

2018-2019

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION

ELECTION INFORMATION

EXECUTIVE OFFICER CANDIDACY INFORMATION PACKET: SPECIAL ELECTION

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SPECIAL ELECTION: FALL 2018

ELECTION PROCESS

GAPSA will use this process to fill vacant Executive Officer positions for 2018-2019. GAPSA seeks to fill the following position with the Fall 2018 Special Election:

- Vice President of Arlington Campus

Interested graduate and professional students must submit a Candidate Application by the deadline in order to be considered. The current Executive Board of GAPSA for 2018-2019 will review the applications and elect the officer by secret ballot.

Election Timeline:

Applications Available	Monday, August 27, 2018
Applications Due	Friday, September 7, 2018 at 5:00pm
Review of Applications and Qualifications	Monday, September 10, 2018, through Monday, September 17, 2018
Election Results Announced	Wednesday, September 19, 2018

2018-2019 CANDIDATE GUIDE

About the Graduate and Professional Student Association

The purpose of the Graduate and Professional Student Association (GAPSA) is to establish a forum through which graduate and professional students are able to address issues, give graduate students a chance to advocate for the greater good, enable graduate students to grow professionally and socialize with one another, and create a stronger graduate community that promotes personal and academic success. The goal of GAPSA is to bridge the gap between faculty and graduate students, build a stronger connection between University Life and graduate students, conduct professional development programs for graduate students, create social outlets for graduate students, build the strength of the graduate community, enhance the graduate experience, and increase Mason's competitive edge.

Structure

The Graduate and Professional Student Association (GAPSA) is comprised of only one elected, governing body, known as the Association (or Executive Board), which consists of the President, the Vice President of Fairfax Campus, the Vice President of Arlington Campus, the Vice President of Science & Technology Campus, and the Director of Communications. GAPSA is responsible for the general operation of the organization and for being the collective voice of all graduate and professional students.

Executive Officer Position Descriptions

Summaries of the responsibilities of the Executive Officer positions follow. Additional responsibilities are outlined in the [GAPSA Constitution](#).

President [NOT OPEN FOR SPECIAL ELECTION]

The President shall be elected by the entire electorate and is responsible for overseeing all aspects of GAPSA. The President shall preside over and set the agenda for all Association meetings. The President shall nominate and appoint non-elected members of GAPSA with the consent of the Association on a majority vote. During Association meetings, the President may only vote in the case of a tie. The President serves as an ex officio member of all three (3) Graduate and Professional Student Assemblies.

- The President is responsible for meeting with the Vice Presidents, Director of Communications, and any other appointed leaders of GAPSA on a regular basis.
- The President is responsible for meeting with the Director of Graduate Student Life and other advisors to GAPSA on a regular basis.
- It is highly recommended that the President be based on Fairfax Campus at least part of the time due to the volume of meetings that take place on Fairfax Campus. These include regular meetings with the Director of Graduate Student Life, all-day Board of Visitor meetings, search committee meetings, various University committee meetings, and many more.
- The President will be offered a half-time graduate professional assistantship (GPA) with the expectation that they will work 10 hours/week on average. The President must be a full-time graduate student in a degree-seeking program in order to accept the assistantship.

Vice President of Each Respective Campus [ONLY ARLINGTON CAMPUS POSITION OPEN FOR SPECIAL ELECTION]

The Vice President of each respective campus shall be elected by the entire electorate of that campus. The Vice Presidents are responsible for meeting with the Director of Graduate Student Life and other advisors to GAPSA, representatives from University Life for their campus, and the Chair of their respective campus's Assembly on a regular basis. The Vice Presidents shall hold voting seats on the Association and serve as ex officio members of their respective campus's Graduate and Professional Student Assemblies.

- The Vice President of each campus is responsible for appointing members to their campus's respective Assemblies in conjunction with the other Association members.
- The Vice President of each campus shall serve as liaison from that campus' assembly to the Association and as such, represent the views of that campus to the Association.
- The Vice President of each campus is responsible for all communication from their respective Assembly to the Association.
- The Vice President of each campus is responsible for attending regular (i.e., biweekly) meetings with the Executive Committee.
- **Must be available for the Saturday, September 22, 2018, GAPSA Executive Committee Fall Retreat.** Plan for it to be 3-4 hours.

Vice President of Fairfax Campus (additional responsibilities) [NOT OPEN FOR SPECIAL ELECTION]

In addition to the above responsibilities, the Vice President of Fairfax Campus shall act in official capacity on behalf of the President in the absence of the President. The Vice President of Fairfax must be based on the Fairfax Campus.

Director of Communications [NOT OPEN FOR SPECIAL ELECTION]

The Director of Communications (hereafter called "DC") shall be elected by the entire electorate and shall act in official capacity on behalf of the President in the absence of the President and Vice Presidents.

- The DC is responsible for all communication from the Association to the Assemblies.
- The DC is responsible for the Association's monthly newsletter and all other regular communication and marketing for the Association.
- The DC shall meet regularly with the President, Vice Presidents, and the Director of Graduate Student Life and other advisors to GAPSA.
- The DC is responsible for attending regular (i.e., biweekly) meetings with the Executive Committee.
- The DC is responsible for recording the minutes for all Association meetings.

FREQUENTLY ASKED QUESTIONS

1. Can I still be a part of this organization if I don't run for an elected position?

A: Yes, GAPSAs are meant as an outlet to voice concerns, gather together as graduate students, and network with each other. We need and want as many grad students as would like to participate in the Assemblies and on various Committees.

2. Can I still run for a position if I am a part-time student?

A: Yes, GAPSAs are open to all degree-seeking graduate students, whether they are full-time or part-time students. The President must be a full-time graduate student in a degree-seeking program in order to accept the graduate professional assistantship offered.

3. When does the term of office begin and end for each position?

A: All elected offices hold a one-year term, beginning July 1, 2018 and ending June 30, 2019.

4. How much time will holding a leadership position take?

A: The amount of time spent in a leadership position and devoted to the organization is dependent upon the position. The following are minimum estimates of the time required by each position:

- President: minimum of 10 hours per week on average during the academic year (AY).
- Vice President of Fairfax: 5 hours per week on average during the AY
- VP of Arlington: 5 hours per week on average during the AY
- VP of Science and Technology: 5 hours per week on average during the AY
- Director of Communications: 5 hours per week on average during the AY

5. Do officers of GAPSAs receive compensation?

A: Yes, beginning in the 2017-2018 year, GAPSAs officers will receive stipends, based on meeting expectations. The President will be offered a half-time graduate professional assistantship with a stipend and tuition benefits. Officers will be required to sign an agreement to terms in order to receive compensation.

6. When is the deadline for applications?

A: Friday, September 7, 2018 at 5:00pm

7. How will elections be conducted?

A: For the Special Election for Fall 2018, the current Executive Officers of GAPSAs will review the applications and vote for the new Vice President of Arlington Campus by secret ballot.

8. When will the election take place?

A: Monday, September 17, 2018.

9. How will I be notified of the outcome of the election?

A: Candidates will be notified whether they have or have not acquired an elected position via email on Tuesday September 18, 2018. Election results will be announced to the public on the GAPSAs website on Wednesday 19, 2018.

CANDIDACY APPLICATION FORM

2018-2019 GAPSA Executive Officer Application

PART 1: CANDIDATE INFORMATION

Name: _____

G#: _____

Position Seeking: Vice President of Arlington Campus

Academic Department: _____

Degree Program (please circle one): **Master's** **PhD**

Expected Date of Graduation (month/year): _____

Campus where department is located: _____

During the 2018-2019 academic year, will you be a full-time student or a part-time student?*

Graduate students are considered full-time if they are enrolled in at least 9 graduate credits per semester OR hold a full-time assistantship and enrolled in at least 6 graduate credits per semester. Additional definitions available at <http://catalog.gmu.edu/policies/academic/graduate-policies/>.

Please circle one: **Full-time** **Part-time**

Current Address: _____

GMU Email: _____ Phone #: _____

Preferred Email (if not GMU): _____

PART 2: ADDITIONAL REQUIRED APPLICATION MATERIALS*

Please submit the following statements on a separate document:

1. A brief biography and candidate statement about why you would be qualified for this position (no longer than 500 words in total)
2. Will you be able to meet the time commitments and expectations of the position? Describe your availability for Fall 2018, as well as other on-going time commitments (e.g., classes, work, organizational involvement).

CANDIDACY APPLICATION FORM, PAGE 2

PART 3: ATTESTATION AND CERTIFICATION

Are you in good academic and disciplinary standing with the University? Please circle one:

Yes No

I hereby certify that I have read the information contained in the GAPSA Executive Officer Candidacy Packet and that I have supplied truthful information on this Candidacy Application Form and additional application materials. I also give permission to Graduate Student Life to verify my enrollment information and academic and disciplinary standing.

Candidate Certification:

Signature

Date

APPLICATION SUBMISSION INSTRUCTIONS

Applications are due by 5:00pm on Friday, September 7, 2018 at 5:00pm. Applications may be submitted by:

- Email to aderay@gmu.edu
- Mail or delivery to:
Austin A. Deray
Graduate Professional Assistant for Graduate Student Leadership and Advising
Graduate Student Life
George Mason University
Student Union Building I, Suite 4211
4400 University Drive, MS 2A4
Fairfax, VA 22030

If you have questions, please contact Austin A. Deray, Graduate Professional Assistant for Graduate Student Leadership and Advising and advisor to GAPSA, at aderay@gmu.edu or 703-993-5582.