

Graduate Music Student Association

Constitution & Guidelines

Fall 2017

The Purpose of this Constitution is:

1. To provide a general philosophy and rationale for the Graduate Music Student Association.
2. To provide a general orientation for the membership.
3. To lend stability and continuity to the Graduate Music 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 Graduate Music Student Association, the name under which it is officially registered with York University Graduate Students Association (YUGSA). It will hereinafter be referred to as the GMSA.

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

Article 2: Preamble

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

Article 3: Membership

The members of the GMSA are music 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

GMSA meetings will be moderated by the President/co-Presidents and held a minimum of 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 GMSA does reserve the right to decide, by a majority vote or the decision of the President/ co-Presidents, to put any

vote to the entire GMSA. 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 GMSA, 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. During extenuating circumstances such as a labour strike, medical leave and/or illness, GMSA meetings can be held over a conference call, Skype or FaceTime, or any other digital interface of choosing.

Article 5: Elections and Eligibility

Elections for GMSA offices will be held in the September of every year. Only GMSA members may hold official positions. All nominations for elected office will be sent to the election officer/graduate program assistant. No individual may hold, or run for, more than one GMSA 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 President/election officer/Graduate program assistant.

Article 6: Elected Positions

The GMSA has five elected officers: President, Secretary, Treasurer, Social Officer and CUPE 3903 steward. 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 GSA 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
- **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.
- **Member:**
Requirements: Responsible for assisting with GMSA meetings (including minute taking and distribution) and helping plan and execute social activities of the GMSA
- **CUPE 3903 Steward:**
Requirements: The CUPE 3903 steward is responsible for attending stewards' council meetings and general membership meetings and will relay important information from these meetings to CUPE 1 and 3 members. During contract negotiations or a strike this person is responsible for getting all important information out to the membership in a timely fashion.

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 GSA 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 GMSA's money will be primarily acquired through funds allocated to the GMSA by YUGSA and the department. Any expenditures of the GMSA must be in accordance to the GMSA's annual budget, approved by the membership. Only if the GMSA 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 GMSA shall be deposited and disbursed through a bank account established for the GMSA. 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 GMSA 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 GMSA 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 GMSA 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.