Information Technology Graduate Students Association (ITGSA)
Constitution & Guidelines
Fall 2018

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 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 Information Technology_Graduate Students Association (ITGSA), the name under which it is officially registered with York University Graduate Students Association (YUGSA). It will hereinafter be referred to as Information Technology Graduate Student Association(ITGSA).

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

Article 2: Preamble

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

Article 3: Membership

The members of the ITGSA are Information Technology 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

ITGSA meetings will be moderated by the President/Secretary and held a minimum once 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 ITGSA does reserve the

right to put any vote. 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 ITGSA, 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 ITGSA offices will be held in the first week of October every year. Only current members may hold official positions. All candidates must submit the nomination form (attached at the end) one week earlier to the current ITGSA President/Secretary/election officer/graduate program assistant. No individual may hold, or run for, more than one ITGSA position 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 ITGSA President/election officer/graduate program assistant.

Article 6: Elected Positions

The ITGSA has elected officers: President, Secretary, Treasurer, and two Councilors. The office of President may be held by one individual or by two co-presidents of equal authority who run for the office jointly.

Section 5.1: Requirements of Officers

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

- **President**:
  Requirements: The president is responsible for organizing and overseeing meetings and elections, communicating with other officers, calling special meetings, coordinating officers in special tasks
- **Secretary**:
  Requirements: The secretary is responsible for recording the minutes of the meetings and distributing them to the membership, keeping all records and lists updated, and moderating the departmental listserv. The secretary is also responsible for planning and coordinating the social activities of the ITGSA.
- **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 ITGSA's current budget, reporting the amount of expenditures by the ITGSA at each meeting.
- **Councilors:**
  Requirements: The Councilors are responsible to attend YUGSA's regular meeting and report to the secretary. They also work with secretary to arrange social activities of ITGSA.

Article 7: Replacing Officers and Representatives

If a member serving in an elected position other than the President, resigns or is otherwise unable to fill his or her position, the ITGSA executive, will appoint a replacement to fill the remainder of the

term. If the President 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 ITGSA's money will be primarily acquired through funds allocated to the ITGSA by YUGSA and the department. Any expenditures of the ITGSA must be in accordance to the annual budget, approved by the membership. Only if the ITGSA 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 ITGSA shall be deposited and disbursed through a bank account established for the ITGSA. 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 President or a majority vote at a ITGSA 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 ITGSA 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 ITGSA meetings.

Article 10: Amendments and Revisions
An amendment can 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.

Information Technology Graduate Student Association (ITGSA)
3068 TEL Building Toronto, ON M3J 1P3
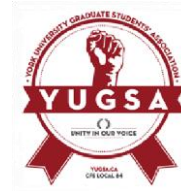
Available Positions:
President
Treasurer
Secretary
Counsilor1
Counsilor2
(Graduate Student Union Representative)

Please clearly print your full name and contact information.

Name: _____

Supervisor's Name: _____

Email: _____

A minimum of **five** current graduate students from a minimum of **three** different research groups in the Department of Information Technology must support your candidacy for your application to be valid. Have nominators fill out the relevant fields in the table below.

Name	Research Group	Email Address	Signature

I, _____ have read and understand the York University ITGSA Policies Document.

Signature: _____ Date: _____

Please submit your application to a current ITGSA Executive by date ----------------------------. Also, prepare a brief (five sentence) statement of interest and send it to a ITGSA Executive by the stated deadline. This statement will be sent out to all Civil graduate students prior to the election.

Good luck!