

ADOPTED FALL 1994
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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, with representing the interests of graduate students, strengthening the quality of the department's graduate program, and with orienting and mentoring new graduate students.

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.

Section IV. ORGANIZATION – AGENDA COMMITTEE

Agenda Committee: The Agenda committee shall consist of nine (9) members: one (1) M.A. student representative, one (1) Ph.D. student representative, one (1) Vancouver representative, one (1) Colloquium representative, one (1) RCI Representative, one (1) GPSA representative, one (1) Graduate Student Faculty Representative, one (1) Graduate Studies Student Representative, and one (1) Blog Representative.

A. Agenda Committee—General Responsibilities

1. 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.
2. The Agenda Committee shall be responsible for scheduling monthly HGSA meetings during the academic year. At these meetings committee members shall update the HGSA members of their work relevant to their position within the Agenda Committee and any other concerns they may have. Members who wish to have an item added to the agenda for the meeting must email that item

to the chair at least one week before the meeting date. Items not added to the agenda in this way will be addressed as time allows. Representatives unable to attend a meeting are responsible for submitting a summary of their work since the previous meeting to the secretary to be recorded in the meeting's minutes. The Agenda Committee may also hold additional meetings to prepare the agenda for the general meeting.

3. The Agenda Committee shall be in charge of maintaining the HGSA email address (history.HGSA@wsu.edu). This email shall be the official email address for the HGSA and all official correspondence on behalf of the HGSA should go through that account. All Agenda Committee members shall have full access to the email account. All other HGSA members shall have view-only access to the email's calendar of events; said calendar of events shall be periodically updated to reflect upcoming meetings and important deadlines. The Agenda Committee chair shall be in charge of any renewal requirements for the email address and shall change the password at least once annually.
4. So long as the HGSA feels it is in their best interest, the Agenda Committee shall be responsible for maintaining HGSA as a Registered Student Organization (RSO). This includes any responsibilities related to the organization's budget and status as an official organization.
5. The Committee-elect shall appoint a chair and a secretary from among its members during the academic year prior to taking office. 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.
6. 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. After review by members of the Agenda Committee, the minutes of the Agenda Committee and the HGSA meetings will be open to all members of HGSA. Minutes will be emailed to all HGSA members through the graduate student list serve and will be posted after each meeting on bulletin board space allotted to HGSA. The secretary will also maintain an updated graduate student contact list.

B. Agenda Committee—Representative's 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. Specifically, the M.A. Student Representative will monitor and track funding opportunities for history graduate students and alert those who qualify. 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. Specifically, the Ph.D. Student Representative will monitor and track funding opportunities for history graduate students and alert those who qualify. 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.
5. Graduate and Professional Student Association (GPSA) Representative:
 - 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 (2016) apportioned two (1) seat in the GPSA Senate (See Appendix A).

- b. Duties to GPSA: The GPSA representative shall attend GPSA meetings and is responsible for informing the HGSA on matters of interest and concern to the HGSA. The GPSA representative is also charged with taking issues and concern to the GPSA Senate as directed by the HGSA. The GPSA representative shall report to the Agenda Committee so that general meetings of the HGSA may consider GPSA issues. The GPSA Representative will also be responsible for ensuring compliance with GPSA's election procedures when they differ from the HGSA's own election procedures.
6. Roots of Contemporary Issues (RCI) Representative: This representative shall be a Ph.D. or Masters student with at least one (1) semester's experience as a teaching assistant for RCI. The representative is responsible for attending RCI Steering Committee meetings and shall regularly report to the HGSA concerning issues discussed at RCI Steering Committee meetings. The RCI Representative is further responsible for communicating or presenting any concerns of the HGSA to the RCI Steering Committee for consideration—the RCI Representative does not have a vote in the said committee's decisions.
7. 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.
8. 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 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. The Graduate Studies Representative shall also be responsible for maintaining the graduate student mentorship program.
9. Blog Representative: This representative shall be responsible for creating, updating, and maintaining an official HGSA blog. When possible, this blog should be hosted through WSU provided that HGSA maintains full editorial

control. The representative will be responsible for bi-weekly updates to the blog during the school year, monthly blog posts between semesters, expanding the blog's reach, and functioning as blog editor. The blog may serve as a place for members to try out arguments or theoretical approaches to issues, offer graduate student's insights or round-table discussions on issues covered in the RCI program, garner interest in the history department and the work of history graduate students, or serve other needs as HGSA determines to be necessary.

Section V. FACULTY ADVISER

- A. Purpose: To qualify for university funds and the use of space in the Compton Union Building (CUB), HGSA must file as a recognized student organization (RSO). Having a faculty adviser is a requirement of all university RSOs.

- B. Term of Service: The faculty adviser for the HGSA will serve a one-year term

- C. Selection: After HGSA Agenda Committee elections in the spring semester, officers-elect will select a faculty adviser for the HGSA. The first preference for this position should be the graduate studies director. Through a simple majority vote of the officers-elect, a Faculty Adviser will be selected for a one-year term. The secretary will contact the would-be adviser and ascertain whether the candidate will fill the position. Should the candidate turn down the position or fail to respond in a reasonable time, the Agenda Committee will select a new adviser with a simple majority vote of the officers-elect, and the secretary again will follow the procedure above. A candidate must be in place by July 1 of every year. When possible, this will be the Graduate Studies Director.

- D. Removal: The removal of the HGSA Faculty Adviser 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 removal 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 removal shall continue or be dropped.
 - 1. An impeachable offense may include, but is not limited to, failure to fulfill the faculty adviser's duties, chiefly the duty of filing the faculty adviser portion of the RSO application.
 - 2. The Election Committee shall use written ballots to canvass the members on any proposed removal. To remove any HGSA faculty adviser, a two-thirds affirmative vote of the full HGSA membership, recorded by written ballot, shall be required.

Section VI. ELECTION OF THE AGENDA COMMITTEE AND REPRESENTATIVES

A. Eligibility: With the exception of the Vancouver Representative, any enrolled member of the HGSA resident at the Pullman campus of Washington State University shall be eligible to hold office.

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

C. Nomination, Election, and Transition 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 seventh 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 positions, except the GPSA Representative, will commence on the Monday of the eighth week of classes in the spring semester. The Election Committee will provide nomination forms to all HGSA members by 12:00 P.M. (noon) on Monday of the eighth week of classes in the spring semester. Completed nomination forms will be accepted until 12:00 P.M. (noon) on the Thursday of the eighth week of classes in the spring semester. The Election Committee, by 5:00 P.M. on Friday of the eighth 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 of the eighth week of class and 8:00 A.M. of the following Tuesday of the ninth week of class.
4. Elections
 - a. Election Procedures: The election shall commence on Wednesday at 8:00 A.M. of the ninth week of classes in the spring semester. The Election Committee shall provide ballots to every HGSA member. The HGSA Agenda Committee will provide a system for storing the ballots. The election closes at 5:00 P.M. on Friday of the ninth week of classes in the spring semester. The Election Committee shall then 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 tenth week of the

spring semester. Ballots shall not be destroyed and shall be retained for at least (6) months following the election.

- b. Ties: In the event of a tie for any position, the election committee will conduct a run-off election on Monday of the tenth week of the spring semester. The Election Committee shall provide a run-off ballot to each HGSA member on the Monday of the tenth 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.
 - c. GPSA Representative Elections: As per the guidelines of the Graduate and Professional Student Organization, history's GPSA Representative must be elected during GPSA's elections in the Spring and not through the HGSA's own elections process. All HGSA members on the Pullman campus will be allowed to vote for the GPSA Representative during GPSA elections.
- 5. 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.
 - 6. 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).

- 7. 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.

- a. 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.
- b. 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.

8. Transition

- a. Attendance of HGSA Meetings by officers-elect: For the remainder of the semester before the officers-elect take their positions, the HGSA expects the officers-elect to attend, as their schedules allow, the final HGSA Agenda meetings of that academic year. HGSA will take no official action against those officers-elect who fail to attend, but the final meetings will be important to the transition of the HGSA from academic year to academic year.
- b. Election of chair-elect and secretary-elect: During the transition between officers and officers-elect in the final Agenda meetings of the HGSA for the outgoing academic year, the officers-elect will select from among themselves a chair and a secretary. This procedure will follow the bylaws outlined above. The incoming chair-elect will be responsible for the HGSA Newsletter outlined below.

Section VII. 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 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. Newsletter: The newsletter shall be published during the summer by the incoming secretary and chair with assistance from the HGSA executive committee and sent to all students, continuing as well as incoming, by the first day of department orientation in the Fall. 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. HGSA Agenda Committee members will be responsible for

including a brief summary of their activities during the previous year, when appropriate, and an introductory biography of themselves. This shall be submitted to secretary or chair by August 1st. Any HGSA member may contribute an article to the newsletter. The secretary and chair will have editorial discretion when determining what to include. The HGSA newsletter is not a forum for academic publication.

Section VIII. 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. Any 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 IX. 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

Department's are currently allocated 1 seat per 59 students. Follow the link to see the FY-16 senate appropriation. <https://orgsync.com/39017/files/1013267/show>.