



Mission Statement:

The Eastman School of Music Graduate Students' Association, which shall be informally known as the Graduate Student Association (GSA), exists to act as an advocate and liaison for, and to promote interaction among, the graduate students in departments of the Eastman School of Music at the University of Rochester. The Graduate Student Association is a representative body for graduate students at The Eastman School of Music. Our two key purposes are to act as liaisons between the students and administration, and to plan events that create in environment of encouraging community and positivity for all graduate students. We aim to have fun and make strong connections that will beyond life after Eastman.

Article I. Membership

Any graduate student from the Eastman School of Music becomes a GSA member and will be granted access to GSA events, grants, and funding. In addition, GSA members have the opportunity to run for GSA Executive Board positions. GSA shall be funded by the mandatory Eastman School of Music Graduate Student Activity Fee set by the Board of Trustees and billed automatically through the Bursar's office.

Article II. Voting Bodies

GSA Executive Board is the only voting body to make changes to the constitution, bylaws, and within and for the GSA Executive Board Itself. The Assistant Director of for Student Activities & Engagement has the ability

Article III. Executive Board

President:

The President's main responsibility is to oversee the GSA Board, ensuring that all members are completing their specific position description tasks in a professional, timely manner. President must be willing to help other members if/when necessary, and be aware of all of the board's activities. The President is responsible for communicating with the board to establish a regular meeting time(s) and place. The President must create an agenda for each meeting, and submit said agenda to the Vice President before the meeting, so they can properly take meeting minutes. The President will have to ensure all documents, receipts, records, etc. are obtained and saved in whatever manner they see fit. The President, with the help of GSA Advisor and Board, will hold elections for the following year in the Spring, allowing enough time for elections to be placed, and for student body to elect those they wish to be on the Board. Students may nominate themselves. The manner of which

elections are carried out is at the discretion of the most current GSA Board. The President must be present at all GSA events. The President may be asked to represent the GSA in University of Rochester Board Meetings in the Fall and Spring, as well as many other important organizations throughout their time as President.

In order to be eligible for this position, you must be a full-time graduate student at Eastman. Additionally, it is strongly recommended that you have held an active role in any student government/association/group during your time as a student. Skills necessary for this position include interpersonal skills, the ability to delegate tasks, pro-activeness, and public speaking skills.

Vice President:

The Vice President is responsible for helping the President in all of their duties whenever needed. The VP is also required to step into the Presidency in the unlikely event that the President is no longer able to fulfill their duties. The VP will also be responsible for taking meeting minutes during each meeting, and giving a copy of those meeting minutes to both the GSA Board and the GSA Advisor after the meetings. The VP must track all of GSA's decisions, events, and plans.

In order to be eligible for this position, you must be a full-time graduate student at Eastman. Additionally, it is strongly recommended that you have held an active role in any student government/association/group during your time as a student. Skills necessary for this position include interpersonal skills, proactiveness, diligence, attention to detail, and electronically taking notes quickly and accurately.

Marketing Officer:

The Marketing Officer is responsible for advertising the organization and its events and opportunities, and for maintaining social media pages associated with the GSA. Proficiency in Adobe Photoshop and/or InDesign, or similar graphics program, is necessary. Marketing officers hang posters, send email advertisements, make Facebook events, and should come up with new and creative ways to get as many members of the graduate population involved as possible. Marketing officers are also responsible for partnering with other members of the board to plan events and activities that will be inclusive and beneficial to the whole graduate population. Like other members of the board, they must attend every event as hosts.

To be eligible for this position, you must be a full-time graduate student with Eastman as your primary campus. Skills necessary for this position include strong interpersonal skills, and graphic design and marketing experience.

Financial Officer: The financial officer is responsible for tracking all previous expenses as well as maintaining a budget spreadsheet that includes projected funds. It is the responsibility of the Finance Officer to oversee all spending from each department and to organize the spreadsheet in a cohesive and understandable manner, as well as obtaining copies of receipts and invoices. Further, the financial officer should plan a budget for each event outlining monetary limitations for each department (i.e. food, decorations, marketing, venue rental, etc.) so as not to overspend what is available. It is suggested that a rough budget for events is established at the beginning of each semester to determine the amount of funds available moving forward. Proficiency in excel is required.

Liaison: The liaison is responsible for welcoming and insuring the inclusion of all graduate students. This includes during GSA events, and also at school. Like other members of the board, they must attend every event as hosts. The Liaison is the primary contact for any questions regarding Event Funding Requests and applications. At the end of each application period, the Liaison will help organize application reviews with The Assistant Director of Student Activities & Engagement. Liaisons are also responsible for helping any other board member when needed.

To be eligible for this position, you must be a full-time graduate student with Eastman as your primary campus. Skills necessary for this position include strong interpersonal skills,

Article IV. Elections

GSA will hold elections once a year. An election at the end of the spring academic term will serve to elect the President and remaining GSA officers for the following year. Terms for all officers shall begin and end shortly after the elections, as discussed in the Bylaws. Any GSA member at the time of an election shall be eligible for nomination, with two exceptions: 1. no member will be eligible to hold the same Executive Board position for more than two years and 2. members must be resident graduate students for the academic year in which they will serve. In the event that no other GSA member is interested in filling the position, the first restriction shall be lifted. The President will be in charge of maintaining a record of eligible nominees. Any eligible GSA member may nominate himself or herself or another eligible GSA member. Nominations may be sent electronically to the President after notice for the start of the election process. The nomination period will begin at least two weeks before the election. After all nominations have been collected, nominees may prepare a brief written statement for their campaign, to be submitted, at the latest, one day before the election opens. All nominees must indicate whether they expect to be able to commit to the full twelve-month term if elected. The names of all nominated candidates and their statements shall be posted online at the same time to ensure equal exposure of candidates. These statements shall also be emailed to the GSA membership body when calling for votes. Voting shall take place using an electronic survey program. This will prevent any individual from being

responsible for collecting email votes. Voters shall have a method of signing in to prevent multiple votes. Votes will not be linked to this identification method. The Assistant Director for Student Activities & Engagement shall certify the results of the election. Voting shall begin after all of the nominees' statements have been collected and shall remain open for a period of three days.

Article V. Vacancies

In the event that an officer vacates their position before the end of their term, a special election shall be held. All GSA members shall be notified of the vacancy in a call for nominations open for at least ten days. The individual so elected shall serve until his or her replacement is duly elected at the next normally scheduled election.

Article VI Expulsions

Officers may be expelled from an Executive Board position by either a two-thirds majority in a vote of the Executive Board or by the Assistant Director for Student Activities & Engagement.

Article VII. General Meeting

The GSA Executive Board must meet at least once every 2 weeks. The Executive Board may also call additional meetings. General Meetings will serve the purpose of bringing issues to the attention of the Executive Board, challenging decisions made by the Executive Board, expulsion from GSA-selected positions, reviewing the allocation of GSA's budget including any use of reserve funds, ratifying Constitutional Amendments (Article X.), and discussing other proposals as needed. All decisions at a General Meeting must be declared in the presence of a simple majority of the GSA Department Representatives. General meetings will be held in Cominsky Promenade. Each GSA Department Representative present, or proxy designated by the Representative in writing to the Marketing Officer before the start of the General Meeting, shall cast an equal vote. Overruling of an Executive Board decision and expulsions from GSA selected positions must be approved by two-thirds of the votes cast, while other decisions require a simple majority. An agenda of items to be discussed at the General Meeting shall be provided to the Executive Board three days before the meeting occurs. In addition, the Assistant Director for Student Activities & Engagement shall be given a brief opportunity at the General Meeting to give feedback about GSA. Proposals may also be decided in written form, electronically, without calling a General Meeting, with all votes not returned counted as votes against the proposal.

Article VIII. Definition of Bylaws

The GSA Executive Board shall compose a set of Bylaws that will govern the organization and daily operation of GSA not specifically outlined in the Constitution. The bylaws should contain, but are not limited to: budgetary procedures, funding request guidelines, reimbursement procedures, policies for recognizing graduate student groups, and a risk management policy.

Article IX. Availability of the Constitution

This document along with any applicable GSA Bylaws will be provided both on the GSA website and in one additional electronic or paper form to new Executive Board Members at the beginning of each school year.

Article X. Amendments to the Constitution

Constitutional Amendments must be passed by two-thirds of the GSA Executive Board, and must be ratified by the Assistant Director for Student Activities & Engagement. Votes may take place in the Department Representative General Meeting or electronically.

Eastman Graduate Students' Association

Bylaws: 2018-2019



Fiscal Year Definition

The Fiscal Year shall be defined from July 1st to June 30th to coincide with the University of Rochester fiscal year and to better accompany changes in the Executive Committee, while allowing for the planning of events falling shortly after officer elections and the Executive Committee turn-over to occur during the previous year and have funds appropriately allocated.

Elections & Voting

Voting shall be completed through a secure polling site as approved by the Assistant Director for Student Activities & Engagement. The Assistant Director will verify and announce the results of elections.

Election Turnover

The new term shall begin June 1. New officers may attend the last meeting of the previous year's Executive Board, and old officers may attend the first Executive Board meeting in the new term to provide a smooth transition of leadership and information. If an existing officer is elected as President for the following term, they shall continue their original elected position through the end of their term.

Other Committees

Committees shall be created and dissolved as needed to support the positions of Social Planning (Community Development), Academic Affairs, and Advocacy. They shall be chaired by their respective executive committee officers. Members of these committees will be appointed by the Executive Board from any interested volunteers in the general Eastman graduate student community.

Event Funding Requests

The GSA can provide funding for social and academic events that appeal to Eastman graduate students. An organization/department/individual can apply for funding to help support an event or can suggest an idea for an event, and request help organizing and funding it. Requests are to be submitted via an online form on the GSA website.

Requests should be submitted once a semester as per advertised by the GSA Executive Board. Earlier submissions will increase the likelihood of funding. The event planned must be open to the entire graduate student body. The event must be sufficiently advertised to the entire graduate community with the GSA logo prominently displayed. Funding support is generally capped at \$500 and is decided by the Executive Board. It is strongly advised that students submit a poster or advertisement plan with their application for funding.

Risk Management

Risk management will be handled in accordance with University of Rochester policies.