I. ARTICLE 1 - TITLE
The name of this organization shall be the “Art History and Communication Studies Graduate Student Association (AHCS GSA)” or “L’association des étudiants(es) de cycle supérieur du département d’histoire de l’art et d’études en communication (AES-HAEC),” hereinafter referred to as the AHCS GSA.

II. ARTICLE 2 - OBJECTIVES AND ACTIVITIES
A. The primary goals and activities of this organization include:
1. To promote knowledge and encourage critical research through the facilitation of departmental events that include but are not limited to the following:
   a. Graduate research forums/exchanges
   b. Graduate student conference (in some instances working in conjunction with the faculty research symposium)
   c. The nomination of one participant for the AHCS Speaker Series who reflects the interests of the broader graduate student community
   d. The nomination of one student representative to attend dinner with each participant in the AHCS Speaker Series
2. To prepare students for further work in their fields through the facilitation of events geared toward professionalization
   a. Assisting with public talks/hosting forums dealing with public speaking (conference, lectures, etc)
   b. Planning/working with the department to generate discussions around the job market, pedagogical training, networking, etc.
3. To provide graduate students with a forum for identifying and addressing issues pertaining to graduate studies
4. To act as a liaison between students and faculty within the department
5. To represent the needs and to support and promote the cultural, political, and academic interests of our members to the broader McGill community
   a. Represent AHCS at PGSS and AGSEM meetings
6. To enhance and encourage the social lives of members by providing a safe and inclusive space for social activities and interactions to take place.
a. Operate on the basis of an intersectional feminist politics according to which racism, sexism, homophobia, transmisogyny, and all other forms of discrimination will not be tolerated. Provide an open and supportive environment in which any instances of such can be named and will be addressed (see GSA Feminist ethics guidelines document).

ARTICLE III - MEMBERSHIP
A. All graduate students and postdoctoral fellows currently registered in the Department of Art History and Communication Studies are members of the AHCS GSA.
B. The AHCS GSA shall not discriminate in any way deemed unlawful or inappropriate within the PGSS governing documents, McGill University ethics guidelines, or municipal, provincial and federal law.

ARTICLE IV - GENERAL ASSEMBLIES (GAs)
A. The GA shall be the highest governing body of the AHCS GSA.
B. There shall be at least three GAs of AHCS GSA per year.
C. The GA shall be called by agreement of the AHCS GSA Executive members. A GA may also be called by a 20% quorum of AHCS GSA members with at least one week’s notice.
D. Notice of a GA shall be given by e-mail (AHCS-METRO, ACHS-NET or otherwise official email list(s)) at least one week before the meeting and must include a proposed agenda at least 72 hours in advance of the GA taking place.
E. Quorum for the GA shall be 10% of the total membership of the AHCS-GSA.
F. All motions shall be passed upon a simple majority vote (50%+1).
G. Emergency motions must be submitted at the beginning of a GA meeting to the present members and the motion must be approved by a simple majority vote in order to be added to the agenda (telepresence is permitted).

ARTICLE V - EXECUTIVE COMMITTEE
The AHCS GSA Executive Committee includes the following positions: Co-Presidents, Secretary, VP-Finance, PGSS representatives, AGSEM representatives, Conference/Symposium Organizer, and Communications Officer.
A. Co-Presidents: The AHCS GSA must maintain a representative from art history and from communication studies who will act as joint presidents of the AHCS GSA.
   1. The co-presidents primarily convene, conduct, and chair executive and general assembly meetings of AHCS GSA. Executive meetings will be determined at a frequency deemed necessary by the presidents.
   2. Additional Roles: Should AHCS GSA not have enough members to fulfill the roles of the secretary and VP-finance those responsibilities will be split between the co-presidents.
B. Secretary
   1. The secretary’s role includes the following tasks:
      a. Takes and disseminates notes at the AHCS GSA meetings
      b. Sends out e-mail announcements for AHCS GSA meetings
c. Produces a yearly report on what AHCS GSA accomplished throughout the year (from meeting notes)
d. In the event that no one runs for this position, see Article V, section A2

C. VP-Finance
1. The VP-Finance role includes the following tasks:
   a. Maintains order and distribution of AHCS GSA finances
   b. Responsible for keeping file for all of AHCS GSA financial requests
   c. To maintain a working relationship with the graduate conference organizer and helps ensure that all budget proposals are submitted on time

D. PGSS Representative
1. The PGSS Representative attends monthly PGSS meetings on behalf of the AHCS GSA
2. The PGSS Representative should report on the events that take place at PGSS meetings at the GAs

E. AGSEM Representatives (Note that this position is paid)
1. AGSEM representatives have three major responsibilities:
   a. To work with the graduate program director to make TA appointments
   b. To attend AGSEM meetings
   c. To report on the events that take place at AGSEM meetings at the GAs

F. ASSE Delegates
1. ASSE representatives have the following major responsibilities:
   a. To attend ASSE meetings on behalf of AHCS GSA
   b. To report on the events that take place at ASSE meetings at the GAs
   c. Further the involvement of AHCS GSA in ASSE

G. Graduate Student Conference Organizer
1. The primary responsibility of the conference organizer is Reports to facilitate the annual AHCS Graduate Student Conference which entails:
   a. The presentation of a budget for the conference for committee approval (sufficient amount of time)
   b. To be responsible for drafting and organizing the call for papers for the conference; including poster and pamphlet content
   c. To be responsible for picking a venue for the conference
   d. To be responsible for creating/updating the webpage (either as a separate site or page addition to the AHCS GSA website) for the conference.
   e. To be responsible for reviewing the applications (and sending out acceptance/rejection e-mails) for the conference
   f. To create a committee to oversee in ensuring the above parameters are met
   g. To add copies of the above mentioned materials to the AHCS dropbox which houses all information pertaining to the annual conference. This helps future conference planners in organizing the event.

H. Communications Officer:
1. The role of the communication officer is to:
   a. Maintain the AHCS GSA website
   b. Help with the promotion of the graduate student conference
   c. Seek out ways in which AHCS GSA can work with the McGill/Montréal community (through research events, symposiums, gallery talks, etc.).
   d. Shall work closely with the other GSA officers to organize events, parties, etc.
   e. In the event that one runs for this position, one of the other officers will assume the duties.

I. Events Coordinator
1. The role of the events coordinator is to:
   a. Organize events and activities to promote the AHCS GSA within the department.
   b. Organize events and activities to facilitate discussion, inclusivity, and a social atmosphere with the goal of at least one event a month.

All executive officers should utilize, maintain visibility on, and have access to the AHCS GSA e-mail: ahcs.pgss@mail.mcgill.ca

ARTICLE VI - MEETINGS OF THE EXECUTIVE
A. Executive meetings are open to all members of the AHCS GSA.
B. The president shall call meetings of executive as needed.
C. Quorum shall be 60% of members of the executive.
D. Elected and appointed representatives to affiliated associations (PGSS, AGSEM, etc.) are asked to attend AHCS GSA Executive Meetings, as well as GAs and as representatives of the AHCS graduate student body to liaison with the AHCS GSA executive committee.
E. A vote of 20% of Executive may call an executive meeting in the absence or negligence of the president.
F. To meet quorum at executive meetings, committee members may join by telepresence.

ARTICLE VII - REPRESENTATION
A. The AHCS GSA shall hold elections among the graduate student body to elect representatives to the PGSS Council and/or committees and to any committees and bodies within the Department of Art History and Communication Studies and/or Faculty of Arts on which graduate students and/or postdoctoral fellows are entitled to representation (AGSEM, Arts Council, etc.). (SEE APPENDIX I).

ARTICLE VIII - FINANCES & MEMBERSHIP FEES
A. The VP-Finance and conference organizer may seek funding from the PGSS in accordance with the PGSS funding program guidelines and is encouraged to do so on behalf of the AHCS GSA.
B. There will be no additional annual membership fees for the AHCS GSA.

ARTICLE IX - ELECTIONS AND REFERENDA
A. All elections for the forthcoming year will be held at a GA, preferably at the end of the winter term.
B. Notice of open positions shall be given at least two weeks in advance of the GA.
C. Any member of the AHCS GSA may seek election for open positions.

ARTICLE X - AFFILIATION
A. In order to fulfill the objectives of the GSA and responsibility to the broader McGill community, our organization will affiliate with the Post Graduate Students’ Society (PGSS) of McGill University (see Article II, section 5 and Article V, section D).
B. The AHCS GSA may choose to be affiliated with other bodies as its membership sees fit.

ARTICLE XI - ADOPTION AND AMENDMENTS
A. Amendments to the AHCS GSA Constitution shall be made at a GA meeting.
B. Notice of proposed amendments shall be posted in the agenda at least one week before the GA.
C. Amendments will be voted on by open ballot, and shall pass by a two-thirds (⅔) majority of those present at the GA.
D. Any changes of the organization’s constitution shall be forwarded to the PGSS within one month of their implementation.

This document was adopted in Montréal, Québec on September 14, 2005. It was subsequently revised in September 2010, 2012, 2013, 2015, and 2016.