# HISTORICAL STUDIES SOCIETY
# UNIVERSITY OF TORONTO MISSISSAUGA
# CONSTITUTION

## Article 1: Name of Academic Society

### *1.1 Society Name*

The name of this academic society, in its entirety, is the Historical Studies Society at the University of Toronto Mississauga (UTM).

### *1.2 Abbreviations*

Historical Studies Society may be abbreviated to HSS, or HSS at UTM. The official Facebook group page is the "Historical Studies Society at UTM." No other name will be used in the advertisement or representation of the club.

### *1.3 Academic Subjects*

The HSS takes an active interest in providing information and events catering to students from any of the seven academic subjects included within the UTM Historical Studies Department:

i. Classical Civilizations;
ii. Diaspora and Transnational Studies;
iii. History;
iv. History of Religions;
v. Latin American and Caribbean Studies;
vi. South Asian Civilizations;
vii. Women and Gender Studies

## Article 2: Purpose of the HSS

### *2.1 The goals of the HSS are as follows:*

- Represent students enrolled in History programs during discussions with the UTM Historical Studies Department;

- Provide a forum in which students attending UTM may discuss, share and learn more about history-related courses and any programs offered by the Historical Studies Department;
- Plan and host events for students and faculty from the Historical Studies Department at UTM, ranging from educational-based seminars to generalized social events; and,
- Maintain the support and trust of the student body by working in their best interests to provide academic services and social events and make their experience as UTM history students enjoyable.

## *2.2 Objectives*

Objectives that may be undertaken to achieve the goals listed in Section 2.1 include, but are not limited to:

- Organize panel discussions with current students enrolled in UTM History programs and/or faculty from the UTM Historical Studies Department in order to assist students who have questions about:

    i. program requirements or related details;
    ii. courses;
    iii. graduate school requirements;
    iv. social HSS events on campus; and,
    v. career-focused conversations;

- Host guest lectures with faculty from one of the University of Toronto campuses or with outside guest lecturers or speakers discussing topics related to one of the five HSS subjects (see Section 1.3.);
- Screen films, shorts, miniseries and/or documentaries related to HSS subjects to supplement course material or build upon students' general interest in particular subjects;
- Coordinate off-campus trips and fundraisers open to both students enrolled in History programs at UTM and the general UTM student population;
- Hold social events where students in History programs can meet and interact in an environment conducive to casual conversation with fellow students and potential networking with faculty; and,
- Prepare displays or exhibits relating to HSS subjects.

## *2.3 Constitution as a Binding Contract*

The Constitution is a binding contract of the Executive Members' terms in office. A copy of the Constitution is available on the HSS Facebook group. Applicants will be encouraged to read it before running for any position on the Executive. Once they are on the HSS, it will be assumed that each member has read the HSS Constitution. If they need to refresh themselves on the

various Articles and Sections, a copy will be provided at the first Executive meeting of the year (called by the President and Vice President Treasurer).

Executive members will be asked to sign the official HSS Executive Membership Contract that states they have read, understood and willingly accept the expectations outlined in the HSS Constitution, and that they will perform to the best of their abilities all the duties and responsibilities agreed upon in the document. If they fail to comply with the ordinances of this document, they can be removed from office in accordance with the procedures outlined within Article 7.

# Article 3: Membership

## *3.1 General Membership*

All students in the Historical Studies Department are automatically recognized as General Members of the HSS. There is no fee for General Membership.

Acting upon the privileges associated with that membership, however, is the prerogative of the individual. Members are eligible to:

i. run for certain Executive positions (*Restriction: Any persons interested in running for President must have at least one year of experience on the HSS Executive);
ii. cast one vote per position during the HSS Executive elections;
iii. propose changes to the HSS Constitution only if the majority of the HSS Executive, including the Faculty Liaison(s), agree to review and make alterations to the aforementioned Constitution.

## *3.2 Executive Membership*

All UTM students enrolled in a Major, Minor or Specialist in any of the HSS subjects (Classical Civilizations, Diaspora & Transnational Studies, History, History of Religions, Latin American and Caribbean Studies, South Asian Civilizations and, Women and Gender Studies) may apply for Executive positions on the HSS. If you are in a first-year Humanities program, or plan on selecting an historical studies subject POSTs, then you are also eligible to run for an executive position. There is no membership fee.

i. To qualify for the position of President or Vice President Treasurer, candidates must have one year of experience serving on the executive team of the HSS and demonstrate leadership skills as well as trustworthiness. Applicants must also complete an HSS Executive Application.
ii. In the event that an experienced executive does not apply for either position, the nomination period must be extended, and any student enrolled in a Department of Historical Studies program is eligible to apply for the position of Vice President or

Treasurer. These applicants must also demonstrate leadership experience and trustworthiness. These applicants must also complete an HSS Executive Application.

### *3.2.1 Election Procedures*

According to the UTMSU, all registered must hold an election , and elections must open to all interested candidates.

Advertising for elections are mandatory and are to take place over a period of a minimum of one week. Advertising must be visible throughout campus. Mass emails should be sent to all UTMSU registered members of the as well as the Coordinator and VP Campus Life prior to the week of accepting nominations.

All elections must have a CRO (Chief Returning Officer) supervising the elect oral process. The CRO must be non-biased and must be approved by the executive and the .

A Nomination period following the advertising period should be set for a period of at least one week. Candidates are required to complete the nomination package created by the CRO.

A campaign week will be held in the week following nominations' close.

Elections are to take place at a location designated for this purpose by the executive in the week following campaigning, consisting of a period of two or three days. In the case of a by-elections, must still follow the above regulations.

After all votes have been cast, all votes will then be tallied by each outgoing Executive Member in attendance immediately after the voting takes place. After the votes are counted and the winners are officially declared by the outgoing Executive, the outgoing President will then send a congratulatory email or personally phone all successful candidates and provide them with the necessary follow-up information. The total number of votes will not be released to any candidate, and will be known only by the outgoing Executive who counted them and by the Faculty Liaison(s).

If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. This candidate must be subsequently approved by the .

Non-occurrence of elections will result in immediate effect of cancellation of status.

Non-submission of election results will result in later loss of status through the Committee.

If undemocratic election procedures are suspected, the election results or even the  status may be put forward to the .

### *3.2.2 Special Election Considerations*

**In the case of a tie:**

Since votes will be counted at the HSS Elections Meeting, if there is a tie, the outgoing President will call for an immediate re-vote, before which the two or more candidates locked in a tie will be given one minute to summarize their qualifications and remind voters of their name and personal attributes qualifying them for the position. The results of this second vote will determine the successful candidate.

**In the case of an acclamation:**

If only one person is running for a position, then that individual will be acclaimed to the position without the matter being put to a formal vote among the General and Executive Members. The acclaimed candidate will be confirmed at the HSS Election Meeting .

**If no candidate runs for a particular Executive position:**

If no one runs for a position, then that position will be filled after September by-election the following semester. If, however, there are more than two Executive positions that are unable to be filled, then this matter requires a conversation between the Presidential and/or Vice-Presidential candidates, the Faculty Liaison(s) and the UTM Department of Historical Studies to determine an appropriate course of action.

The position of the President and Vice President Treasurer will be subject to spring elections and will be open to any existing executive member of the HSS. If no executive member shows interest in undertaking any of the two senior executive positions, the positions will be open to all students enrolled in a Specialist, Major, or Minor within the History Department. outgoing President, Vice President Treasurer and Faculty Liaison(s) reserve the right to appoint students by interview from the general membership to take on these roles.

**If the majority of Executive positions are not filled in  elections:**

If few students want to run for Executive positions, then the current President and/or Vice President Treasurer must discuss the situation with the interested students, the current Executive and the Faculty Liaisons at a formal meeting. If not enough students run to fill the eight Executive positions and the positions of either or both the President and the Vice President Treasurer are left vacant, then elections can be held during the fall of the following academic year.

In the event that students successfully ran for Executive positions in the regular spring elections, then the names of the students applied will be passed onto UTMSU at the end of the academic year in April. These students would be recognized as the incoming Executive. The list may be temporary since this group of students might decide to run a by-election in the fall. However, until that time, these students will serve as the incoming Executive and the points of contact for UTMSU regarding academic society matters.

These students will have to follow the protocol outlined in the constitution (re: Open Meetings explanation below) before actually conducting a by-election in the fall. If there is no qualified Presidential candidate, then it is possible for co-Vice Presidents to assume the responsibilities. However, instituting co-VPs will require amendments to the constitution before proceeding. The interested students would be required to follow the step- by-step election process as though the elections were taking place in . Please consult the election protocol detailed in this constitution.

Not all seven positions have to be filled per year, but the following four Executive positions must be filled in order to act as points of contact between the Department of Historical Studies and UTMSU throughout the academic year:

i. President
ii. Vice President Treasurer
iii. Secretary; and,
iv. Vice President of Events

**If more than three students run for one Executive position:**

After the three or more candidates have submitted applications for the same position, the President and Vice President Treasurer of the outgoing HSS have the option to contact the candidates and request their presence at a group interview. This will be held on campus and moderated by both the President and Vice-President and, if possible, the Faculty Liaison(s). If the President and Vice President Treasurer feel that one candidate is not qualified for the position (lack of experience, unwillingness to work in a team, does not exude a positive attitude towards the goals of the HSS or the institution itself, or is deficient in the skill-set required to fulfill the requirements of the position), the President and Vice President Treasurer may take one of two actions:

1. Recommend the candidate apply for another position on the HSS Executive, but with no guarantee that they will necessarily be successful; or,
2. Suggest that the HSS could benefit by having them fill a voluntary position in the Outreach Committee, as opposed to an elected position.

If more than three candidates run for the same position and all three present themselves as capable of fulfilling the position, then the President, Vice President Treasurer and Faculty Liaison(s) cannot prevent candidates from running in the elections and speaking at the HSS Elections Meeting in .

## *3.5 Attendance HSS Events (On and Off Campus)*

HSS events are inclusive, meaning they may be attended by any student, staff or faculty member of UTM, provided that they have not been barred from attending UTMSU events in accordance with the UTMSU guidelines.

### 3.5.1 Semi-Annual General Meetings

These General Meetings are held twice a year (once per semester), within the first month of both the Fall and Winter term, and are usually one hour in duration.

Attendance from any UTM student is welcome, but particular focus is on attracting General Members, who are defined as UTM students enrolled in a Major, Minor or Specialist in any of the HSS subjects (Classical Civilizations, Diaspora & Transnational Studies, History, Latin American and Caribbean Studies, South Asian Civilizations, History of Religions and, Women and Gender Studies). The format of Semi-Annual General Meetings may follow, but is not limited to:

- Presentation by the HSS President and Vice President Treasurer, accompanied by the remainder of the Executive, to all General Members in attendance regarding events planned for the Fall term;
- “Sneak Peaks” portion is only part of the agenda for the first General Meeting of the year; the Vice President of Events and Marketing Director(s) provide General Members with a glimpse of future plans being discussed by the Executive for the following term.
- At the conclusion of the meeting, General Members may approach any Executive Member who will remain for 10 minutes after the meeting to take questions from the audience; and,
- Any mandatory voting where General Members must be involved, particularly Constitutional amendments.

### 3.5.2 Executive Meetings

These meetings are not held on fixed dates or times, but rather, are called by the President or Vice President of the HSS when necessary. These meetings are closed to General Members unless there are specific proposals to be presented or issues to be voted on. On such occasions, the meetings will cease to be Executive Meetings and become Open Meetings.

### 3.5.3 Open Meetings

Called on rare occasions when the HSS Executive requires the input and feedback from General Members throughout the semester following one or both Semi-Annual General Meetings. Topics that may be discussed and voted on during an Open Meeting may include, but are not limited to:

- Constitutional reforms;
- Electing additional executive members to positions left vacant from the February elections; and,
- General feedback hours (lunch provided).

# Article 4: Detailed Breakdown of Executive Positions

## *4.1 Purpose of the Executive*

The main governing body of HSS is the Executive composed of full-time UTM students enrolled in a Major, Minor or Specialist in any of the HSS subjects (Classical Civilizations, Diaspora & Transnational Studies, History, History of Religions, Latin American and Caribbean Studies, South Asian Civilizations and, Women and Gender Studies). The HSS Executive is responsible for making decisions and carrying out the regular business of the Academic Society.

## 4.2 Executive Positions:

i. President
ii. Vice President Treasurer
iii. Secretary
iv. External Affairs Liaison
v. Vice President of Events
vi. Marketing Director
vii. Advertising Director

Outreach Committee

General members (automatic membership once student is enrolled in a UTM history program)

## *4.3 In Good Standing*

Executive Members will be considered to be “in good standing” unless they are warned or removed in accordance with the conditions stipulated in Article 7.

## *4.4 Enrolled in a Historical Studies subject POST*

All members of the Executive, with the exception of the Outreach Committee (OC), must be enrolled in a Specialist, Major, or Minor in any of the HSS subjects, or in the case of first-year students running for positions, intending on being enrolled in one of the History programs the following year during which they will be serving on the HSS Executive.

## *4.5 Executive Membership*

HSS Executive Members are held to a high standard of integrity on academic and personal levels by Faculty Liaison(s), the UTM Historical Studies Department and, more broadly, the UTM student body. This responsibility is taken seriously, and as a result, all Executive Members are expected to:

- Assist with the planning, coordinating, and implementing of all events and projects.
- Participate in all events or projects undertaken by the HSS to the best of their availability, referring to class schedules as they appear on ROSI and, if applicable, work schedules;
- Treat each other and any students, staff and faculty with whom they interact with respect;
- Conduct themselves in a professional manner when addressing classes to promote events or awareness of upcoming HSS-hosted educational seminars;
- Attend Executive Meetings on a regular basis and, when unable to be in attendance, ensure they actively check both their email and phone in order not to miss important information communicated via those mediums;
- Complete assigned tasks in a punctual manner;
- Display enthusiasm for the goals of the HSS and share a commitment to serving students in the History programs to the best of their abilities; and,
- Adhere to the Articles, Sections, and Subsections of the HSS Constitution.
- Liaison with a sub discipline of Historical Studies. Liaison positions must be decided at the first HSS meeting of the fall term. There are seven positions in the HSS and seven designated subfields. Each subfield must have a liaison. Subfield liaisons are to be decided by the president in consultation with the executive members.

## *4.5 Voting*

For any matters requiring a vote at Executive Meetings, each member is allowed to cast one vote. The majority rules. If tied, a re-vote will take place following discussion and clarification. The results of the vote will be published in the minutes of the meeting, produced by the Secretary. Any Executive Member may make a motion to put a topic or issue to a vote;  eligible to vote.

### *4.6 Voting in the Absence of an Executive Member*

The President and/or Vice President Treasurer may use their discretion regarding whether the absent member must be present to hear the dialogue and verbal details required in order to make an informed vote. If the President or Vice President Treasurer consider the issue significant and that the member would benefit from being present to hear the points presented, then the vote will be postponed until the next Executive

Meeting, during which the member(s) will be debriefed on the matter being put to a vote. If the latter is not possible, then a vote will take place with the Executive Members who are present, and only if the absent member vehemently objects upon reading the outcome in the Meeting Minutes may the topic be resurrected for a re-vote at the next Executive Meeting. If time is of the essence, and more than one member is absent for a vote, a vote may then be conducted over email, the results of which are CC/copied to all Executive members and the Faculty Liaison(s).

## *4.8 PRESIDENT*

### 4.8.1 Appointing the President

Please refer to Article 3, Section 3.2. for information on the HSS application and election process.

* Restriction: Any persons interested in applying for President must have at least one year of experience on the HSS Executive.

### 4.8.2 Responsibilities and Duties of the President

- Held accountable by the Executive;
- Maintain the HSS' status as a UTMSU-recognized Academic Society, in accordance with Ulife and other related governing bodies on and off the UTM campus;
- Ensure all events or projects undertaken are relevant and related to at least one of the HSS subjects and are inclusive;
- Approve all operational decisions, unless such authority is delegated to another Executive for a specific event or project;
- Any reimbursements to Executives must be pre-approved by both the President and Vice President Treasurer;
- Chair all meetings unless they are not able to attend, in which case the Vice President Treasurer temporarily assumes the role;
- Produce the agendas for both the Executive and General Meetings, in consultation with the Vice President Treasurer;

- Support the Vice President of Events throughout the process of planning and running large-scale events both on and off campus;
- Periodically brief the Chair of the UTM Historical Studies Department and Faculty Liaison(s) on the activities of the HSS;
- Hold each Executive member accountable and ensure each individual is carrying out their assigned responsibilities as outlined in the Constitution;
- Create schedules for HSS events and projects during which Executive Members are expected to be present;
- Recognize their responsibility as a Signing Officer for the HSS account and do not abuse the trust they have been given;
- Act as the primary point of contact between the HSS and the UTMSU, and the UTM Historical Studies Department;
- Relay all official announcements intended for distribution by email to the general membership by the Chair, Associate Chair, Undergraduate Assistant, the Academic Advisor, the Administrative Assistant and the Administrative Coordinator of the UTM History Studies Department; and,
- Go into classrooms to promote the HSS and any scheduled events.

### 4.8.3 Limit on number of terms:

An individual cannot hold the position of President for more than two consecutive terms in office.

## *4.9. VICE PRESIDENT TREASURER*

### 4.9.1 Appointing the Vice President Treasurer

Please refer to Article 3, Section 3.2. for information on the HSS application and election process.

* Restriction: Any persons interested in applying for President must have at least one year of experience on the HSS Executive.

### 4.9.2 Responsibilities and Duties of the Vice President Treasurer

- Report directly to and is held accountable by the Executive;
- Assist the President in carrying out their duties;
- Assist in the planning and executing of all HSS events;
- Acts in place of the President when required;
- Produce monthly Account Updates, as of the last day of each month, to send via email to the President and Faculty Liaison;

- Address the Executive within the first five minutes of each meeting to update members on the status of the HSS account;
- Organize financial statements for UTMSU audits;
- Any reimbursements must be pre-approved by both the President and Vice President Treasurer;
- Issue Certificates of Reimbursement to HSS Executive members within one week of receiving an invoice or receipt;
- Assume the role of President if they are formally removed from their position;
- Hold each Executive member accountable and ensure each individual is carrying out their assigned responsibilities as outlined in the Constitution;
- Submit accurate UTMSU funding proposals in a punctual manner to ensure the HSS receives annual funding;
- Deposit, only in the presence of the President, UTMSU-issued cheques into the HSS account;
- Recognize their responsibility as a Signing Officer for the HSS account and do not abuse the trust they have been given;
- Create schedules for HSS events and projects during which Executive Members are expected to be present;
- Guarantee that, at the end of the year, the balance in the HSS account is no less than $250 in order to enable that next year's HSS Executive Members have funding for events at the beginning of the Fall term since 50% of the official funding is received sometime after the start of the year; and,
- Go into classrooms to promote the HSS and any scheduled events.

## *4.10 SECRETARY*

### 4.10.1 Election of the Secretary

Please refer to Article 3, Section 3.2. for information on the HSS application and election process.

#### 4.10.2 Responsibilities and Duties of the Secretary

- Report directly to the Vice President Treasurer and the President of the HSS, but held accountable by the Executive;
- Assist in the planning and executing of all HSS events;
- Hand-write or type notes of decisions made at meetings, further issues to be discussed, and tentative arrangements of events and other plans made by the group members during the meetings (referred to within the HSS as "meeting minutes");
- Forward a typed copy of all meeting minutes to Executive members, as well as to the Faculty Liaison(s) and any relevant parties from the UTM Historical Studies Department within three days of the meeting; Post meeting minutes on Facebook group page for general members to review;*

- Maintain the HSS UTMSU-issued (hss@utmsu.ca) and UTOR email account (hss.utm@utoronto.ca);
- Provide official Summary Reports for record-keeping purposes (See Section 4.10.3.);
- Organize a portfolio of all documents relevant to the HSS (Certificates of Reimbursement, copies of all advertisements, a copy of the HSS Constitution, all application forms and interview question lists, all meeting minutes sorted consecutively and grouped by month, etc.), all of which will be transferred to the newly-elected HSS Executive in February;
- Update the Facebook group (along with all other executives); and,
- Go into classrooms to promote the HSS and any scheduled events.

* The breakdown of any votes taken should also be released.

### 4.10.3 HSS Summary Reports

A Summary Report will be recorded and prepared by the Secretary for all events, meetings, projects or other endeavours undertaken by the HSS. The result will be an annual archive which can be passed down to the future HSS Executive team. The typed Summary Report(s) must include for following information:

- Name of the event, type of event, location, and date;
- Brief event description, including time duration;
- Budget and any relevant financial documentation (as provided by the Treasurer);
- Estimated turnout (number of students who attended compared to the number of students projected to attend event); and,
- Names of the Executives who:

    i. committed to running the event;
    ii. had specific responsibilities for event; and,
    iii. were present at the event itself.

## *4.11 EXTERNAL AFFAIRS LIAISON*

### 4.11.1 Election of the External Affairs Liaison

Please refer to Article 3, Section 3.2. for information on the HSS application and election process.

### 4.11.2 Responsibilities and Duties of the External Affairs Liaison

- Investigate new opportunities for HSS involvement in both on campus and in the community;

- Report directly to the Vice President Treasurer and the President of the HSS, but held accountable by the Executive;
- Assist in the planning and executing of all HSS events;
- Act as the official liaison between the HSS and the UTM Historical Studies Department, in addition to the UTMSU, HSS Faculty Liaison(s) and the Head of the UTM Historical Studies Department;
- Effectively communicate the goals of the HSS to parties off campus, as well as to UTMSU representatives when necessary;
- Coordinate events with other UTMSU-recognized and meeting with those organizations' Presidents or leaders to establish connections between them and the HSS;
- Responsible for drafting sponsorship letters to be distributed to store and businesses in the community if specific HSS events require donations or discounts on merchandise;
- Attain items from on-and off-campus organizations for HSS-hosted auctions or charity fundraisers held either on or off campus and ensure their delivery to the site of the event where they will be used;
- Write "Thank You" letters to community businesses and/or individuals who sponsor HSS events; and,
- Go into classrooms to promote the HSS and any scheduled events.

## *4.12 VICE PRESIDENT OF EVENTS*

### 4.12.1 Election of the Vice President of Events

Please refer to Article 3, Section 3.2. for information on the HSS application and election process.

### 4.12.2 Responsibilities and Duties of the Vice President of Events

- Preparing budgets for events with quotes for costs when applicable;
- Report directly to the Vice President Treasurer and the President of the HSS, but held accountable by the Executive;
- Take the primary leadership role in planning and executing all HSS events;
- Book rooms, tables and necessary audio-visual equipment required for HSS events;
- Guarantee HSS events and projects are approved by the UTM Historical Studies Department and/or UTMSU at least two weeks prior to the scheduled event date, if necessary;
- Order and coordinate the delivery of any food or beverages required for HSS events, workshops, seminars and HSS-hosted guest lectures;
- Utilize the official HSS Facebook group as a means of communicating with UTM students and create awareness of upcoming events;* and,
- Go into classrooms to promote the HSS and any scheduled events.

* Social media can be an effective tool when used appropriately. The Vice President of Events must exercise tact and discretion when using this form of advertisement.

## *4.13 MARKETING DIRECTOR*

### 4.13.1 Election of Marketing Director

Please refer to Article 3, Section 3.2. for information on the HSS application and election process.

### 4.13.2 Responsibilities and Duties of the Marketing Director

- Report directly to the Vice President Treasurer and the President of the HSS, but held accountable by the Executive;
- Work closely with the Secretary to monitor the HSS-related Facebook group;
- Assist in the planning and executing of all HSS events;
- Conceptualize marketing strategies and present ideas with action plans;
- Responsible for the upkeep and updating of information on the UTM Historical Studies Department bulletin boards in the building;
- Present a formal marketing proposal to the Executive which will be discussed and voted upon by the Executive Members;
- Deliver posters and other advertisements to Residence Services for posting on residence property;
- Create PowerPoint or video advertisements about HSS events to be posted on flat-screen TVs at the Student Centre by the UTMSU;
- Utilize the official HSS Facebook group as a means of communicating with UTM students, and create awareness of upcoming events;* and,
- Go into classrooms to promote the HSS and any scheduled events.

* Social media can be an effective tool when used appropriately. A Marketing Director must exercise tact and discretion when using this form of advertisement.

## *4.14 ADVERTISING DIRECTOR*

### 4.14.1 Election of Advertising Director

Please refer to Article 3, Section 3.2. for information on the HSS application and election process.

### 4.14.2 Responsibilities and Duties of the Advertising Director

- Work closely with the Secretary to monitor the HSS-related Facebook group;

- Report directly to the Vice President Treasurer and the President of the HSS, but held accountable by the Executive;
- Assist in the planning and executing of all HSS events;
- Create posters for events;
- Promote the HSS through UTM media (newspapers and radio station);
- Print and post signs on UTMSU and relevant billboards, after having them stamped by UTMSU Information Desk, if necessary;
- Deliver posters and other advertisements to Residence Services for posting on residence property;
- Create PowerPoint or video advertisements about HSS events to be posted on flat-screen TVs at the Student Centre by the UTMSU;
- Utilize the official HSS Facebook group as a means of communicating with UTM students and create awareness of upcoming events;* and,
- Go into classrooms to promote the HSS and any scheduled events.

* Social media can be an effective tool when used appropriately. An Advertising Director must exercise tact and discretion when using this form of advertisement.

## *4.15 OUTREACH COMMITTEE*

### 4.15.1 Recruitment of OC Members

Unlike formally elected Executive Members, OC Members may be recruited throughout the year, particularly during  Week in September, as well as before major events where a team of volunteers is determined necessary by the Executive, in accordance with the needs of the Executive. OC members are not required to attend Executive Meetings, unless given specific direction by a member of the Executive.

### 4.15.2 Responsibilities and Duties of the OC

The Outreach Committee (OC) consists of at least five UTM students, either full or part-time, who are enrolled in any UTM-recognized program. To become a member, an application must be filled out in mid-February, like all other potential members of the Executive. Unlike the remainder of the candidates, however, OC applicants will automatically be accepted as HSS volunteers, who may be called upon by any

Executive Member to aid in specific tasks. For example, typical uses of OC members include, but are not limited to:

- The Marketing Director(s) may require OC volunteers to help hand out flyers, put up HSS posters and displays or give verbal presentations to History classes to promote significant events, and actively participate in ticket sales for on-and-off campus events requiring the distribution and selling of tickets. The latter activity is under the strict guidance and oversight of the Treasurer;

- The Vice President of Events may ask OC members to help set up HSS booths, collect tickets at applicable HSS events, volunteer for table hours during Open Houses on campus or other on-campus activities where the HSS has an established presence for more than one hour and, help guide students to the locations for HSS events. Outreach Committee Members are not allowed to book tables from UTMSU for any events in the Student Centre;
- OC members are responsible for reaching out to the UTM community (including UTM residences) to keep them informed of HSS events and projects;
- If called upon, OC members assist other Executives with their duties;
- Assist in the planning and executing of all HSS events; and,
- Go into classrooms to promote the HSS and any scheduled events.

### 4.15.3 Procedure for Voting at Executive Meetings

If OC members are asked to attend a meeting by one or more of the Executives during which a vote will take place that will have an impact on their function on the HSS, they will be allowed to cast one vote. If, however, the issue being discussed is minor in nature (as determined by the President and Vice President Treasurer), then the only parties permitted to cast votes are members of the elected Executive.

# Article 5: HSS Bank Account Details

## *5.1 Signing Officers*

Note: Only the HSS President and the HSS Vice President Treasurer are permitted to be signing authorities on the official HSS bank account. They will be held jointly accountable for all financial decisions with regard to HSS spending and fiscal management.

The only Signing Officers for the HSS bank account are the President and the Vice President Treasurer. The President will ensure that cheques from UTMSU are deposited into the HSS bank account (see Article 4). The HSS cheques and financial statements will be kept and issued by the Vice President Treasurer, with the oversight of the President, at all times. Under no circumstances are Executive members, other than the President and the Vice President Treasurer, able to access the HSS account to either withdraw or deposit monies.

# Article 6: Department Privileges

## *6.1. Photocopier and Scanner Usage*

If the UTM Historical Studies Department approves the use of their photocopier for HSS use, the code for the copier will be known only to the President, Vice President Treasurer, Marketing Director and Advertising Director. Any copies made by HSS will be monitored in accordance with

the UTM Historical Studies Department Regulations. Any abuse of departmental privileges will result in their immediate revocation.

# Article 7: Removal of Executives from the HSS Executive

## *7.1 Grounds for Removal*

Executive members will be "in good standing" provided that they do not/have not (any of the following):

- Neglect their duties as outlined in the HSS Constitution;
- Miss two or more consecutive Executive Meetings;*
- Report four absences from Executive Meetings per semester;*
- Receive two verbal warnings from either the President, Vice President Treasurer and/or Faculty Liaison(s);
- Disrespect the HSS goal of inclusivity on the Executive (“inclusivity” refers to, but is not limited to, a respect for gender, sexuality, Religions, creed, ethnic, cultural diversities on the HSS);
- Misrepresent the HSS on and/or off campus, including slander and falsely representing the institution, its outlined goals or defaming the character of any of its members;
- Been previously removed from an Executive position in other at UTM; or,
- Been reprimanded by the Dean of Student Affairs and other governing bodies at UTM for violations of academic integrity and misconduct.

* Any Executive member who cannot provide documentation or a reasonable account to justify their absence may be removed from the HSS. If, however, the member provides at least 24-hour notice of their absence, they may be excused.

## *7.2 Documentation required to justify absence*

- A valid U of T medical form indicating the reason for their absence;
- An up-to-date copy of their ROSI schedule indicating their attendance in a class that conflicted with the meeting, event or shift; and/or,
- A copy of their work schedule and a letter from their supervisor indicating their absence due to employment-related reasons.

## *7.3 Procedure for removal of Executive members*

If any Executive member meets the criteria outlined in Section 7.1., the President and Vice President Treasurer may seek to impeach the member. The President and Vice

President Treasurer, who are bringing the member to account, must adhere to the following seven-step process:

**Step 1**: Notify the member that they are under  by the HSS Executive by phone or email;

**Step 2**: Fully explain to the member the reason(s) for this action being taken against them;

**Step 3**: Call an Executive Meeting and present documentation supporting grounds for dismissing the member (only Executive members are in attendance for this meeting);

**Step 4**: If the member chooses to be present for the vote, then they are given a maximum of five minutes, but no more than five, to present their case. If the member is not present, the President and Vice President Treasurer proceed to present their documentation supporting grounds for dismissing the member.

**Step 5**: After the presentations by the President and Vice President Treasurer, and possibly the member under review, a vote will take place during which all Executive members are required to cast one ballot for or against impeachment. All votes are kept anonymous during the process (Executives will write their response on a sheet of paper with no identifying markings and pass it to the Secretary). If Outreach Committee members are present, then as per Section 4.16.3., they are allowed to cast one vote given that the issue is of a more serious nature and will directly impact their involvement on the HSS. No member can withdraw from voting. All votes will be tallied by the Secretary, supervised by the Vice President Treasurer. In the event that the Secretary is the member under review, then the President and Vice President Treasurer are in charge of counting the votes.

**Step 6**: The Secretary passes the votes to the President and Vice President Treasurer, who confirm and announce the result. If the majority of HSS Executive members vote to remove the member from their position, this will render the position vacant until the HSS election in . If the vacancy is at a critical point in the year where the position needs to be filled in order for the HSS to continue functioning efficiently, an executive appointment is permitted, but is only valid when ratified by the General Members after being put to a formal vote at an Open Meeting.

**Step 7**: The member, who has been voted off the HSS by the majority of the votes, will then be asked to leave the Executive meeting and return any merchandise that they did not pay for themselves that were provided by the HSS at one point during their term.

## *7.4 Procedure for Removal of the President or Vice President Treasurer*

The same process as outlined in Section 7.3 will occur; the only difference being that the initial call for dismissal will be decided upon by either the President or the Vice President Treasurer, but not both. Before any action is taken to dismiss the President, the Vice President Treasurer must consult with the Faculty Liaison(s) before addressing the Executive and putting the issue to a vote. If this step is not adhered to, then any action taken by the Vice President Treasurer against the President is not valid.

### *7.5 Procedure for Resignation of an Executive Member*

To resign, the Executive must present a resignation letter stating their reason(s) for resigning.

Once an Executive Member has resigned, they cannot run again for an Executive position without permission from the Historical Studies Society Faculty Liaison and President.

## Article 8: Office Space

### *8.1 Office Space*

The incoming President of HSS will fill out and submit the required paper work and forms in an attempt to obtain office space from UTMSU in the Student Centre or surrounding buildings as designated by UTMSU. These forms must be filled out and submitted according to the UTMSU schedule, which may include deadlines during the outgoing academic year and the Summer before the start of the academic year. Office space will be used for storing HSS supplies and for Executive members to hold weekly office hours.

## Article 9: Executive Office Hours

### *9.1 Office Hours*

All Executive Members of HSS will hold office hours for a minimum of one hour per week in the office space assigned to the HSS at the beginning of the Fall term by UTMSU.

### *9.2 Office Rules*

- The office door should remain open, unless there are any health or safety reasons for it to be closed;
- Up-to-date and accurate office hours will be typed and posted on the door;
- The office is closed and locked by the last member departing from the office; and,
- Use of office space must comply with UTMSU guidelines.

Any Executive caught breaking the UTMSU guidelines will be reported to UTMSU by the HSS President and Vice President Treasurer.

Sanctions for breaking the UTMSU guidelines and rules for office use may be applied and may include, but are not limited to:

- Removal from the Executive position;
- Prohibited from future HSS events for the duration of the academic year; and, if necessary,
- Informing UTM Campus Police.

# Article 10: Conflicts of Interest

## *10.1 Conflict of Interest*

Should a Conflict of Interest, as defined by the Office of the Dean of Student Affairs and/or UTMSU arise, it is then the responsibility of the individual outside or within the HSS to report this to the HSS President.

## *10.2 Resolving a Conflict of Interest*

Once a Conflict of Interest is identified, steps should be taken towards attaining a satisfactory resolution. The situation may be resolved in a number of ways, including, but not limited to:

- Remove particular responsibilities assigned to the executive in question; and/or,
- Have the individual in question step down from their Executive position.

If an HSS Executive member brings forth a Conflict of Interest issue to the HSS President and voluntarily resigns, the former will still be considered to be “in good standing” (see Section 7.1. for elaboration).

# Article 11: Constitutional Amendments

## *11.1 Amendments to the Constitution require*

- Consultation with the Historical Studies Society Faculty Liaison(s); and,
- A majority vote of approval among the casted ballots of the members of the HSS during an Open Meeting during which a referendum will take place.