

Organization of Music Graduate Students

Bylaws: The Establishment of the Organization of Music Graduate Students

Spring 2020

The Organization for Music Graduate Students shall comprise five officers (elected by the graduate student body; i.e. graduate students registered in music department) in an effort to increase effective communication between the graduate students and the departmental administration, create an official channel for grievances, and encourage interdisciplinarity among areas within the department through social events.

The Music Department at Columbia is a strong and fertile community of individuals who create formal and informal channels of support. The aim of the organization is to formalize the support among graduate students, and between departmental administration and graduate students in order to make channels of support as accessible as possible.

The Organization for Music Graduates will foster this community-wide dialogue through:

- Monthly meetings with the student body during the academic year
- At least two meetings with the DGS & department chair per semester (This does not replace semesterly DGS town halls; neither does it prevent individual voicings of concerns.)
- Semesterly collaborative open letter to the department chair

An election for five officers will be held every November. The Executive Officer will ask a non-running peer to run the election. Positions will be taken in January, with winter break serving as a transition period. Each officer will be elected for the spring, summer, and fall of that year.

1. Executive Officer
2. Finance & Administration Officer
3. Diversity, Equity & Inclusion (DEI) Officer
4. Sustainability Officer
5. Events Officer

Officer responsibilities:

Every officer is required to attend all meetings held by the Organization either in person or remotely.

1. Executive Officer:

- Be the point person for the student body and between the student body and the departmental administration
- Schedule the meetings, create the agenda and lead the meetings

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- Ensure the transparency and equity of the organization, and its collaborative and democratic aims
- Represent interests and concerns of music graduate students to the department chair and director of graduate studies
- Compile and communicate grievances and other feedback to the departmental administration
- Liaise with relevant representatives (UAW, ASGC, etc.)
- Oversee writing the open letter and delivery to the department chair
- Organize task division and work with the board to create and implement the strategic planning of the short-term and long-term goals of the Organization

2. Finance & Administration Officer:

- Responsibility for overseeing the budget and expenditures of the Organization
- Raise funds from various sources (ASGC, etc.)
- Take minutes during meetings and distribute them among graduate students
- Maintain and update Google drive with repository of minutes for past meetings
- Run ASGC departmental representative election as well as other elections as necessary
- Administer the website (create a webpage on the department website, and keep it updated)

3. Diversity, Equity, & Inclusion (DEI) Officer:

- Conduct initiatives to promote and increase diversity, equity and inclusion in the department
- Organize and host a departmental town hall focused on diversity, equity, and inclusion at least once per semester
- Coordinate with various colloquia organizers for inviting and encouraging diverse and interdisciplinary speakers
- Invite additional speakers to increase diversity of speakers [requires funding]
- Work in coordination with, and raise funds from the Office of Diversity, Culture and Inclusion

4. Sustainability Officer:

- Development of recommendations for a comprehensive sustainability plan for sustainability practices in the department. Setting goals and objectives, and measuring impact.
- Be a member of Columbia's Sustainable Leaders Network
- Liaise with other relevant sustainability-focused groups on campus
- Work in coordination with outside organizations fighting climate change, and engage the graduate student body in issues related to climate change.

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- Prepare overview on current state of sustainability issues for open letter

5. Events Officer:

- Organize monthly happy hours [requires funding]
- Organize events that promote mental health and wellbeing (meditation sessions, pet gatherings, etc.)
- Propose other events that strengthen the departmental community
- Maintain and update Google calendar with department-related events, including student concerts, social events, academic talks, etc.

Running the annual officer election:

Elections to take place first two weeks of November

- Official start date: first day of class spring semester
- Officers-elect are expected to strategize over winter break

Election schedule:

Self-nomination by email (open to all graduate students in the music department) - 7 days

Voting (all graduate students in the department vote on all 5 positions) - 7 days

- Late October: Executive Officer announces a willing graduate student to administer the election; the election administrator is not eligible to run for any of the officer positions
- 1st Monday of November: elections announced by election administrator; self-nomination period opens; nominations received by elections administrator via email
- Following Sunday: nomination period closes
- 2nd Monday of November: nominees announced by election administrator; online ballots distributed; voting period opens
- Following Sunday: voting period closes
- 3rd Monday of November: officers-elect announced by election administrator

Voting Eligibility:

Every current graduate student is eligible to vote. The vote will happen online such that graduate students can vote regardless of their presence on campus.

Voting shall be anonymous and each graduate student may cast one vote in each officer race. The nominee in each officer race with the most votes wins the position. In the event of a tie, the voting period may be extended by 2 days.

Graduate students are allowed to run for multiple positions, but cannot hold more than one position at a time; in the event that a graduate student wins elections for two or more seats, they will be asked to choose which position they would like to fill and the runner(s) up in the other officer election(s) will be declared the winners of that position.

Resignation procedure:

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If an officer of the Organization wishes to resign for any reason, they must inform the other officers in writing (via email). An election will be held to fill the position.

Recall procedure:

If an officer of the Organization does not fulfill their assigned duties or breaks in any way the University's code of conduct, the officer can be recalled by the student body. A petition should be created and be signed by at least 30% of the student body for an officer to be recalled from their position. A 30% petition triggers a recall referendum in which all graduate students shall vote on the question as to whether to recall the relevant position.

This recall referendum shall be run by the Finance & Administration Officer, unless they are included in the recall; in such an event, another board member will run the recall referendum; if all members of the board are included in the recall referendum, an impartial referendum administrator shall be appointed by the department chair.

If one or more officer positions are vacated through a recall referendum, a snap election shall be called to fill the position(s) until the end of the term. It follows the same timeline as the regular elections with two possible exceptions: 1) if the Executive Officer was recalled, the election administrator shall be selected and announced by the department chair, and 2) nomination and voting periods may be shortened from 7 days to 4 days if pressing issues demand that the officer positions are filled as quickly as possible.

OMGS meetings are conducted in the style of Robert's Rules of Order Newly Revised (10th Edition)

Obtain the floor (the right to speak) by raising your hand when the person speaking has finished. You must be recognized by an officer before speaking. No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once. The agenda and all committee reports are merely recommendations. When presented to the assembly and the question is stated, debate begins and changes can occur.