

# **Constitution of Graduate Students in History of Iowa State University**

## **I. Name**

- a. The name of the organization shall be Graduate Students in History of Iowa State University, hereafter referred to as GSH.

## **II. Purpose & Goals**

- a. The goal of GSH is to act as the graduate student organization (GSO) for the history department. GSH shall encourage a positive environment for graduate history students to excel in their professionalization, teaching, and research by organizing various events such as brown bag lunches, seminars, and invite speakers relevant to graduate student interests.
- b. GSH will advocate for the interests of graduate students in history within the department, college, and university.
- c. Iowa State University and Graduate Students in History do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

## **III. Members**

- a. The constituents of GSH shall be all graduate students in the department of history, regardless of program of study or assistantship assignments.

## **IV. Officers**

- a. The officers shall compose the executive committee, which shall have the power to establish committees, on which non-executive members of GSH may sit.
- b. There shall be six officers, these being the President, the Vice President, the Treasurer, the Faculty Liaison, the Secretary, and the Graduate and Professional Student Senator.
- c. The President shall
  - i. Preside over regular and executive meetings,
  - ii. Liaise between the adviser and the officers
  - iii. Execute necessary documents related to the business of the organization
  - iv. Meet each year with the department secretary to ensure that all graduate students in history are added to the graduate student list
  - v. Update the online membership database at the beginning of their term
  - vi. Serve as the risk management officer for the organization.
- d. The Vice President shall
  - i. Assist the president
  - ii. Chair the meetings in the absence of the president
  - iii. Coordinate official monthly social events
  - iv. Represent GSH on the department's annual banquet committee
- e. The Faculty Liaison shall
  - i. Represent graduate students in history to the faculty

- ii. Attend faculty meetings as invited
- f. The Treasurer shall
  - i. Maintain financial records
  - ii. Perform all monetary transactions
  - iii. Execute necessary documents related to the business of the organization
- g. The Secretary shall
  - i. Take and distribute minutes of regular and executive meetings
  - ii. Record attendance at official GSH events
  - iii. Liaise between GSH and Phi Alpha Theta
- h. The Graduate and Professional Student Senator shall
  - i. represent graduate students in history on the Graduate and Professional Student Senate
  - ii. assist the Treasurer with allocations requests
- i. Nominations for all office positions shall be announced in February. Elections shall be held in March. The candidates who win the majority of votes will be elected.
- j. All officers-elect shall be shadowed by current officers during the last month of the spring semester. Incoming officers will assume office on July 1.

**V. Officer Eligibility:**

- a. Officers must have a minimum cumulative grade point average (GPA) of 2.00 and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office, taking at least six credit hours (half-time credits) in the semester under consideration.
- b. Officers must be in good standing with the university at the time of election and during the term of office, and be enrolled at least half-time during their term in office.
- c. The Faculty Liaison must be a student with “ABD” status.

**VI. Removal and Replacement Procedures:**

- a. Any officer who violates the trust of the organization or the rules and policies of Iowa State University shall be subject to an impeachment proceeding.
- b. The non-offending officers will vote on the impeachment and removal of the violator(s). The verdict must be approved by the advisor.
- c. Should a position become vacant for any reason, a general election will be held with a notice to the membership of no less than two weeks. Any member who is not an officer may run for the office. If a current officer wants to run for a different office s/he must resign from their current position.

**VII. Adviser**

- a. Duties
  - i. Maintain communication and meet with officer(s) regularly
  - ii. Awareness and approval of financial expenditures

- iii. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
- b. Appointment:
  - i. The officers of GSH shall select and invite a faculty member to serve as the organization's adviser during the coming fiscal year at their first meeting after the election
  - ii. A majority vote shall be necessary for selection and invitation
- c. Dates of Election/Appointment and Method:
  - i. The term of service for the adviser will be one full year (from August to August)
  - ii. The adviser will be selected by the officers and then voted on by the general membership. A majority vote is needed for an adviser to be selected.

**VIII. Finances**

- a. All monies belonging to GSH shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited promptly in accordance with university policy. There are currently no dues required for membership. If dues are deemed necessary in the future, they shall not exceed \$10.00. The implementation of dues shall be subject to a vote open to all GSH members, and passage shall require the approval of a majority of GSH members.

**IX. Adherence to Iowa State University Policies and Regulations**

- a. GSH willingly agrees to abide by Iowa State University rules and regulation (policies), State and Federal Laws.

**X. VIII. Amendments**

- a. This constitution may be amended by a quorum of the meeting, provided that the amendment has been submitted in writing at least two weeks prior to the election.