

Graduate History Association Constitution

Article I – Preamble

The Graduate History Association (GHA) is an organization of graduate students within the State University of New York at Buffalo. Dedicated to maintaining, supporting, and strengthening the intellectual and social lives of our members, the aim of the GHA is to foster inter-and intra-departmental interactions at UB that further critical historical and interdisciplinary engagement. We are continually striving to create a context through which students in our department can achieve success during their tenure at UB. In supporting such goals, the GHA wishes to build a graduate student presence in the department that creates a beneficial learning and teaching environment for all.

Article II – Membership

- a. Establishing Membership: The Association shall consist of all History graduate students who pay the mandatory student activity fee. Until completing the requirements for Voting Membership (stipulated in Article II-b) members shall be deemed Inactive Members.
- b. Establishing Voting Membership: All members have voting privileges on any matters presented for their consideration. Voting Membership is achieved when a student attends a GHA meeting. Voting Membership must be renewed annually by attendance of a GHA meeting at least once in a calendar school year.
- c. Officers: The officer positions must be held by currently enrolled full-time students in UB's Department of History.
- d. Quorum: A quorum is defined as 1/3 of the Voting Membership of the GHA or 7 members.
- e. Proxy Votes: A Voting Member (who has already established their Voting Membership) may designate a Proxy to vote on their behalf in a GHA Meeting. The Voting Member must email the Vice President (from a UB email address) verifying who they are designating to vote for them in the meeting. The person serving as proxy need not be a Member, but shall be counted as such for the duration of the meeting.
- f. Meetings: General Body Meetings shall proceed in accordance with generally-accepted rules of order. If necessary to resolve a dispute, the President shall specify a specific published body of rules to be used for the remainder of the President's term in office. Where this Constitution and the rules of order are in conflict, the Constitution shall have precedence.
- g. Funding Requests: Monies for conference travel, requested from and approved by the GHA, are limited to Members only.

Article III – Organization

- A. **Elections**: The executive officers of the Association are elected for one year terms by popular vote of the members at an annual election meeting, which shall be held before May 31. Terms of office shall begin on June 1 and end on May 31, except as specified otherwise below.
- B. **Executive Officers**:
- i. **President**: shall be responsible for representing the GHA, particularly in relation to the History Department, the larger University, the local community; and other student governance bodies on campus; share the responsibility of circulating communication to the Graduate History student body via email; prepare meeting agendas for all GHA meetings and distribute those agendas at least 48 hours in advance of the meeting; forward the GSA monthly meeting agenda to the GHA Membership; lead GHA meetings; contribute to the planning and implementation of social and academic events by the GHA for the History Department; and share in the duties associated with the planning and implementation of the annual Milton Plesur Graduate History Conference.
 - ii. **Vice President**: shall assume the duties of the President should the President become incapacitated or unable to perform her/his duties; take charge of scheduling meeting spaces and room reservations when needed; share the responsibility of circulating communication to the Graduate History student body via email; contribute to the planning and implementation of social and academic events by the GHA for the History Department; and share in the duties associated with the planning and implementation of the annual Milton Plesur Graduate History Conference.
 - iii. **Secretary**: shall be responsible for keeping and submitting meeting minutes to the other officers and to the GSA; for keeping an active list of Voting Members on file, including email addresses; for distributing all necessary advertisements for meetings, events and academic opportunities provided by the GHA to the Members; shall maintain a calendar of events for the GHA, tracking general body meetings, academic and social events, and important milestones for planning the Plesur Conference; contribute to the planning and implementation of social and academic events by the GHA for the History Department; and share in the duties associated with the planning and implementation of the annual Milton Plesur Graduate History Conference.
 - iv. **Treasurer**: shall be responsible for tracking income and expenditures, both projected and actual; shall give a financial report at each GHA meeting; complete and submit all encumbrance requests to the GSA as funds are approved in GHA

meetings; contribute to the planning and implementation of social and academic events by the GHA for the History Department; and share in the duties associated with the planning and implementation of the annual Milton Plesur Graduate History Conference.

C. Non-Executive Officers:

- v. **Faculty Liaison:** shall represent the Graduate History Association and its Members in all Departmental meetings, providing a point of communication between the faculty and students. There may be more than one Faculty Liaison serving simultaneously. Candidates shall be nominated by any Member plus a Second, at any general meeting or the annual election meeting, and shall be elected from the nominees by a unanimous vote of the GHA Executive Officers.
- vi. **Website Administrator:** shall update the GHA website and electronic calendar regularly, and assist in the dispersion of email and social-media communication when needed. The website administrator shall be appointed and serve at the will/pleasure of the executive board (comprised of the executive officers).

D. Resignation: Should an officer be unable or unwilling to complete her/his term in office, they are urged (but not required) to assist the person elected to complete the remainder of the term.

E. Impeachment: If an officer is not effectively fulfilling her/his obligations to the GHA, a Member can move to impeach the officer with a motion at any General Meeting. After a successful motion to impeach, a First Impeachment Meeting shall be scheduled in no less than one week and no more than two weeks. At this meeting, the impeached officer shall have the opportunity to defend her/his conduct. A transcript of the First Impeachment Meeting shall then be sent to all Members electronically, and a Second Impeachment Meeting shall be scheduled in no less than one week and no more than two weeks. At the Second Impeachment meeting, a secret ballot shall be held, in which 2/3 of the entire Voting Membership is required to convict and remove the impeached officer from office.

F. Senators: Voting Members shall elect Senators and Alternates (in a 2:1 ratio) by majority vote to represent the GHA at monthly Graduate Student Association meetings. The number of elected Senators shall be determined by the GSA in the Fall Semester, and the Senators must be elected during the first GHA meeting of that semester. Senators shall report back to the GHA at GHA meetings on the proceedings of the GSA meetings. At least one Senator shall attend every GHA General Body Meeting.

G. Vacancies: Should an elected office become vacant, a special election to fill the vacancy shall be held at the next General Body Meeting. The newly elected officer shall serve until May 31.

H. General Body Meetings: A meeting shall be held at least once per month

during the school year. The officers determine the date & time of all meetings, and must adequately advertise all meetings to encourage attendance.

Article IV – Amendment Procedure: This constitution is subject to amendment at a General Meeting, by a vote of 4/5 of members attending the meeting, or a majority of all Members (both Voting and Inactive).