



The Art History & Communication Studies Graduate Student Association
McGill University
Constitution
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Article I: Mission Statement and Objectives

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.

The AHCS GSA shall be committed to creating a safe, accessible, and inclusive environment for all members of the AHCS community. It shall strive to eliminate inequitable practices within its own department and the broader McGill University community. This includes but is not restricted to overt and implicit instances of racism, sexism, homophobia, transphobia, ableism, and classism.

The AHCS GSA shall not act in any way deemed unlawful or inappropriate within the Post-Graduate Student Society (PGSS) governing documents, McGill University ethics guidelines, or municipal, provincial, and federal law.

The primary objectives of the AHCS GSA are:

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 conferences
2. To prepare students for further work in their fields through the facilitation of events geared toward professionalization that include but are not limited to the following:
 - a. Public talks and forums (conference, lectures, etc.)
 - b. Departmental town halls on topics including the academic job market, pedagogical training, and networking
3. To provide graduate students with a forum for identifying and addressing issues pertaining to graduate studies in the AHCS department
4. To act as a liaison between students and faculty within the department
5. To represent, support, and promote the cultural, political, and academic interests of members



6. To enhance and encourage the social lives of members by providing a safe and inclusive space for social activities



Article II: Financial Responsibility

1. In accordance with University and PGSS guidelines, the AHCS GSA may never levy its own membership fees independently of the Post-Graduate Student Life Fund
2. The AHCS GSA's fiscal year begins on May 1 of each year
 - 2.1. The fiscal year shall be divided into three fiscal periods starting on May 1, September 1, and January 1, respectively.
 - 2.2. Signing rights shall be granted to new council members (if applicable) on the first day of the fiscal year (May 1)
3. The Vice President - Finance shall review the budget with the Co-Presidents once every fiscal period
4. The AHCS GSA shall be responsible for all debts incurred by itself
 - 4.1. The AHCS GSA is not responsible for any expenses incurred by other initiatives beyond the expenses ratified at AHCS Executive meetings or General Assemblies
 - 4.1.1. One-time event expenses may be ratified and allocated through email approval by the Vice-President - Finance and both Co-Presidents



Article III: Membership

1. All graduate students and postdoctoral fellows currently registered in the Department of Art History & Communication Studies are members of the AHCS GSA
 - 1.1. Only current graduate students and affiliates may be elected or appointed as members of the AHCS GSA Executive



Article IV: The Executive

1. The AHCS GSA Executive must include the following positions:
 - 1.1. Co-Presidents: one (1) representing Art History and one (1) representing Communication Studies
 - 1.2. Vice President - Finance
 - 1.3. Two Communications Officers: one (1) administrative communications officer and one (1) advertising communications officer
 - 1.4. Events Coordinator
 - 1.5. Two (2) Symposium Chairs
 - 1.6. Two (2) AGSEM Representatives: one (1) representing Art History and one (1) representing Communication Studies
 - 1.7. Two (2) PGSS Representatives: one (1) representing Art History and one (1) representing Communication Studies
2. All members of the Executive are required to read the AHCS GSA Constitution and familiarize themselves with its contents
3. Co-Presidents
 - 3.1. The AHCS GSA must maintain one (1) representative from Art History and one (1) representative from Communication Studies who will act as joint presidents of the AHCS GSA
 - 3.2. The Co-Presidents:
 - 3.2.1. Shall act as the official spokespeople of the AHCS GSA
 - 3.2.2. Shall serve as voting members of the Executive
 - 3.2.3. Shall serve as signing authorities alongside the Vice President - Finance
 - 3.2.4. Shall hold finance meetings with the Vice President - Finance at the start of each fiscal period as outlined in Article 2, Section 2
 - 3.2.5. Shall attend all Departmental Meetings and report on all events that take place at those meetings



- 3.2.5.1. Shall circulate Departmental Meeting notes to the AHCS-METRO Listserv and on the AHCS Slack Channel within one (1) week of each Departmental Meeting
 - 3.2.6. Shall have meetings with the Program Director as needed
 - 3.2.7. Shall convene, conduct, and chair General Meetings, Executive Meetings, Joint Meetings, and General Assemblies of the AHCS GSA
 - 3.2.8. Shall support all Executive members in fulfilling their roles and responsibilities as outlined in Article 4
- 3.3. Shall assume responsibility for vacant roles on the GSA Executive
- 3.4. Shall write a transition report to be passed on to the next Co-Presidents
- 3.5. Shall take part in the Joint Council Meeting, as outlined in Article 7, Section 2
- 4. Vice President - Finance
 - 4.1. Shall serve as a voting member of the Executive
 - 4.2. Shall maintain order and distribution of all AHCS GSA finances
 - 4.2.1. Shall be responsible for drawing up and preparing the master budget
 - 4.2.2. Shall keep file for all AHCS GSA financial requests
 - 4.2.3. Shall be responsible for the allocation of financial resources in conjunction with the Executive and subject to the approval of Council
 - 4.3. Shall serve as a signing authority alongside the Co-Presidents
 - 4.4. Shall be responsible for maintaining an on-going liaison with the two (2) Symposium Chairs concerning their financial matters
 - 4.5. Shall hold finance meetings with the Co-Presidents at the start of each fiscal period as outlined in Article 2, Section 2
 - 4.6. Shall write a transition report to be passed on to the next Vice President - Finance



- 4.7. Shall take part in the Joint Council Meeting, as outlined in Article 7, Section 2
5. Symposium Co-Chairs
 - 5.1. Shall serve as voting members of the Executive
 - 5.2. Shall facilitate the annual AHCS Symposium which entails:
 - 5.2.1. Creating a committee to oversee the Symposium and carry out the responsibilities outlined in Sections 5.2.2 - 5.2.7
 - 5.2.2. Drafting and presenting a budget for the Symposium for AHCS GSA approval
 - 5.2.3. In consultation with the committee, producing and disseminating a call for papers for papers for the Symposium
 - 5.2.4. Picking a venue for the conference
 - 5.2.5. Creating/updating a web presence
 - 5.2.6. In consultation with the committee, reviewing Symposium applications and selecting presenters
 - 5.2.7. Sending out acceptance and rejection emails to those who submitted applications
 - 5.3. Co-Chairs shall collaboratively write one transition report to be passed on to the next Symposium Chairs
 - 5.4. Shall take part in the Joint Council Meeting, as outlined in Article 7, Section 2
6. Administrative Communications Officer
 - 6.1. Shall serve as a voting member of the Executive
 - 6.2. Shall take minutes at all AHCS Meetings, as outlined in Article 7
 - 6.2.1. Shall send meeting minutes to Co-Presidents for approval before circulation
 - 6.2.2. Shall circulate meeting minutes within one (1) week of all meetings to the AHCS-METRO Listserv and the AHCS Slack Channel
 - 6.3. Shall assume responsibility for the AHCS email
 - 6.3.1. Shall monitor the AHCS GSA email at least twice a week
 - 6.3.2. Shall send all calls for papers and other relevant emails to the Graduate Program Coordinator (graduate.ahcs@mcgill.ca)



- 6.3.3. Shall organize all emails into folders for ease of access
- 6.4. Shall write a transition report to be passed on to the next Administrative Communications Officer
- 6.5. Shall take part in the Joint Council Meeting, as outlined in Article 7, Section 2
- 7. Advertising Communications Officer
 - 7.1. Shall serve as a voting member of the Executive
 - 7.2. Shall design the AHCS GSA merchandise and work with the Co-Presidents to advertise this merchandise to members of the GSA
 - 7.3. Shall maintain the AHCS GSA website (if applicable)
 - 7.4. Shall work with the Symposium Chairs to promote the Symposium
 - 7.5. Shall work with the Events Coordinator to organize and promote GSA events
 - 7.6. Shall write a transition report to be passed on to the next Advertising Communications Officer
 - 7.7. Shall take part in the Joint Council Meeting, as outlined in Article 7, Section 2
- 8. Events Coordinator
 - 8.1. Shall serve as a voting member of the Executive
 - 8.2. Shall organize events and activities to promote the AHCS GSA within the Art History & Communication Studies Department
 - 8.3. Shall organize at least one event and/or activity per month, with the exception of December and April - August
 - 8.4. Shall seek out ways in which the AHCS GSA can work with the McGill/Montréal community (through research events, symposiums, gallery talks, etc.)
 - 8.5. Shall write a transition report to be passed on to the next Events Coordinator
 - 8.6. Shall take part in the Joint Council Meeting, as outlined in Article 7, Section 2



Article V: PGSS Representatives

1. There shall be two PGSS Representatives: one (1) representing Art History and one (1) representing Communication Studies
 - 1.1. The PGSS Representatives shall have one vote in PGSS Council Meetings
2. The PGSS Representatives must carry out the following responsibilities:
 - 2.1. Shall attend monthly PGSS Council Meetings and biannual PGSS General Meetings (AGMs) on behalf of the AHCS GSA
 - 2.1.1. Shall communicate with one another about any potential PGSS motions
 - 2.1.2. When requested by the AHCS GSA Executive, shall arrange to publicize AHCS GSA-sponsored events and initiatives at PGSS meetings
 - 2.2. Shall report on all events that take place at PGSS Council Meetings and PGSS General Meetings
 - 2.2.1. Shall circulate PGSS Council Meetings and PGSS General Meeting notes to the AHCS-METRO Listserv and on the AHCS Slack Channel within one (1) week of each of these meetings
 - 2.3. Shall attend other PGSS-hosted meetings to which a representative for the AHCS GSA Executive is invited
 - 2.3.1 Shall circulate PGSS Council Meetings and PGSS General Meeting notes to the AHCS-METRO Listserv and on the AHCS Slack Channel within one (1) week of each of these meetings
 - 2.3.2 When appropriate, may delegate the responsibility to attend and report on these meetings to another member of the Executive
 - 2.4. Shall write a transition report to be passed on to the next PGSS Representatives
 - 2.5. Shall take part in the Joint Council Meeting, as outlined in Article 7, Section 2



Article VI: AGSEM Representatives

1. There shall be two AGSEM Representatives: one (1) representing Art History and one (1) representing Communication Studies
2. Both AGSEM representatives:
 - 2.1. Shall work with the Graduate Program Director to make TA appointments
 - 2.2. Shall Attend all AGSEM meetings
 - 2.3. Shall Report on all events that take place at AGSEM meetings at General Assemblies
 - 2.4. Shall write a transition report to be passed on to the next AGSEM Representatives
 - 2.5. Shall take part in the Joint Council Meeting, as outlined in Article 7, Section 2



Article VII: Meetings

1. Regular Meetings:
 - 1.1. Regular meetings shall be held when needed, excluding statutory holidays, university holidays, university closures and reading weeks
 - 1.2. Meetings shall be held on weekdays only
 - 1.3. The dates of meetings are to be determined by the AHCS Executive in consultation with members of the AHCS community
 - 1.4. The Co-Presidents shall call and prepare an agenda for all regular meetings, with the advice and approval of the Executive Council
 - 1.5. Attendance and voting by proxy shall be permitted at regular meetings
 - 1.6. Quorum shall consist of two thirds of the voting members of the GSA
 - 1.7. Minutes taken at each meeting must be sent to the AHCS METRO Listserv within one (1) week of each meeting's adjournment
 - 1.8. An emergency meeting can be called if necessary, on a date determined by the Co-Presidents
 - 1.9. Meetings shall have a two (2) hour limit from the call to order, less the time of any recess
 - 1.10. Any motions to extend meetings beyond the two (2) hour limit must be approved by a 3/4 majority of GSA
2. Joint Council Meetings:
 - 2.1. The Council shall, during the first week of April in each year, hold a Joint Council Meeting, at which it shall dissolve itself and thereby end its term in office
 - 2.2. Incoming Council members will be ratified at this meeting will take office immediately upon dissolution
 - 2.3. Incoming Council members shall have votes in the Joint Council Meeting after they are ratified
 - 2.4. Following the dissolution of the Council at the Joint Council Meeting, incumbent members are expected to transition their successors for the month of April
3. General Assemblies:
 - 3.1 There shall be at least two (2) General Assemblies per school year
 - 3.1.1 The two mandatory General Assemblies must take place in the Fall (1) and Winter (1) semesters



- 3.1.2 Any other General Assemblies must be called with at least one (1) week notice
 - 3.1.3 Notice of General Assemblies must be circulated on the AHCS-METRO Listserv and on the AHCS Slack Channel
- 3.2 All AHCS graduate students and postdoctoral fellows have speaking and voting rights
 - 3.2.1 Quorum for General Assemblies shall be 10% of the total membership of the AHCS-GSA
- 3.3 Emergency motions must be submitted to present members at the beginning of each General Assembly
 - 3.3.1 Each motion must be approved by a simple majority vote (50%+1) in order to be added to the agenda (telepresence is permitted)
- 4 Executive Meetings:
 - 4.1 The Co-Presidents shall call meetings of Executive council as needed
 - 4.1.1 Any member of the Executive council may call for an Executive meeting in the absence or negligence of the Co-Presidents
 - 4.1.2 Elected and appointed representatives must attend all AHCS GSA Executive Meetings and General Assemblies
 - 4.1.2.1 If you're going to be absent, you must notify the Co-Presidents at least 24hrs in advance and send your speaking points to the Co-Presidents to be said on your behalf
 - 4.1.2.2 If you're absent for 2 or more meetings in a row, a review process of your position will take place
 - 4.2 Executive meetings shall be open to all members of the AHCS GSA
 - 4.3 Quorum shall be 60% of members of the Executive
 - 4.3.1 To meet quorum at Executive Meetings, committee members may join by telepresence.



Article VIII: Elections, By-Elections, and Emergency Hiring

1. Elections

- 1.1. Dates of elections shall be specified by the Co-Presidents subject to the approval of Council
- 1.2. The following members will be elected to Council, either during a General Assembly or through an online poll, each Spring:
 - 1.2.1. Co-Presidents: one (1) representing Art History and one (1) representing Communication Studies
 - 1.2.2. Vice President - Finance
 - 1.2.3. Co-Communications Officers: one (1) administrative communications officer and one (1) advertising communications officer
 - 1.2.4. Events Coordinator
 - 1.2.5. Two (2) Symposium Chairs
 - 1.2.6. Two (2) AGSEM Representatives: one (1) representing Art History and one (1) representing Communication Studies
 - 1.2.7. Two (2) PGSS Representatives: one (1) representing Art History and one (1) representing Communication Studies
- 1.3. All nominations shall be made on the form of nomination supplied by the Co-Presidents
 - 1.3.1. This form of nomination must be sent to the AHCS-METRO Listserv and posted on the AHCS Slack Channel
 - 1.3.2. Notice of open positions shall be given at least two weeks in advance of the Elections
 - 1.3.3. Voting shall take place over the course of two weeks, if conducted online
- 1.4. There shall be a Joint Council Meeting of the outgoing and incoming Councils, as outlined in Article 7 Section 2

2. By-Elections

- 2.1. By-Elections may be held in January of each academic year, subject to the need to refill a role on the Executive
- 2.2. By-Elections may only be held if the following requirements are met:



- 2.2.1. The GSA is made aware via Listserv and Slack of the by-election and call for nominations with at least two (2) weeks notice
 - 2.2.2. The by-election is held at a General Assembly meeting that is open to all GSA members
 - 2.2.3. Quorum (10% of the total membership of the AHCS-GSA) is met
- 3. Emergency Hiring
 - 3.1. In the event of a resignation or need for support, the Co-Presidents shall retain the right to make emergency hires
 - 3.2. All emergency hires will be subject to Executive ratification at a General Assembly meeting
 - 3.2.1. All emergency hires must receive unanimous Executive ratification in order to move forward



Article IX: Affiliation

1. In order to fulfil its objectives, the AHCS GSA must remain an affiliate organization within McGill University's PGSS
2. The AHCS GSA may choose to be affiliated with other bodies as its membership sees fit



Article X: Amendments

1. Amendments to the AHCS GSA Constitution must be made at a General Assembly
 - 1.1. Notice of proposed amendments shall be posted in the agenda at least one week before the General Assembly in which the Constitution will be discussed
2. Amendments can only pass by a two-thirds ($\frac{2}{3}$) majority of those present at the General Assembly
3. Any changes of the AHCS GSA Constitution shall be forwarded to the PGSS within one month of their implementation



Appendices