

PGSA Constitution

October 24, 2017

A By-Law relating to the constitution of the **Philosophy Graduate Student Association**
– **University of Waterloo**.

1. Name

The name of the association shall be the “Philosophy Graduate Student Association – University of Waterloo” hereinafter referred to as “the PGSA”.

2. Territorial acknowledgement

The PGSA acknowledges that University of Waterloo is on the Dish With One Spoon Territory: the traditional lands of the Attawandaron Nation, Anishinaabek (Three Fires Confederacy and Mississauga), Rotinonshón:ni (Six Nations Confederacy), Wyandot People, and the Métis Nation of Ontario. The University of Waterloo is located specifically on Block 2 of the Haldimand Tract, which extends six miles on either side of the Grand River.

3. Equality acknowledgement

The PGSA acknowledges that all persons have an equal right to dignity, respect, and security of the person. The PGSA will not tolerate any form of discrimination or harassment that violates these rights. This includes, but is not limited to, discriminatory or harassing speech or conduct made against persons’ ability, age, ethnic origin, gender identity or expression, language, race, religion, sexual identity or expression, skin colour, and socio-economic status.

4. Objectives

The PGSA shall be the sole representative body of the graduate students in the Department of Philosophy.

The PGSA shall promote and represent any or all of the mutual interests of its members, as well as the operation and promotion of a Philosophy graduate student society.

The PGSA shall promote and maintain communication with the Department of Philosophy and its faculty members, and represent its full members and their interests within the University.

The PGSA shall administer its affairs within the limits prescribed by the PGSA’s Constitution and By-Laws, applicable University of Waterloo policies and procedures, and provincial and federal statutes.

The PGSA shall endeavor to aid individual full members with specific problems related to the Department of Philosophy, both as students and as employees.

The PGSA shall act to stimulate social and intellectual contact among its members.

5. Membership

All students registered as full- or part-time graduate students in the Department of Philosophy at the University of Waterloo shall be full members of the PGSA.

All full members of the PGSA shall be entitled to vote in PGSA elections and referenda.

6. Executive

The administrative authority of the PGSA shall be vested in the Executive of the PGSA.

The Executive of the PGSA shall consist of the President or two Co-Presidents, Administrator or two Co-Administrators, Treasurer or two Co-Treasurers, PhD Representative, MA Representative, and University of Waterloo Graduate Student Association (GSA) Representative.

The election of the Executive shall normally take place at the Annual General Meeting of the membership. Executive members shall be elected by a majority vote of the members attending that meeting.

If the membership elects Co-Presidents, Co-Administrators, or Co-Treasurers, the confidence of the membership is placed in both persons jointly and not individually. The resignation or removal of one of the two persons in a jointly-held Executive position means that the remaining person no longer holds that position. The remaining person may be nominated to fill the vacancy.

One member may hold more than one Executive position at a time; however, no member may hold the position of Treasurer or Co-Treasurer while also holding the position of President or Co-President, and no member may hold the position of GSA representative while also holding the position of MA or PhD representative.

The term of office of the Executive shall ordinarily be for one year, from one Annual General Meeting until the following Annual General Meeting.

Members of the Executive may be nominated for an Executive position in the following year.

Members of the Executive who have completed their degree requirements may, but are not obliged, to complete their full term as a member of the Executive.

Members of the Executive who take a leave or withdraw from studies shall be deemed to have resigned from their positions.

Should an Executive position become vacant, a by-election for that position shall take place as soon as possible.

The duties of the Executive shall be set out in a separate By-Law.

7. Removal of Executive from office

A member of the Executive may only be removed from office for cause. A representative list of such causes and the procedure for removing a member of the Executive from office shall be set out in a separate By-Law. This procedure must include introducing a motion to remove the member of the Executive from office. The vote on a final motion for removal must be done by secret ballot, and two-thirds of the votes must be cast in favour of the motion for it to be carried.

8. Annual General Meeting of the membership

The PGSA shall hold an Annual General Meeting for the election of an Executive no later than the fourth week of the Fall term in each academic year.

9. Dissolution

Should the membership of the PGSA vote to dissolve the PGSA, then the President or Co-Presidents and Treasurer or Co-Treasurers shall work with the Department of Philosophy's Chair

and Graduate Officer to settle all accounts and to assign any remaining assets to the Department for the benefit of the graduate student community.

10. Amendments to the Constitution

This Constitution may be amended only by a simple majority of votes cast in a referendum called for such a purpose. Proposed amendments must be available to the membership for at least the three weeks immediately preceding such a referendum.

11. Amendments to the By-Laws

The By-Laws of the PGSA may be amended by passing an ordinary motion at a meeting of the membership. Proposed amendments must be available to the membership for at least one week immediately before such a vote.

12. History

Passed and enacted by the membership on October 24, 2017

Witnesses: Phillippe Bériault, Jay Solanki, David (YeounJun) Park, Haider Riaz, Chris Wass, Amanda Plain, Vanessa Lam, Jim Jordan, Oliver Oxtan.

PGSA By-Law 1

Duties and Privileges of the Executive

A By-Law relating to the affairs of the **Philosophy Graduate Student Association – University of Waterloo**.

1. Purpose

To establish the duties and privileges associated with the Executive positions within the PGSA.

2. Duties and privileges of the Executive

These are the principle duties and privileges of the Executive. Temporary responsibilities and privileges may be added by delegation from the membership on an *ad hoc* basis. Ongoing responsibilities and privileges may be added, removed, or modified by amending this By-Law.

2.1. Common responsibilities

All members of the Executive shall send a report of their activity to the Administrator or Co-Administrators at least a week before each scheduled meeting of the membership.

All members of the Executive shall attend meetings of the membership unless exceptional circumstances prevent it.

All members of the Executive (except the meeting Chair) may, upon request, serve as a proxy for members who cannot attend a meeting.

2.2. President or Co-Presidents

The President or Co-Presidents shall call every PGSA meeting in accordance with the procedures in PGSA By-Law 4 (Meeting Agendas and Procedures). They shall direct the Administrator or Co-Administrators to email the notices of meetings, along with the agenda, minutes of the previous meeting, and any reports to be presented, to the membership.

The President or a Co-President shall be the first and final chair of every PGSA meeting.

The President or Co-Presidents shall be responsible for planning and organizing social events for the membership each term. The University of Waterloo Graduate Student Association offers some funding to departmental associations for such events. It is the responsibility of the President or Co-Presidents to seek that funding every semester. The budget for such events shall be established in conjunction with the Treasurer or Co-Treasurers.

The President or Co-Presidents shall be allowed the password and administrative privileges for the PGSA email account, website, and social media accounts.

The President or Co-Presidents shall be responsible for maintaining and preserving all relevant records in the PGSA's record archive.

The President has signing authority for the PGSA bank accounts. If there are Co-Presidents, then both Co-Presidents shall have signing authority, subject to limits imposed by the financial institution holding the account. Only one of the Co-Presidents may sign any single instrument.

The President or Co-Presidents shall receive and maintain copies of all business transactions made on behalf of the PGSA by any Executive member.

Should the President or a Co-President leave office prematurely, the position of President shall be declared vacant until nominations are received and a by-election has taken place.

2.3. Administrator

The Administrator or a Co-Administrator is responsible for taking minutes during every meeting of the membership. Minutes shall be posted on the PGSA website no later than one week after the meeting, and shall be distributed with the notice for the next meeting. Changes to the minutes that are made during the subsequent meeting shall also be changed on the website.

The Administrator or Co-Administrators shall email notices of meetings, along with the agenda, minutes of the previous meeting, and any reports to be presented, to the membership.

The Administrator or a Co-Administrator shall ensure that a quorum is present and maintained at every meeting. Conditions for quorum are set out in PGSA By-Law 4 (Meeting Agendas and Procedures).

At each meeting the Administrator or a Co-Administrator shall send around a page for attendees to sign indicating their presence at the meeting. The Administrator or Co-Administrators shall include the list of attendees as part of the minutes.

The Administrator or Co-Administrators shall maintain a list of those who have sent regrets or designated a proxy for each meeting. These lists shall be included as part of the minutes for the meeting. Where applicable, the name of the proxy shall be indicated.

The Administrator or a Co-Administrator shall bring a supply of pre-cut paper to each meeting for use as ballot paper.

The Administrator or Co-Administrators shall receive and keep a record of any meetings held by committees or attended by individuals on behalf of the PGSA. The record shall include an agenda (if available), the date and names of the persons at the meeting, any decisions made, and any actions assigned, subject to confidentiality requirements. These records do not form part of the minutes of the PGSA unless the material is presented at a meeting of the PGSA.

The Administrator or Co-Administrators shall be responsible for updating and maintaining PGSA emails and the PGSA website.

The Administrator or Co-Administrators shall be allowed the password and administrative privileges for the PGSA email account, website, and social media accounts.

The Administrators or Co-Administrators shall change the passwords and make any changes to administrative privileges on the PGSA email account, website, and social media accounts at least once each academic year.

The Administrator or Co-Administrators shall be responsible for maintaining and preserving all relevant records in the PGSA's record archive.

Should the Administrator or a Co-Administrator leave office prematurely, the position of Administrator shall be declared vacant until nominations are received and a by-election has taken place.

2.4. Treasurer

The Treasurer or Co-Treasurers shall keep a record of transactions and balances on the PGSA bank account, petty cash, and other funds. This information shall be presented at every meeting of the membership.

The Treasurer has signing authority for the PGSA bank account. If there are Co-Treasurers, then both Co-Treasurers shall have signing authority, subject to limits imposed by the financial institution holding the account. Only one Co-Treasurer may sign any single instrument.

The Treasurer or Co-Treasurers shall be responsible for planning fundraising events for the PGSA. They may seek help from other members both for ideas and for activities.

The Treasurer or Co-Treasurers shall be responsible for billing and collecting fees for the use of all PGSA fundraising services.

The Treasurer or Co-Treasurers shall assist the President or Co-Presidents and PGSA committees prepare budgets for PGSA events.

The Treasurer or Co-Treasurers shall be responsible for producing a statement of financial position and a statement of revenue and expenses at the end of each academic year.

The Treasurer or Co-Treasurers shall, from time to time, assess the financial services required by the PGSA, and present any recommended changes to the membership for approval.

The Treasurer or Co-Treasurers shall be responsible for submitting all relevant records to the maintainers of the PGSA's record archive.

Should the Treasurer or a Co-Treasurer leave office prematurely, the position of Treasurer shall be declared vacant until nominations are received and a by-election has taken place.

2.5. PhD Representative

The PhD Representative shall participate in most Department of Philosophy faculty meetings as a representative for the PhD students in the Department. The PhD Representative shall file a report on these meetings at the next PGSA meeting. This may be done jointly with the MA Representative.

Other University events and meetings that require representation from a PhD student should be offered to the PhD Representative.

The PhD Representative shall send to the Administrator or Co-Administrators a copy of the agenda of each meeting they are attending at least a week before the meeting.

Should the PhD Representative leave office prematurely, the position of PhD Representative shall be declared vacant until nominations are received and a by-election has taken place.

2.6. MA Representative

The MA Representative shall participate in most Department of Philosophy faculty meetings as a representative for the MA students in the Department. The MA Representative shall file a report on these meetings at the next PGSA meeting. This may be done jointly with the PhD Representative.

Other University events and meetings that require representation from an MA student should be offered to the MA Representative.

The MA Representative shall send to the Administrator or Co-Administrators a copy of the agenda of each meeting they are attending at least a week before the meeting.

Should the MA Representative leave office prematurely, the position of MA Representative shall be declared vacant until nominations are received and a by-election has taken place.

2.7. University of Waterloo Graduate Student Association (GSA) Representative

The GSA Representative shall participate in University of Waterloo Graduate Student Association Council meetings as a representative for the students in the Department of Philosophy. The GSA

representative shall inform the PGSA of any upcoming GSA meetings, attend all GSA meetings, express the PGSA's position on extra-departmental graduate student interests, and report back to the PGSA after every meeting.

Other University events and meetings that require representation from a Philosophy graduate student should be offered to the GSA Representative.

The GSA Representative shall send to the Administrator or Co-Administrators a copy of the agenda of each meeting they are attending at least a week before the meeting.

Should the GSA Representative leave office prematurely, the position of GSA Representative shall be declared vacant until nominations are received and a by-election has taken place.

3. Vacancies

Should an Executive position become vacant, another member of the Executive shall serve in that role on an acting basis until the vacancy is filled. The role shall be served by the first eligible person in that position's replacement list, as follows:

- President: Administrator or a Co-Administrator, GSA Representative, PhD Representative, MA Representative
- Administrator: President or a Co-President, Treasurer or a Co-Treasurer, PhD Representative, MA Representative, GSA Representative
- Treasurer: Administrator or a Co-Administrator, PhD Representative, MA Representative, GSA Representative
- PhD Representative: President or a Co-President, Administrator or a Co-Administrator, Treasurer or a Co-Treasurer, GSA Representative
- MA Representative: President or a Co-President, Administrator or a Co-Administrator, Treasurer or a Co-Treasurer, GSA Representative
- GSA Representative: MA Representative, PhD Representative, President or a Co-President, Administrator or a Co-Administrator, Treasurer or a Co-Treasurer

4. History

4.1. Enactment

Passed and enacted by the membership on October 24, 2017.

4.2. Amendments

Amended <date>

4.3. Rescission

Rescinded <date>

PGSA By-Law 2

Removal of a Member of the Executive from Office

A By-Law relating to the affairs of the **Philosophy Graduate Student Association – University of Waterloo**.

1. Purpose

To establish a procedure by which a member of the Executive may be removed from office for cause.

2. Cause

A member of the Executive may only be removed from office for cause. Cause is to be understood in relation to the duties of the Executive member as set out in PGSA By-Law 1 (Duties and Privileges of the Executive). Causes for removal include, but are not limited to, negligence, incompetence, unprofessional conduct, non-participation, and the inability to maintain the confidence of the Philosophy graduate student community.

A member of the Executive who takes a leave or withdraws from studies shall be deemed to have resigned from the Executive and shall not be subject to this procedure.

3. Procedure

3.1. Initial report and investigation

The process for removing a member of the Executive from office begins with a report presented at an ordinary meeting of the membership. The person presenting the report shall then move that the PGSA establish an *ad hoc* committee to investigate these concerns. Should the motion carry, then the remaining members of the Executive and two other PGSA members who are regarded as regular participants in PGSA meetings shall serve on this committee.

The committee shall initially seek to mediate the situation as quickly as possible.

If reconciliation fails or is inappropriate (as in the case of gross negligence or misconduct), the committee shall determine whether there is sufficient evidence to warrant an inquiry for determining whether there is cause for removal. If sufficient evidence is found, the Executive member in question shall be informed in writing of the committee's decision and the basis for it, and be given the opportunity to respond.

3.2. Committee report to the membership

The committee will then bring the evidence, together with the Executive member's response, to an ordinary meeting of the membership.

The committee may recommend measures other than removal from office. These measures may be implemented through an ordinary motion. Measures that limit the Executive member's powers may be imposed only for improving transparency and accountability.

3.3. Motion to remove the member

If the committee recommends that the Executive member be removed for cause, a member of the committee shall introduce a motion to that effect. The vote on the motion shall be conducted by secret ballot. The Executive member in question is deemed to have a conflict of interest in the

matter and shall neither cast a ballot nor be present while ballots are being cast. The member may be present when the ballots are counted.

A motion for removal carries if two-thirds of the votes cast are in favour of the motion. If the motion carries, the person is removed from office immediately, but maintains the privileges of membership in the PGSA. The former Executive member's position shall be declared vacant, nominations shall be opened, and a by-election shall be held at the next meeting of the membership.

4. History

4.1. Enactment

Passed and enacted by the membership on October 24, 2017.

4.2. Amendments

Amended <date>

4.3. Rescission

Rescinded <date>

PGSA By-Law 3

Nomination and Election Procedures

A By-Law relating to the affairs of the **Philosophy Graduate Student Association – University of Waterloo**.

1. Purpose

To establish a procedure for nominating and electing members of the Executive.

2. Nominations

Nominations for all Executive positions are formally opened during the initial meeting of the membership, to be held no later than the second week of the Fall term each year. Nominations to fill vacancies on the Executive shall be formally opened at the first meeting after the vacancy is acknowledged.

Nominations remain open until the next meeting of the membership.

Members may nominate themselves for a position. Each nomination must be seconded. This can be done in writing after nominations are opened, or in person at a meeting to elect members to the Executive. Written nominations must be submitted in advance of the meeting to the Administrator or a Co-Administrator.

A nomination of two members to share a position requires one seconder, who cannot be one of the members nominated.

A member may only second a single nomination for each open position.

Members who have been removed from the Executive may not be nominated for a position on the Executive until after the initial meeting of the next academic year.

The nominations for each position are declared closed immediately before the nominees speak to their cause in advance of the vote for that position. At a meeting where more than one election is being held, nominations for a second or subsequent position shall not close until after the election for the first or previous position has been completed. For example, nominations for Treasurer will not close until after the election of a President or Co-Presidents.

If there are two or more nominees for a position after nominations close, and the position may be shared between two people, the candidates may negotiate shared nominations without requiring a new seconder.

3. Nominees' statements

Once all nominees for a position have been identified, each nominee shall be invited to speak for no more than two minutes in support of their nomination. If there is a shared nomination, the joint nominees shall be invited to speak for up to 60 seconds each.

The speaking order is reversed from the order in which candidates were nominated: the last nominee for the position speaks first, and the first nominee for the position speaks last.

4. Election

4.1. No acclamations

Executive positions are not filled by acclamation. If there is a single nominee for a position, an election must still take place for the membership to express their confidence in the nominee.

4.2. Paper ballot

Elections shall take place by paper ballot. The Administrator or a Co-Administrator, together with one non-Executive member of the PGSA, shall distribute, collect, and count the ballots. They may cast ballots of their own.

4.3. One nominee

In the case of a single nomination (individual or shared), the election is a simple “yes”/”no” question. If the number of “yes” votes is strictly greater than the number of “no” votes, then the nominee has been elected to the position. Otherwise, the position is declared vacant and nominations for that position are opened again until the next meeting.

If a single nominee (individual or shared) loses two such ballots in consecutive meetings, the defeated nominee shall be deemed to not have the confidence of the membership and may not be nominated again for the position until the initial meeting of the next academic year.

4.4. Two nominees

In the case of two nominations (individual or shared), the election is a preference vote. Members shall write the name of their preferred nominee on the ballot. The nominee receiving more votes is elected to the position. If the vote is tied, the nominees shall indicate their willingness to stand for a second ballot. Should one nominee withdraw, then the second ballot shall proceed as in the case of a single nominee. Should both withdraw, the position is declared vacant, and nominations for that position are opened again until the next meeting. Should neither withdraw and the second ballot is also tied, the tie shall be broken using the tie-breaking procedure below.

4.5. Three or more nominees

In the case of three or more nominations (individual or shared), the election is a run-off that may require multiple ballots. Members shall write the name of their preferred nominee on the ballot. If no nominee receives a majority of votes, then the nominee receiving the fewest votes (barring a tie for fewest votes on the first ballot) is dropped from the list of candidates. Should two nominees tie for fewest votes on the first ballot only, they may remain on the second ballot. The remaining nominees shall indicate their willingness to proceed to another ballot. If one candidate remains, then the next ballot shall proceed as in the case of a single nominee. If two candidates remain, then the next ballot shall proceed as in the case of two nominees. If three or more candidates remain, then proceed as before, but if there is a tie for fewest votes, the tie shall be broken using the tie-breaking procedure below.

4.6. Tie-breaking procedure

If a tie is not resolved by the subsequent ballot, the tied candidates shall draw lots. The winner either advances to the next ballot or is declared elected to the position, depending on the number of candidates on that ballot.

5. History

5.1. Enactment

Passed and enacted by the membership on October 24, 2017.

5.2. Amendments

Amended <date>

5.3. Rescission

Rescinded <date>

PGSA By-Law 4

Meeting Agendas and Procedures

A By-Law relating to the affairs of the **Philosophy Graduate Student Association – University of Waterloo**.

1. Purpose

To establish procedures for calling, running, and recording meetings of the PGSA.

2. Notice of meeting

The President or Co-Presidents shall give at least one week's notice of a meeting to the Administrator or Co-Administrators. The Administrator or Co-Administrators shall deliver this notice by email to every member of the PGSA. The notice shall contain the time and place of the meeting, along with the agenda and any documents for information or discussion. A template for the agenda is found in section 6.

3. Quorum

A quorum of members consists of at least 20% of the membership and 51% of the members of the Executive. Both conditions must be satisfied before the meeting may be called to order.

Quorum must be maintained throughout the meeting. If quorum is lost, any motions in progress are lost and must be reintroduced at the next meeting. No business may be conducted other than the receiving of reports for information, but this depends on the goodwill of the remaining members in attendance. No motion to adjourn is possible. The minutes shall show that the meeting ended without adjournment due to loss of quorum. The President or Co-Presidents shall establish the time and place of the next meeting, consulting individual members as appropriate, and announce them in the notice of that meeting, but this decision is not one that is recorded in the minutes of the abandoned meeting.

A quorum of the Executive is not determined by the number of positions a person may hold or the sharing of a position by two persons, but by the number of persons on the Executive. For example, an Executive consisting of a President, Co-Administrators, Co-Treasurers (one of whom is also serving as the GSA representative), a PhD representative, and an MA representative is made up of seven persons, so quorum would require four members of the Executive.

4. Meeting Chair

The President or a Co-President shall serve as the Chair at the beginning and end of every PGSA meeting. If the position of President is vacant, then the Administrator or a Co-Administrator shall serve as the Chair.

The Chair shall ensure that all applicable rules of order are followed.

The Chair shall maintain a list of all who wish to speak on an item of business.

5. Invited guests

The Executive may, from time to time, invite a guest to address and receive comments from the membership. Invited guests shall speak before executive reports are presented. Invited guests shall not remain for the remainder of the meeting unless they are granted observer status.

6. Observers

The membership may permit observers to attend, but not participate, in meetings on a case-by-case basis. Observers shall not be present when the meeting discusses confidential matters or goes *in camera*.

7. Rules of procedure

7.1. Primary rules

Meetings shall be conducted using a simplified form of Robert's Rules of Order, with local departures to preserve the right of all members to debate and vote. This simplified form shall be distributed to the membership in advance of the Annual General Meeting each Fall term.

7.2. Local departures

The meeting Chair, as a member of the PGSA, has the right to debate and vote on motions. If the meeting Chair wishes to present a report, respond to questions, or participate in debate, they must pass the Chair temporarily to another member of the Executive. The temporary Chair is expected to pass the Chair back at an appropriate time. Passing the Chair is a privileged action that may not be debated and does not require a vote.

Because the Chair has the right to vote on any motion (and thus does not have the right to cast a second vote to break a tie), a tie vote on a motion is always lost.

7.3. Voting

Each member of the PGSA has the right to debate and vote on any motion where they do not have a conflict of interest. Nominees for Executive positions do not have a conflict of interest with respect to elections.

Each member of the PGSA, including members of the Executive and the meeting Chair, shall have a single vote on any motion presented to the membership. If a member holds multiple positions on the Executive, that member still has only a single vote.

Debate and voting may only take place at properly-called meetings with a quorum of members.

Voting on ordinary business shall normally be done by a show of hands; however, any member may request a secret ballot on a motion, and this request should be granted without further debate or vote. Extraordinary business, such as elections, referenda, and the possible removal of a member of the Executive, shall also be conducted by secret ballot. A supply of pre-cut paper for use as ballot paper shall be available at each meeting.

Once a vote has been called, no further discussion on the matter is permitted.

A motion is carried if a majority of votes cast are in favour of the motion. A tie vote is lost.

A motion to remove a member of the Executive from office is carried if at least two-thirds of votes cast are in favour of the motion.

A motion to reconsider a matter may not be introduced at the same meeting in which the vote was taken. A decision to elect or remove a member to or from an Executive position may not be reconsidered.

7.4. Proxies

A member who is unable to attend a meeting may designate a member of the Executive to serve as their proxy. This designation must be delivered to the Administrator or a Co-Administrator in writing or by email before the meeting is called to order. The member is expected to instruct their proxy on how to debate and vote on their behalf, though this is not required.

The Administrator or a Co-Administrator shall announce any proxies at the meeting.

A member of the Executive may serve as a proxy for no more than three other members.

The meeting Chair may not serve as a proxy for another member.

The designation of proxies shall be recorded as part of list of attendees.

7.5. *In camera* sessions

Whenever discussion involves matters concerning particular individuals or sensitive topics, the membership may move that the meeting enter an *in camera* session where no minutes are kept. This motion may be debated, and must be voted on. Once such matters have been addressed, the membership must again move that the meeting leave the *in camera* session.

Because they stand opposed to the virtue of transparency, *in camera* sessions shall be used sparingly and only when needed to protect a person's right to privacy. Redacting the publicly available minutes is preferable to going *in camera*.

8. Types of meetings

8.1. Initial meeting

[Purpose and scheduling](#)

The initial meeting of the academic year shall take place in the first two weeks of the Fall term. This meeting is primarily for describing what the PGSA is for, how it operates, and how to be involved. Nominations for a new Executive shall be opened at this initial meeting.

[Agenda template](#)

The agenda for the initial meeting shall contain at least the following items:

- 1 Call to order
- 2 Territorial acknowledgement
- 3 Equality acknowledgement
- 4 Regrets and declaration of proxies
- 5 Adoption of agenda
- 6 Approval of previous meeting's minutes
- 7 Introductions
- 8 Presentation
 - A Purpose of the PGSA
 - B Description of executive positions
 - C Description of standing committees

- D Invitation to participate
 - 9 Opening of nominations for a new Executive
 - 10 Statements from the Executive
 - A President or Co-Presidents
 - B Treasurer or Co-Treasurers
 - C Administrator or Co-Administrators
 - D PhD Representative
 - E MA Representative
 - F GSA Representative
 - 11 Unfinished business
 - 12 New business
 - 13 Time and place of Annual General Meeting
 - 14 Adjournment
- 8.2. Annual General Meeting

Purpose and scheduling

The Annual General Meeting of the PGSA shall take place no later than the fourth week of the Fall term each year. This meeting is primarily for the election of a new Executive, which takes office at the adjournment of the meeting.

Agenda template

The agenda for the Annual General Meeting shall contain at least the following items:

- 1 Call to order
- 2 Territorial acknowledgement
- 3 Equality acknowledgement
- 4 Regrets and declaration of proxies
- 5 Adoption of agenda
- 6 Approval of last meeting's minutes
- 7 Final statements from the outgoing Executive
 - A President or Co-Presidents
 - B Treasurer or Co-Treasurers
 - i. Statement of Financial Position
 - ii. Statement of Revenue and Expenses
 - C Administrator or Co-Administrators
 - D PhD Representative
 - E MA Representative
 - F GSA Representative
- 8 Election of Executive
 - A President or Co-Presidents
 - B Treasurer or Co-Treasurers

- C Administrator or Co-Administrators
 - D PhD Representative
 - E MA Representative
 - F GSA Representative
- 9 Appointment of standing committees
 - A Conference committee
 - B TA committee
 - C Graduate colloquium committee
 - 10 Unfinished business
 - 11 New business
 - 12 Time and place of next ordinary meeting
 - 13 Adjournment
- 8.3. Ordinary meeting

[Purpose](#)

Ordinary meetings of the PGSA are primarily for the receiving of reports and debate on any business the membership sees fit. Ordinary meetings shall take place at least once in the Fall term (after the Annual General Meeting), at least twice in the Winter term, and at least once in the Spring term. The membership may decide to hold meetings more frequently.

[Agenda template](#)

The agenda for an ordinary meeting shall contain at least the following items:

- 1 Call to order
- 2 Territorial acknowledgement
- 3 Equality acknowledgement
- 4 Regrets and declaration of proxies
- 5 Adoption of agenda
- 6 Approval of last meeting's minutes
- 7 Statements from the Executive
 - A President or Co-Presidents
 - B Treasurer or Co-Treasurers
 - C Administrator or Co-Administrators
 - D PhD Representative
 - E MA Representative
 - F GSA Representative
- 8 Statements from committees
 - A Conference committee
 - B TA committee
 - C Graduate colloquium committee
 - D *Ad hoc* committees

- 9 Unfinished business
- 10 New business
- 11 Time and place of next ordinary meeting
- 12 Adjournment

9. Meeting minutes

9.1. Content

The minutes of the meeting shall include at least:

- the original agenda for the meeting
- a list of attendees
- a list of those who have sent regrets
- a list of proxies
- the time the meeting was called to order
- key points from reports and questions
- the full text of motions (“Be it resolved that:”), including motions to amend
- the movers, seconders, and final disposition of each motion
- important points from the debate of each motion
- a list of actions, work products, and their assignments
- the passing of the Chair
- the meeting moving to and from an *in camera* session
- the time the meeting was adjourned

Reports distributed with the agenda or received at the meeting shall also be attached to the minutes.

9.2. Confidentiality

At times the membership will discuss matters that are to be kept confidential. The minutes must be careful to preserve the confidential nature of such topics.

9.3. Distribution

The full text of the minutes shall be made available to the membership by private email communication or on a password-protected portion of the website.

Redacted versions of the minutes may be distributed to approved parties outside the PGSA.

10. History

10.1. Enactment

Passed and enacted by the membership on October 24, 2017.

10.2. Amendments

Amended <date>

10.3. Rescission

Rescinded <date>

PGSA By-Law 5

Record-Keeping

A By-Law relating to the affairs of the **Philosophy Graduate Student Association – University of Waterloo**.

1. Purpose

To establish procedures for receiving, maintaining, and disseminating information about the business of the PGSA.

2. Records and archives

2.1. Rationale

There is value in keeping well-curated records. They demonstrate the PGSA's organizational and operational continuity, document the reasons and context in which past decisions were made, and satisfy certain legal or other external requirements. Keeping a record of recent activities will help current members see and understand the work of the PGSA at departmental, faculty, and University levels.

2.2. Archive

The President or Co-Presidents and Administrator or Co-Administrators shall jointly develop and maintain the PGSA's archive.

The archive shall be preserved in at least one form of persistent media, recognizing that digital storage technologies change frequently. Different media types may become obsolete long before the media itself has degraded to the point of being unreadable. Maintaining the archive will entail the occasional transfer of data from one type of storage to another.

2.3. Records to preserve

Foundational documents

The following records concerning the establishment and operation of the PGSA shall be maintained and preserved indefinitely:

- All instruments (such as letters patent or a resolution) pertaining to the establishment of the PGSA
- All versions of the Constitution
- All versions of all By-Laws

PGSA Executive

The following records concerning the PGSA Executive shall be maintained and preserved indefinitely:

- A list of members of the Executive and their positions for each academic year.

The following records concerning the PGSA Executive shall be maintained and preserved for no less than seven years:

- A list of the meetings a member or members of the Executive attended as representative or representatives of the PGSA, with a very short description of the purpose of the meeting

(for example, “2011-02-11, PGSA president with department chair, matters of graduate student collegiality”).

PGSA meetings

The following records of meetings of the membership shall be maintained and preserved indefinitely:

- Agendas and minutes of all meetings.
- Executive reports presented to the membership.
- Committee reports presented to the membership.

The following records of meetings of the membership shall be maintained and preserved for no less than seven years:

- Other documents presented to the membership.

Financial records

The following financial records shall be maintained and preserved indefinitely:

- An annual statement of financial position.
- An annual statement of revenue and expenses.

The following financial records shall be maintained and preserved for no less than seven years:

- Bank statements
- Cheque records
- Deposit records
- Invoices issued for PGSA services
- Payments received for PGSA services
- Donations received

Internal reports and minutes

The following reports shall be maintained and preserved for a period of no less than seven years:

- A record of all committee meetings, including meetings of the Executive, with a very short description of the purpose of the meeting (for example, “2016-11-15, Conference committee, distribute submissions for review”).
- Minutes of committee meetings or discussion notes, if produced.

External reports and minutes

The following reports shall be maintained and preserved indefinitely:

- Written reports delivered on behalf of the PGSA to parties other than the membership.
- Minutes of meetings attended by PGSA representatives.

Correspondence

The following correspondence, including electronic correspondence, shall be maintained and preserved indefinitely:

- All legal correspondence.
- All formal correspondence between the PGSA and the departments and offices of the University of Waterloo, and the University of Waterloo Graduate Student Association.
- Requests for access to the record archive, and responses to those requests.

The following correspondence shall be maintained and preserved for a period of no less than seven years:

- All formal correspondence not related to Conference submissions and presenters.

Artifacts

The following artifacts shall be maintained and preserved indefinitely:

- Conference programs
- *Eidos* archive and index

3. Access to records

3.1. The Executive of the PGSA

The members of the Executive shall have full access to the PGSA's record archive.

3.2. Current members of the PGSA

The membership of the PGSA shall have full access to the PGSA's record archive. Requests shall be made to the Administrator or a Co-Administrator, and access shall normally be granted. Any confidential material shall be redacted.

3.3. Past members of the PGSA

Past members of the PGSA may have limited access to the PGSA's record archive. Requests shall be made to the President or a Co-President, and access shall be granted if the request seems reasonable. Access shall be granted only to records produced while the requestor was a member of the PGSA, but the President or Co-President may receive and answer specific questions about records outside that period. Any confidential material shall be redacted.

3.4. Non-members of the PGSA

Law enforcement officers with a warrant to search the archive shall have full access to the PGSA's record archive.

The Chair and Graduate Officer of the Department of Philosophy shall have limited access to the PGSA's record archive. Requests shall be made to the President or a Co-President, and access shall normally be granted. Access shall normally be limited to meeting minutes, correspondence, and artifacts. Any confidential material shall be redacted.

The University of Waterloo Graduate Student Association shall have limited access to the PGSA's record archive. Requests shall be made to the GSA representative, the President, or a Co-President, and access shall normally be granted. Access shall normally be limited to meeting minutes, event artifacts, and financial records. Any confidential material shall be redacted.

Other persons or organizations may request specific information that may be in the record archive. Requests shall be made in writing to the President or a Co-President, who shall respond in a timely fashion. While such information requests shall normally be granted, access to the archive itself shall normally be refused. If the person receiving the request sees merit in granting access, they may introduce a motion to allow limited access to the requestor at the next meeting of the membership. Should access be granted, it shall be for a limited time, and any confidential material shall be redacted.

4. History

4.1. Enactment

Passed and enacted by the membership on October 24, 2017.

4.2. Amendments

Amended <date>

4.3. Rescission

Rescinded <date>

PGSA By-Law 6

Financial Policies

A By-Law relating to the affairs of the **Philosophy Graduate Student Association – University of Waterloo**.

1. Purpose

To establish responsibility for and authority over the financial affairs of the PGSA.

2. Accounts

The Treasurer or Co-Treasurers maintain the PGSA's bank account, petty cash, and other funds.

3. Signing authority

The President or Co-Presidents and the Treasurer or Co-Treasurers shall be the signing authorities for the PGSA.

Once a new Executive has been elected, those who will have signing authority must meet in person with an advisor at the financial institution holding the bank account to change the signing authorities. They will be required to produce personal identification and the extract from the minutes showing that they have been duly nominated and elected.

Instruments issued by the PGSA shall be signed by the President or only one of the Co-Presidents, and the Treasurer or only one of the Co-Treasurers, subject to constraints imposed by the financial institution holding the account. Should the composition or responsibilities of the Executive change (Constitution, By-Law 1), this By-Law must be amended appropriately if necessary.

4. Fundraising

The Treasurer or Co-Treasurers shall propose an achievable fundraising goal for the year and present it to the membership for approval. Members are encouraged to participate in such activities to some degree whenever possible. The PGSA recognizes that the assessment of each member's ability to contribute is a matter of personal circumstance and privacy, particularly when finances, materials, time, and energy are involved.

5. Designation of funds

The Treasurer or Co-Treasurers shall maintain some funds for the annual conference and for recognizing the Department's administrative staff on or around Administrative Professionals' Day (the Wednesday of the last full week of April). These amounts shall be determined by the membership each year.

From time to time, the PGSA may direct revenues received over a certain period to a cause of mutual interest to the membership. This shall be approved at a meeting of the PGSA.

6. Authorization of expenditures

All transactions must be accounted for in the Treasurer's or Co-Treasurers' report to the membership.

Expenditures of a non-trivial nature (that is, more than \$10) shall be approved at a meeting of the PGSA before they are incurred.

7. Annual reports

A statement of financial position and a statement of revenues and expenses for the previous academic year shall be presented to the membership at each academic year's initial meeting.

8. Assessment of financial services

From time to time, and no less frequently than once every three years, the Treasurer or Co-Treasurers shall determine what financial services and service providers best suit the needs and interests of the PGSA. The Treasurer or Co-Treasurers shall present this report and any recommendations to a meeting of the membership.

9. History

9.1. Enactment

Passed and enacted by the membership on October 24, 2017.

9.2. Amendments

Amended <date>

9.3. Rescission

Rescinded <date>

PGSA By-Law 7

Representing the Philosophy Graduate Student Association

A By-Law relating to the affairs of the **Philosophy Graduate Student Association – University of Waterloo**.

1. Purpose

To establish the foundational principles of representing the membership of the PGSA.

2. Representing the membership

All members who serve as representatives of the PGSA on outside committees, task forces, or similar bodies must have the endorsement of the PGSA Executive.

If a member of the PGSA is approached by a department member to join a committee, task force, or similar body to represent the graduate students in the Department of Philosophy, the member must forward the request to the PGSA Executive for approval before accepting the position. The Executive, at their discretion, may appoint another member to serve as the PGSA's representative.

Individual members may serve on *ad hoc* committees, but without the approval of the PGSA, their views shall not be taken as representing that of the membership.

3. Communicating on behalf of the membership

If a member of the PGSA is charged with representing the interests of the membership of the PGSA, that person shall:

- Provide an agenda for any formal meetings to the PGSA in advance of such meetings.
- Where possible, receive direction from the membership in advance of any meetings. This may be done at a meeting of the membership or by consulting with the Executive.
- Present a reasoned statement of the position or positions taken by the membership, including significant dissent from a position held by a plurality of the membership.
- Cast any representative votes in a way that can reasonably be seen to uphold the interests of the membership.
- Refrain from practices that would undermine the equal standing of any of the members of the PGSA or the University community.

4. Reporting back to the membership

A member charged with representing the interests of the membership of the PGSA shall:

- Provide the minutes of any formal meetings where the member has attended or sent regrets.
- Provide a summary of any discussion on issues of interest to the membership from those meetings.

5. History

5.1. Enactment

Passed and enacted by the membership on October 24, 2017.

5.2. Amendments

Amended <date>

5.3. Rescission

Rescinded <date>

PGSA By-Law 8

Establishment of Committees

A By-Law relating to the affairs of the **Philosophy Graduate Student Association – University of Waterloo**.

1. Purpose

To identify the standing committees of the PGSA, and to establish procedures for creating further standing committees and *ad hoc* committees.

2. Establishing a committee

From time to time the PGSA may choose to establish standing and *ad hoc* committees for specific purposes. The PGSA must pass a motion setting out the purpose of each new committee, its ideal composition, and the duration of the committee's mandate at a meeting of the membership.

Committees established by the PGSA shall be self-governing, subject to the other by-laws of the PGSA. Committees shall choose their own Chairs from among their members.

Committees may request, and have a reasonable expectation of receiving, assistance from other members of the PGSA whenever necessary or appropriate.

3. Standing committees

The composition and terms of reference for each standing committee shall be set out in a PGSA By-Law for that purpose.

The PGSA shall maintain the following standing committees:

- The Conference Committee, to organize and host a graduate conference in Philosophy every year (PGSA By-Law 9).
- The TA Committee, to advocate on behalf of individual members and the collective membership of the PGSA in matters related to teaching and research assistantships (PGSA By-Law 10).
- The Graduate Colloquium Committee, to organize and manage colloquium-style talks for the graduate student community in the Department of Philosophy and liaise with the Department's colloquium series organizers (PGSA By-Law 11).

Standing committees shall report to the membership at each meeting of the PGSA.

4. *Ad hoc* committees

The composition and preliminary terms of reference for each *ad hoc* committee shall be established by a motion at a PGSA meeting.

Ad hoc committees shall report to the membership at each meeting following their creation to the time of their dissolution. A final report must be presented to the membership before such committees are officially dissolved.

5. History

5.1. Enactment

Passed and enacted by the membership on October 24, 2017.

5.2. Amendments

Amended <date>

5.3. Rescission

Rescinded <date>

PGSA By-Law 9

Conference Committee

A By-Law relating to the affairs of the **Philosophy Graduate Student Association – University of Waterloo.**

1. Purpose

The PGSA has hosted a graduate student conference in Philosophy annually since at least 1994. This conference is the PGSA's main academic contribution to the profession and to the Department of Philosophy, and so demands a great deal of the PGSA's efforts. The PGSA shall establish a standing committee under the provisions of PGSA By-Law 8 (Establishment of Committees) to continue this important professionalization activity.

2. Composition

The PGSA shall appoint between three and five members to serve on the Conference Committee at the Annual General Meeting. In the interest of preserving continuity and transferring knowledge, the PGSA shall endeavor to appoint to the new committee at least one member who has served on a previous year's committee.

3. Duties of the committee

The Conference Committee shall host a graduate student conference in Philosophy in March of each year.

To that end, the Conference Committee shall:

- Prepare a budget for the conference.
- Issue a 'Call for Papers' for the conference no later than the second week of December.
- Collect the submissions and prepare them for blind review.
- Distribute the submissions to the reviewers.
- Collect the reviews and assemble a program based on the feedback received.
- Notify authors of their acceptance or rejection in time to make travel plans (at least six weeks before the conference begins).
- Set up the conference schedule, including selecting chairs for each session.
- Seek funding for the conference from various University and external sources, such as the Department of Philosophy, the University of Waterloo Graduate Student Association, the Graduate Studies Office, the Faculty of Arts, and professional philosophy organizations.
- Liaise with the Department of Philosophy's colloquium organizer to identify and invite a keynote speaker for the following year's conference.
- Set the date and find a venue for the following year's conference.
- Update the "Conference-in-a-Can" package as appropriate.

Other duties may be taken by either the Committee or by other members of the PGSA with the approval of the Executive.

The Conference Committee shall present a progress report to the PGSA at every meeting of the membership, and submit meeting reports to the Administrator or Co-Administrators after every committee meeting.

4. Duties of the PGSA

The individual members of the PGSA shall assist the Conference Committee by:

- Reviewing submissions in a timely fashion.
- Helping the conference itself run smoothly by volunteering to chair sessions, setting out refreshments, ensuring presenters have what they need, attending sessions, and engaging in conversation with those who are visiting Waterloo for the conference.
- Assisting the Conference Committee as needed.

The PGSA shall assist the Conference Committee by:

- Providing a small amount of seed money as needed to cover early expenses or hospitality costs.
- Providing advice on budgeting and other aspects of conference planning.
- Providing record-keeping services for the Committee.
- Intervening if progress appears to be stalled.

5. History

5.1. Enactment

Passed and enacted by the membership on October 24, 2017.

5.2. Amendments

Amended <date>

5.3. Rescission

Rescinded <date>

PGSA By-Law 10

TA Committee

A By-Law relating to the affairs of the **Philosophy Graduate Student Association – University of Waterloo**.

1. Purpose

Most of the membership of the PGSA will hold a teaching assistantship either as part of their funding package or as a form of ongoing support from the Department of Philosophy. The relationship between an instructor and their teaching assistants, while usually cordial, can become fraught in the face of conflict and the uncertainty of addressing that conflict constructively. The PGSA shall establish a standing committee under the provisions of PGSA By-Law 8 (Establishment of Committees) to ensure that this important professionalization activity continues to serve the interests of the membership with respect to these departmental assignments.

2. Composition

The TA Committee shall consist of the PhD Representative, the MA Representative, and a steward nominated from the non-Executive members of the PGSA. The steward must have served as a teaching assistant in the Department of Philosophy for at least two terms.

3. Duties of the committee

The TA Committee shall serve as a source of information, counsel, and advocacy for members of the PGSA with respect to teaching assistantship assignments.

To that end, the TA Committee shall:

- Serve as a first point of contact for discussing a member's concerns about their teaching assistantship, particularly if the member believes that there may be reprisals for raising the concern directly with the instructor, Graduate Officer, or Chair of the Department.
- Gather and provide information that may help resolve members' concerns.
- Advise members on possible next steps in resolving their concerns.
- Advocate for members with the Graduate Officer and Chair of the Department, as appropriate. This advocacy is for both individual members with respect to particular cases, and for the collective membership with respect to ongoing improvement of the teaching assistantship experience.
- Meet with the Graduate Officer and Chair of the Department on a regular basis to discuss departmental affairs and matters of interest with respect to teaching assistantships in general.
- To the greatest extent possible, preserve the confidentiality of discussions concerning particular individuals.

Other duties may be taken by the Committee or by other members of the PGSA with the approval of the Executive.

The TA Committee shall present a report to the PGSA at every meeting of the membership, and submit meeting reports to the Administrator or Co-Administrators after every committee meeting.

4. Duties of the PGSA

The individual members of the PGSA shall assist the TA Committee by:

- Sharing relevant information about their expectations and experiences as teaching assistants.
- Preserving the confidentiality of discussions concerning particular individuals.

The PGSA shall assist the TA Committee by:

- Inviting the Graduate Officer or Chair of the Department to speak at meetings of the membership on an as-requested basis.
- Providing record-keeping services for the Committee.

5. History

5.1. Enactment

Passed and enacted by the membership on October 24, 2017.

5.2. Amendments

Amended <date>

5.3. Rescission

Rescinded <date>

PGSA By-Law 11

Graduate Colloquium Committee

A By-Law relating to the affairs of the **Philosophy Graduate Student Association – University of Waterloo**.

1. Purpose

Philosophy advances through the presentation and discussion of ideas. The PGSA desires to afford its members a safe space to develop their philosophical presentation skills and receive comments on their work in progress. The PGSA shall establish a standing committee under the provisions of PGSA By-Law 8 (Establishment of Committees) to facilitate this important professionalization activity.

2. Composition

The PGSA shall appoint two or three members to serve as the Graduate Colloquium Committee at the Annual General Meeting. In the interest of preserving continuity and transferring knowledge, the PGSA shall endeavor to appoint to the new committee at least one member who has served on a previous year's committee.

3. Duties of the committee

The Graduate Colloquium Committee shall organize a series of graduate student presentations in a colloquium format.

To that end, the Graduate Colloquium Committee shall:

- Solicit presentations of work in progress from the membership on a regular basis.
- Schedule graduate colloquium presentations in a way that does not conflict with other events taking place within the Department.
- Liaise with the Department's colloquium series organizer to suggest possible topics and speakers for the regular colloquium series.
- Invite either specific or all faculty members to the colloquium if the presenter desires.
- Articulate to the audience that all presentations are for developing the confidence and skill to speak at professional events.
- Provide encouragement and constructive criticism to graduate student presenters.

Other duties may be taken by either the Committee or by other members of the PGSA with the approval of the Executive.

The Graduate Colloquium Committee shall present a report to the PGSA at every meeting of the membership, and submit meeting reports to the Administrator or Co-Administrators after every committee meeting.

4. Duties of the PGSA

The individual members of the PGSA shall assist the Graduate Colloquium Committee by:

- Offering to present work in progress or preliminary conference talks.
- Attending the Department's regular colloquium series and the graduate colloquium series.

The PGSA shall assist the Graduate Colloquium Committee by:

- Announcing and promoting graduate colloquium presentations.
- Providing record-keeping services to the Committee.

5. History

5.1. Enactment

Passed and enacted by the membership on October 24, 2017.

5.2. Amendments

Amended <date>

5.3. Rescission

Rescinded <date>