

The Education Graduate Student Society Constitution



Table of Contents

- Article 1 - Name of Society
- Article 2 - Membership
- Article 3 - Purposes of the Society
- Article 4 - Rights of EGSS members
- Article 5 - Members of the Executive Committee
- Article 6 - Duties of the Executive
- Article 7 - Meetings
- Article 8 - Election Process
- Article 9 - Terms of use for the Graduate Student Listserv
- Article 10 - Ombudsperson
- Article 11 - Amendments to the Constitution
- Article 12 - Adoption of This Constitution

Article 1 - Name of Society

- 1.1 The name of the society is the Education Graduate Student Society (EGSS)

Article 2 - Membership

- 2.1 Membership of EGSS, Queen's University shall be limited to graduate students of Queen's University Faculty of Education
- 2.2 All graduate students currently registered in the Faculty of Education are automatically considered members of EGSS

Article 3 - Purposes of the Society

- 3.1 To serve the interests and needs (academic and social) of the membership.
- 3.2 To keep students informed about current issues that are relevant to their education.
- 3.3 To ensure that student representatives are appointed to all committees, bodies, departments, programs, and units on which Education graduate students have representation.
- 3.4 To assist member representatives in performing their duties.
- 3.5 To represent its members in dealing with the Faculty of Education and Queen's University.
- 3.6 To facilitate communication between its members and the Society of Graduate and Professional Students (SGPS) of Queen's University and the greater Queen's community.

Article 4 - Rights of EGSS members

4.1 To have access to EGSS meetings

4.2 To run for a position on the EGSS executive

4.3 To propose amendments to the EGSS Constitution

4.4 To be protected by the current rights of the Queen's Harassment and Discrimination Policy and Procedure. This gives the Human Rights Office a mandate to promote human rights and to take action where acts of discrimination or harassment occur. The following grounds are among those included but not limited to: race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status and disability.

4.5 To be free from conduct or comment of a sexual nature which is known or thought reasonably to be known as unwelcome. This includes, but is not limited to: sexual solicitation, advances, remarks, suggestive comments or gestures; the display of sexually suggestive pictures, posters, objects or graffiti; physical contact of a sexual nature (including sexual assault as defined under the Criminal Code of Canada); sexual conduct that interferes with a person's dignity or privacy such as voyeurism and exhibitionism.

Article 5 - Members of the Executive Committee

5.1 The executive committee shall consist of the graduate student representatives to the Education Faculty Board and its Standing Committees as well as three additional student body representatives. The EGSS executive members include:

5.1.1 Faculty Board

- a. EGSS President (M.Ed. or Ph.D.)
- b. M.Ed. Representative
- c. Ph.D. Representative

5.1.2 Standing Committees

- a. Appointments (M.Ed. or Ph.D.)
- b. Graduate Studies and Research (1 M.Ed., 1 Ph.D.)
- c. Nominating (M.Ed. or Ph.D.)
- d. Good and Welfare (M.Ed. or Ph.D.)
- e. Renewal, Tenure and Promotions (M.Ed. or Ph.D.)
- f. Strategic Planning (M.Ed. or Ph.D.)

5.1.3 Member representatives

- a. Treasurer (M.Ed. or Ph.D.)
- b. Part-time Student Representative (M.Ed.)
- c. Academic Events Coordinator (M.Ed. or Ph.D.)
- d. Social Events Coordinator (M.Ed. or Ph.D.)
- e. Website and Communications Officer (M.Ed. or Ph.D.)
- f. International Student Representative (M.Ed. or Ph.D.)
- g. Rosa Bruno-Jofré Symposium in Education Chairperson (M.Ed. or Ph.D.)

Article 6 - Duties of the Executive

6.1 The members of the executive will hold a term of one year from May 1 to April 30.

6.2 Each member of the executive will attend monthly EGSS meetings, report on and discuss issues of interest to the graduate student body, as well as plan and organize academic and social events within the faculty. Issues of interest will be reported (via listserv) to graduate student body for feedback or direction on issues.

6.3 The individual responsibilities of each member of the executive are:

6.3.1 EGSS President

- a. Act as a liaison between the Graduate Studies and Research office and EGSS members as leader of the EGSS.
- b. Attend monthly faculty board meetings to report on issues affecting the graduate student body.
- c. Assist the Event Coordinators in organizing social and academic events for EGSS members.
- d. Organize a presentation about the EGSS for the September graduate student orientation session for M.Ed. and Ph.D. students.
- e. Prepare and distribute the agenda, time and location for all EGSS meetings
- f. Post EGSS Executive Meeting dates to the Grad listserv
- g. In conjunction with the EGSS treasurer, secure funding for EGSS sponsored events.
- h. Chair all EGSS meetings.
- i. Support academic and social events sponsored by the EGSS.

6.3.2 M.Ed. Representative – Faculty Board

- a. Attend monthly SGPS meetings and distribute information from the SGPS.
- b. Represent the interests of EGSS members at SGPS council meetings.
- c. Report relevant information from the SGPS meetings to the EGSS executive.
- d. Forward emails from the SGPS to the Faculty of Education Graduate student listserv.
- e. Assist with the organization and planning of EGSS events.
- f. Assist with the organization of a presentation about the EGSS for the September graduate student orientation.
- g. Attend monthly Faculty Board meetings.
- h. Support academic and social events sponsored by the EGSS.

6.3.3 Ph.D. Representative – Faculty Board

- a. Attend monthly SGPS meetings and distribute information from the SGPS.
- b. Represent the interests of EGSS members at SGPS council meetings.
- c. Report relevant information from the SGPS meetings to the EGSS executive.
- d. Forward emails from the SGPS to the Faculty of Education Graduate student listserv.
- e. Assist with the organization and planning of EGSS events.
- f. Organize a presentation about the EGSS for the September graduate student orientation for Ph.D. students.
- g. Attend monthly Faculty Board meetings.
- h. Support academic and social events sponsored by the EGSS.

6.3.4 Appointment Committee Representation

- a. Attend all meetings of the Appointment Committee
- b. Vote on issues and motions raised by the members of the Appointment Committee.
- c. Attend public lectures of applications and participate in the hiring process of said applicants for the Appointment Committee.
- d. Discuss the content of a job advertisement with the Appointment Committee.

- e. Review applicant files and create a long/short list for particular positions and interviewing applicants for the Appointment Committee.
- f. Support academic and social events sponsored by the EGSS.

6.3.5 Graduate Studies and Research Committee Representative

- a. Attend meetings of the Graduate Studies and Research Committee.
- b. Advise on matters relating to the curriculum and overall structure of existing graduate program within the Faculty of Education for the Graduate Studies and Research Committee.
- c. Make recommendations regarding the desirability and feasibility of new courses and programs at the graduate level for the Graduate Studies and Research Committee.
- d. Support academic and social events sponsored by the EGSS.

6.3.6 Nominating Committee Representative

- a. Initiate each year the nominating process for only Faculty of Education graduate students, for their student government positions and for their student representatives on Faculty Board and its standing committees.
- b. Attend meetings of the nominating committee.
- c. Assess the operation of the Faculty Board and its committees and submit annually a report to the Board, which will recommend any alterations, which the Nominating Committee shall deem necessary to improve effectiveness of the Board and its committees.
- d. Will sign a letter addressed to the EGSS banking institution to allow the incoming president and treasurer to sign cheques.
- e. Support academic and social events sponsored by the EGSS.

6.3.7 Good and Welfare Committee Representative and Equity Commissioner

- a. Organize and execute an annual welcome celebration for new and continuing graduate students and faculty.
- b. Attend meetings of the Good and Welfare Committee.
- c. Send expressions of sympathy, congratulations, etc. on behalf of the Faculty of appropriate occasions for both the EGSS and Good and Welfare Committee.
- d. Ensure that the Faculty is represented on appropriate occasions for both the EGSS and the Good and Welfare Committee.
- e. Represent all graduate students in education by communicating any questions, ideas or concerns to the EGSS executive.
- f. Plan events that promote equity, diversity, and inclusion for graduate students in education.
- g. Support academic and social events sponsored by the EGSS.

6.3.8. Renewal, Tenure and Promotion Committee (RTP) Representative

- a. Attend all meetings of the RTP Committee.
- b. Participate in the Faculty's contract renewal process for faculty members for the RTP.
- c. Attend an early fall meeting of the RTP Committee to select professional referees, decide on portfolio review protocol, and discuss and establish a vote procedure.
- d. Meet and discuss with the RTP Committee files and vote whether prospective candidates are recommended to the Dean of the Education Department to have their faculty positions renewed, to be promoted and/or to receive tenure.
- e. Attend an equity workshop prior to beginning RTP Committee.
- f. Support academic and social events sponsored by the EGSS.

6.3.9 Strategic Planning Committee Representative

- a. Attend weekly and/or monthly meetings of the Strategic Planning Committee.
- b. Represent graduate concerns and other needs to the Strategic Planning Committee during the review and creation of the Faculty of Education's strategic plan.
- c. Attend subcommittee meetings within the Strategic Planning Committee.

- d. Attend open meetings both at the Faculty and student levels for the Strategic Planning Committee.
- e. Support academic and social events sponsored by the EGSS.

6.3.10 EGSS Treasurer

- a. Organize and maintain the EGSS account books.
- b. Work with Academic and Social Event Coordinators assess funding needs.
- c. In conjunction with the EGSS president, secure funding for EGSS sponsored activities.
- d. Support academic and social events sponsored by the EGSS.

6.3.11 Part-time Student Representative

- a. Represent the interests of part-time graduate students in education by communicating any questions, ideas or concerns to the EGSS executive.
- b. Support academic and social events sponsored by the EGSS.

6.3.12 Academic Events Coordinator

- a. Organize and execute EGSS academic events (ScholarShare).
- b. Support academic and social events sponsored by the EGSS.

6.3.13 Social Events Coordinator

- a. Organize and execute EGSS social events.
- b. Support academic and social events sponsored by the EGSS.

6.3.14 Website and Communications Officer

- a. Maintain and update EGSS website.
- b. Organize and distribute e-newsletter to graduate students in education.
- c. Communicate relative information to all graduate students in education.
- d. Support academic and social events sponsored by the EGSS.
- e. Record the Minutes of the EGSS Meetings

6.3.15 International Student Representative

- a. Represent the interests of international graduate students in education by communicating any questions, ideas or concerns to the EGSS executive.
- b. Work in connection with the Queen's University International centre.
- c. Support academic and social events sponsored by the EGSS.

6.3.16 Chairperson of the Rosa Bruno-Jofré Symposium in Education

- a. Coordinate the Rosa Bruno-Jofré Symposium in Education
- b. Assemble a committee to assist with the Symposium
- c. Support academic and social events sponsored by the EGSS.

Article 7 - Meetings

7.1 The EGSS executive members shall meet monthly. Meeting times shall be posted on the list serve and shall be open to all students and guests in the Faculty of Education.

7.2 Voting. All EGSS executive members shall have one (1) vote each. Proxy votes may be cast in the event that a voting member is unable to attend a meeting.

7.3 Quorum. A quorum shall be one-half (1/2) of the voting members of the EGSS executive.

7.4 If it is felt that a member of the EGSS executive has not performed their duties satisfactorily, even after warnings have been given, that member may be dismissed with a two-thirds (2/3) majority of the EGSS executive.

Article 8 - Election Process

8.1 By March 1, the Nominating Committee representative will provide notice of positions available through the education graduate student list serve. Notice will also be placed in the Faculty's Graduate Studies and Research office, and the Graduate Student Facility.

8.2 To be considered for a representative position, students interested in serving on any of these committees shall nominate themselves within 10 working days by giving notice to the Nominating Committee representative.

8.3 A question and answer session will be held by the current EGSS executive during the second week of the nomination period.

8.4 The election shall be held by secret ballot. The location of the polling station shall be announced during the first week of the nomination period. The polling station shall be open during regular business hours for one (1) day immediately following the nomination period.

8.5 The ballots shall be counted by the Nominating Committee representative in the presence of a Faculty of Education staff member.

8.6 The election results shall be posted on the list serve and in the Graduate Student Facility the day following the election.

8.7 For persons elected to Faculty Standing Committees, terms will commence and finish consistent with terms stipulated in the Faculty of Education Constitution.

8.8 In the event that a representative should withdraw from their position, a new representative may be appointed to the position through a by-election administered by following the same procedures as through a regular election.

8.9 The Nominating Committee representative will provide a list of graduate student committee members to the Faculty's Graduate Studies and Research office by April 1 each year.

8.10 EGSS Executive members serving on standing committees including Faculty Board may not seek re-election. EGSS Executive Members Representative may seek re-election. The President may not seek re-election.

Article 9 - Terms of use for the Graduate Student Listserv

9.1 The Graduate Student List-Serve falls under the jurisdiction of the following university policies. Since all education graduate students are able to send and receive messages through this listserv (unless their access has been removed due to policies outlined below), students should familiarize themselves with these policies.

9.1.1 The Queen's University Computer User Code of Ethics outlines appropriate computer usage and procedures when usage is abused.

<http://www.queensu.ca/secretariat/senate/policies/codes.html>

9.1.2 The Policy for Establishing Mailing Lists at Queen's University states that ITServices does not provide Mailing List Services to students, student organizations or clubs, or to members of the Internet community. As such, ITServices and the List Owner - not education graduate students - are responsible for making sure this mailing list is being used as outlined in university policies.

<http://post.queensu.ca/listserv/lsv/lsvpolicy.html>

9.1.3 The ITServices Mass E-mail Communication Policy outlines appropriate venues for mass communication.

<http://post.queensu.ca/listserv/massmail.html>

9.1.4 The Copyright Information for Listserv Mailing Lists outlines the legalities surrounding copyright material.

<http://post.queensu.ca/listserv/lsv/lsv-copyright.html>

Article 10 - Ombudsperson

10.1 In situations where a graduate student feels that he or she has been unfairly treated by a professor or other university staff, the student may ask the SGPS Student Advisor Program to act as Ombudsperson.

Article 11 - Amendments to the Constitution

11.1 Should an amendment to the constitution be requested, it must be brought to the attention of the executive. Before the amendment can be made, a two-thirds (2/3) majority of the executive must agree on the amendment. Once the executive has reached a two-thirds (2/3) majority, the amendment can be completed.

Article 12 - Adoption of This Constitution

12.1 This Constitution shall come into effect as of June of 2008.

Amended April 30, 2012.