

York Sociology Graduate Association

Constitution & Guidelines

Fall 2015

The Purpose of this Constitution is:

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

ARTICLE 1: Name and Compliance

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

I.II Compliance: York Sociology Graduate Association operates at York University, subject to York University and York University Graduate Students Association (YUGSA) policies and procedures.

Article 2: Preamble

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

Article 3: Membership

The members of the YSGA are sociology graduate students. Membership is based on current enrollment in the graduate program. No general membership dues will be collected from members, although members may be expected to pay nominal fees for specific events.

Article 4: Meetings

YSGA executive meetings will be moderated by the Chair and held a minimum of two times during the academic year. There will also be two general membership meetings held annually, and all members are invited and encouraged to attend (without voting privileges).The YSGA does reserve the right to decide, by a majority vote or the decision of the Chair, to put any vote to the entire YSGA. 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 YSGA, a majority vote (50% +1 of ballots cast) 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 YSGA offices will be held in the August of every year. Only YSGA members may hold official positions. All nominations for elected office will be sent to the graduate program assistant. No individual may hold, or run for, more than one GSA office at the same time. After the nomination period, ballots will be distributed electronically 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 Graduate program assistant.

Article 6: Elected Positions

The YGSA has eight elected officers: Chair, Secretary, Treasurer, GSA representatives (2), FGS Council representative, Whip/Co-ordinator, and Social Co-ordinator. The office of President/Chair may be held by one individual or by two co-presidents/chairs of equal authority who run for the office jointly.

Section 6.1: Requirements of Officers

The Officers of YSGA must attend >75% of regularly scheduled meetings.

- **Chair:**

Requirements: The president is responsible for organizing and overseeing meetings, communicating with other officers, calling special meetings, coordinating officers in special tasks

- **Secretary:**

Requirements: The secretary is responsible for recording the minutes of the meetings and distributing them to the membership, keeping all records and lists updated. The secretary is also responsible for archiving all meeting minutes and communication with members and YUGSA.

- **Treasurer:**

Requirements: The treasurer is responsible for drafting the YSGA's budget and presenting it to the executive, membership and YUGSA, keeping the membership informed of the YSGA's current budget, reporting the amount of expenditures by the YSGA at each meeting.

- **Social Co-ordinator:**

Requirements: The social chair is responsible for planning and coordinating the social activities of the YGSA.

- **GSA Representatives:**

Requirements: The GSA Representatives are responsible for representing the YSGA in YUGSA meetings and reporting back to the YSGA.

- **FGS Council Representative:**

Requirements: The FGS Council Representative is responsible for representing the YSGA in FGS Council meetings and reporting back to the YSGA.

- **Whip/Co-ordinator:**

Requirements: The whip is responsible for ensuring YSGA executive members attend meetings and vote.

Article 7: Replacing Officers and Representatives

If a member serving in an elected position other than the Chair resigns or is otherwise unable to fill his or her position, a vote will be held in the following regularly scheduled meeting to appoint a replacement. If the Chair 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 YSGA's money will be primarily acquired through funds allocated to the YSGA by YUGSA and the department. Any expenditures of the YSGA must be in accordance to the YSGA's annual budget, approved by the membership. All monies belonging to the YSGA shall be deposited and disbursed through a bank account established for the YSGA. 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 a majority vote at a YSGA meeting. Each ad hoc committee must select a contact person so that YSGA 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 the YSGA 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.