

2017-2018

**ELECTIONS DOCUMENT  
FOR UPCOMING ACADEMIC YEAR 2018-2019**

**Important Dates**

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Nominations Open: January 29, 2018 during New Business (approx. 8:20 pm)

*Nomination Acceptance:* January 29, 2018 through February 26, 2018

Nominations Close: February 26, 2018 during New Business (approx. 8:30 pm)

GSA Council Votes: March 26, 2018 during New Business (approx. 8:30pm)

Officer Service Begins: April 30, 2018 [and will conclude next April 2019]

**Nomination Process**

*Eligibility:* Any graduate student may be nominated regardless of full-time or part-time status. Applicants may study within any program (PhD, MS, etc). While having experience with the GSA is helpful, it is not required. Past officers have successfully been elected without serving as a GSA Representative first.

*Nomination Process:* Nominations may be submitted via two methods: (1) an email to the list group-gsa-reps@ncsu.edu [or via group-gsa-execs@ncsu.edu if you are not a current GSA Rep], or (2) in person during our all-council meetings. In both cases a nomination may be as simple as "I nominate name for the position of position." Optionally, you may include additional supporting text. All nominations must receive a "second". A second may be announced verbally at a council meeting, or by a reply to the nomination email. For example "I second the nomination of name for the position of position." If you are not currently serving as a rep, we strongly encourage you to attend our February meeting to get a feel for GSA and to be nominated in person. We also encourage you to reach out to your department's rep and inform them of your decision to run. In doing so, you can get their support and second of your nomination.

*Nomination Acceptance:* Nominees must either accept or decline their nomination prior to the voting period. This may be done in person at a council meeting or via email to the GSA Reps list.

*Personal Statement:* All nominees that accept their nomination should submit a personal statement within two weeks of being nominated so that it may be shared with the GSA Representatives. Additionally, this personal statement will be posted on the GSA website.

## Election Process

Each nominee that has accepted their nomination will be allotted time to address the GSA Council immediately prior to voting. The time determination is as follows:

- President and Vice President positions shall each give speeches of 10 minutes or less.
- Treasurer and Secretary shall receive:
  - A time limit of 15 minutes for each position
    - Which will be divided evenly among candidates
    - With a minimum of 2 minutes and a maximum of 5 minutes
  - These [potentially confusing] time limits may be changed at the council meeting via a majority vote, if the council desires to do so.

Voting will commence on paper ballot. In the event no candidate receives the majority of votes, then the two candidates receiving the most votes shall have an immediate runoff. In the event of a tie, the presiding officer will vote to break the tie.

If the election is uncontested, then it will proceed verbally. The nominee may opt to be present or leave the room. Additionally, "If the nominee's vote is necessary to break a tie, he or she shall be asked to cast a vote in the presence of the quorum."

## Service Term & Time Commitment

As a reminder, each officer serves from April's GSA Council Meeting at the start of 'New Business' ---until--- the conclusion of 'Old Business' in April of the following year. More or less, exactly 12 months.

Upcoming officers start serving in April, but are elected in March. This month of overlap with the previous officers is a valuable time to begin understanding your new role in close detail. Although you have no obligation, it may be wise to begin serving or observing alongside them if possible to help ensure a smooth transition.

## Time Commitment

While serving on the executive board is a rewarding experience, it does require a moderate time commitment to be effective in your roles. Most officers spend 0.5-2 hours per week determined by the duties of their role. As an officer, it is also expected that **you will be available during the summer** to meet with the executive board and prepare for the upcoming year. During the academic year, officers should expect to attend a minimum of 3 monthly meetings, possibly more depending on their role, and these include:

- Monthly All-Council GSA meetings on the last Monday each month at 7pm (excluding December)
- Monthly Executive Board meetings scheduled via poll
- Monthly Internal Committee meetings

## **Honoraria**

Each officer receives a stipend based on their GSA role. This stipend is determined by the budget passed in the previous year. Under the current budget, the president receives an honoraria of \$3,000 and all other officers receive \$1500. This Honoraria is paid in two halves, one at the end of each semester.

As the president's meetings may be scattered across multiple NCSU campuses and buildings, a parking pass is essential to the role and will be provided free of charge. All other officers are eligible to purchase a 'Student Leader' parking permit if they choose. The SL permit is valid in "C", "CC," "CD," "DD," "RC," "RE," "RP," "RW," "W," "P," and "V" areas.

## **Reach out to us with questions!**

If you are interested in running but would like more information about a position, you can reach us individually or the entire executive board via the email addresses posted at <https://gsa.ncsu.edu/about/people/>

## **GSA Officer Positions in Brief**

- President
- Vice President of External Affairs
- Vice President of Internal Affairs
- Secretary
- Treasurer
- Vice President of Communication
- Vice President of Academic Affairs
- Vice President of Student Government Relations

A detailed description of each role now follows:

### **Position: President**

Liaison to the GSA Committee: **Special Projects and Political Action**

Constitutional Definition:

1. Call and preside over GSA council meetings
2. Call GSA elections and special elections whenever necessary
3. Represent the GSA at University and Student Government functions
  - a. Be the primary representative for the GSA on significant university committees, such as the University Council, Tuition and Fee Review Advisory Committees, Chancellor's Liaison, etc.

- b. Represent the GSA to the Directors of Graduate Programs (DGPs), Board of Trustees and the Association of Student Governments - Matt
  - c. Represent graduate students on any Nomination/Search committees for new University personnel that have relevance to graduate students - Matt
  - d. Coordinate with the Secretary and Vice President of Academic Affairs to serve as the GSA Representative to the Administrative Board of the Graduate School
  - e. Communicate regularly with the Student Body President, Student Senate President, Chair of the Faculty Senate, and Chair of the Staff Senate to foster collaboration
4. Serve as a member and liaison, but not chair, of the Political Action and Special Projects Committee
  5. Perform those duties imposed on the office by the Student Body Constitution.
  6. Connect with, and bring significant and relevant speakers to the GSA council meetings.
  7. Work with the Treasurer, and then Executive Board, to create, manage, and appropriately adjust the UNIVERSITY GRADUATE STUDENT ASSOCIATION
  8. Lead goal setting discussions with the Officers over the summer
  9. Work with the Vice President for Internal Affairs to coordinate new Representative orientation and update the Representative Information Packet

**Position: Vice President of External Affairs**

Liaison to the GSA Committee: **Community Service Committee**

Constitutional Definition:

1. Preside over GSA council meeting at the request of or in the absence of the President
2. Act as proxy for the President at University or Student Government functions at the President's request
3. Serve as a member and liaison, but not chair, of the Community Service Committee
4. Promote and appoint willing graduate students to serve on University Standing Committees
5. Actively track attendance of appointed graduate students to University Standing Committees by collecting brief reports following each attended meeting and present these reports during GSA regular council meetings
6. Reappoint University Standing Committee seats that have a record of unsatisfactory attendance
7. Be responsible for maintaining GSAs "organizational membership" to the National Association of Graduate-Professional Students (NAGPS) and collaborating with the Political Action and Special Interests committee to facilitate transportation, hotel accommodations, payment of attendance fees and advertising to the NAGPS Advocacy Summit (LAD) as well as keep GSA members apprised of academic enrichment and pre-professional development opportunities external to NCSU
8. Coordinate the planning and facilitation of the fall and spring International and University Graduate Student Orientations, New Graduate Student Information Fair and Social Event.

9. Coordinate the planning and facilitation of the spring UNC System Graduate Student Association's Leadership and Networking Workshop.
10. Serve as a GSA representative on the University Standing Committee on Committees.

**Position: Vice President of Internal Affairs**

Liaison to the GSA Committee: **Departmental Outreach and Leadership Committee**

Constitutional Definition:

1. Be responsible for obtaining a letter of credentials and constitution from each chapter, graduate degree program and SIG, and verify each chapter's registration with the Student Organization Resource Center
2. Appoint and oversee the operations of the GSA Internal Standing Committees and serve as a liaison with those committee chairs
3. Serve as a member and liaison, but not chair, of the Departmental Outreach and Leadership Committee.
4. Maintain parliamentary procedure at GSA council meetings and have a copy of Roberts' Rules of Order present at each council meeting
5. Work with the Treasurer and Secretary on the calculation and distribution of chapter rebates.
6. Give the secretary a list of representatives and chapter (GSA) officers' contact information.
7. Notify the secretary to contact the representative and chapter officers if a representative fails to remain in good standing on his/her internal standing committee.
8. Obtain and verify the minutes of the meetings of the internal standing committees every month.
9. Lead discussion and revisions of the Representative Information Packet with the Officers before the first Council Meeting of Representatives in August
10. Plan and coordinate new Representative Orientation with the Officers
11. Coordinate with the treasurer to arrange food and refreshments for the monthly All-Council meetings through university catering services

**Position: Secretary**

Liaison to the GSA Committee: **Teaching Effectiveness Committee**

Constitutional Definition:

1. Record and maintain minutes of the GSA council meeting and circulate copies of the minutes to the council members
2. Maintain a roll of council members and call the roll whenever a roll call vote is taken
3. Determine and announce whether or not a quorum is present for each council meeting
4. Serve as a member and liaison, but not chair, of the Teaching Effectiveness Committee as appointed by the Vice President for Internal Affairs
5. Prepare and carry out GSA correspondence

6. Work with the Vice President for Internal Affairs and Treasurer on the calculation and distribution of chapter rebates.
7. Contact the representative and chapter officers if a representative fails to remain in good standing on his or her internal standing committee.
8. Contact the representative and chapter officers when the GSA representative is absent from a Council meeting.
9. Coordinate with the President and Vice President of Academic Affairs to serve as the GSA Representative to the Administrative Board of the Graduate School

**Position: Treasurer**

Liaison to the GSA Committee: **Social Committee**

Constitutional Definition:

1. Keep the financial records of the GSA.
2. Serve as a member and liaison, but not chair, of the Social Committee
3. Work with the Vice President for Internal Affairs and Secretary on the calculation and distribution of chapter rebates.
4. Coordinate the submission of annual budget requests from the GSA internal standing committee chairpersons. The budget requests may be submitted in a manner chosen by the Treasurer and approved by the GSA Council
5. Submit the annual budget, approved by the Executive Board, to the GSA Council
6. Oversee block grant requests in accordance with the GSA Block Grant Policy.

**Position: Vice President of Communication**

Liaison to the GSA Committee: **Publicity Committee**

Constitutional Definition:

1. Maintain the GSA Website and all email list-serves.
2. Work with the Executive Board to provide and maintain a prompt and reliable flow of information from the GSA and its constituent members
3. Develop and maintain relationships with the graduate school as well as the UNC and Duke Graduate Student Associations
4. Serve as a member and a liaison, but not chair, of the Publicity Committee.
5. Proof and provide editorial support to the GSA newsletter submissions prior to publication
6. Keep Twitter, Facebook, and Instagram accounts of the GSA active and updated to effectively communicate with the graduate student body and encourage students to follow these accounts
7. Create an annual report to highlight the GSA's accomplishments and provide goals for the upcoming year

**Position: Vice President of Academic Affairs**

Liaison to the GSA Committee: **Research Recognition Committee**

Constitutional Definition:

1. Serve as a member and liaison, but not chair, of the Research Recognition Committee.
2. Provide leadership for and assist the Research Recognition Committee with the recipient selection process and disbursement of funds for the competitive GSA Travel Award.
  - a. Serve as the contact person for the receipt and response of student inquiries related to the GSA Award for Conferences
  - b. Compile, organize and distribute all received application packets by the specified deadline to the Research Recognition Committee.
3. Work closely with the Graduate School, and be the primary coordinator for Graduate Education Week.
  - a. This includes assisting the Research Recognition Committee with the running and hosting of the Annual Graduate Student Research Symposium.
4. Monitor and educate the GSA Council on both current and future changes to academic policies at NCSU that affect graduate students.
5. Coordinate with the President and Secretary to serve as the GSA Representative to the Administrative Board of the Graduate School.

**Position: Vice President of Student Government Relations**

Liaison to the GSA Committee: Graduate Representation Committee

Constitutional Definition:

1. Serve as a liaison between Student Government and the Graduate Student Association
2. Collaborate with Student Government Directors on issues concerning graduate students
3. Attend bi-weekly Student Government Executive Board meetings
4. Report monthly (or as necessary) to the general body on events, issues, and concerns of Student Government as they relate to the graduate student body
5. Serve as a member and liaison, but not chair, of the (insert TBD Committee).