

Arch Dalrymple III Department of History

Graduate Student Association

Bylaws

Revised June 2020

Article 1.

- a. The name of this organization shall be the Arch Dalrymple III History Graduate Association, hereafter referred to as the HGA.

Article 2.

- a. The purpose of this organization shall be to facilitate the professionalization and socialization of the graduate students in the Arch Dalrymple III Department of History on the campus of the University of Mississippi.
- b. In order to strengthen the professionalization and socialization of graduate students, the HGA will host an annual Graduate Student Conference.

Article 3.

- a. Membership Eligibility
 - i. Membership in the organization is open to any and all graduate students in the Arch Dalrymple III Department of History who are in good standing with the department and with the university.
- b. Voting Rights
 - i. All members who fulfill eligibility requirements to join the organization shall be granted voting rights.
- c. Non-Discriminatory Clause
 - i. The organization will not discriminate against any individual on the basis of race, ethnicity or national origin, religion, color, age, gender, marital or parental status, veteran status, disability, or sexual orientation.

Article 4.

- a. This organization shall have seven officers that constitute the board of directors: President, Communications Director, Treasurer, Outreach Director, Ph.D. Representative, M.A. Representative, and Graduate Instructor Representative.
- b. Full time graduate students who are in good standing with the Department of History are eligible to run for office. Further eligibility requirements may apply, and are outline in the description of each office.
- c. If an office is vacated or an officer is impeached, the current President shall appoint an interim officer for two week, during that time regular election procedures shall be followed to fill the open office.
- d. Impeachment:

- i. In the event that an officer is not fulfilling the duties as prescribed, a petition outlining the deficiencies of the officer, signed by at least 5 members of the general body, shall begin impeachment procedures.
- ii. The executive body shall call the impeached officer to provide testimony in their defense.
- iii. The President (or other executive body representative in the event the President is the officer facing impeachment) shall discuss the findings of the executive body with the faculty advisor, and together they will come to a decision to remove or retain the impeached officer based on those findings.

Article 5.

a. President

- i. Eligibility:
 - 1. Must be at least a second-year M.A. or Ph.D. student/candidate in the Arch Dalrymple III Department of History.
 - 2. Must be able to attend HGA meetings and events.
 - 3. Must be able to communicate clearly and effectively with graduate students and department faculty.
- ii. Responsibilities:
 - 1. Act as the primary liaison between the faculty and graduate students.
 - 2. Advocate on behalf of all graduate students in the Arch Dalrymple III Department of History.
 - 3. Preside over all HGA meetings.
 - 4. Call and prepare the agenda for each meeting.
 - 5. Act as mediator when necessary.
 - 6. Cast tie-breaking vote when necessary.
 - 7. Attend departmental Graduate Committee meetings as requested.
 - 8. Ensure that the organization is operating in conformity with the standards set forth by the University of Mississippi.
 - 9. Delegate responsibilities when unable to attend meetings or events.
 - 10. Organize events to further education, professional development.
 - 11. Must Serve on the HGA Executive Conference Committee.
 - 12. The President shall at their discretion, but at least once every academic year, provide to the history graduate student body a State of the Organization, as well as provide a copy to both the Department Chair and the Director of Graduate Studies.

b. Communications Director

- i. Eligibility:
 - 1. Must be at least a second-semester student in the Arch Dalrymple III Department of History.

2. Must be able to attend HGA meetings and events.
- ii. Responsibilities:
 1. Find events of interest (lectures, brown bags, job talks, etc.) on campus and near campus and streamline the process of communicating those events to the graduate student body.
 2. Communicate information about events that may be of interest to graduate students, including but not limited to events organized by the Arch Dalrymple III Department of History, the Center for Study of South Culture, the Croft Institute for International Studies, the Sarah Isom Center for Women and Gender Studies, the Department of Archives and Special Collections.
 3. Coordinate with the Director of Graduate Studies and the Administrative Coordinator to update and share the department's Google calendar of events.
 4. Maintain an accurate record of all organizational meetings and make available to members.
 5. When necessary, correspond with University administration, department administration, and graduate students.
 6. Must serve on the HGA Executive Conference Committee.
- c. Outreach Director
 - i. Eligibility:
 1. Must be at least a second-semester student in the Arch Dalrymple III Department of History.
 2. Must be available for most home football games in the fall semester.
 3. Must be able to communicate effectively with new and/or prospective students about the department, university, and Oxford.
 4. Must be able to attend HGA meetings and events.
 - ii. Responsibilities:
 1. Serve as Chairperson of the Outreach Committee.
 2. Act as the primary point of contact for prospective and new graduate students within the department wishing to meet with current graduate students.
 3. Coordinate meetings with prospective or new graduate students and current graduate students, attempting to match students based on field and educational level (M.A. or Ph.D.).
 4. Must serve on the HGA Executive Conference Committee.
- d. Treasurer
 - i. Eligibility:

1. Must be at least a second-semester student in the Arch Dalrymple III Department of History.
 2. Must be able to attend HGA meetings and events.
- ii. Responsibilities:
1. Oversee the annual budget process.
 2. Provide a Treasurer's report at each HGA meeting.
 3. Keep records of all HGA accounts.
 4. Oversee the disbursement of and deposit all funds associated with the HGA into an HGA account as directed by the annual budget.
 5. Must serve on the HGA executive Conference Committee.
- e. Ph.D. Representative
- i. Eligibility:
1. Must be a Ph.D. student or candidate (not a graduate instructor) enrolled in the doctoral program of the Arch Dalrymple III Department of History.
 2. Must be able attend HGA meetings and events.
- ii. Responsibilities:
1. Act as representative of the doctoral students on the HGA executive board:
 - a. Speak with fellow doctoral students about their concerns and issues;
 - b. Communicate the concerns and issues of the doctoral students to the HGA executive board.
 2. Must serve on the HGA Executive Conference Committee.
 3. Advocates and encourages Ph.D. student participation in HGA events facilitating greater professional and academic development.
- f. M.A. Representative
- i. Eligibility:
1. Must be a M.A. student or candidate (not a graduate instructor) enrolled in the doctoral program of the Arch Dalrymple III Department of History.
 2. Must be able attend HGA meetings and events.
- ii. Responsibilities:
1. Act as representative of the master's students on the HGA executive board:
 - a. Speak with fellow master's students about their concerns and issues;
 - b. Communicate the concerns and issues of the master's students to the HGA executive board.
 2. Must serve on the HGA Executive Conference Committee.
 3. Advocates and encourages M.A. student participation in HGA events facilitating greater professional and academic development.
- g. Graduate Instructor Representative
- i. Eligibility:

1. Must be a doctoral candidate in the Arch Dalrymple III Department of History.
 2. Must be an instructor of record for an undergraduate course at the University of Mississippi.
 3. Must be able to attend HGA meetings and events.
- ii. Responsibilities:
1. Act as representative of the graduate instructors on the HGA executive board:
 - a. Speak with fellow graduate instructors about their concerns and issues;
 - b. Communicate the concerns and issues of the graduate instructors to the HGA executive board.
 2. Must serve on the HGA Executive Conference Committee.
 3. Advocates and encourages graduate instructors participation in HGA events facilitating greater professional and academic development.

Article 6.

- a. Organizational meetings:
- i. Meetings of the organization shall be held as requested by members;
 1. Members should request a meeting via the President or their representative.
 - ii. Officer Meetings:
 1. Meetings shall be held on a bi-weekly basis.
 - iii. Special Meetings:
 1. Emergency meetings of either the executive board or general body may be called by the President or petition signed by at least 5 members of the general body.

Article 7.

- a. Elections:
- i. Members are eligible to run for office if they meet the requirements as prescribed in the description of said office.
 - ii. Elections will be announced by the current President via email; and members shall have one week to cast their vote electronically.
 - iii. Elections for the following academic year shall occur in April.
 - iv. Nominations shall be made electronically via email to the current President, or during a general body meeting. They shall occur one week before voting opens.
- b. Voting:
- i. All graduate students in good standing may vote in the election of the executive board.
 - ii. Only Ph.D. students/candidates (including graduate instructors) may vote in the election of the Ph.D. Representative.

- iii. Only M.A. students may vote in the election of the M.A. Representative.
- iv. Only graduate instructors may vote in the election of the Graduate Instructor Representative.
- v. In the event of a tie, the current President shall cast the tie-breaking vote.
- vi. The current President must notify the graduate student body of the outcome of the election via email.

Article 8.

- a. Arch Dalrymple III Department of History Graduate Student Executive Conference Committee:
 - i. The purpose of this committee shall be to plan and execute the annual graduate student conference hosted by the HGA.
 - ii. It is the responsibility of each HGA officer to serve on the HGA Executive Conference Committee.
- b. Outreach Committee
 - i. Tailgate:
 - 1. Organize the tailgating activities for the official Arch Dalrymple III Department of History tent in the Grove in consultation with the Department Chair.
 - 2. Refer to Tailgate Policy and Procedures handbook.

Article 9.

- a. Arch Dalrymple III Department of History Graduate Student Conference
 - i. Policy and Procedures for this conference can be found in Addendum I.
 - 1. Changes to Policy and Procedures can be made by simple majority vote of the Executive Conference Committee.

Article 10.

- a. Amendments:
 - i. Proposed amendments to these bylaws may be put forward by a meeting of the executive committee or any member of the Arch Dalrymple III Department of History graduate student body.
 - ii. Proposed amendments will be dispersed to the Arch Dalrymple III Department of History graduate student body by the President.
 - iii. Amendments to these bylaws will be adopted by a three-quarters approval of the cast vote.