

Theory Centre Student Assembly

January 30, 2013, Amended March 2013, Amended October 24, 2016, Amended September 18, 2019, Amended September 19, 2022, Amended September 19, 2023, Amended March 5, 2025

Article 1 – Name of the TCSA

The official name of the Centre for the Study of Theory and Criticism Student Assembly is the “Theory Centre Student Assembly,” hereafter referred to as TCSA

Article 2 – TCSA Mandate

The mandate of the TCSA is to:

- Maintain a continuous body of knowledge with respect to institutional practices and procedures.
- Seek a transparent and accountable channel of communication with the Centre for the Study of Theory and Criticism’s administrative bodies.
- Hold a regular forum for Theory Centre students to express their concerns and desires with respect to the operations of the Centre.
- Elect student representatives to administrative bodies internal and external to the Centre. At this time, the applicable bodies are limited to the Theory Centre’s Graduate Studies Committee, Steering and Advisory Committee, Research Committee, Equity Committee Society of Graduate Students representatives and PSAC-610 Stewards.
- Foster community and peer-to-peer interaction among the Theory Centre student body.

Article 3 – Membership

The TCSA is open to all currently registered Masters and PhD students as the Centre for the Study of Theory and Criticism.

Article 4 – Meetings

The TCSA will meet at least 3 times per term (i.e. semester). In the event that there is an urgent issue to be discussed by the assembly, any member may call a meeting with a fair amount of notice given to the body. At least 48 hours notice must be given in such circumstances.

Meeting Chair

The Chair is elected by the TCSA for a year-long (12 month) period at the beginning of each academic year (September). The Chair is elected for that academic year at the first meeting in the fall term, along with the Interim Chair. If the Chair does not reside in London, Ontario, during the summer term, a summer chair must be elected in the last meeting of the winter term. To ensure a smooth transition from summer to fall, the fall term chair is then confirmed into office by the interim summer chair at the first meeting of the fall term. The TCSA shall endeavour to

give all its members equal opportunity to participate as Chair and ensure equal access to the role along the lines of program level, gender identification, and other salient divisions.

The Chair is responsible for managing the current meeting and preparing the agenda for consecutive meetings. The Chair is equally responsible for drafting goals for the TCSA for the duration of the term. The Chair, or Interim Summer Chair if applicable, is responsible for attending the last meeting before the summer term begins, addressing any issues left from the last meeting over the summer term, presenting at the CSTC first-year orientation as the TCSA representative, and chairing the first meeting of the Fall term to oversee the confirmation of the new year-long Chair, elected at the first meeting of the Fall term, to ensure continuity between each year the TCSA operates. See Article 5 for further description of the Chair's duties.

Business Administrator

The Business Administrator is elected for a year-long duration to be voted on either at the end of the academic year or the beginning of the first meeting of the term for further continuity. The Business Administrator's responsibilities include taking the minutes of the meeting's proceedings, providing the minutes to the student body by email within three days of the meeting, organizing each CSTC student space and maintaining the office supplies thereof, acting as the liaison between the TCSA and the CSTC administrator, and sustaining all social networking sites with which the TCSA is affiliated.

Treasurer

The Treasurer (as of *September 2019* forward) is a year-long elected representative to be chosen at the first meeting of the academic year. The Treasurer is responsible for keeping a record of the budget of the TCSA and acting as a liaison to the Chair and the administrative bodies with regard to the budget.

Professionalization and Scholarship Committee

a) Composition:

i) One Master's and one Doctoral student representative is elected each year by the Student Assembly, and a third representative, whether a master's or doctoral student, from international students, must be elected in addition to the other two student representatives.

ii) While faculty members may be invited to present at Professionalization workshops to avoid conflicts of interest, no faculty members will serve as committee representatives.

b) Responsibilities:

i) To administer the Centre Theory Sessions.

ii) Act as an advisory, liaison, and hearing board for student concerns regarding Professionalization and Scholarship interests. This includes supporting and promoting reading groups, research circles,

and other educational activities run by students. The committee also hosts workshops on academic writing, citation and research techniques, and conference preparation, tailored to the diverse needs of Master's, Doctoral, and international students.

iii) Hosting seminars on applying for academic jobs during and after graduate studies, inviting the centre's students and alums appointed to academic positions as guest speakers. Running workshops on publishing for CSTC students, inviting established scholars and researchers.

IV) Organize seminars on applying for various funding opportunities and scholarships, grant writing, and CV and cover letter preparation. The committee ensures that students are informed about financial resources available to both domestic and international students, along with their deadlines and application procedures.

Representatives

Members of the TCSA who are representatives to the Theory Centre on administrative bodies, internal and external to the Centre (see *Article 1*), are directly answerable to the TCSA.

Representatives who do not act in accordance with the TCSA mandates are subject to being recalled. Only members of the assembly who are elected to representative positions from the ratification of this constitution forward are subject to this article. Representatives are required to attend regularly scheduled TCSA meetings. Representatives are encouraged to attend emergency meetings when possible.

Article 5 – Practices and Procedures

The TCSA will conduct itself as a democratic decision-making body. Meetings shall be moderated by the chosen Chair (see *Article 4*). Motions brought forward in TCSA meetings are put to a vote and will pass or fail on the basis of a simple majority (50% + 1 of those in attendance).

As amended in the meeting of March 2013, quorum will be seven (7) students. When debating motions:

1. Members are requested to speak only when recognized by the Chair. Members seeking to be added by the Chair to the speakers list are to raise their hand.
2. The TCSA acknowledges the historical and social denial of speaking rights to certain groups, program level, gender identification and other salient divisions. The Chair shall act to balance speaking rights to ensure equal participation by all members of the assembly in the circumstance where equality and fairness is and potentially can be obstructed due to the distribution among speakers for or against a motion.
3. Members are requested to be concise and to address their comments to the topic at hand. Members are requested to limit comments to constructive criticism and suggestion, and to use language accessible to the membership of the TCSA.

Meeting minutes are recorded for every general assembly.

Article 6 – Agency

The TCSA maintains autonomy with respect to all administrative bodies internal and external to the Centre.

Article 7 – Amendments

Amendments to the TCSA Constitution may be brought forward as a ‘motion to amend’ in the course of TCSA meetings. Motions to amend the TCSA Constitution are subject to the same governance model and voting policy established in *Article 5* of the Constitution.

Article 8 – Motions

Any motion that is passed by the TCSA must be conveyed to the appropriate committees. If a motion is relevant to the external bodies (Graduate Studies Committee, Research Committee, Steering and Advisory Committee, the PSAC-610 Steward, and the Society of Graduate Students Representative), it must be relayed to those committees by the appropriate student representatives. The committees internal to the TCSA (Student Equity Committee; Professionalization and Scholarship Committee) will be responsible to relate relevant motions to the Director of the Theory Centre. Any other general motions must be relayed to the Director of the Theory Centre by the Chair.