of the third week of April. All members of the ad hoc committee shall collect and count the ballots. The winners will be announced at a general meeting of the HGSA at a time and place designated by the HGSA that afternoon. Only the winner's number of votes will be announced. Ballots shall not be destroyed and shall be kept for the period of six (6) months.

6. In the event of a tie for any position a secret run-off election will be held at that same meeting as outlined in Section V, number 5, conducted by the ad hoc election committee provided a quorum of the HGSA is present. If a quorum is not present the ad hoc election committee shall place a run-off ballot in each

HGSA member's box in the history department office on the Monday of the forth week of April, to be collected by the following Wednesday at 12:00 pm and announced by 1:00 pm of the same day.

7. In the event that a duly elected HGSA member of the executive committee can not serve, or is not enrolled for the next academic year, the next top vote getter for that position shall serve in that capacity. If that person can not serve, the next top vote getter shall serve, and so forth, until a HGSA member can be found to serve in that position on the executive committee. If no person can be found to serve in a position the HGSA Ad-Hoc election committee shall hold additional elections until all the offices are filled.

8. Duly elected members of the HGSA executive committee shall take office on the last day of the academic year.

SECTION VI - PARLIAMENTARY AUTHORITY

AND METHOD OF ADOPTING AND AMENDING THE HGSA BY-LAWS

1. A quorum shall be present in order to conduct any regular official business at HGSA meetings. A quorum shall consist of one tenth (10 percent) of the HGSA membership. This number shall be derived from the list of graduate students compiled by the history department for the current academic year.

2. Any HGSA member may propose any amendment to these by-laws, or make any other proposals for consideration.

3. Any proposed general action must be approved by a simple majority of the HGSA members present at a general meeting of the HGSA.

4. Any amendment of the by-laws of the HGSA must be approved by two-thirds (66 percent) of the HGSA membership. Any such amendment must be made in writing. An ad hoc committee shall be created to conduct such a vote. Numbered ballots shall be placed in all HGSA member's boxes in the history department office. Any such change of the by-laws can not be conducted in less than one calendar week (seven days).

SECTION VII - ENABLING CLAUSE

These by-laws shall go into effect when it shall have been adopted by the history department graduate students in accordance with Section VI number 4 of the above by-laws.

January 1994

Proposed structural changes for the Executive Committee

The proposed change of the Executive Committee structure shall replace the wording of all of section IV, titled "Organization" of the HGSA proposed By-laws.

SECTION IV - ORGANIZATION

The HGSA, being made up of all graduate students, as stated in Section III, will act as a board of directors in which final decisions and the power to act shall be vested. The HGSA shall meet at regular intervals in tandem with history department faculty meetings. The HGSA will direct the executive committee on how the committee shall proceed on matters of concern.

A. Executive Committee

The Executive Committee shall consist of three (3) officers: a non-funded student, a funded student, and the Phi Alpha Theta president. Executive Committee (E.C.) members shall be elected in accordance with Section Five (5) of these by-laws. An E.C. member can not be removed from office if their funding status shall change during their term in office.

1. Executive Committee - Responsibilities

The E.C. can not act unilaterally without the advice and consent of the HGSA. The E.C. is intended to act as an agenda setting body for all HGSA meetings. The E.C. shall organize, collect, and present information to the HGSA for that body as a whole to consider. The E.C. is responsible for gathering information from graduate student representatives to the history

department's faculty committees, and GPSA representatives to present to the HGSA. The E.C. is responsible for keeping the HGSA apprised of issues and events of interest and concern to the HGSA, and to maintain a continuity and resolution of such issues. E.C. members shall be responsible for attending any faculty committee meetings at which the duly elected or appointed representatives (by the history department chair) can not attend. The E.C. is charged with the commitment to the continuation of the HGSA as an on going organization. The E.C. shall conduct a transition meeting with the incoming executive committee members before the end of the out going committee member's term.

The E.C. shall meet at regular intervals, or as often as required, for the purpose of preparing an agenda for meetings of the HGSA.

The committee shall appoint a chair and a secretary. The chair will conduct the committee's meetings as well as the meetings of the HGSA. The secretary shall record the activities and minutes of the executive committee and those of the HGSA.

The minutes of the executive committee and meetings will be open to all graduate students. The executive committee shall conduct no less than five (5) meetings per semester.

B. Graduate Student Representatives to History Department Meetings and Committees.

The HGSA has three (3) standing graduate student representatives to history department meetings and committees: the faculty meeting, the graduate studies committee, and the

computer committee. When the faculty creates an Ad-Hoc search committee for the purpose hiring a new faculty member the history department has requested that the Chair of the department appoint a graduate student, who is passed preliminary examinations and is a Ph.D. candidate (ABD), to be a member of the search committee. The department Chair may from time to time appoint additional graduate student representatives to faculty committees.

1. The faculty and graduate studies representatives shall be elected in accordance with Section Five (5) of these by-laws.

2. No graduate student representative can permanently sit on more than one faculty committee during the same term. And, no E.C. member can permanently be appointed or elected as a graduate student representative to faculty committees or meetings.

C. (Insert, GPSA representatives)

D. Graduate Student Representatives - Responsibilities.

Graduate student representatives to faculty committees and GPSA representatives are required to attend all meetings of the respective committees. If they can not attend a meeting they are to inform the E.C. so that an E.C. member can attend in their place. If a graduate student representative can not complete their term an E.C. member shall fill that void, or in the case of an appointed representative, the E.C. will work with the department Chair to find a replacement. Graduate students representatives must regularly report to the E.C. concerning all issues of interest to the HGSA so that these matters may be brought to the attention of the HGSA at designated meetings.