GRADUATE STUDENT ASSOCIATION EXCOM NOMINATION FORM

Deadline: March 31, 2020 at 1:00 p.m.

Return all forms to:
Graduate Student Association or to Tim Corcoran, GSA Advisor
839 Merrimack Street
University of Massachusetts Lowell, One University Avenue
One University Ave, Lowell, MA 01854 North Campus

Print this page to use as your application. NOTE: All nominators and nominees must be in
good standing. If any of the individuals completing this form are not in good standing, the
nomination is disqualified and will be withdrawn.

1. Nominee Information:

Position (President, Vice President, Secretary, Treasurer, PDA or GRGA Co-Chairperson)

Name:__________________________________________________________

Student Identification Number: ______________________________________

Academic Department:________________________________________________

GSO membership (if applicable):________________________________________

Contact Information:
Address:___________________________________________________________

Phone:__________________________________________________________

Fax:______________________________________________________________

Email:___________________________________________________________

Statement of Purpose (what you hope to accomplish in your role.) Please print clearly.:_____________________________________________________

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Signature: (REQUIRED. By signing below the nominee affirms that s/he has read and fully
understands the GSA Constitution and that s/he is in good standing at the University.)
Nominated by (Both first and second nominator must fill out the respective sections below)

Name and EXCOM Position of your nominee: ____________________________

First Nominator Information:

Name of Nominator: ____________________________

Student Identification Number: ____________________________

Academic Department: ____________________________

GSO membership (if applicable): ____________________________

Contact Information:
Address: ____________________________

Phone: ____________________________

Fax: ____________________________

Email: ____________________________

Statement of Support (why you are nominating this individual). Please print clearly.:

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Signature: (REQUIRED. By signing below the nominator affirms that to the best of his/her knowledge the above information is true, and that s/he is in good standing at the University.)
Name and EXCOM Position of your nominee: ________________________________

Second Nominator Information:

Name of Nominator: ________________________________

Student Identification Number: ________________________________

Academic Department: ________________________________

GSO membership (if applicable): ________________________________

Contact Information:
Address: ________________________________

Phone: ________________________________

Fax: ________________________________

Email: ________________________________

Statement of Support (why you are nominating this individual). Please print clearly:
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Signature: (REQUIRED. By signing below the nominator affirms that to the best of his/her knowledge the above information is true, and that s/he is in good standing at the University.)

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Description of Elected Graduate Student Association
Executive Committee (EXCOM) Offices:

1. President
  o To preside over all meetings and ensure parliamentary procedure is adhered to as set out in Robert's Rules of Order, except as amended in this document.
  o To prepare, post, and make available an agenda for all meetings.
  o To represent the GSA and the Graduate Student Body.
  o To call special meetings under the provisions outlined in Article VIII.
  o To convene the Executive Committee.
  o To appoint and dissolve committees of the GSA subject to Governance Body approval.
  o To be Ex Officio member of all committees.
  o To provide a written and oral report of the EXCOM's activities at the last Governance Body meeting of the year

2. Vice President
  o To assume the responsibilities of President when the latter is unable to do so.
  o To assume the office of President when the office is vacated by the President,
  o To be responsible for the planning and orchestration of all GSA sponsored functions,
  o To conduct a role call at all EXCOM and Governance Body Meetings.

3. Secretary
  o To record the minutes of all EXCOM and Governance Body meetings.
  o To present written copies of these minutes at every Governance Body meeting for review, possible corrections, and approval or disapproval.
  o To post these minutes at all locations specified by the Governance Body.
  o To receive and maintain all records of the GSA including minutes, committee reports
  o EXCOM member reports, correspondence, Graduate Student Organization (GSO) Constitutions and list of Officers with contact information, flyers, pamphlets, announcements, etc.
  o To maintain a roster of Governance Body members. This roster shall include, at a minimum, the individual's name, office, organization represented, and contact information.
  o To record the role call at all EXCOM and Governance Body Meetings. This information will be included in the minutes.
  o To be responsible for the written communication of the GSA.
  o To send and post notices of all Governance Body and Special meetings as outlined in Article VIII.
  o To maintain an accurate GSA constitution.
  o At the end of the school year to prepare a report listing (1) the number of years that each GSO has been in existence, and (2) the names of any GSOs and officers of those GSOs who are not in good standing with the GSA.
4. Treasurer

- To be responsible for the financial transactions of the GSA.
- To present a written financial report at all Governance Body meetings.
- To maintain all of the financial records of the GSA with assistance from the GSA Advisor.
- To produce all financial records for inspection, when requested in writing, by any member of the Governance Body.
- To be bonded.
- To allocate and disburse GSO funding under the guidelines listed in Article XI of the GSA Constitution,
- To allocate and disburse Professional Development Awards and Graduate Research Grant Awards according to their respective committee guidelines.
- To allocate and disburse money for events or items approved by the Governance Body.

5. PDA Co–Chairperson (2)

- Assemble and oversee PDA Review committee
- Review PDA applications
- Provide application updates/deadlines during general meetings
- Communicate between applicants, GSA advisors, and other university personnel.

6. GRGA Co-Chairperson (2)

- Assemble and oversee PDA Review committee
- Review PDA applications
- Provide application updates/deadlines during general meetings
- Communicate between applicants, GSA advisors, and other university personnel.

Rules Governing Elections and Nominees:
1) Only GSA members in good standing are eligible to hold any GSA office
2) Only GSA members in good standing are eligible to act as a first or second nominator for a nominee
3) All members of the GSA may vote in the elections
4) No more than two people from any one academic department may hold a position on the Executive Committee in any one year – unless a voted on exception is made.
5) No person may hold two elected positions within the GSA in any one year
6) No individual may nominate or second him/herself
7) No individual may be elected to consecutive terms for the same office unless there are no other candidates for the particular office – unless a voted on exception is made
8) All elected office terms are from June 1 of the election year through May 31 of the following year