

# Constitution

Constitution of the **Tri-University Graduate Students Association** of the Tri-University Graduate Programs in History at Wilfrid Laurier University, The University of Waterloo, and The University of Guelph

Approved on 20 March 2008  
Amended on 13 October 2011

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## *General*

1. This association shall be known as the Tri-University Graduate Students Association (TUGSA) of Wilfrid Laurier University, The University of Waterloo, and The University of Guelph.
2. The object of TUGSA shall be to support the academic, professional, and social concerns of its membership, and to develop a joint student body between the three campuses of the Tri-University Graduate Program in History.
3. The membership of TUGSA shall consist of all part-time and full-time students registered in the MA or PhD history programs of the Tri-University (Wilfrid Laurier University, The University of Waterloo, and The University of Guelph).

## *Executive*

4. The executive shall consist of one (1) President-Secretary and one (1) President-Treasurer. Any TUGSA member who attends at least two organizational meetings of TUGSA will be deemed an associate member of the TUGSA executive.
5. The President-Secretary will:
  - a) Schedule meetings at least twice per year, including Fall AGM.
  - b) Take meeting minutes and circulate them to members and Program Director.
  - c) Complete year-end report with assistance from President-Treasurer.
  - d) Attend all TUGSA meetings, including AGM the following year
  - e) Meet with Program Director at least once per year, and address student concerns about the program
6. The President-Treasurer will:
  - a) Chair meetings
  - b) Present (at least) annual financial reports
  - c) Collect receipts for expenses and transfer them to Program Administrator

- d) Attend all TUGSA meetings, including AGM the following year
  - e) Meet with Program Director at least once per year, and address student concerns about the program
7. Both Presidents will:
- a) Organize welcome letter to new students and solicit membership fees
  - b) Ensure some kind welcome/orientation event is organized (e.g. “Annual” canoe trip)
  - c) Ensure some other events are organized (e.g. Holiday Social, PhD Infosession, Non-Academic Careers Infosession, etc)
  - d) Ensure departmental events are promoted across three campuses
  - e) Ensure a Triumvirate Newsletter editor is hired each Spring
  - f) Ensure communication with departmental meeting representatives
  - g) Look for new ways to increase program cohesion among students and faculty
  - h) Any of the above may be delegated to other members of the TUGSA Executive
8. If possible, members will nominate one TUGSA member per university to serve as graduate student representatives at their respective departmental meetings.
- a) These representatives will also collect TUGSA fees from student at their respective campuses.

### *Finances*

9. Each TUGSA member will be required to pay an annual fee of \$10 at or before the first general meeting (this first general meeting will coincide with the annual election meeting to be held each year between 1 October and 31 October). The membership fees will support yearly activities organized by the TUGSA executive and its committees. All Tri-University history graduate students can opt-out of this organization; however, participation in TUGSA sponsored events might then carry a nominal fee for non-paying members of the TUGSA. Such expenses that will normally be covered under TUGSA sponsored events, might include, but are not limited to, honorariums, catering fees, equipment rentals etc.
10. All monies accruing to the TUGSA will be held in an account created at The University of Guelph under the supervision of the Tri-University Administrator.
11. The organization’s fiscal year shall run from 1 November to 31 October.
- a) Throughout the fiscal year, the Treasurer shall keep the Executive updated of all TUGSA financial matters, including up-to-date balances.

### *Activities*

12. The executive shall plan and organize the functions of the TUGSA with consideration of suggestions from the general membership.

### *Communications*

12. The TUGSA will maintain a website, <http://www.triuhistory.ca/tugsa/> with all information concerning the governance structure of the organization.
13. The executive shall ensure that electronic notices of forthcoming TUGSA events are circulated to all three Tri-University campuses.

### *Elections*

14. The TUGSA executive shall be elected each year between 1 October and 31 October (thus these elections will take place every year sometime in the month of October as decided by the Executive of that term).
15. In the event that an executive member decides to abdicate their position permanently they may be replaced by a simple majority vote of those present at a TUGSA general members meeting.
16. In the event that an executive position is not filled during the elections, that position will remain vacant and the remaining members of the executive will assume the responsibilities that fall under the portfolio of said vacant executive position.
17. The President shall be responsible for running elections.
  - a) In the event that the President is running for re-election, a disinterested executive member shall run the election.
  - b) Elections shall be determined at the Annual General Meeting by secret ballot using the first-past -the-post system.
  - c) The franchise is open to all TUGSA members present at the Annual General Meeting.
  - d) In the event of a tie, a coin will be flipped to decide.

### *Constitution*

18. This constitution will be posted on the TUGSA website.
19. Any general or executive member of the TUGSA is permitted to propose amendments to the constitution by calling a general meeting. The TUGSA membership must be given one weeks notice in advance of such a meeting. The constitution may then be amended at such a meeting with a simple 2/3 majority vote of all TUGSA general and executive members in attendance of said meeting.