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PROPOSED REVISIONS JANUARY 2011

BY-LAWS
HISTORY GRADUATE STUDENT ASSOCIATION
DEPARTMENT OF HISTORY
WASHINGTON STATE UNIVERSITY

SECTION I—NAME

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

SECTION II—PURPOSE AND OBJECTIVES

The HGSA is an organization through which history graduate students can address problems and issues and seek solutions related to their education at Washington State University. It also provides a vehicle through which graduate students can formally respond to the History Department faculty or other university bodies on matters of concern to graduate students. The HGSA is charged with acting as a formal liaison between graduate students and the department, representation of the interests of graduate students, and the orientation and mentoring of new graduate students when such is needed.

SECTION III—MEMBERSHIP

Membership is open to all graduate students officially connected with the Department of History at Washington State University, including currently enrolled full-time and part-time graduate students, graduate students on leave, and graduate students on all branch campuses.

There shall be no membership dues or initiation rites.

SECTION IV—ORGANIZATION

The HGSA membership will act as a committee of the whole, which shall have all powers to act and to make decisions. The HGSA shall meet at monthly intervals during the academic year. The HGSA will direct the Agenda Committee on matters of concern to the HGSA. Any member of the HGSA may bring up, at a general meeting of the HGSA, any issue that member deems important, or may request that the Agenda Committee place said subject on the agenda of the next general meeting of the HGSA. The Agenda Committee will be responsible for holding regular monthly meetings, and any additional meetings that may be necessary for the direction and scheduling of HGSA functions.

A. Agenda Committee:

The Agenda committee shall consist of eight (8) members: one (1) M.A. student, one (1) Ph.D. student, one (1) Vancouver representative, one (1) Colloquium representative, two (2) GPSA representatives, one (1) Graduate Student Faculty Representative, and one (1) Graduate Studies Student Representative. **The World Civilizations Representative will be considered a non-voting member of this committee and can attend Agenda Committee meetings as desired.**

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1. Agenda Committee—Responsibilities

- a. The Agenda Committee, in fulfilling its duties, is charged with organizing, collecting, and presenting information to the HGSA for its consideration and action. The Agenda Committee must seek the advice and consent of the HGSA, and shall act as the directed agent or representative of the HGSA in faculty meetings and on other matters of concern to HGSA. The Agenda Committee is responsible for keeping the HGSA apprised of issues of interest and concern to the HGSA. In the event the Faculty Representative or Graduate Studies Committee Representative cannot attend a meeting or the respective committee, the Agenda Committee shall be responsible for ensuring that another of its members attends that faculty or Graduate Studies Committee meeting. The Agenda Committee is further charged with maintaining the HGSA in perpetuity.
- b. The Agenda Committee shall meet at regular intervals, or as often as required, for the purpose of preparing the agenda for each general meeting of the HGSA. The Agenda Committee shall have no fewer than five (5) meetings per semester.
- c. The Committee shall appoint a chair and a secretary from among its members. The chair shall be a Ph.D. student **and cannot hold the position of chair for more than two consecutive years.** The secretary may be chosen from among any of the remaining members. With the exception of the Vancouver representative, Agenda Committee members will be enrolled on the WSU Pullman campus.
- d. The chair will organize and conduct meetings of the Agenda Committee as well as the general meetings of the HGSA. The chair will also be responsible for making and posting signs, scheduling rooms, and any other activities that may be necessary for conducting HGSA meetings and activities. The secretary will record the activities and minutes of the Agenda Committee and those of the HGSA. The minutes of the Agenda Committee and the HGSA meetings will be open to all members of HGSA. Minutes will be posted after each meeting on bulletin board space allotted to HGSA, and one (1) copy placed in the HGSA box in room 335 of Wilson Hall. The secretary will also be responsible for maintaining an updated graduate student contact list.

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B. Agenda Committee Individual Responsibilities

1. M.A. Student Representative: This representative shall be responsible for proactively seeking information and contacting other M.A. students, and informing the Agenda Committee, and the HGSA, about issues concerning M.A. graduate students. This representative will also be responsible for

contacting and mentoring any incoming M.A. students who enter Washington State University during a spring semester.

2. Ph.D. Student Representative: This representative shall be responsible for proactively seeking information and contacting other Ph.D. students, and informing the Agenda Committee, and the HGSA, about issues concerning Ph.D. graduate students. This representative will also be responsible for contacting and mentoring any incoming Ph.D. students who enter Washington State University during a spring semester.

3. Vancouver Representative: This representative shall be a student enrolled at the Washington State University, Vancouver branch campus, and shall be responsible for proactively seeking information from other graduate students at Vancouver, and informing the HGSA about issues concerning Vancouver graduate students.

4. Colloquium Representative: This representative shall be a student enrolled at Washington State University for at least one (1) semester, and shall be responsible for working with faculty and graduate students to develop and maintain a colloquium program for graduate students. The colloquium representative shall also be a part of the faculty colloquium committee **if such a committee exists** and will be responsible for informing HGSA about issues concerning colloquium. **In addition the colloquium representative will work with the colloquium representative elect at the end of the spring semester and in the summer to get a colloquium schedule for fall set up prior to the beginning of the fall semester. Colloquium representative duties will include (1) setting up a schedule that includes a minimum of 6 bi-weekly colloquiums in both the fall and the spring semesters beginning no later than the 3rd week of each semester (2) arranging graduate student and faculty speakers through email or in person (3) reserving the meeting space and arranging audio/visual connections (4) advertising through email and or flyers (5) distributing a schedule of speakers as soon as possible in the semester. The Agenda Committee should be responsible for assisting the colloquium representative when needed and should contribute to the speaking calendar if needed.**

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5. Graduate and Professional Student Association (GPSA) Representatives:

a. Representation

The GPSA allocates to each graduate department at Washington State University a certain number of graduate student representatives to the GPSA Senate proportional to the enrollment in each department. The department of history is presently (2008) apportioned two (2) seats in the GPSA Senate (See Appendix A).

b. Duties to GPSA

GPSA representatives shall attend GPSA meetings and are responsible for informing the HGSA on matters of interest and concern to the HGSA. GPSA representatives are also charged with taking issues and concern to the GPSA Senate as directed by the HGSA.

c. Duties to HGSA

At least one (1) GPSA representative shall report to the Agenda Committee so that issues may be considered at a general meeting of the HGSA.

6. Graduate Student Faculty Representative: This representative shall be a Ph.D. student with at least one (1) semester of enrollment and will be responsible for attending History Department faculty meetings and shall regularly report to the HGSA concerning issues discussed at faculty meetings. The Faculty Representative is further responsible for communicating or presenting any concerns of the HGSA to the faculty for consideration and for casting the one (1), collective, HGSA vote in faculty decisions.
7. Graduate Studies Committee Representative: This representative shall be a Ph.D. student with at least one (1) semester of enrollment and will be responsible for attending Graduate Studies Committee meetings, and shall regularly report to the HGSA concerning issues discussed at such meetings. The Graduate Studies Committee Representative shall actively participate in these meetings to insure that a graduate student perspective is considered. From time to time, the Graduate Studies Committee Representative may be asked to communicate of present concerns of the HGSA to the Graduate Studies Committee for consideration and response—the Graduate Studies Committee Representative does not have a vote in the said committee's decisions.

SECTION V—ELECTION OF THE AGENDA COMMITTEE AND OTHER HGSA REPRESENTATIVES

A. Eligibility:

Any enrolled member of the HGSA resident at the main campus of Washington State University shall be eligible to hold office.

B. Term of Office

The term of office for all Agenda Committee members and other HGSA representatives shall be one (1) year.

C. Nomination and Election Procedures:

1. Election Committee: An Election Committee, consisting of two (2) persons, shall be appointed by the HGSA, or by the chair of the HGSA, by the twelfth

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week of classes in the spring semester. The members of this Election Committee must declare themselves ineligible to be nominated or elected to the Agenda Committee or other HGSA offices for the respective election. The Election Committee is charged with the responsibility for conducting all elections to the Agenda Committee, any other HGSA representative posts and any other election which the HGSA may, from time to time, deem necessary.

2. Nomination Procedure: Nominations for all HGSA posts will commence on the Monday of the thirteenth week of classes in the spring semester. The Election Committee will provide numbered nomination forms and place them in each HGSA member's mailbox in the History Department office by 12:00 P.M. (noon) on Monday of the thirteenth week of classes in the spring semester. Completed nomination forms will be accepted in a designated folder in the History Department Office until 12:00 P.M. (noon) on the Thursday of the thirteenth week of classes in the spring semester.

The Election Committee, by 5:00 P.M. on Friday of the thirteenth week of classes in the spring semester shall tabulate the nominations and announce the candidates for all HGSA positions by posting a list of candidates on the HGSA bulletin board and through email. Each nominee shall be contacted by the Election Committee to determine willingness to serve before the nominee's name may be announced.

3. Campaign Period: Candidates may campaign between the posting of the nominees on Friday and 8:00 A.M. of the following Tuesday (fourteenth week of class).

4. Elections

a. Election Procedures:

The election shall commence on Wednesday at 8:00 A.M. of the fourteenth week of classes in the spring semester. The Election Committee shall place numbered ballots in every HGSA member's mailbox in the History Department office. A ballot box will be provided and placed in the History Department office in which the ballots shall be placed. The election closes at 5:00 P.M. on Friday of the fourteenth week of classes in the spring semester. The Election Committee shall then collect and count the ballots. The names of the winning candidates shall be posted on the HGSA bulletin board. The newly elected members of the Agenda Committee, and other HGSA representatives, shall be announced through a department wide email on Monday of the fifteenth week of the spring semester. Ballots shall not be destroyed and shall be retained for at least (6) months following the election.

b. Ties:

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In the event of a tie for any position, a run-off election shall be conducted by the Election Committee on Monday of the fifteenth week of the spring semester. The Election Committee shall place a run-off ballot in each HGSA member's mailbox in the History Department office on the Monday of the fifteenth week of spring semester. to be collected in the same manner as the regular election by the following Wednesday at 12:00 P.M. (noon) and announced by 1:00 P.M. of the same day. Name (s) of the winning candidate(s) shall be posted on the HGSA bulletin board.

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c. Vacancies:

Should a duly elected HGSA member become ineligible to hold office the first runner-up candidate shall serve in that capacity. If that person cannot serve the second runner-up candidate shall serve, and so forth, until an HGSA member can be found to serve. If the list becomes exhausted, the Election Committee shall hold special elections until all offices are filled. If an office becomes vacant during the last two (2) months of the term of office a member of the Agenda Committee shall fulfill the responsibilities of that office until the next election.

A duly elected Agenda Committee member shall retain his/her position despite changes in academic or funding status, which may occur during their term of office (e.g. a student moves from M.A. to Ph.D. status)

d. Term of Office:

All duly elected members of the HGSA Agenda Committee shall take office beginning the first week of the fall semester, and shall hold office through the summer until the beginning of the next fall semester.

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e. Impeachment Procedures:

The question of impeachment of an HGSA representative may be initiated by any member of the HGSA upon submission of a petition signed by at least one-third of the HGSA membership. This petition, accompanied by a written statement explaining the basis for such action, shall be submitted to the Agenda Committee for placement on the agenda of the next scheduled HGSA meeting. Once the matter of impeachment has been raised, it shall be the responsibility of the HGSA membership to determine how best to conduct an investigation to ascertain the validity of the charge (s), and to decide whether impeachment proceedings shall continue or be dropped.

- i. An Impeachable offense may include, but is not limited to, failure to attend five (5) consecutive meetings of the HGSA

and/or to fulfill that representative's committee responsibilities.

- ii. The Election Committee shall use written ballots to canvass the members on any proposed impeachment. To impeach any HGSA representative, a two-thirds affirmative vote of the full HGSA membership, recorded by written ballot, shall be required.

Section VI --- PUBLICATIONS

The Agenda Committee shall be responsible for establishing a committee to publish annually an email information letter and newsletter.

- A. Information Email: This information letter shall be sent to all prospective and returning graduate students, as well as those who request information about the graduate history program at Washington State University. The information letter shall introduce the HGSA organization and provide the names and phone numbers or e-mail addresses of HGSA representatives for prospective students to contact if they wish to gain a student insight into the program. The letter will also include information about the History Department from a graduate student perspective and about Washington State University, as well as the surrounding Palouse region.
- B. Email Newsletter: The newsletter shall be published during the summer **by the outgoing secretary and chair with assistance from the HGSA executive committee** and sent to all students, continuing as well as incoming, by the fifteenth (15) of August. In addition, a copy of the newsletter shall also be sent to the faculty of the History Department. The newsletter shall include general information about the HGSA and the History Department, present issues which the HGSA addressed in the past year, plus those of interest for the coming year, and discuss any other news relevant to graduate students. **Outgoing HGSA Agenda Committee members will be responsible for including a brief article about their activities during the previous year and an introductory biography of the representative elect for the upcoming term. This shall be submitted to the secretary prior to the end of the spring semester.** Any HGSA member may contribute an article to the newsletter. The HGSA newsletter is not a forum for academic publication.

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Section VII --- PARLIAMENTARY AUTHORITY, QUORUM, AND METHOD OF ADOPTING AND AMENDING THE HGSA BY-LAWS

- A. Parliamentary Authority: The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the HGSA in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order they HGSA may adopt.

B. Quorum: A quorum shall be present in order to conduct any official business at HGSA meetings. A quorum shall consist of one-tenth (10%) 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 at the beginning of each fall semester. Any actions require the approval of a simple majority of the HGSA members present at a HGSA general meeting.

C. Amendment of By-Laws

1. Any HGSA member may propose, in writing, an amendment to these by-laws.
2. A proposed amendment must be presented to the membership at a general meeting of the HGSA. After discussion, a majority vote of those present at said general meeting shall be required to bring the proposal to the full membership for a vote. The Election Committee shall conduct a vote within seven (7) days from the date of the proposed amendment to be put before the entire HGSA membership. The Election Committee shall place numbered ballots, and the text of the amendment, in each HGSA member's mailbox in the History Department office. The election period shall continue for no less than one calendar week, after which the ballots will be collected and the results posted on the HGSA bulletin board.
3. Any amendment of the by-laws of the HGSA must be approved by two-thirds majority (66%) of the votes cast by the HGSA membership.

SECTION VIII --- 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 VII, part C, numbers 1,2, & 3 of the above by-laws.

APPENDIX A:

GPSA guidelines allocates to departments with zero to twenty-nine (0-29) students one (1) representative, thirty to fifty-nine students (30-59) two (2) representatives, sixty to eighty-nine students (60-89) three (3) representatives, ninety to one hundred nineteen students (90-119) four (4) representatives, and one hundred and twenty students or more (120+) five (5) representatives.

AMENDMENTS: