

# **Constitution of the Association for Graduate Students in History of Middle Tennessee State University**

## **ARTICLE I – ORGANIZATION NAME**

- A. The name of this organization shall be “Association for Graduate Students in History.”

## **ARTICLE II – ORGANIZATION PURPOSE**

- A. The purpose of the Association for Graduate Students in History (AGSH) shall be:
1. To provide opportunities for professional development to graduate students.
  2. To promote and develop a graduate student community.
  3. To promote and foster increased dialogue between graduate students and History Department faculty.

## **ARTICLE III – MEMBERSHIP**

- A. Membership shall not be denied to any person on the basis of race, color, ethnic or national origin, sex, disability, age, religion, veteran status, sexual orientation or gender identity.
- B. Membership shall be open to all students who are enrolled in the M.A. or Ph.D. programs in history or public history the semesters they wish to be active members.
- C. To be an active member, students must be current on payment of dues. Only active members may participate in the following:
1. Nominate candidates for offices, committee chairs, and faculty advisor
  2. Make motions in business meetings
  3. Vote in meetings and elections
  4. In the event of an AGSH sponsored event, all Active members’ fees are waived

## **ARTICLE IV – DUES**

- A. Dues for membership in AGSH shall be as follows:
1. \$10.00 per academic year (academic year and adjoining summer)
  2. Students graduating in December may pay \$5.00 for fall semester dues (July—December)
  3. Students incoming in January may pay \$5.00 for spring semester dues (January—June)

## **ARTICLE V – OFFICERS**

- A. The officers including: president, vice president, secretary, and treasurer, comprise the Executive Board of AGSH.

## B. Officer Duties

### 1. President

- a. Attend MTSU Presidium or appoint another officer to attend if are not able.
- b. Organize and lead at least one AGSH meeting per month (business, social, administrative, executive, etc.). The faculty advisor and the graduate program director may also attend, at the President's discretion.
- c. At each meeting, call for reports from each of the committee chairs
- d. Attend orientation for new graduate students each semester to recruit new members or appoint another officer to attend if not able.
- e. Each semester, the President will arrange for a meeting between the Ph.Ds and the department head.

### 2. Vice President

- a. Assume responsibilities of President when necessary.
- b. In charge of all fundraising activities
- c. Provide advice to committee chairs as needed.

### 3. Secretary

- a. Record and distribute minutes for each monthly meeting.
- b. Maintain all social media outlets.
- c. Maintain AGSH correspondence, as appropriate
- d. In the event a social chair is not elected, the secretary will fulfill those duties
- e. Make available (post in hallway or social media, hand out, or email) a list of executive board members, their contact information, and a current copy of the AGSH Constitution each semester to all members.

### 4. Treasurer

- a. Maintains the AGSH bank account and the AGSH ledger book
- b. Ensures all checks issued are initialed by another officer and that the president has access to the account information.
- c. Collects and records dues payments, and issues receipts
- d. Prepares and submits requests for Student Activity Fees, submits reimbursement requests, and issues reimbursements to members.
- e. Makes all payments for all activities sponsored by AGSH.
- f. Maintains a current roster of active members and makes it public

C. Term of office: The term of office for each office shall be one academic year.

D. Eligibility: students must meet the following criteria to serve as an officer:

1. Must be an active member of AGSH.
2. Must have been an active member of AGSH for at least one semester, including the semester in which the member is a candidate for office.
3. Must have completed at least six graduate credit hours at MTSU.

## ARTICLE VI – AGSH COMMITTEES AND COMMITTEE CHAIRS

### A. Committee Duties

1. Professional Development Committee: The professional development committee organizes professional development activities for members including, but not limited to, conferences, workshops, lectures, and research presentations. This committee may also provide peer advice and consultation
2. Social Activities Committee: The social activities committee organizes all social events including, but not limited to, the spring and fall picnics, the Faculty-AGSH bowling tournament, Meet-the-Faculty dinners, and activities with the undergraduate history students.

#### B. Committee Chairs

1. One committee chair will be elected to each committee who will organize their own committee meetings, record and distribute these meeting minutes, and report committee activities on a monthly basis to the Executive Board at regular monthly meetings.
2. Term of office: The term of office shall be one academic year.
3. Eligibility: students must meet the following criteria to serve as a committee chair:
  - a. Must be an active member of AGSH the semester in which the member is a candidate for office.
  - b. Must be pursuing an M.A. or Ph.D. in history or public history at MTSU.

- C. Committee Meetings: Each committee must meet once per semester, preferably once per month, at the discretion of the committee chair.

### ARTICLE VII – UNIVERSITY COMMITTEES

#### A. History Department Committees

1. Responsibilities: AGSH elects one M.A. and one Ph.D. student each for the Public History and Graduate committees. Graduate student representatives sit as non-voting members and function in a liaison capacity, providing advice and comment concerning matters that come before the committee and conveying to AGSH information about committee matters and decisions.
2. Term of office: The term of office shall be one academic year.
3. Eligibility: students must meet the following criteria to serve as a departmental committee representative:
  - a. Must be an active member of AGSH the semester in which the member is a candidate for office.
  - b. Must be pursuing an M.A. or Ph.D. in history or public history at MTSU.

#### B. Graduate Student Association

1. Responsibilities: Each Spring one Ph.D. student and one MA student will be elected as delegates to the assembly of the Graduate Student Association (GSA). Delegates will attend meetings of the GSA, or ensure that a proxy can attend, in order to represent the History Department programs. Delegates to the GSA will represent the interests of History and Public History graduate students to the Assembly, and will, as necessary, poll AGSH members on motions before the Assembly to ensure adequate

representation. Delegates will also vote for the Executive Officers of the GSA, coordinate GSA sponsored events, serve on GSA subcommittees when needed, and represent History and Public History graduate students to other University bodies.

2. Term of office: The term of office shall be one academic year.
3. Eligibility: students must meet the following criteria to serve as a Graduate Student Association delegate:
  - a. Must be an active member of AGSH the semester in which the member is a candidate for office.
  - b. Must be pursuing an M.A. or Ph.D. in history or public history at MTSU.

#### ARTICLE VIII – FACULTY ADVISOR

- A. Term of office: The term of office for the faculty advisor is indefinite and voluntary.
- B. Eligibility: The Faculty Advisor must be a faculty member currently teaching in the History Department.

The Faculty Advisor is selected in consultation with the Executive Board

#### ARTICLE IX – ELECTIONS

- A. Nominations shall be accepted starting March 1 for officers, committee chairs, departmental committee representatives, and Graduate Student Association delegates for the following academic year. Nominations shall be submitted to the President. Nominees must accept nominations to be considered for any position and may accept multiple nominations and may hold up to two positions, only one of which may be on the Executive Board.
- B. Elections shall be held before March 31 for officers and committee chairs for the following academic year. Votes shall be submitted to and tallied by the Faculty Advisor.
- C. Special elections may be held as needed at the discretion of the Executive Board.
- D. A nomination or motion must receive a simple majority among participants in the vote.

#### ARTICLE X –USE OF AGSH FUNDS

- A. AGSH funds can be used to assist student travel to conferences and student research costs. These funds can be accessed by submission of request on a per semester basis, at the beginning of each semester, on a date announced by the Treasurer. All requests will be sent to the Treasurer. The applications will be reviewed by a committee of three AGSH members, none of whom have applied for funding that semester. The treasurer cannot serve on this committee. In the case that all members have applied for funding, the executive board will abstain from applying for funding and will serve as the review committee. Any member that applies for funding must show proof of application for all other possible university funding options relevant to their particular request. Before submitting applications to the committee for review, the Treasurer will remove applicant's personal information for fair consideration.
- B. No applicant can receive more than \$250 per academic year.

- C. The officers, by majority rule, reserve the right to withhold no more than \$500 for discretionary spending.

#### ARTICLE XI – AMENDMENTS

- A. Amendments may be proposed at any time and voted on during special elections at the discretion of the President.
- B. Amendments must receive a simple majority among participants in the vote.

#### ARTICLE XII – CONSTITUTION REVIEW

- A. A review of the AGSH constitution by a constitution review committee will occur every three years to update or amend the constitution, as necessary.
- B. The constitution review committee will consist of the Secretary and two non-executive board members of AGSH.