

McMaster Undergraduate History Society Constitution
McMaster Undergraduate History Society, McMaster University
1280 Main St. W
Hamilton, Ontario, L8S 4L8

1. Name and Definition

1.1. The club/society shall be known as: McMaster Undergraduate History Society (here out referred to as the MUHS), a McMaster Humanities Society (here out referred to as the MHS) ratified club.

2. Purpose and Objectives

2.1. The MUHS serves to represent history majors and run events and initiatives both individually and in collaboration with the faculty. The objective of the MUHS is to create inclusive, collaborative and educational events and spaces, for both history majors and history lovers.

3. Membership

3.1. Membership to the club is limited to the following:

3.1.1. All full-time undergraduate students who support the Purpose of the MUHS and are enrolled in the Faculty of Humanities.

3.1.2. Part-time undergraduate students who support the Purpose of the club/society and have paid the MHS fee.

3.2. Honorary Membership for interested parties who are not represented by the MHS shall be approved and bestowed by the executive or membership committee of the MUHS upon majority ruling.

3.2.1. Honorary Members shall not hold executive positions, allocate funds, have voting status, or participate in any MUHS events which are restricted to non- honorary members.

4. Executive

4.1. The MUHS executive will consist of: President, Vice-President Social, Vice-President Finance, Secretary, Events Coordinator, Assistant Events Coordinator, Club Ambassador(s), First Year Representative(s).

4.2. Membership to the MUHS executive is restricted to full-time undergraduate students.

4.3. The **President** shall:

4.3.1. Oversee all executive meetings.

4.3.2. Be responsible for all club events.

4.3.3. Oversee all executive members and ensure they uphold their expenditures.

4.3.4. Act as a liaison between the club and the MHS.

4.4. The **Vice-President Finance** shall:

4.4.1 Keep the account books of the club, shall arrange for the custody and distribution of funds pursuant to the executive and general membership's direction.

- 4.4.2 Give a report to the finances of the club at each executive meeting and have the books available upon the request of any member of the club.
- 4.4.3 Perform such other duties that are from time to time assigned by the Presidents, executive or general membership.
- 4.5. The **Vice-President Social** Shall:
 - 4.5.1. Perform the duties of the Presidents in the latter's absence and shall assist the President's where required.
 - 4.5.2. Perform such other duties that are from time to time assigned by the Presidents, executive or general membership.
 - 4.5.3. Work in close proximity with the Events Coordinator.
 - 4.5.4. Upload photos to social media platforms.
 - 4.5.5. Create and distribute event posters.
 - 4.5.6. Raise awareness for the club on social media.
- 4.6. The **Secretary** Shall:
 - 4.6.1. Keep the minutes of all official meetings and be responsible for all correspondence of the association.
 - 4.6.2. Maintain the club's membership list and archival documents.
 - 4.6.3. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- 4.7. The **Events Coordinator** Shall:
 - 4.7.1. Work in close proximity with the Vice-President Social.
 - 4.7.2. Take photos of all events.
 - 4.7.3. Contact venues to plan events.
 - 4.7.4. In charge of purchasing potential prizes or miscellaneous props.
 - 4.7.5. Create and distribute event poster.
- 4.8. The **Assistant Events Coordinator** Shall:
 - 4.8.1. Perform duties assigned to them by the Events Coordinator.
- 4.9. The **Ambassador(s)** Shall:
 - 4.9.1. Liaise with other clubs on campus to foster interaction between the MUHS and other departments.
 - 4.9.2. Engage with the McMaster community to spread awareness for the society.
- 4.10. The **First Year Representative(s)** Shall:
 - 4.10.1. Represent the MUHS in first year classes and inform them of upcoming events.
 - 4.10.2. Perform duties assigned by them to other executive members.

5. Finances

- 5.1. The MUHS is eligible for allocated funding from the MHS.
- 5.2. The MUHS may use the allocated funding for means pertaining to the Purpose and Objectives outlined in the constitution.
 - 5.2.1. The MUHS shall be prepared to present proof of purchase to the MHS and proof of funding allocation as granted by the **MHS Vice President of Internal Affairs**.
- 5.3. The club may use any reasonable means consonant with the constitutional purpose to raise funds for its program.

6. Hiring and Elections

6.1. Save for First Year Representative(s), all Executive members must be appointed by April 30 and take office by May 30.

6.1.1. In the event that Executive positions become vacant or remain unfilled, a secondary hiring process will be initiated. Save for First Year Representative(s), all Executive members in the secondary hiring process must be appointed by October 30, at the latest. Executive members hired through the secondary hiring process will take office immediately upon their appointment.

6.2. First Year Representative(s) must take office by October 30.

7. Meetings

7.1. General Meetings.

7.1.1. Only the **President** may call general meetings.

7.2. Executive Meetings.

7.2.1. All Executive members shall attend Executive meetings.

7.3. Quorum.

7.3.1. A quorum (minimum) attendance of 2/3 of the executive members is required for an executive meeting.

8. Equity, Diversity, and Inclusion

8.1. The MUHS acknowledges that as a McMaster affiliated society/club, the club/society benefits from the University's location on the traditional territories of the Mississauga and Haudenosaunee nations, and within the lands protected by the "Dish with One Spoon" wampum agreement.

8.2. The MUHS recognizes and works to reflect McMaster University's commitments to equity, diversity, inclusion, and accessibility, to cultivate a community that respects the human rights, integrity and dignity of all members.

8.3. The MUHS does not condone any harassment, violence, and discrimination.

8.4. The MUHS shall not attempt to exclude, discriminate, or repudiate in any manner that suggests prejudice against an individual.

8.5. Any failure to adhere to these conditions will result in immediate review and possible recall from the MHS.

9. Bylaws and Amendments

9.1. Bylaws may be adopted or amended following a majority vote of all members of the Executive Board.

9.2. Passage of amendments to the Constitution shall be majority affirmative vote at quorum (minimum attendance) meeting.

9.3. All bylaws and amendments shall be referred to the **MHS Vice President of Internal Affairs** and the **MHS President** for approval.

10. Recall

10.1. The MUHS shall make every reasonable attempt to fulfill the duties and responsibilities, and to reflect the policies and beliefs of the club as outlined in this constitution.

10.2. The MUHS shall make every reasonable attempt to reflect and obey the policies as outlined in the MHS Constitution.

10.3. The members of the MUHS shall not use their position in contravention of the legitimate rights and interests of the members' constituents.

10.4. The members of the MUHS shall recognize that any failure to respect the conditions stated in this section will result in immediate review and possible recall from the MHS.

11. Enabling Clause

11.1. This Constitution shall take effect October 30, 2020.

11.1.1. This Constitution has been modified as of August 6, 2021.