

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 30 January 2013

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 community 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 three co-Presidents, each representing one of the three campuses. The responsibilities will be divided as follows: one (1) President-Secretary, one (1) President-Events and one (1) President-Treasurer. These three shall compose the TUGSA Executive.
 - 4.a. In the event that there is one campus without a presidential candidate, then only two presidents shall compose 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. The President-Events will:
 - a. Ensure some kind welcome/orientation event is organized (e.g. “Annual” canoe trip)
 - b. Ensure some other events are organized (e.g. Holiday Social, PhD Info-

- session, Non-Academic Careers Info-session, etc)
- c. Ensure departmental events are promoted across three campuses
8. All Three Presidents will:
- a. Organize welcome letter to new students
 - b. Ensure departmental events are promoted across three campuses
 - c. Ensure a Triumvirate Newsletter editor is hired each Spring
 - d. Ensure communication with departmental meeting representatives
 - e. Look for new ways to increase program cohesion among students and faculty
 - f. Any of the above may be delegated to other members of the TUGSA Executive
9. The TUGSA Executive will coordinate with the graduate student representatives at departmental meetings to ensure communication of relevant decisions to the membership.

Finances

10. Each year the Tri-University budget will contribute \$1000 to TUGSA. These membership fees will support yearly activities organized by the TUGSA executive and its committees. All Tri-University history graduate students automatically become members of the organization. Participation in TUGSA sponsored events might then carry a nominal fee for non-members (i.e. guests of 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.
11. 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.
12. The organization's fiscal year shall run from 1 April to 31 March.
 - a. Throughout the fiscal year, the Treasurer shall keep the Executive updated of all TUGSA financial matters, including up-to-date balances.

Activities

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

Communications

14. The TUGSA will maintain a website, <http://www.triuhistory.ca/tugsa/> with all information concerning the governance structure of the organization. The Executive will ensure that relevant news and notices for all three campuses are posted on the TUGSA website.
15. The executive shall ensure that electronic notices of forthcoming TUGSA events are circulated to all three Tri-University campuses.

Elections

16. The TUGSA executive shall be elected each year between 1 March and 31 March (thus these elections will take place every year sometime in the month of March as decided by the Executive of that term).
17. 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.
18. 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.
19. The TUGSA Executive shall be responsible for running elections.
 - a. In the event that a President is running for re-election, a disinterested President or 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.
 - e. TUGSA shall be responsible to nominate one graduate student currently registered at the University of Waterloo to serve as the GSA Council representative for the History Department. This nomination will take place annually in conjunction with Executive elections in March.

Constitution

20. This constitution will be posted on the TUGSA website.
21. 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 a minimum of one week 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.

Archives

22. An archive of all TUGSA documents shall be maintained at The University of Guelph in coordination with the Tri-University Administrator. Records shall include annual reports, event posters, meeting minutes, and financial records. All records are available to members.