

Eastman Graduate Students' Association Constitution

Preamble

We, the graduate students of the Eastman School of Music, in order to form an official and representative organization of graduate students, to provide an official voice through which student opinions may be expressed, to act as a liaison between the student body and the administration, and to provide means for responsible and effective student participation in the organization of student affairs and activities, do ordain and establish this Constitution of the Eastman Students' Association.

Article I: Membership and Eligibility

Section 1.1 Eligibility

All Eastman School of Music undergraduate students who have paid the mandatory student activity fee are considered full members of the Eastman Graduate Students' Association. All student organizations recognized or sponsored by the Graduate Students' Association must be open to all graduate students, and must not compete with any academic programs or interests.

Section 1.3 Discrimination

The Eastman Graduate Students' Association shall not discriminate against any person for any reason, including race, religion, color, gender, gender expression, sexual orientation, mental or physical disability, age, or political affiliation. No division or group that is governed by the Graduate Students' Association may discriminate against any person because of the aforementioned reasons. Please refer to University Policy 106:
<https://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf>

Section 1.4 Hazing

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Eastman Graduate Students' Association. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual. Please refer to the University policy on Hazing: <http://www.rochester.edu/college/fsa/hazing/index.html> and here:
<https://www.rochester.edu/college/cscm/assets/pdf/standards-of-student-conduct-2019-2020.pdf>

Article II: Organization Membership and Eligibility

Section 2.1 Conduct

All student organizations recognized or sponsored by the Students' Association must comply with all federal and local laws, rules and regulations specified in the bylaws, and the University of Rochester Standards of Student Conduct. Please review the Code of Conduct here:

<https://www.rochester.edu/college/cscm/assets/pdf/standards-of-student-conduct-2019-2020.pdf>

Article III: Executive Board

Section 3.1 Composition

The Executive Board will be composed of six officers: President, Vice President, Financial Officer, Marketing Officer, M.M/M.A Liaison, DMA/Ph.D Liaison.

Section 3.2 President and Vice President of Student Organization Management

The executive and advocacy power of the Students' Association will be vested in the President, and the President will be the official representative of the student body. The President will preside over all Graduate Students' Association meetings.

The Vice President of Graduate Student Organization Management will fill the President's roles and duties in the case of the President's absence. Full responsibilities of the President and Vice President of Graduate Student Organization Management shall be detailed in the bylaws.

Section 3.3 Financial Officer

The Financial Officer is responsible for overseeing and approving the use of Graduate Students' Association funds. Full responsibilities of the Financial Officer shall be detailed in the bylaws.

Section 3.4 Marketing Officer

The Marketing Officer is responsible for creating and distributing promotional materials for Graduate Student Association Events, including maintaining social media platforms. Full responsibilities of the Financial Officer shall be detailed in the bylaws.

Section 3.5 MM/MA Liaison and DMA/Ph.D Liaison

The MM/MA Liaison and DMA/Ph.D Liaison are each responsible for ensuring the inclusion of all MM/MA and DMA/Ph.D students respectively. Full responsibilities of the Financial Officer shall be detailed in the bylaws.

Section 3.6 Terms

All Executive Board officers are elected in the spring semester, for a one-year term, beginning immediately after the end of the previous school year.

Section 3.7 Election

The entire undergraduate body elects Executive Board officers. The bylaws and Policy and Procedures Manual will determine the method of such elections and provide for a procedure to fill vacancies in the Executive Board offices.

Article IV: Sessions

Section 4.1 Terms

Council Members must serve in the capacity for a full academic year. Should a position become vacant within an organization, the Executive Board must fulfill those duties until such a time as the position is filled. The manner in which vacancies are filled will be determined by the Executive Board in conjunction with their advisor(s).

Section 4.2 Meetings

The Executive Board will meet, at a minimum, twice each month during the academic year. The President may call special meetings at any time, with no less than 24 hours notice. Meetings may be cancelled by a unanimous vote of the Executive Board.

A. All persons in attendance shall have voting rights. Attendance by persons outside of the Executive Board may be requested; the President must approve all requests.

B. One meeting each semester (at minimum) will be a Town Hall Meeting. The Executive Board will be in attendance at all meetings. The Town Hall Meeting will be open to all Graduate Students' Association Members, consisting of all Eastman School of Music graduate students. All persons in attendance shall have rights of participation as well as voting rights should a motion be brought forward.

C. Biannual General Meetings will be held during the month of September and April. Both function to gather information from the graduate student population about their needs and expectations, as well as to publicize upcoming GSA elections to fill vacant positions.

Article V: Conduct

Section 5.1 Supremacy of Constitution and Bylaws

This Constitution, and the bylaws which will be made in pursuance thereof, will be the highest law of the Graduate Students' Association.

Section 5.2 Records

The Graduate Students' Association will keep a record of its proceedings and activities, and may periodically publish those records, except such parts that may require confidentiality at the discretion of the President and Director of Student Activities.

Article VI: Revisions and Ratification

Section 6.1 Ratification

The ratification of more than two-thirds of the Eastman Graduate Students' Association will be sufficient for the establishment of the Constitution.

Section 6.2 Revisions

The Executive Board will be granted authority to make appointments, set dates of expiration, establish bylaws, and provide for the general transition from the previous government. The President may appoint a committee for maintaining and revising the Constitution and its bylaws.

Article VII: Amendments

Section 7.1 Revisions

At any time, the Eastman Graduate Students' Association Executive Board has the option to review the Constitution to determine if changes are needed.

Section 7.2 Voting

Changes will be proposed at the regularly scheduled Town Hall Meetings, and the proposed changes will be discussed. This meeting must be open and publicized to all Graduate Students' Association Members. Changes must be approved by more than two-thirds majority vote of those with voting power in attendance at the meeting in which voting occurs.

Section 7.3 Notification of Changes

The Office of Student Affairs as well as all Graduate Students' Association Members will be adequately notified of any significant changes.

Last Updated: September 14, 2021

Eastman Graduate Students' Association Bylaws and Policy and Procedure Manual

Part 1. Bylaws

Article I. Rules of Bylaws and Policy and Procedure Manual

Section 1. Introduction

The intent of the Bylaws and Policy and Procedure Manual are to explain the procedural and administrative conduct of the Eastman Graduate Students' Association.

Section 2. Bylaws

A. The Executive Board shall maintain the Bylaws. The Executive Board may call for and oversee revisions to be proposed to and voted on.

B. Revision

1. The Bylaws may be changed by more than two-thirds vote by the Executive Board..
2. Proposed revisions must be submitted to the Office of Student Affairs two meetings before the voting meeting takes place.

Article II: Elections

Section 1. Eligibility for Election to the Graduate Students' Association Executive Board

A. Any Graduate Students' Association member may run for an open position on the Board, excluding the President.

B. Any person wishing to run for Graduate Students' Association President must be entering their second year, and must have held an elected leadership position within the Graduate Students' Association Executive Board previously.

C. A person is eligible to run for up to two positions with two separate platforms in a given year, but may not accept both positions.

D. If a person will be studying abroad during the year in which they will be running for an elected position, this person may not run for the position. A person may, however, run for an elected position while abroad for a position upon their return.

E. All students must be in good academic and student conduct standing.

Section 2. Election Procedure

- A. Nominations for Graduate Students' Association Executive Board Members shall take place annually before the Spring exam period
- B. Nominations must remain open and adequately publicized by the Executive Board at least two weeks in advance of the voting date.
- C. Once nominated, persons must submit a candidacy application to the Office of Student Affairs by the decided deadline.
- D. Elections shall be run at the discretion of the Executive Board in conjunction with the Office of Student Affairs.
- E. A person may not be elected to more than Executive Board position.
 - 1. If a candidate wins more than one position, the candidate must choose which position they intend to fill.
 - 2. The runner up for whichever position the candidate chooses not to fill will be elected to that position.
 - 3. If there is no runner up, the position is treated as a vacancy.
 - 4. In the event of a mid-year vacancy, the President is permitted to fill that role for the interim, until elections can be held to fill the vacancy.
- F. The Graduate Students' Association Executive Board is required to notify the Office of Student Affairs of any changes to their leadership.

Section 3. Student Organization Elections

- A. All organizations are required to have a President, and if funded, a Treasurer. Organizations are encouraged to create additional elected positions that meet the needs of their organization.
- B. Elections must be held annually on-campus, in accordance with the organization's constitution, and no later than Spring exams.
- C. Organizations are responsible for informing the Graduate Students' Association and the Office of Student Affairs of the results of their elections as soon as information is available.
- D. Student organizations' elected officials must adhere to the eligibility rules in Article II Section 1.

Article III. Vacancies, Removals, Resignations

Section 1. Vacancy

A. Vacancy is defined as any office not occupied, and may be caused by ineligibility, removal, or resignation.

Section 2. Graduate Students' Association Executive Board Vacancy

A. If an Executive Board position has been vacated, an election must occur within three weeks of the vacancy.

B. Organizations are required to have a President, and Treasurer if funded. If either of these positions become vacant, a new representative for that position must be elected within two weeks of the vacancy or risk de-recognition from the Students' Association and a revocation of funding.

C. Depending on time of year, nature of circumstances, and/or position vacant, the Executive Board may propose that if no person fills the vacant board position after an election, the Executive Board may operate with the position vacant.

D. Should the President vacate, the Vice President will fill that position immediately. The Executive Board will then hold elections for the Vice President.

E. Removal of an Executive Board Member

1. An Executive Board Member may be considered for removal if found incapable of completing their responsibilities and duties effectively.

2. An Executive Board Member may be considered for removal if found to be in poor academic or conduct standing.

3. Suggestions for the removal of an Executive Board Member will be brought forward by any member of the graduate class, Eastman faculty, or staff to the Office of Student Affairs.

4. The Office of Student Affairs shall review the suggestion and recommend whether or not the Executive Board Member shall be considered for removal.

5. The Office of Student Affairs's recommendation shall be brought to a Graduate Students' Association Executive Board Meeting no sooner than one meeting before the voting on the removal will occur.

6. The Executive Board Member in question has the right to defend their actions at said Executive Board Meeting.

7. It takes a two-thirds majority vote by the voting members to remove the Executive Board Member from their position.

Part 2. Policy and Procedures Manual

Article I: Membership, Responsibilities of Graduate Students' Association Positions

Section 1. Graduate Students' Association Executive Board

A. The Membership of the Graduate Students' Association Executive Board shall be:

1. President
2. Vice President
3. Financial Officer
4. Marketing Officer
5. DMA/Ph. D Liaison
6. MM/MA Liaison

B. The Executive Board shall uphold the rules and procedures of the Bylaws, Policy and Procedures Manual, and Constitution.

C. The responsibilities and duties of the Executive Board shall be divided between the six offices.

Section 2. Executive Board Duties

A. The President

1. Acts as the chief administrator and representative of the Eastman Graduate Students' Association
2. Presides over all meetings of the Eastman Graduate Students' Association and the Executive Board, ensuring orderly and democratic procedure at all meetings, as well as establishing regular meetings of the Executive Board
3. Creates an agenda for each meeting, and submits said agenda to the Executive Board no less than 24 hours prior to the meeting.
4. Ensures that all decisions, projects, and recommendations authorized by the Executive Board are carried out
5. Is empowered to call special meetings of the graduate student body under the name of the Eastman Graduate Students' Association
6. Is empowered to appoint ad hoc committees or individual members of the student body to deal with special concerns and projects that do not require a full committee
7. Attends various appointed committee meetings as part of the greater UR community. It is up to the President's discretion to share the various committee duties with other Executive Board members, with priority given to the Vice President if the President is unavailable.
8. Will coordinate applications and elections for the succeeding Executive Board with the current Executive Board, as well as the Office of Student Activities Director.

9. May call a meeting of the Executive Board at any time.

B. Vice President

1. Assists the President in the execution of Presidential duties
2. Records the minutes of all Executive Board, and Eastman Graduate Students' Association meetings, and ensures that these minutes are made available to all members of the graduate student body and the Office of Student Affairs in a timely manner.
3. Is responsible, in conjunction with the Office of Student Affairs, for all the physical property of the Eastman Students' Association
4. Shares committee delegation responsibilities with the President connecting Eastman with the greater UR community. These are discussed promptly at the beginning of the Vice Presidential term.
5. Assumes the duties of the President in the event of the President's absence or during times of vacancy due to resignation, removal, ineligibility, or death
6. May request a meeting to be called by the President at any time.

C. Financial Officer

1. Responsible for assisting the Office of Student Affairs with the disbursement and spending of the monies of the Eastman Graduate Students' Association, monitoring expenditures on a regular basis, considering requests for expenditures for unforeseen expenses, and advising groups on budgetary matters.
2. Formulates, with the assistance of the Executive Board, and in partnership the Office of Student Affairs, a budget at the beginning of each school year.
3. Works collaboratively with the Office of Student Affairs to enforce all Eastman Students' Association funding guidelines and spending policies.
4. May request a meeting to be called by the President at any time.

D. Marketing Officer

1. Maintains a current list of all Eastman Graduate Students' Association Members
2. Advertises and promotes Eastman Graduate Students' Association events in various ways including social media, email communication and print media.
3. Maintains the social media platforms designated to the Graduate Students' Association including Instagram and Facebook.
4. Works in collaboration with the MM/MA Liaison and DMA/Ph.D to ensure participation from a diverse array of Graduate Students.
5. May request a meeting to be called by the President at any time.

E. DMA/Ph.D Liaison

1. Ensures the inclusion of all Eastman doctoral level graduate students, including those in performance and academic based programs.

2. Communicates the mission and programs of the Executive Board to the doctoral student population. The Liaison shall work closely with the Marketing Officer to ensure participation from a diverse array of Graduate Students
3. May request a meeting to be called by the President at any time.

F. MM/MA Liaison

1. Ensures the inclusion of all Eastman master's level graduate students, including those in performance and academic based programs.
2. Communicates the mission and programs of the Executive Board to the master's student population. The Liaison shall work closely with the Marketing Officer to ensure participation from a diverse array of Graduate Students.
3. The position of M.M/M.A Liaison shall be reserved for a first year graduate student. If none is available or interested, this restriction shall be waived.
4. May request a meeting to be called by the President at any time.

Article II. Sessions

Section 1. Rules of Order

- A. Eastman Graduate Students' Association will meet as determined by the Executive Board.
- B. The Executive Board shall preside over the meetings.
- C. The Executive Board President shall have final authority to rule on all matters of interpretation of the Bylaws during the meeting unless overruled by more than two-thirds vote of quorum.

Section 2. Attendance Policy

- A. All Graduate Students' Association Executive Board Members must attend scheduled Executive Board and Town Hall Meetings called by the Graduate Students' Association.
 1. No more than two excused absences per member, per semester will be allowed by any Executive Board Member.
 - a. Excused Absences are defined as: Formal written notice given to the Executive Board Vice President of at least two days in advance of the meeting due to illness, serious injury, emergencies, or any obligation that directly pertains to one's own degree requirements. Exceptions may be made on a case-by-case basis.
 2. Upon the third absence of the semester the President shall recommend the Executive Board Member be placed on probation.
 3. Tardiness, absence, or inappropriate conduct will be considered a violation of probation.
 4. Upon violation of probation, the President may propose to the Executive Board that the Executive Board Member in question be removed from their elected position.
 5. Any Council Member with an unexcused absence may also be placed on probation.
- C. Any full or associate member of the Eastman Graduate Students' Association may attend Town Hall Meetings, as sanctioned by the Constitution.

Section 3. Voting

- A. More than two-thirds of the voting membership shall constitute a quorum for the transaction of business.
- B. Voting power is reserved for the Graduate Students' Association Executive Board Members.
 - 1. Voting power, on a per-issue basis, can be extended by the unanimous consent of the present Executive Board (Example: in the case of a town hall meeting)
- C. Voting Procedures
 - 1. An Executive Board Member must motion to vote on a proposal. Another Executive Board Member must second the motion.
 - 2. All decisions on primary motions shall be arrived at by simple majority using a hand vote unless otherwise specified by the President.
- D. The President shall have tie breaking voter privileges.
- E. Appeals
 - 1. Any Graduate Students' Association Member may challenge a decision by submitting an official appeal to the Executive Board. All appeals must be in writing.
 - 2. The Executive Board may deny or grant any appeal by a two-thirds majority vote

Article IV. Funding

Section 1. Funding for Student Organizations

- A. A graduate student organization seeking funding must have a constitution submitted to the Office of Student Affairs. This constitution serves that purpose
- B. The Eastman Graduate Students' Association has the "funded" status according to the Office for Student Activities. This organization will have access to a predetermined budget from the Office for Student Activities.
- C. All Executive Board Members must attend the mandatory, annual Student Leadership Training at the beginning of the academic year in order to be eligible for and receive a budget for that academic year. Funding can only be used during the academic year following submission of an approved budget, and before the last day of classes in spring.
- D. Funding will be allocated following the submission and approval of a budget for the Fall and Spring semesters by the Office for Student Activities.

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