

Constitution of the

Queen's University  
Kingston, ON

(Approved by Referendum, October 7, 1985)  
(Last amended, January 17, 2019)

- 1.1 The name of this organization is the Political Studies Graduate Student Association. Herein referred to as the "PSGSA"

- 4.3.2 Setting the date and time of all meetings of the Association and circulating all notices of all meetings of the Association;
- 4.3.3 Recording and filing minutes of meetings of the Association, or appointing a minute taker, and circulating minutes of the Association;
- 4.3.4 Corresponding with other University bodies as instructed by the Association; and
- 4.3.5 The control of and responsibility for any financial assets of the Association in coordination with the Association's Social Committee.
- 4.4 In the event of the resignation of either Secretary-Chairperson, a by-election shall be held to fill the position pro-term.
  
- 5.1 Members of the PSGSA are eligible to act as Delegates of the Association to the bodies to which they are elected, dependent upon the acceptance of the Department of said elected delegate.
- 5.2 All Delegates are expected to conduct themselves in the following manner:
  - 5.2.1 Express the wishes of graduate students as established by the Association in accordance with its Constitution;
  - 5.2.2 Report to the Association as fully as possible the issues and concerns raised on those bodies;
  - 5.2.3 Seek instruction from the Association on all matters affecting its membership;
  - 5.2.4 Notwithstanding any of the above, when instructed by the Association, present only the views authorized by the Association.
  - 5.2.5 Notwithstanding any of the above, the delegate to the Appointments and Staffing Committee shall represent and express solely their personal and individual opinion.
- 5.3 Any persons elected by the PSGSA may be recalled at any time by a two-thirds vote of members attending a meeting of the Association
- 5.4

- 6.1.3 Graduate Student Conference Committee
- 6.1.4 Mental Health Committee
- 6.1.5 Any other committee formed by the agreement of the PSGSA membership.
- 6.2 The PSGSA shall elect at least one (1) member, in accordance with Article 7, to Chair each Committee of the Association.
- 6.3 Chairs are expected to conduct themselves in the following manner:
  - 6.3.1 Express the wishes of graduate students as established by the Association in accordance with its Constitution;
  - 6.3.2 Report to the Association as fully as possible the activities, issues, and concerns of the committee; and
  - 6.3.3 Seek instruction from the Association on all matters affecting its membership.
  
- 7.1 The PSGSA encourages all interested members to consider a delegate or committee position. The PSGSA is committed to equity and diversity and welcomes women, visible minorities, Aboriginal peoples, persons with disabilities, and LGBTQ persons to seek election to any and all positions.
- 7.2 The Secretary-Chairpersons shall be elected at the Annual General Meeting as per Article 7.1.
- 7.3 At its first regular meeting in September the Association shall elect Delegates and Chairs for terms of one (1) year to the following bodies and committees:
  - 7.3.1 Political Studies Departmental Committee (1MA, 1PhD)
  - 7.3.2 Political Studies Graduate Studies Committee (1MA, 1PhD)
  - 7.3.3 Political Studies Undergraduate Committee (1)
  - 7.3.4 Political Studies Appointments and Staffing Committee (1)
  - 7.3.5 Political Studies Renewal, Tenure, and Promotion Committee (1)
  - 7.3.6 Political Studies Equity Issues Committee (2)
  - 7.3.7 Political Studies Ethics Review Board (1)
  - 7.3.8 Political Studies Colloquium Committee (1)
  - 7.3.9 Public Service Alliance of Canada – Local 901 (PSAC 901)
  - 7.3.10 Society of Graduate and Professional Students (SGPS)
  - 7.3.11 Social Committee (1Chair, 2+Members)
  - 7.3.12 Graduate Student Colloquium Committee (2+Members)
  - 7.3.13 Graduate Student Conference Committee (1Chair, 2+Members)
  - 7.3.14 Mental Health Committee (2+Members)
  - 7.3.15 Any other body requiring or requesting representatives of Graduate Students of the Department of Political Studies.
- 7.4 Elected delegates to Department committees are subject to the acceptance and approval of the Department.

- 7.5.1 Electors are advised to take completion or near-completion of course-load into consideration.
- 7.5.2 Delegates are required to undertake Equity Training.
- 7.5.3 In the case that there are two or more Appointments in a given year, subject to the approval of the Department, a second delegate shall be elected to the Appointments and Staffing committee.
- 7.6 In the event of the resignation of any delegate or alternate, by-elections shall be held at the first possible meeting.

- 11.1 Minutes of all decisions made at all meetings of the Association shall be distributed following each meeting.
- 11.2 Minutes of all decisions made at all meetings of the Association shall be made available to any member of the Association upon request.
  
- 12.1 Amendments to this Constitution shall be made by two-thirds majority vote at the Annual General Meeting or by Referendum.
- 12.2 All proposed Constitutional Amendments shall be circulated in writing to each member of the Association at least one (1) week prior to the Annual General Meeting or by Referendum.
- 12.3 Constitutional Referendums shall proceed as follows:
  - 12.3.1 A two-thirds majority vote at a regular or special meeting of the Association shall be required for a Referendum to be held.
  - 12.3.2 Amendments to the Constitution by Referendum shall be adopted if they receive a two-thirds majority vote in favour, providing at least one-half of the membership has cast ballots.
  
- 13.1 From time to time the Association may adopt bylaws and policies at its meetings.
- 13.2 Bylaws shall be approved or amended only upon two-thirds majority vote of those members attending a meeting of the Association.
- 13.3 Policies shall be approved or amended upon simple majority vote of those members attending a meeting of the Association.
- 13.4 In the event of a conflict between a bylaw or policy and the Constitution, the Constitution shall prevail.
- 13.5 In the event of a conflict between a policy and a bylaw, a bylaw shall prevail.