



Elections Packet 2019-2020

NJIT Graduate Student Association

The annual elections of the NJIT Graduate Student Association (GSA) will occur in the fall semester and will conclude no later than the fourth full week of classes.

Eligibility

Any currently enrolled graduate student, full-time or part-time, and who is maintaining good academic standing (minimum 3.00 GPA) at New Jersey Institute of Technology is eligible to be elected to a position in the General Assembly.

TO APPLY: Go to gsa.njit.edu/elections/

NOTE: Online applications are due by 11:59pm on Wednesday, September 18, 2019.

Elections Timeline - Fall 2019

Applications Open

August 22nd at 9:00am

Online Applications Close

September 18 at 11:59pm

Application Review and Campaigning

September 19th at 9:00am - September 24 at 5:00pm

Elections General Assembly Meeting and Confirmation of Officers

September 25 at 4:00pm in Campus Center 235

General Assembly Meetings (Required Attendance)

October 9 at 4:00pm

October 23 at 4:00pm

November 6 at 4:00pm

November 20 at 4:00pm

December 3 at 4:00pm

A. Executive Board Requirements

All members of the Executive Board are required to attend the following meetings: Executive Board meetings, meetings with Advisors as needed, Committee meetings as required by their position, and General Assembly Meetings. Once designated, neither the day nor the time of a General Assembly Meeting shall be changed, nor shall any meeting of the GSA be cancelled except by majority vote of the Executive Board. Additionally, all members of the Executive Board are responsible for the duties of their position. See the GSA constitution for detailed description.

1. Must not be currently on University Probation.
2. Applicants must be enrolled for the full 2019-2020 academic year.
3. Must be able to fulfill all GSA requirements for the position they are seeking.
4. For the role of the President, students must have completed at least one (1) academic year or equivalent credit load at NJIT and had potential involvement in campus activities.
5. Any student elected to the Executive Board of the GSA cannot simultaneously serve on the Executive Board of any graduate student organization recognized by New Jersey Institute of Technology.
6. An Executive Board member cannot hold more than one position in the GSA.
7. The term of each position in the General Assembly shall be one (1) academic year concluding at Commencement.
8. Members may not be elected to or serve more than two (2) terms in any one GSA officer position.
9. **All applicants must be available for the first General Assembly meeting on September 25, 2019 at 4:30pm.**

Election Process for Executive Board Positions

Application Review and eligibility verification will take place through Tuesday, September 24, 2019 by the GSA advisors.

- a. All eligible applicants will have an opportunity to present their platform at the first General Assembly meeting on September 25, 2019.
- b. Elections procedures must be followed as indicated in the Elections Packet.
- c. Preferably, at the first General Assembly, the Department Representatives who are the voting members will nominate and appoint the Vice President for Academic Affairs for the Executive Board by a majority vote. This position will be appointed from within the Department Representatives. Refer to Elections Packet info for more information.
- d. All other positions within the Executive Board shall be elected by a majority vote by the General Assembly.
- e. The Executive Board members will be announced to the graduate student body following elections.

B. Department Representative Requirements

One (1) Department Representatives and one (1) Alternate Representatives shall be nominated and elected by the graduate students in their respective graduate department by the 3rd week of the Fall semester. For the role of the Department Representative, the following requirements apply:

1. Applicants must be enrolled for the full 2019-2020 academic year and must not be currently on University Probation.
2. Students must have completed at least one (1) semester or equivalent credit load at NJIT and should have prior involvement in campus activities
3. Applicants must be able to fulfill all GSA requirements for the position they are seeking.
4. The term of each position in the General Assembly shall be one (1) academic year concluding at Commencement.
5. Members may not be elected to or serve more than two (2) terms in any one GSA officer position.
6. No student may represent more than one department during the same term of office.

Election Process for Department Representatives

Application review and elections will take place from Thursday, September 19 at 9:00am through Tuesday, September 24, at 5:00pm.

- a. Departments shall send out an official email to all graduate students to call for elections no later than the second week of September.
- b. Graduate Students in a given dept. may choose to hold elections for the Department Representatives.
- c. Departments must provide interested candidates with a copy of the duties and responsibilities of the position as per GSA's Constitution.
- d. Graduate students interested in representing their department on GSA shall fill-out a nomination form (<https://njit.campuslabs.com/engage/submitter/form/start/317847>) to be reviewed by their department and GSA advisors.
- e. Each applicant shall submit a letter of interest outlining a rationale behind their candidacy along with an updated resume.
- f. Applications will be reviewed to ensure eligibility requirements are met. At the discretion of the respective department, the GSA Social Advisor, or the GSA Vice President of Programming, this may entail an interview with any of the respective candidates.
- g. The candidate who gets the majority of the votes shall be the Department Representative and the candidate with the second-highest number of votes shall be the Alternate.
- h. When an election is not possible, a Department Representative will be appointed by the General Assembly upon the recommendation of the Department Chair.
- i. If a Department Representative cannot be either elected or appointed, the General Assembly shall represent the program of study in its best interests.
- j. Elected Department and Alternate Representatives will be notified by their respective Department Chair on Wednesday, September 25 and will be confirmed at the first **General Assembly Meeting on Wednesday, September 25, 2019.**

Appendix 1: Executive Board responsibilities

1. President:

- a. Convene and preside over all Executive Board meetings and provide general oversight to the members within. This Executive Board member is expected to have frequent meetings with the GSA Social Advisor.
- b. Serve as the official representative of the GSA and NJIT Graduate Student Body.
- c. Present a report at all General Assembly meetings.
- d. Coordinate with presidents of graduate student clubs and organizations to perform any function if need be for the benefit and welfare of the GSA.
- e. Serve as the GSA representative on at least one institutional committee.
- f. Coordinate and communicate regularly with the President of the Student Senate to ensure successful communication to meet the needs of the entire NJIT student body.
- g. For the role of the President, students must have completed at least one (1) academic year or equivalent credit load at NJIT and had potential involvement in campus activities.

2. Vice President for Academic Affairs

- a. Serve as the liaison between the GSA and the Office of Graduate Studies to best represent the academic interests of the graduate student body. This Executive Board member is expected to have frequent meetings with the GSA Academic Advisor.
- b. Chair the General Assembly meetings and coordinate with Department Representatives to ensure the successful delivery of programs and services throughout the graduate academic departments.
- c. Assist with annual academically-based programming and initiatives including but not limited to Research Day and three-minute presentations.
- d. Serve as the GSA representative on academically focused institutional committees.
- e. Assume the duties of the President in their absence.
- f. For the role of the Vice President for Academic Affairs, students must have completed at least one (1) semester or equivalent credit load at NJIT and had potential involvement in campus activities.

3. Vice President of Programming:

- a. Serve as the liaison between the GSA and the recognized graduate student clubs and organizations, in conjunction with the GSA Social Advisor and Office of Student Life.
- b. Coordinate social and cultural programs and initiatives on behalf of the GSA, as well as communicate and assist with the programming of graduate student organizations.
- c. Communicate with all graduate student organizations on policies and procedures.
- d. Serve as the GSA representative on the institutional Campus Life committee.
- e. Coordinate with the President of the Student Activities Council for the promotion of campus-wide programs and events for the entire NJIT student body.
- f. For the role of the Vice President of Programming, students must have completed at least one (1) semester or equivalent credit load at NJIT and had potential involvement in campus activities.

4. Vice President of Communications

- a. Record and distribute the minutes of all GSA meetings, including Executive Board meetings, Committee meetings, and General Assembly meetings.
- b. Schedule all Executive Board Meetings and General Assembly meetings as well as any other meetings as needed.
- c. Communicate elections information and vacancies within the GSA with the respective graduate student body.
- d. Coordinate all marketing and public relations for the GSA in conjunction with the Office of Student Life and the Office of Graduate Studies.
- e. Create and distribute promotional materials, update social media, and maintain the GSA website to ensure accurate and timely information is available to the graduate student body.
- f. Perform other duties delegated by the President to bolster the administration of the GSA, and represent GSA whenever needed.
- g. For the role of the Vice President of Communication, students must have completed at least one (1) semester or equivalent credit load at NJIT and had potential involvement in campus activities.

5. Vice President of Finance

- a. Manage the social and cultural budget for the GSA, and review the professional and academic budget in coordination with the GSA Academic Advisor to provide travel awards to the graduate student body.
- b. Review the annual budget requests from graduate student organizations, as well as additional funding requests for programs, conferences, and events that benefit the graduate student body, and present to the General Assembly for approval.
- c. Maintain up-to-date financial records and give a financial report at each General Body Meeting and an annual report at the end of their term.
- d. Prepare the annual GSA budget in conjunction with the Offices of Student Life and Graduate Studies.
- e. For the role of the Vice President of Finance, students must have completed at least one (1) semester or equivalent credit load at NJIT and had potential involvement in campus activities.
- f. Submit status of current operating budget to the general assembly once a month.

B. Authority

In the event that the GSA General Assembly adjourn for a period exceeding thirty days within the academic year, the Executive Board shall be given the authority to make decisions on their behalf.

1. During this period, the Executive Board shall retain all of the rights, privileges and immunities of Representatives as defined in the Constitution and Bylaws except amending the Constitution and Bylaws.
2. Passage of motions shall be restricted to the same guidelines the Representatives must abide by as defined in the Constitution and Bylaws.
3. The Executive Board shall pass any and all motions with the best interests of the graduate student body in mind.
4. The GSA Advisors shall be kept abreast of all motions pending before the Executive Board during this period.

5. The General Assembly shall receive a report of all motions passed during executive session and may overturn any and all such motions with at 2/3 majority vote.

Appendix 2: Department Representatives responsibilities

The duly elected Representatives or alternates acting as the Representative of the department to the GSA shall complete the following duties and responsibilities:

1. Aid in the nomination and election process for all GSA Representatives and officers in accordance with the election rules and guidelines of GSA Constitution and Bylaws.
2. Discuss and vote upon GSA Activities.
3. Inform and survey the students within their respective programs **at least once per semester** on matters they or their respective constituencies determine pertinent and necessary for University governance.
4. Be appointed to and serve on either one GSA committee or University committee. Each Representative shall report the events of their respective committee to the GSA General Assembly.
5. Vote on expenditures according to the guidelines for appropriation of funds, including but not limited to graduate student organization requests, capital purchases, and programs and initiatives in excess of \$500.
6. Be available to their constituency in the following ways:
 - a. Conduct at least one (1) departmental feedback session once a semester.
 - b. Hold a minimum of one office hour per week in the GSA office.
 - c. Allocate their own assigned funds for department feedback sessions as well as use the facilities, supplies, and equipment of the GSA to accomplish adequate representation.