

# Digital Media Graduate Students Association

## Constitution & Guidelines

Fall 2019

### **The Purpose of this Constitution is:**

1. To provide a general philosophy and rationale for the Graduate Student Association.
2. To provide a general orientation for the membership.
3. To lend stability and continuity to the Graduate Student Association.
4. To provide an understanding of the operations, practices and procedures carried on within the various parts of the Graduate Student Association.

### **ARTICLE 1: Name and Compliance**

***I.I Name:*** This organization shall be known as Digital Media Graduate Students Association, the name under which it is officially registered with York University Graduate Students Association (YUGSA). It will hereinafter be referred to as DMGRADS.

***I.II Compliance:*** Digital Media GSA operates at York University, subject to York University and York University Graduate Students Association (YUGSA) policies and procedures.

### **Article 2: Preamble**

The Graduate Student Association—hereafter referred to as the GSA—represents and advocates for the collective interests of Digital Media graduate students in all matters of departmental policy and action at York University. The GSA seeks to build community among the graduate students, faculty, and larger university, with consideration for diverse experiences and interests. Above all, the GSA works to optimize the environment within which graduate students develop, both professionally and personally.

### **Article 3: Membership**

The members of the GSA are Digital Media graduate students. Current enrollment in the graduate program is sufficient for membership. No general membership dues will be collected from members, although members may be expected to pay nominal fees for specific events.

### **Article 4: Meetings**

GSA meetings will be moderated by the Chair and held a minimum of three times per semester during the academic year. All members are invited and encouraged to attend. Normally, any voting will take place in the meeting, and members who are not in attendance at the meeting forfeit their right to vote, unless a proxy vote has been arranged in advance. The GSA does reserve the right to decide, by a majority vote or the decision of the Chair, to put any vote to the entire GSA. In these cases, the issue will be presented via written or electronic memo to all members, and members will be given a pre-specified period of time in which to cast their ballots. Before any official action is taken by the GSA, a majority vote must be obtained for those votes taken outside of meetings (as per the stipulations outlined above). In all cases, the votes of all members will be weighed equally.

### **Article 5: Elections and Eligibility**

Elections for GSA offices will be held in September of every. Only GSA members may hold official positions. All nominations for elected office will be either A) decided by those members present at the GSA meetings (or submitted by a member via advance proxy) or B) sent to the election officer/graduate program director/assistant. No individual may hold, or run for, more than one GSA office at the same time. After the nomination period, ballots will be distributed [electronically] to all graduate students, and persons will have a pre-specified period in which to cast their ballots. For each position, the person receiving the largest number of votes will be elected. Ballots will be submitted to and tabulated by the current GSA election officer/Graduate program director/assistant.

### **Article 6: Elected Positions**

The GSA has four elected officers: Chair, Treasurer, PhD Rep, MA/MSc Rep. The office of Chair may be held by one individual or by two co-chairs of equal authority who run for the office jointly.

#### *Section 5.1: Requirements of Officers*

The Officers of GSA must attend >75% of regularly scheduled meetings.

- **Chair:**

Requirements: The chair is responsible for organizing and overseeing meetings, communicating with other officers, calling special meetings, coordinating officers in special tasks.

- **Treasurer:**

Requirements: The treasurer is responsible for drafting the GSA's budget and presenting it to the executive, membership and YUGSA, keeping the membership informed of the GSA's current budget, reporting the amount of expenditures by the GSA at each meeting.

- **PhD Rep:**

Requirements: Will act as a voting councilor at YUGSA meetings and maintain communication with the Graduate Program Director for updating the DMGRADS listserve.

- **MA/MSc Rep:**

Requirements: Will act as a voting councilor at YUGSA meetings and coordinate communication between the join faculties of EECS - Lassonde (MSc) and Computational Arts - AMPD (MA).

### **Article 7: Replacing Officers and Representatives**

If a member serving in an elected position other than the Chair, resigns or is otherwise unable to fill his or her position, the GSA executive, will appoint a replacement to fill the remainder of the term. If the Chair resigns or is otherwise unable to fill her or his term, an election will be held following all the guidelines and stipulations for a regular election. Replacement members for any position, including those elected, will serve only until the end of the original term of that position.

### **Article 8: Finances**

The GSA's money will be primarily acquired through funds allocated to the GSA by YUGSA and the department. Any expenditures of the GSA must be in accordance to the GSA's annual budget, approved by the membership. Only if the GSA exceeds its budget or needs money for a special event may dues be

collected. This must be approved by a majority (50% +1) of the membership. All monies belonging to the GSA shall be deposited and disbursed through a bank account established for the GSA. All funds must be deposited within one week of collection.

**Article 9: Ad Hoc Committees**

Ad hoc committees may be created at any time by the decision of the Chair or a majority vote at a GSA meeting. Appointments to the ad hoc committee will be the responsibility of the executive committee. Each ad hoc committee must select a contact person so that GSA members and others can communicate efficiently with that committee. All ad hoc committees are responsible for maintaining records of their activities and for reporting pertinent information to members at the GSA meetings.

**Article 10: Amendments and Revisions**

During the first operational year of DMGRADS (2019-2020) this constitution may be amended by the executives without putting any changes to a membership vote. After the first operational year an amendment may be added to this constitution with a 2/3 vote of all members present at the meeting when the issue arises. The amended constitution must be presented to the YUGSA office in the beginning of every academic year.