

York University Graduate Students in Education

Constitution & Guidelines

The Purpose of this Constitution is:

1. To provide a general philosophy and rationale for the York University Graduate Students in Education.
2. To provide a general orientation for the membership.
3. To lend stability and continuity to the York University Graduate Students in Education.
4. To provide an understanding of the operations, practices and procedures carried on within the various parts of the Graduate Student Association.

ARTICLE 1: Name and Compliance

II Name: This organization shall be known as York Graduate Students in Education, the name under which it is officially registered with York University Graduate Students Association (YUGSA). It will hereinafter be referred to as YGSE.

III Compliance: The Faculty of Education's YGSE operates at York University, subject to York University and York University Graduate Students Association (YUGSA) policies and procedures.

Article 2: Preamble

The YGSE represents and advocates for the collective interests of the Faculty of Education graduate students in all matters of departmental policy and action at York University. The YGSE seeks to build community among the graduate students, faculty, and larger university, with consideration for diverse experiences and interests. Above all, the YGSE works to optimize the environment within which graduate students develop, both professionally and personally.

Article 3: Membership

The members of the YGSE are Faculty of Education graduate students. Current enrollment in the graduate program is sufficient for membership. No general membership dues will be collected from members, although members may be expected to pay nominal fees for specific events.

Article 4: Meetings

YGSE meetings will be moderated by the chair/co-chairs and held a minimum of two times per semester during the academic year. All members are invited and encouraged to attend. Normally, any voting will take place in the meeting, and members who are not in attendance at the meeting forfeit their right to vote, unless a proxy vote has been arranged in advance. The YGSE does reserve the right to decide, by a majority vote or the decision of the chair/ co-chairs, to put any vote to the entire YGSE. In these cases, the issue will be presented via written or electronic memo to all members, and members will be given a pre-specified period of time in which to cast their ballots.

Before any official action is taken by the YGSE, a majority vote must be obtained for those votes taken outside of meetings (as per the stipulations outlined above). In all cases, the votes of all members will be weighed equally.

Article 5: Elections and Eligibility

Elections for YGSE offices will be held in the third week of September every year. Only currently enrolled graduate students in the Faculty of Education may run for a position. All nominations for elected office will be either A) decided by those members present at the YGSE meetings or B) submitted by a member via advance proxy. YGSE members may hold more than one position under the following circumstances: 1) YGSE candidates may run for more than one YGSE position if no other eligible candidate has offered to run. 2) If the position remains vacant, the YGSE council may appoint eligible individuals who have come forward. After the nomination period, ballots will be distributed on the day of the election meeting to all graduate students, and persons will have a pre-specified period in which to cast their ballots. For each position, the person receiving the largest number of votes will be elected. Ballots will be submitted to and tabulated by the current YGSE chair/co-chairs.

Article 6: Elected Positions

The responsibilities of the 24 YGSE elected positions are:

Chair of the YGSE (1 elected position for PhD student)

The Chair of the York Graduate Students in Education (YGSE) is responsible for serving as a liaison between the YGSE and the Graduate Program in Education..

The YGSE Chair is responsible for:

- Attending and sharing YGSE reports at Graduate Executive meetings (monthly) and Graduate Council meetings (usually held a few times a year)
- Regularly communicating by email with the Graduate Program Director and education graduate students (e.g. important announcements, YGSE meeting dates & meeting minutes, Education Grad News)
- Responding in a timely manner to education graduate students' YGSE related questions and concerns
- Organizing and chairing YGSE meetings (usually every 6 weeks) and ensuring that all graduate student representatives share reports
- Organizing YGSE elections by the end of September (following election procedures in the YGSE Draft Governance Document)
- Speaking in MEd and PhD seminar classes about the YGSE and elections at the beginning of September
- Regularly communicating and working with YGSE graduate student representatives and sub-committees (e.g., Graduate Student Governance Committee; Finance Committee)
- Assisting the Graduate Conference Coordinator with planning and facilitating the Graduate Conference (and sharing opening remarks at the conference)
- Welcoming incoming MEd and PhD at summer orientation sessions (late July or August)
- Organizing a Welcome Social (on campus) for all incoming and returning education graduate students in early/mid-September

- Organizing a CUPE 3903 information session for education graduate students in the fall term
- Assisting with the Faculty-Graduate Student Meet & Greet in the fall term (funded by the Graduate Program in Education)
- Attending Faculty-Graduate Student Events (e.g., Rookie Hot Shot, Open Forum, Faculty Research Celebration, Graduate Program Retreat, YGSE socials)
- Maintaining up-to-date YGSE files to be passed along to the incoming YGSE Chair (e.g., meeting agendas, minutes, email announcements, chair reports)
- Submitting a final report to the YGSE, Education Graduate Program Director, and Graduate Council.

Interested candidates should note the following requirements for the position: full-time PhD student in the Faculty of Education who has completed coursework and has prior YGSE experience. Experience on faculty committees and university-wide organizations (e.g., Graduate Students' Association) would be considered an asset. The YGSE Chair position begins on July 1 and ends on June 30.

Vice-Chair of the YGSE (1 elected position for PhD student)

The vice-chair position was developed in the summer of 2012 in order to delegate and share responsibilities related to the position of chair of the YGSE. Duties will be discussed between the chair and vice-chair, and may include chairing meetings, assisting with the Graduate Conference committee and coordinating various meetings, events, and/or activities. The vice-chair may also wish to run for the position of Chair in the following academic year. This position will be elected over the summer months. The vice-chair should be a doctoral student who has served on the YGSE in some capacity beforehand and who has finished coursework.

Master's Representative (1 elected position for MEd student)

The Masters Representative is responsible for attending YGSE meetings and serving as a liaison between masters students and the YGSE.

Urban Aboriginal Education Cohort Representative (1 elected position for cohort)

The Urban Aboriginal Education Cohort Representative must be enrolled in the Urban Aboriginal Education Masters of Education Program. This representative is responsible for attending YGSE meetings and serving as a liaison between the cohort and the YGSE. For more information, please contact the YGSE chair.

Treasurer of the YGSE (1 elected position)

The treasurer is responsible for issuing cheques approved by the finance committee, keeping financial records, adjudicating the YGSE conference fund applications (usually in June), and submitting the appropriate paperwork to the GSA in order to receive our OGF monies (twice a year). It is advisable for the treasurer to act as the person responsible for accepting applications for OGF monies and convene OGF committee meetings as needed.

Finance Committee (3 elected positions)

Representatives on this committee will meet and work with the treasurer to consider applications for funding and expenditures from our OGF funds (which we receive from the GSA). A major task of this committee is to assist the treasurer in adjudicating the YGSE conference fund applications, which are usually due in June.

Graduate Conference Coordinator (1 elected position)

The Graduate Conference Coordinator is responsible for planning and facilitating the Education Graduate Conference (usually held in the spring). More specifically, the Graduate Conference Coordinator is responsible for:

- Forming a Graduate Conference Committee of education graduate students and chairing meetings throughout the academic year
- Reporting regularly on planning progress at YGSE meetings, to the YGSE Chair and/or Vice Chair, and the Education Graduate Program Director
- Selecting a conference theme
- Developing and sending out the call for conference paper proposals
- Speaking in education graduate classes about the conference (usually in January & February)
- Responding to students' questions and concerns regarding the conference
- Reviewing conference paper proposal submissions
- Designing the conference program
- Pursuing various sources of funding and donations
- Contacting faculty and graduate students to be moderators and discussants for conference sessions
- Arranging the keynote speaker(s) or panel
- Developing the conference budget
- Booking catering and social venues for the conference and social
- Organizing conference registration (e.g. Online and/or in person)
- Coordinating conference volunteers throughout the planning and implementation of the conference
- Submitting a final report on the Education Graduate Conference to the YGSE and Education Graduate Program Director.

Preliminary conference planning usually begins late in the fall semester (November). Interested candidates should note the following requirements for the position: full-time graduate student in the Faculty of Education; prior experience on graduate conference committees; attendance at previous YGSE conferences; and willingness to attend all YGSE meetings throughout the year.

Graduate Conference Communications Coordinator (1 elected position)

The Graduate Conference Communications Coordinator assists the Graduate Conference Coordinator with the reviewing of communication materials related to the Graduate Conference (usually held in the spring). For more information, please contact the Graduate Conference Coordinator.

Graduate Student Conference Committee

All education graduate students are welcome to join this committee. The Conference Committee meets at regular intervals throughout the year with the conference coordinator to plan and execute the graduate student conference, which takes place in the spring.

Social Committee

All education graduate students are welcome to join this committee. Members of this committee are responsible for planning socials for education graduate students during the academic year.

Recording Secretary (1 elected position)

The Recording Secretary is responsible for taking minutes during each YGSE meeting and sending them to the Chair.

Graduate Lounge Manager (1 elected position)

The Graduate Lounge Manager is responsible for checking our graduate lounge space in Winters College and ensuring the space is well-stocked with communal items (coffee, tea, sugar, etc.). The lounge manager will work with the treasurer and finance committee in order to maintain these items. The lounge manager will communicate any issues that arise in the lounge to the chair.

GSA (Graduate Student Association) Council Representative (2 elected positions)

This student association represents the interests of most graduate students at York. Education GSA representatives attend monthly GSA meetings (usually held on the third Thursday of the month). They share education graduate student concerns with the GSA Council and provide monthly GSA reports to the YGSE.

CUPE 3903 (Union) Steward (1 elected position)

The steward acts as the liaison between the graduate student union and education graduate students. The CUPE 3903 is responsible for attending union meetings and YGSE meetings.

FGS (Faculty of Graduate Studies) Council Representative (1 elected position)

The FGS Council makes policy and curriculum decisions affecting most graduate students at York. The Education FGS representative is responsible for attending monthly FGS meetings and sharing FGS reports with the YGSE.

C&P (Coordinating and Planning) (1 elected position)

The C&P representative is responsible for attending Faculty of Education Planning and Coordinating meetings, which are usually held every second month from September to June. The student representative is a voting member of the C&P Committee.

Faculty Council Representative (1 elected position)

The Faculty Council Representative is responsible for attending Faculty of Education Council Meetings which are usually held each month from September to June.

C&P Sub-Committee on Technology (1 elected position)

This committee advises on the acquisition of computer hardware and software, multi-Media learning materials, and print materials. It also develops and reviews policies on the use of technology-based learning materials and facilities and recommends technology-based instructional development activities for faculty and students. The student representative is responsible for attending technology meetings and reporting to the YGSE.

Curriculum Committee Representative (1 elected position)

The student representative is responsible for working with the curriculum committee on Faculty of Education curriculum-related issues.

Visiting Scholars and Summer Institute Committee Representative (1 elected position)

This committee plans for the annual Summer Institute and makes decisions regarding requests for visiting scholars.

FAC (Faculty Awards Committee) (1 elected position)

The FAC student representative assists the committee in planning and executing faculty research awards and events.

Admissions Committee Representative (1 elected position for PhD student)

The admissions representative is responsible for assisting the committee with applications for potential future PhD and MEd students. The bulk of the committee work occurs in the winter term. The representative on this committee should be a **PhD student** who has completed their coursework and has previous YGSE experience.

Tenure and Promotion Committee Representative (1 elected position for PhD student)

This committee reviews and votes on tenure and promotion files. As student representative you will review all files and take part in the committee's deliberations. The representative on this committee should be a **PhD student** who has finished their coursework and who has previous YGSE experience.

Tenure Stream Appointments Committee representative (indefinitely in sleep mode)

This committee is responsible for hiring tenure stream appointments. The graduate student representative is responsible for reviewing application packages from candidates, taking part in interview sessions, and representing graduate student interests in deliberations with other committee members. The representative on this committee should be a PhD student who has finished coursework and who has served previously on the YGSE.

All officers must attend all of the scheduled YGSE meetings. If they are unable to attend, they must forward their notes to the recording secretary to be presented at the meeting.

Article 7: Replacing Officers and Representatives

Unfilled positions after the September election may be appointed to interested individuals by the YGSE. If a member serving in an elected position other than the chair/co-chairs, resigns or is otherwise unable to fill his or her position, YGSE will appoint a replacement to fill the remainder of the term. If the chair/co-chairs resigns or is otherwise unable to fill her or his term, an election will be held following all the guidelines and stipulations for a regular election. Replacement members for any position, including those elected, will serve only until the end of the original term of that position.

Article 8: Finances

The YGSE's money will be primarily acquired through funds allocated to the YGSE by YUGSA and the department. Any expenditures of the YGSE must be in accordance to the YGSE's annual budget,

approved by the membership. Only if the YGSE exceeds its budget or needs money for a special event may dues be collected. This must be approved by a majority (50% +1) of the membership. All monies belonging to the YGSE shall be deposited and disbursed through a bank account established for the YGSE. All funds must be deposited within one week of collection.

Article 9: Ad Hoc Committees

Ad hoc committees may be created at any time by the decision of the chair/co-chairs or a majority vote at a YGSE meeting. Appointments to the ad hoc committee will be the responsibility of the executive committee. Each ad hoc committee must select a contact person so that YGSE members and others can communicate efficiently with that committee. All ad hoc committees are responsible for maintaining records of their activities and for reporting pertinent information to members at YGSE meetings.

Article 10: Amendments and Revisions

An amendment can be added to this constitution with a 2/3 vote of all members present at the meeting when the issue arises. The amended constitution must be presented to the YUGSA office in the beginning of every academic year.