

History Students' Association  
of the University of Toronto

**THE CONSTITUTION OF THE  
HISTORY STUDENTS' ASSOCIATION (Updated 2022)**

PREAMBLE

- I. The History Students' Association (HSA) is a student course union representing all students enrolled in any undergraduate history course (0.5 credit) or enrolled in a minor, major, specialist or joint specialist in the history program. The HSA works with the Department of History at the University of Toronto and is subject to the normal university rules. The HSA is particularly bound by the Arts and Science Students' Union (ASSU) Constitution.
- II. The History Students' Association is responsible for organizing academic and social events that engage the participation of both faculty and students as a way of fostering a sense of community in the Department of History. Upon request, it provides consultation for students in matters concerning the Department and input to the Department concerning curriculum and other matters that will affect students.
- III. The History Students' Association participates in council meetings held by the Arts and Science Students' Union Executive and completes the history course evaluations at the end of each semester for the annual Anti-Calendar.

STRUCTURE

A. General Overview

The History Students' Association is comprised of two governing bodies:

- The Executive Committee: This committee consists of the President (or Co- Presidents), Secretary, Academic Director, Socials Director, Mentorship Director, Conference Directors, Communications Directors, Editors in Chief, Treasurer, and Equity Officer.
- The General Body: The General Body consists of the history students members at large (enrolled in 0.5 HIS credits or HIS program). The General Body is responsible for discussing and ratifying major changes to the organization of the HSA (i.e. changing the constitution).

B. The Executive Committee

- The President(s)
  - The President(s)'s foremost responsibility is to act in the best interests of the members of the History Students' Association. They must make all the necessary provisions to accomplish this.
  - The President(s) is responsible for the overall organization and running of the Executive Committee. They shall supervise the general administration of the union, including the preparation of the budget.
  - The President(s) will call and chair at least one general meeting per semester, and must be present as chair at every executive and general meeting.

- The President shall listen to all student grievances and act as a liaison between the students and the department as necessary.
- The President(s) is ultimately responsible for ensuring that the History Students' Association acts in accordance with Arts and Science Student Union's Constitution and all other University regulations.
- The President(s) is responsible for communicating information that needs to be presented to the various history stakeholders concerning upcoming events, important Department news and upcoming general meetings.
- The President(s) must act as a signing officer for all cheques and other financial statements.
- The President(s) must attend 90% of executive meetings and 60% of all events.
- The President(s) should be responsible for attending History Department meetings, the ASSU Council meetings, and monthly meetings with the History Undergraduate Chair, or otherwise ensure that this responsibility is delegated.
- This position may be carried out by one individual or by two individuals, thus making a co-Presidency. This option will be determined at the general election held at the end of the school year (please see Section A "Elections" under "Policies and Procedures").
- The Secretary
  - The Secretary is responsible for recording the minutes for every executive meeting held.
  - The Secretary is responsible for carrying out correspondences for the History Students' Association through email communication in a proper and appropriate manner that reflects the values of the HSA.
  - The Secretary is responsible for facilitating communication between the History Students' Association's Executives.
  - The Secretary should aid the President with their workload and duties.
  - The Secretary should be responsible for scheduling the History Students' Association's executive and general meetings.
  - The Secretary should be responsible for maintaining and organizing the History Students' Association's paper and electronic records and information.
  - The Secretary is responsible as the point-person for organizing, validating, and submitting all CCR related documentation.
  - The Secretary is responsible for budgeting and documenting office, printing, and branded merchandise expenses in accordance with ASSU bylaws on course union funding.
  - The Secretary must attend 90% of executive meetings and 60% of all events.
  - The Secretary should be responsible for attending History Department meetings, the ASSU Council meetings, and monthly meetings with the History Undergraduate Chair or otherwise ensure that this responsibility is delegated
- Academic Director
  - The Academic Director must host one academic event per semester.
    - An Academic Event encompasses: an event focused on academic content, informative in nature, presented by a qualified academic presenter.
  - The Academic Director is responsible for providing an introduction for presenters concurrent with their hosting of events.
  - The Academic Director is responsible for the budgeting, presenting, and documenting presenter honorariums in accordance with ASSU bylaws on academic event funding.
  - The Academic Director is responsible for contacting and communicating with prospective academic presenters/speakers.
  - The Academic Director is responsible for distributing necessary promotional materials from academic presenters to the Communication Directors

- The Academic Director is responsible for coordinating collaborations with other student groups, course unions, or other academic organizations, consistent with the values of the History Students' Association.
- The Academic Director should act as a liaison with the History Department to advocate for students' academic interests.
- The Academic Director should carry out the duties of student academic consultation when necessary.
- The Academic Director must attend 90% of executive meetings and 60% of all events.
- The Academic Director should attend History Department meetings, ASSU council meetings, and monthly meetings with the History Undergraduate Chair when their presence is required.
- Socials Director
  - The Socials Director must host two social events per semester. Events must follow the guidelines of the ASSU constitution.
  - The Socials Director is responsible for budgeting and documenting social event expenses in accordance with ASSU bylaws on social events funding.
  - The Socials Director should engage with the General Body when necessary to gather feedback for social events.
  - The Socials Director must attend 90% of executive meetings and 60% of all events.
  - The Socials Director should attend History Department meetings, ASSU council meetings, and monthly meetings with the History Undergraduate Chair when their presence is required.
- Mentorship Director
  - The Mentorship Director must recruit History mentors and mentees.
  - The Mentorship Director is responsible for facilitating connections and relationships between lower-year and upper-year History students.
  - The Mentorship Director must facilitate Equity, Diversity, and Inclusivity training for mentors and mentees.
  - The Mentorship Director is responsible for budgeting and documenting mentorship event expenses in accordance with ASSU bylaws on academic or social events funding.
  - The Mentorship Director is responsible for engaging in student consultation when necessary to gather feedback for mentorship events and programming.
  - The Mentorship Director must attend 90% of executive meetings and 60% of all events.
  - The Mentorship Director should attend History Department meetings, ASSU council meetings, and monthly meetings with the History Undergraduate Chair when their presence is required.
- Conference Directors
  - The Conference Directors must organize and host one academic conference during the school year.
  - The Conference Directors should research and present a proposal of the conference location (online or in-person), style, and/or theme for the Executives to vote on.
  - The Conference Directors are responsible for reviewing and selecting conference presenters.
  - The Conference Directors are responsible for inviting keynote speaker(s).
  - The Conference Directors are responsible for the budgeting and documenting of conference costs in accordance with ASSU bylaws on academic events.
  - The Conference Directors are responsible for obtaining other funding opportunities from the university or History Department.

- The Conference Directors are responsible for organizing marketing information to be given to Communication Directors in advance of the conference date(s).
- The Conference Directors are responsible for engaging in student consultation when necessary to gather feedback for the conference event and selection process.
- The Conference Directors must attend 90% of executive meetings and 60% of all events.
- The Conference Directors should attend History Department meetings, ASSU council meetings, and monthly meetings with the History Undergraduate Chair when their presence is required.
- Communications Directors
  - The Communications Directors must maintain and update all HSA social media accounts (Instagram, Facebook, LinkTree) as well as send all necessary promotional materials to the History Undergraduate Listserve via the History Undergraduate Chair and Undergraduate Administrator.
  - The Communications Directors are responsible for collaborating with other course unions and clubs to share promotional material and advertising, consistent with the values of the History Students' Association.
  - The Communications Directors must ensure all HSA communication materials are AODA compliant to ensure accessibility.
  - The Communication Directors are responsible for responding to student inquiries on social media.
  - The Communications Directors are responsible for designing HSA logos and brand materials such as banners or merch.
  - The Communications Directors should be responsible for ensuring that the following posts are available on HSA social media:
    - Introduction of new executive members
    - Important historical events and commemorative days such as Truth and Reconciliation Day, Remembrance Day, etc.
    - Announcements and details for events and programming
    - Updated resource list on stories/google docs for campus issues such as Anti-Asian Racism
  - The Communication Directors must attend 90% of executive meetings and 60% of all events.
  - The Communication Directors should attend History Department meetings, ASSU council meetings, and monthly meetings with the History Undergraduate Chair when their presence is required.
- Editors in Chief
  - The Editors in Chief must edit, design, and publish the History Students' Association Undergraduate Academic Journal *The Future of History*.
  - The Editors in Chief are responsible for recruiting a team of editors and art designers for the publication.
  - The Editors in Chief are responsible for the budgeting and documenting of conference costs in accordance with ASSU bylaws on journal funding.
  - The Editors in Chief are responsible for obtaining other funding opportunities from the university or History Department.
  - The Editors in Chief are responsible for organizing marketing information to be given to Communication Directors.
  - The Editors in Chief must attend 90% of executive meetings and 60% of all events.

- The Editors in Chief should attend History Department meetings, ASSU council meetings, and monthly meetings with the History Undergraduate Chair when their presence is required.
- Treasurer
  - The Treasurer must attend the ASSU budget tutorial.
  - The Treasurer must act as a signing officer for all cheques and other financial statements.
  - The Treasurer must facilitate budget consultation with executive members each semester.
  - The Treasurer is responsible for drafting the proposed budgets to present to the ASSU budget council meetings (one each semester usually in October and late January).
  - The Treasurer is responsible for keeping track of all physical receipts for HSA related purchases.
  - The Treasurer is responsible for helping Conference Coordinators and Editors in Chief with special grant proposals and other non-ASSU related funding opportunities.
  - The Treasurer must attend 90% of executive meetings and 60% of all events.
  - The Treasurer should attend History Department meetings, ASSU council meetings, and monthly meetings with the History Undergraduate Chair when their presence is required.
- Equity Officer
  - The Equity Officer must complete equity and sexual violence prevention and AODA training through CLNx. Receipts of completion must be submitted to the President(s).
  - The Equity Officer must host one equity training meeting for members of the Executive Committee.
  - The Equity Officer is responsible for developing, maintaining, and updating the History Students' Association's Equity Code of Conduct in accordance with the values of the HSA, the HSA constitution, and the ASSU constitution.
  - The Equity Officer is responsible for bringing any equity, diversity, accessibility and inclusivity related concerns related to HSA's operation, events, and programming to the attention of the Executive Committee.
    - This can include vetting speakers, raising concerns like pub night is during a religious holiday, naming problematic behaviors etc.
  - The Equity Officer is responsible for directing student or executive grievances related to equity to the History Undergraduate Office and/or the Equity, Diversity, and Inclusivity Office.
  - The Equity Officer is **not** responsible to solve any equity related issues, ultimately, their responsibility is to direct involved parties to appropriate resources and personnels.
  - The Equity Officer must attend 90% of executive meetings and 60% of all events.
  - The Equity Officer should attend History Department meetings, ASSU council meetings, and monthly meetings with the History Undergraduate Chair when their presence is required.

### C. The General Body

- Members-At-Large consists of undergraduate, ASSU-fee paying students taking 0.5 HIS credits or enrolled in a HIS program, but have no formal position on the Executive Committee.
- Members-At-Large shall aid the Executive Committee in its operations wherever possible.

## POLICIES AND PROCEDURES

### A. Elections

- Elections for positions on the Executive Committee shall take place in late March of April for the following academic year. Positions not filled in this election are to be elected in a byelection held in September of the new academic semester.
- In order to be elected to the Executive Committee, a student must be in their undergraduate studies, paying ASSU-fees, and enrolled in 0.5 HIS credits or a HIS program.
- In the case of a tie, candidates in that position are given the choice to accept the tie and be elected as co-executives (i.e. Co-Presidents), or call for a re-vote.
- A. 1. Chief Returning Officer (CRO)
  - The CRO must be a UofT student who is a fee paying member of the ASSU and the HSA (taking 0.5 or more HIS credits).
  - The CRO must be voted in by a majority vote from the Executive Committee.
  - The CRO must attend training provided by Uelect.
  - The CRO cannot be a student running for a position in the election.
  - The CRO can be an outgoing executive member.
  - The CRO must host an all-candidates meeting and distribute all relevant election information to candidates including the dates of campaigning, voting, and the rules.
- A. 2. Campaigning
  - Any violation of the campaigning rules can result in the disqualification of the candidate.
  - Campaigning must be done within the dedicated time period assigned by the CRO.
  - Campaigning, candidate endorsements from others, private messaging/email campaigning cannot take place during the active voting period.
  - Paid campaigning will not be allowed.
    - Social media ads, Google AdSense or the like are not permitted
  - Endorsements from outgoing or current executive members of the HSA are not permitted.
  - Running negative and slanderous campaigns is not permitted.
  - Creating slates is not permitted.
  - Candidates can ask others to repost, share, or endorse their campaigning material, but all material must be created and posted by the candidate themselves.
    - The endorsing individuals do not have to be HSA Course Union members
    - If endorsing individuals have been found to promote negative and slanderous material, the CRO must be contacted
  - Campaigning that could be considered as spam (e.g. unsolicited messaging and mass emails) is not permitted.
  - Posting on social media, quercus, group chats, private messaging are all permitted so as long as the content adheres to the aforementioned rules
- A. 3. Voting and Results
  - During the voting period, candidates are only allowed to encourage others to vote.
    - Candidates cannot make reference to their own campaign during the voting period
    - Candidates are also not permitted to ask others to endorse or promote their campaign during the voting period
    - Any violation must be reported to the CRO
  - A candidate must receive the majority of votes to be elected to their respective position
    - A candidate that is running uncontested must receive the majority of YES votes to be elected to their respective position
  - If there is a vacant position, a by-election must occur for that position in the fall
  - Results must be announced within a reasonable time after the voting period

- If there is a tie for a position, candidates are given a choice to accept the tie and be elected as co-executives, or call for a re-vote
      - There must be a dedicated campaigning period allotted for candidates entering into a re-vote election
      - The re-vote election must be announced and promoted to union members
      - A new voting period must be established and during this time candidates cannot campaign or ask others to endorse their candidacy as it is an active voting period; candidates can only share and promote the election
    - All elected candidates must be contacted via email to receive their results within a reasonable time
    - Any questions regarding the campaigning, voting, and results process can be directed to the CRO

B. Meetings

- The Executive Committee must hold meetings every month. The President(s) is to determine when these meetings shall be held.
- As constituted under the ASSU, the Executive Committee must hold at least one general meeting for the General Body per school year.

C. Constitutional Amendments

- Amendments to the History Students' Association Constitution, which are put to a motion, must be in accordance with the Arts and Science Student Union's Constitution.
- In order for a motion to be passed, a two-thirds majority of the members present at a General Body meeting shall be required.
- At least two (2) weeks written notice must be given for Constitutional amendments and for the General Body meeting.
- Review of constitution mandated at maximum every four years, effective March 2022.

D. Finances

- The Treasurer shall be responsible for the maintenance of the History Students' Association budget, cash box, and bank account, such as may be held at any given time.
- All cheques written by the Treasurer to cover approved History Students' Association expenses must be countersigned by another signing officer (the President(s) or Secretary). If the Treasurer is unavailable to sign the cheque, the President and another executive member may sign the cheque if it has been approved by the bank and the staff of the Arts and Science Students' Union is aware of the arrangement.

E. Impeachment and Disciplinary Procedures

- E. 1. Impeachment
  - Any Executive can be impeached.
  - Impeachment of an Executive member shall be considered by the Executive Committee:
    - on receipt of written request of seventy-five percent of the Association's Executive members that the Executive be impeached on the basis of equity or conduct concerns (e.g. discriminatory behaviour; purposeful misuse of finances)

- for personal gain);
    - should the Executive member not perform their duties to a disruptive extent (e.g. not meeting minimum requirements for receiving ASSU funding)
  - The most senior Executive member not being impeached shall be responsible for impeachment proceedings, with the oversight of the Equity Manager.
  - The impeachment request must be notified of the impeachment request and made available to the Executives being impeached
  - Consideration noted in paragraph 2, above, shall include written submissions, submitted concurrently, by:
    - The Executive members responsible for the impeachment proceedings; and
    - The Executive member being impeached detailing their rebuttal to the impeachment request.
  - Upon receiving the above-noted submissions, the Executive shall hold a meeting no later than a week after receipt where all concerned parties shall be given a chance to make their case.
  - A vote must occur on the issue of impeachment. This vote shall be held and closed no later than 36 hours after the Impeachment Meetings. The vote shall be entirely anonymous. A 75% majority shall be required for impeachment.
- E. 2. Disciplinary Procedures
    - If the Executive Committee reaches a guilty verdict during the impeachment proceedings, the Executive may apply disciplinary measures including, but not limited to, monetary penalties (in the case of misused funds), suspension and removal from office.
    - Application of disciplinary measures shall require a majority vote (50%) of the entire Executive Committee.

\*\*\*\*\*Constitution Ratified by the Executive Committee and General Body on March 28th, 2022\*\*\*\*\*