CONSTITUTION OF

History Graduate Student Organization

June 01, 1993
Amended February, 2002

PREAMBLE

The History Graduate Student Organization shall be an advocate for the concerns of the graduate students within the department of history at Western Michigan University. It shall disseminate pertinent information, provide a means of networking, and a scholarly forum in which relevant topics can be discussed amongst its members.

ARTICLE I

This organization shall be known as the History Graduate Student Organization.

ARTICLE II

Section A. Membership

There shall be two classes of membership as follows: (a) active and (b) honorary.

(a) An active member consists of a graduate student within the Department of History at Western Michigan University who has fulfilled all obligations to the organization. The primary obligation required by the organization is the payment of annual dues which will entitle the member to participate in all organizational functions, vote for organizational officers, seek election as an officer of the organization, and receive a personal copy of information compiled and disseminated by the organization. A secondary obligation is to attend regular meetings as well as workshops, speakers and social events.

(b) Honorary membership will be nominated by the Executive Committee and approved by the general assembly. These members will be nominated based on outstanding contributions to the organization. An honorary member will have all the privileges of an active member with the exception of voting rights and the ability to seek office within the organization.

Section B: Membership Qualification

Any graduate student within the department of history at Western Michigan University of good character will be eligible for membership within the organization.

No individual will be denied membership because of race, gender, religion, color, height, weight, age, handicap, national origin, sexual orientation, or veteran status.
Section C. Termination of Membership

Membership may be voluntarily terminated by a written letter to the Executive Committee.

The History Graduate Student Organization may terminate membership at any time whenever the welfare of the organization will be served by such action.

To terminate membership the History Graduate Student Organization must inform the member in writing of the reason for its actions. The member in question may then respond in person before the active membership. A vote of 75 percent of the active membership is required to terminate membership.

ARTICLE III

Section A. Elected Officers

The officers of the History Graduate Student Organization shall be a President, Vice-President, Secretary, and Treasurer.

The four officers of the organization and the organizational advisor, shall form the Executive Committee.

The duties of the officers shall be set forth in the By-Laws of the organization.

Section B. Appointed Committees

The chairpersons of these committees shall be appointed as needed by the Executive Committee. These committees will be composed of active members of the organization. Committee membership will be limited to ten active members. The members of the committee will be appointed by the chairperson, subject to the Executive Committee, who will preside over the committee and report to the President.

Section C. Qualifications for Holding Office

Any active members who is in good standing with the organization, and Western Michigan University may hold any elected or appointed office within the organization

All active members who are on academic, social, or personal probation are prohibited from holding any elected or appointed office within the organization.

Section D. Selection of Officers

All eligible graduate students shall be placed on a ballot at the end of the fall semester for a Presidential election to be held in January. Exceptions for removal from the ballot may be submitted in writing to the Executive Committee. These exceptions include those students who have already served one term on the Executive Committee or those students who may have extenuating circumstances.

The four people with the most votes will become the executive board and they will decide among themselves which offices they will take. If they cannot decide the current executive committee will make the decision. If there is a
tie between the fourth and fifth person, the current executive committee will break the tie.

Elections will be by secret ballot of the active members of the organization.

The Secretary of the organization, in conjunction with the President, shall be responsible for conducting the election of officers.

New officers will assume their duties at the general April meeting.

Section E. Filling Vacancies

In the case of vacancy, the President shall assume the responsibilities of the vacated office until such time as a replacement can be found.

The President shall have the power to appoint an active member to fill a vacancy for the remainder of the official term. The appointment must be made with the approval of a majority of the Executive Committee.

In the case of a vacancy of the Presidential office, the order of succession to fill the office of President shall be the Vice President, Secretary, then Treasurer.

Section F. Recall of Officers

Any officer may be recalled. Reasons for recall include but are not limited to failure to perform duties, misfeasance, excessive absences from meetings, etc. To recall an officer a petition must be filed with the Executive Committee. The officer in question will be notified within 7 days of the filing of the petition. A special election will be held within 28 days of the filing of the recall petition. A 75 percent majority of active members are required to recall an officer.

ARTICLE IV

Section A. Advisor

Organizational advisor will be the Chair of the History Department. The advisor is responsible for overseeing organizational activities and assisting in the development of intradepartmental and intra-organizational relations.

The President shall meet with the Advisor bi-weekly to discuss any relevant issues or concerns.

ARTICLE V

Section A. Frequency of Regular Meetings

Regular meetings of the organization will be set by the Executive Committee. The organization will endeavor to meet once a month during the academic year.

The Executive Committee will meet bi-monthly to discuss and dispose of organizational business.
Section B. Special Meetings

Special meetings may be called to discuss and dispose of pressing organizational business. ie. the filing of a recall petition.

Special meetings may be called by the President with the concurrence of a majority of the Executive Committee. They may also be called by a petition of 50 percent of the active membership.

Members will be notified of special meetings via telephone or email. At that time the reason for the special meeting will be disclosed.

Section C. Voting Privileges

Active members will be the only members to have voting privileges within the organization.

Section D. Quorum

A quorum will consist of at least 33 percent of the organization. Roll call will be taken.

Section E. Parliamentary Authority

Parliamentary authority will be defined by Roberts Rules of Order.

ARTICLE VI

Section A. Dues

Dues will be set by the Executive Committee in concurrence with a majority vote of the active membership.

There will be an annual due required of members to remain on active status.

Section B. Banking

The History Graduate Student Organization will bank with the campus.

The books of the organization will be audited at the conclusion of the fiscal year, which will run from the beginning of the Fall Term to the conclusion of the Summer Term.

Section C. Disposition of Funds in the Case of Inactivation

All funds held by the History Graduate Student Organization shall be transferred to the Department of History at Western Michigan University in the case of the dissolution of the organization.

ARTICLE VII

Section A. Amendments to the Constitution

Any active member of the organization may present a written amendment at any general meeting. Final action on the proposed amendment will be delayed to the following regular meeting. To pass an amendment an affirmative vote of 75 percent of the active membership is required.
All amendments shall be submitted to the University Charters and Constitutions Committee for Approval.
By-Laws of the Constitution

Article I. Duties of the President

The President shall have general executive control of the organization and preside at all meetings. They shall be active in all the organization's endeavors and assist in the planning and executing of the professional, educational and social programs. The President shall devise a calendar of events for the academic year. They shall also meet bi-weekly with the Director of Graduate Studies and the Advisor.

The term limit for the said position shall be one academic year.

Article II. Duties of the Vice President

The Vice-President, in the absence, disability, or death of the President, shall become acting President for the ensuing year, assuming for the time the functions, duties, and prerogatives of said office; such temporary service as acting President shall not disqualify said President for the next term.

The primary duty of Vice President is to assist the President in all their administrative needs. Secondarily, they shall coordinate publicity for the events of the organization. Publicity shall include notifying faculty, students and community members of the planned events by creating posters, flyers and press releases, which will be distributed to the appropriate departments and news facilitators.

Article III. Duties of the Secretary

The Secretary shall attend to all correspondence incident to the working of the organization (i.e. congratulations, condolences, thank you’s, etc.). They shall submit an agenda before each general and Executive meeting as well as keep an accurate record of all organizational proceedings and transmit a copy of the same to all members of the Executive Committee. The same will be posted on the organization’s web page and graduate student bulletin board. They shall keep a complete file of all organizational correspondence and the organization’s Constitution.

The Secretary shall keep on file a list of current and eligible members for the purpose of Roll Call at general meetings and shall compile the ballot for the annual Executive Committee elections. The Secretary shall also handle, in conjunction with the President, all information pertaining to the election of officers of the organization.

The Secretary shall keep on file a list of past members of the organization to assist the organization in contacting alumni.

Article IV. Duties of the Treasurer

The Treasurer shall act as the custodian of all monies received by the organization by its active membership and from outside sources and shall disburse the same as directed by the Executive Committee. They shall be required to attend the RSO financial managers workshop at the beginning of the academic year. They shall keep an itemized record of all receipts and expenditures of the organization on GLOW and shall report the same to the Executive Committee at its regular meetings.
They shall create an operational budget to be submitted to GFAC no later than the October general meeting. They will also be required to prepare any other event project budget.

**Article V. Meetings**

At each meeting of the Executive Committee there shall be given a report by the President, Vice-President, Secretary, Treasurer, and Newsletter Chair.

At general meetings the President shall report on the activities of the organization and address any concerns or questions.

**Article VI. Finances**

No money shall be expended by any officer for society purposes unless authorized by the Executive Committee.

**Article VII. Amendments**

Amendments to these by-laws shall be made upon the affirmative vote of at least 75 percent of the active membership.

**Article VIII. Enabling Clause**

These by-laws shall become effective upon the approval of a majority of the Executive Committee acting on behalf of the active membership.