

# Temple University Undergraduate History and Social Sciences Association Constitution (Updated March 30th 2018)

## **Preamble**

We the members of the Executive Board of the Temple Undergraduate History and Social Sciences Association, subscribing to the regulations and policies of Temple University, do establish this constitution to govern the workings of our organization.

## **Article 1 – Name**

Section 1.1 – Acceptable iterations of this organization’s name exhaustively include “Temple University Undergraduate History and Social Sciences Association”, “Temple Undergraduate History and Social Sciences Association”, and “TUHSSA.”

## **Article 2 – Purpose**

Section 2.1: Vision – We aim to foster an atmosphere of academic excellence and achievement on-campus, and specifically within the community of undergraduate History and Social Science majors. We hope to unite students majoring in History and the Social Sciences by developing an interdisciplinary community dedicated to this vision of cultivation of the mind.

Section 2.2: Means – The primary means towards achieving our vision will be through general meetings, where current events and future plans will be discussed, in addition to planned events. We also seek to enact our vision through the active sponsorship of events for our fellow students interested in History and the Social Sciences. These events include extracurricular lectures and panel discussions by Temple professors and graduate students. In addition, we conduct screenings of historical films and documentaries, after which we host discussions. We also encourage participation in the various Honors programs offered by Temple’s History and Social Sciences Departments. We organize trips each semester, and fundraise in order to make long distance trips possible for all TUHSSA members involved. The decisions and plans for these events are discussed during the aforementioned general meetings. We publish a peer-reviewed undergraduate History journal entitled *Perceptions*. We partner with the weekly Dissent in America Teach-In program, the Center for the Study of Force and Diplomacy (CENFAD), and other student organizations in pursuit of common goals of or relating to our vision outlined in Article 2, Section 1.

## **Article 3 – Membership**

Section 3.1: Basic Requirements – In order to obtain and sustain membership, students must have earned a minimum cumulative GPA of 2.0 at Temple University. Students must attend at least three TUHSSA-sponsored or co-sponsored event or activity to establish membership, and need to continue attending at least three per semester to maintain membership. Both part-time and full-time undergraduate students are welcome to pursue membership. Membership is not limited to History and Social Science majors and minors. Students of any major and from any

school in Temple University's undergraduate system are welcome to pursue membership. TUHSSA welcomes a broad membership constituency from all across the university.

Section 3.2: Privileges & Responsibilities – Members of TUHSSA may present issues to the Executive Board. The Board may then call upon members to vote on particular matters if appropriate.

Section 3.3: Dues – There are no membership dues for TUHSSA members.

Section 3.4: Participation – Events are open to members and non-members alike. However, only members are permitted to vote when issues arise.

Section 3.5: Termination – Membership may be terminated by any TUHSSA member by a simple statement of intent, sent via electronic mail, hand-written note, typed letter, or verbal notification to a member of the Executive Board. The President and Executive Officers reserve the right to terminate a student's membership by unanimous vote. Termination of membership does not, in and of itself, entail a ban on said person's involvement in TUHSSA-sponsored or co-sponsored events and activities.

Section 3.6: Alumni Status – TUHSSA alumni may participate in events, offer recommendations to the Executive Board, and even raise issues to Board members. However, alumni cannot vote and/or attempt to exert undue influence upon voting members in the lead-up to a vote. By inappropriately attempting to influence a vote, an alumnus runs the risk of being banned from TUHSSA-sponsored and co-sponsored events and activities.

#### **Article 4 – Officers**

Section 4.1: Executive Board & Qualifications – The Executive Officers of TUHSSA include the four members of the Executive Board. To qualify for consideration as an Executive Officer, a student must maintain a cumulative 2.5 GPA, with the exception of the President, who must maintain a cumulative 3.00 GPA. To qualify for consideration as an Executive Officer, a student must possess a clean disciplinary record with Temple University. The duties and responsibilities attached to each office are outlined below, in the following six sections. It is noted that all Executive Board members are automatically considered Executive Editors of *Perceptions* de jure.

Section 4.2: President – The President sets the broad agenda for, and is the face of, TUHSSA. The President is responsible for empowering his/her fellow Executive Officers to perform their duties as outlined below. The President is tasked with overseeing the resolution of disputes between members and/or Executive Officers. Disputes involving the President should be taken to the Faculty Advisor(s) for mediation (see Article 5, Section 2). The President also serves as the Editor in-Chief of *Perceptions*, and may delegate responsibilities relating to the production of *Perceptions* at-will. The President, as the face of TUHSSA, is responsible to communicate in a

timely and professional manner with the authors of articles submitted for consideration for publication in *Perceptions*.

Section 4.3: Vice President – The Vice President is tasked with coordinating and facilitating the planning of events and any other tasks delegated by President. The Vice President may assign tasks to members of TUHSSA relating to planning and executing events. By the end of his/her term, the Vice President will have assisted underclassmen in planning events and mentored them in the art of professional communication with speakers and other extra-organizational contacts. The Vice President must proofread all communications drafted by TUHSSA members between TUHSSA and extra-organizational contacts.

Section 4.4: Treasurer – The Treasurer works with the EDOF to manage funds coming into TUHSSA's account registered with Temple University's Office of Student Organizations. The Treasurer is tasked with managing fundraising campaigns, including – but not limited to – bake sales, corporate funding drives, grant applications, and Student Organizations allocations. The Treasurer may assign tasks to TUHSSA members relating to fundraising to help execute fundraising campaigns successfully. The Treasurer also bears the responsibility of reporting with regular updates to the President and Faculty Advisor(s) on the financial status of TUHSSA every two or three weeks, according to the level of activity. The Treasurer must also maintain accurate records of all finances that may be called upon by the President and/or the Faculty Advisor(s) at any time. The Treasurer is allowed one business day to respond to a request from the President and/or Faculty Advisor(s).

Section 4.5: General Secretary (GS) – The GS is responsible for maintaining a record of communication between TUHSSA members and extra-organizational contacts, including donors and speakers. The GS is responsible for maintaining a schedule/calendar of activities, events, and deadlines relating to or involving TUHSSA and its members. The GS is responsible for maintaining a catalog of contacts that may be utilized by TUHSSA now and in the future. The GS is tasked with managing marketing and publicity campaigns relating to TUHSSA-sponsored or co-sponsored events and activities, and *Perceptions*. The GS and the President work together to design consistent marketing campaigns that represent TUHSSA to the university community. The GS may work with TUHSSA members to announce TUHSSA events and activities on as many Listservs as possible. The GS bears the responsibility for bringing TUHSSA into contact with undergraduate students, either in-class or out of class. The GS works with the President to establish a visible presence in the classrooms of History and Social Sciences students.

Section 4.6: Term of Office – The term of office for each Executive Officer is the full length of one academic year. An Executive Officer may continue in his/her position beyond the first year of service, but is not ensured that this will be the case just for the sake of incumbency. An Executive Officer may resign before the end of his/her term (See Article 6, Section 2).

Section 4.7: Termination – An Executive Officer may be removed from his/her office if he/she fails to fulfill the requirements for membership in TUHSSA, or involvement as an Executive Officer. Negative issues relating to discipline and/or academic standing with Temple University may result in an Executive Officer's ejection from office. The decision to terminate resides with the Faculty Advisor(s) and the President, in consultation with the other Executive Officers. See Article 6, Section 2 for the procedure for electing a replacement.

Section 4.8: Appeals Process - If an Executive Officer is removed from office, he/she has the right to file an appeal stating the reasons in which the removal was issued erroneously or in a biased manner. The appeal will be reviewed by the faculty advisor of TUHSSA, and the advisor will decide whether the said Executive Officer was justly removed and take any appropriate additional steps as deemed necessary.

Section 4.9: Additional Information – It is hoped that each Executive Officer will actively seek possible successors while in office. In an effort to promote this search, the drafters of this constitution encourage all Executive Officers to empower TUHSSA members to assist in the planning and execution of various programs and campaigns through the assignment of tasks and offering of guidance. Each Executive Officer is permitted to form committees, or cabinets, to accomplish this goal.

#### **Article 5 – Faculty Advisor(s)**

Section 5.1: Number & Origin – Up to two Faculty Advisors may work with TUHSSA at any given time. At least one Faculty Advisor must be drawn from the faculty of Temple University's History Department, if possible. The remaining Faculty Advisor may also be drawn from the History Department, or any of the Social Sciences Departments.

Section 5.2: Selection – Faculty Advisors are chosen at the end of each academic year. The members of the incoming Executive Board – in consultation with TUHSSA members – decide which faculty member(s) should be approached with an offer to become Faculty Advisor(s). The current Faculty Advisor(s) may (or may not) be asked to return for another year, or may ask to remain in the position(s) of Faculty Advisor(s), or may elect to step down.

Section 5.3 – Faculty Advisors' duties include serving as a liaison between TUHSSA and the History and Social Sciences Departments, and between TUHSSA and the university community at-large. The Faculty Advisor(s) are also encouraged to develop and share ideas for TUHSSA members and Executive Officers to consider.

#### **Article 6 – Elections**

Section 6.1: Timing – Elections of Executive Officers for subsequent academic years take place no sooner than the beginning of the first week of March, and no later than the end of the last week of April.

Section 6.2: Vacancy – If an Executive Office should become vacant mid-semester, an Executive Board meeting will be called within a week to fill the vacancy with a nominee selected by the remaining Executive Officers. At this meeting, at least two-thirds of the remaining Executive Officers must be present for a vote on a replacement to be considered valid.

Section 6.3: Procedure – The voting procedure for the subsequent academic year's Executive Board will be as follows. At a general session of TUHSSA, the President will open each position – in reverse order as presented in Article 4 of this constitution – to nominations by members. A student may nominate himself or herself. Any nomination of a student for an office must be seconded by another TUHSSA member. After two calls for any further nominations, the President will announce the absolute closure of nominations for each office. Once all nominations have been made, an anonymous vote takes place. Each TUHSSA member writes his/her votes on a piece of paper. Members are permitted to put down the name of one person – and one person only – for each office. Tallying of votes takes place in the presence of the Faculty Advisor(s).

### **Article 7 – Meetings**

Section 7.1: Timing – The only formal meetings take place within the first two weeks of each semester and within the last two weeks of each semester.

Section 7.2: Planning Meetings – There are twice-monthly planning meetings at which at least two of the Executive Officers (the President and at least one other Executive Officer) are present. These meetings are open to enrolled and prospective TUHSSA members, who may join in discussions of event ideas and the future of TUHSSA. These meetings do not count toward the participation requirement for membership outlined in Article 3, Section 1. There must be at least seven of these informal meetings throughout each semester. The individual durations of these meetings are to be determined on an ad hoc basis.

### **Article 8 – Disbursement of Funds**

Section 8.1: Approval & Distribution – All distributions of money are monitored and handled by the Treasurer. All proposed expenditures must be approved by the President before execution. Presidential approval must be established with a signature from the President. Any substantial expenditure (defined as exceeding \$100.00) must be approved by a majority of the Executive Officers. Approval need not be obtained in-person unless the expenditure exceeds \$400.00.

Section 8.2: Reimbursement – Reimbursement of expenditures made on behalf of TUHSSA may only be made to TUHSSA members who produce an original, itemized receipt.

Section 8.3: Management – All financial transactions are managed through the Temple University Accounting System, as stipulated by Temple University's Guide to Sound Fiscal Practices.

Section 8.4: Authorization – Only Executive Officers and Faculty Advisor(s) reserve the ability to charge expenses to TUHSSA via Temple University’s account charge system.

Section 8.5: Breach of Authorization - Any violations of the sections above will be subjected to disciplinary action from the E-Board and the other relevant faculty members and associations.

**Article 9 – Amendments**

Section 9.1: Requirements – This constitution may only be amended by a unanimous vote of the Executive Board. For any amendment to be made to the constitution there must be a proposal from at least one TUHSSA member in which a declaration of the proposed amendment is made to the Executive Board, either electronically or by paper. The meeting for consideration of the proposed amendment must be held at least 48 hours after the initial declaration of the given proposed amendment.

Section 9.2: Procedures – After declaration of a given proposed amendment, there is to be a time of question and answer and open debate among the Executive Officers and proposal drafter(s) present at the meeting, presided over by the President or the Faculty Advisor(s). After reasonable discussion, an Executive Officer will move to vote. The first motion will require a second from another Executive Officer. Neither of these two motions may be made by a student who was involved in drafting the proposed amendment.

Section 9.3: Upon Failure – If a proposed amendment fails to secure a unanimous vote in favor of acceptance, it may not be proposed again within that semester. A proposal may be reconsidered in future semesters.

**Executive Officers’ & Faculty Advisor(s) Signatures, 2017-2018**

President

Vice President

Treasurer

General Secretary

Faculty Advisor