Organization of Music Graduate Students

Bylaws of the Organization of Music Graduate Students
Spring 2020, revised Fall 2022

Article I. Name & Purpose

§1. The Organization of Music Graduate Students ("OMGS") shall consist of graduate students currently registered in the Department of Music at Columbia University ("the Department").

§2. OMGS shall increase and formalize channels of communication between graduate students and the administration of the Department, create a Departmental channel for graduate students to convey grievances, and encourage interdisciplinarity among areas within the Department.

§3. OMGS shall foster this community-wide dialogue through monthly meetings with the student body during the academic year, at least two meetings with the Director of Graduate Students and Department Chair per semester (not to replace semesterly town halls or individual voicings of concerns), and collaborative public communications as needed.

Article II. Officers & Officer Responsibilities

§1. The OMGS Board shall consist of the following Offices: President, Finance & Administration Officer, Diversity, Equity & Inclusion (DEI) Officer, Sustainability Officer, and Events Officer.

§2. Every Officer shall be required to attend all meetings held by OMGS, either in person or remotely.

§3. The President shall:
1. Be the point of contact for the student body and between the student body and the Departmental administration
2. Schedule, agendize, and lead all OMGS meetings
3. Ensure the transparency and equity of OMGS, and its collaborative and democratic aims
4. Represent interests and concerns of music graduate students to the Department Chair and Director of Graduate Studies
5. Compile and communicate grievances and other feedback to the Departmental administration
6. Liaise with relevant representatives of the UAW Local 2710, the Arts and Sciences Graduate Council (ASGC), and other relevant organizations
7. Organize task division and work with the board to create and implement the strategic planning of the short-term and long-term goals of OMGS, including the creation of ad-hoc committees

§4. The Finance & Administration Officer shall:
1. Oversee the budget and expenditures of OMGS
2. Raise funds from various sources, including the Department, ASGC, Ethnomusicology Center, and other Columbia University units

3. Take minutes during meetings and maintain Google Drive folder with repository of minutes for past meetings
4. Run special elections for OMGS as well as other Department elections as necessary
5. Administer and update the webpage on the Department website

§5. The Diversity, Equity, & Inclusion (DEI) Officer shall:

1. Conduct initiatives to promote and increase diversity, equity and inclusion in the Department
2. Organize and host a Departmental town hall focused on diversity, equity, and inclusion at least annually
3. Coordinate with Departmental administration and colloquia organizers to invite and encourage diverse and interdisciplinary speakers
4. Work in coordination with, and raise funds from, the GSAS Office of Academic Diversity and Inclusion, the Faculty of Arts & Sciences Committee on Equity and Diversity, and other Columbia University bodies

§6. The Sustainability Officer shall:

1. Develop and update recommendations for a comprehensive sustainability plan for the Department
2. Join and participate in Columbia's Sustainable Leaders Network
3. Liaise with other relevant Columbia University sustainability-focused organizations
4. Work in coordination with outside organizations fighting climate change, and engage the graduate student body in issues related to climate change

§7. The Events Officer shall:

1. Organize monthly social events to promote mental health and wellbeing, including but not limited to happy hours, park outings, game nights, meditation sessions, and pet gatherings
2. Propose other events that strengthen the Departmental community, both between the different areas, as well as between faculty and graduate students
3. Maintain and update public Google Calendar with Department-related events, including but not limited to student concerts, social events, and academic talks

Article III. Meetings

§1. OMGS shall hold monthly meetings in a hybrid format. The agenda for each meeting shall be set by the Executive Board, and distributed to all OMGS members at least one week in advance of the meeting date.

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§2. OMGS meetings shall be conducted in the style of *Robert's Rules of Order Newly Revised (12th Edition)*.

§3. The Finance & Administration Officer shall take minutes during all meetings, including a roll of attendees. Minutes will be circulated to the membership before each meeting. At the beginning of each meeting, any member who attended the previous meeting can suggest corrections. Once the corrections have been entered into the text by the Finance & Administration officer, a member shall make a motion to accept the amended minutes. After the motion has been seconded by another member, all in attendance shall vote on the revised minutes. A simple majority is required to approve the revised minutes.

Article IV. Elections and Voting

§1. OMGS elections shall be held during the first two weeks of every November. Each Officer shall be elected for the following spring, summer, and fall.

§2. All currently registered Department graduate students shall be eligible to vote in all Officer elections. Each graduate student shall cast one vote in each Officer race and voting shall be anonymous.

§3. The responsibility for running the election shall be vested in the Election Administrator, who shall be a current Department graduate student appointed by the President.

§4. The election schedule shall be as follows:
1. In late October, the President shall announce the Election Administrator, who shall not be eligible to run for any Officer positions
2. On the first Monday of November, the Election Administrator shall announce the election date
3. The seven days including and immediately following the announcement of the election date shall be a self-nomination period, during which all Department graduate students can send their names to the Election Administrator via email
4. On the second Monday of November, the nominees shall be announced by the Election Administrator
5. On the election date, the Election Administrator shall distribute online ballots, which shall begin a one-week voting period
6. On the day following the end of the voting period, the Election Administrator shall announce the names of the Officers-elect

§5. The nominee in each Officer race with the most votes shall hold the position. In the event of a tie, the voting period may be extended by two days. If this extended voting period results in a continued tie, the winner of the election shall be selected by a public coin flip between the top two candidates by the incumbent President, with at least one other incumbent Officer as witness.

§6. Graduate students may not run for multiple Officer positions during a single election.

§7. If an office is uncontested, or if the winner of the election chooses to not assume the Officer position, the President shall appoint a volunteer at any time during the following year.

§8. Officer positions shall be assumed on the first day of classes each spring semester, with winter break serving as a transition period.

Article V. Resignation & Recall

§1. If an OMGS Officer wishes to resign for any reason, they shall inform the other Officers in writing.

§2. An election shall be held to fill the position, no more than one month following the date of resignation. The Finance & Administration Officer shall act as Election Administrator for the replacement election. If the Finance & Administration Officer is the resigner, the President shall act as Election Administrator. This election shall follow the procedure outlined in Article III §4, on a timeline determined by the Election Administrator.

§3. If an OMGS Officer does not fulfill their assigned duties or breaks the University's code of conduct, that Officer may be recalled by OMGS. A petition shall be created by any OMGS member. If that petition is signed by at least 30% of OMGS, a recall referendum shall be held no later than one month following the delivery of the petition to the President.

§4. The Finance & Administration Officer shall act as Election Administrator for all recall referenda, unless they are included in the recall. In such an event, the President shall act as Election Administrator. If all Officers are included in the recall referendum, an impartial Election Administrator shall be appointed by the Department Chair.

§5. 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. The Election Administrator shall be appointed by the Department Chair. This election shall follow the procedure outlined in Article III §4, although 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.

Article VI. Amendments

§1. Any member of OMGS may propose an amendment to the bylaws. This amendment shall be communicated in writing to the President and Finance & Administration Officer.

§2. After the proposed amendment has been received by the President and Finance & Administration Officer, the text of the amendment shall be communicated to the membership before the following meeting, and shall become an agenda item for the following two meetings. The proposed amendment will be voted on at the second meeting following its circulation in writing to the membership. Those attending the meeting will be eligible to vote. If a 2/3rds majority of those attending the meeting votes in favor of

the amendment at both meetings, it shall be added to the bylaws and communicated to the Department Chair by the Finance & Administration Officer.