Application Packet

In this packet you will find …

❖ Candidate Descriptions/Guide
❖ Important Election Dates
❖ Application Form
So you’re thinking about running for the Graduate and Professional 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 Prince William Campus, the Vice President of Loudoun 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.

Elected Position Descriptions...

President:
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, may only vote in the case of a tie. The President serves as an Ex-officio member of all four (4) Graduate and Professional Student Assemblies.

The President is responsible for meeting with the Vice Presidents, Director of Communications, and Director of Graduate Student Life 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, several University committee meetings, and many more.
**Vice President of Each Respective Campus:**
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, representatives from University Life for the campus, and the Chair of their respective campus’s Assembly on regular bases. 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 Presidents of each campus shall be 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 shall be responsible for all communication from their respective Assembly to the Association.

**Vice-President of Fairfax Campus (additional responsibilities):**
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 Campus shall also act as liaison to the Student Government and Faculty Senate, both of which are housed on the Fairfax Campus.

**Director of Communications:**
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 shall be responsible for recording the minutes for all Association meetings. The DC shall be responsible for all communication from the Association to the Assemblies. The DC shall meet regularly with the President, Vice Presidents, and the Director of Graduate Student Life. The DC shall be responsible for the Association’s monthly newsletter.

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**IMPORTANT ELECTION DATES**

**2016-2017 Election Information**

*Applications Available:* Wednesday, March 23, 2016
*Applications Due:* Friday, April 8, 2016
*Election Dates:* Tuesday, April 12 – Thursday, April 14, 2016
*Election Results Announced:* Monday, April 18, 2016
FAQs

1. Can I run for more than one position?
   A: No, since there are only 6 elected positions.

2. Can I still be apart of this organization if I don’t run for an elected position?
   A: Yes, GAPSA is 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.

3. Can I still run for a position if I am a part-time student?
   A: Yes, GAPSA is open to all degree and non-degree seeking graduate students, whether
   they are full-time or part-time students.

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 very rough estimates of the time required
   by each position:
   - President: 6 hours per week during the academic year (AY), less during the
     summer
   - Vice President of Fairfax: 4-5 hours per week during the AY
   - VP of Arlington: 3-4 hours per week during the AY
   - VP of Prince William: 2-3 hours per week during the AY
   - VP of Loudoun: 1-2 hours per week during the AY
   - Director of Communications: 3-5 hours per week during the AY

5. How does a recognized graduate and professional student organization get a
   delegate on GAPSA?
   A: First, the organization must be registered by Student Involvement. Secondly, if
   recognized, then the President of that organization may appoint one person to be that
   student organization’s delegate to GAPSA.

6. Do I have to campaign?
   A: No, that is why each applicant is asked to include a 500-character biography about
   themselves and what makes them qualified for the position so each voter makes an
   informed decision.

7. How will elections be conducted?
   A: GAPSA elections will take place via Collegiate Link (getconnected.gmu.edu).

8. When is the deadline for applications?
   A: Friday, April 8, 2016

9. When will the election take place?
   A: Tuesday, April 12 – Thursday, April 14, 2016

10. How will I notified I won an elected position?
    A: Candidates will be notified whether they have or have not acquired an elected position
        via email. Election results will be announced to the public on the GAPSA website on
        Monday, April 18, 2016.
CANDIDACY FORM

2016-2017 GAPS A Executive Board

NAME: ____________________________________________________________

Academic Department: ___________________________ Expected Year of Graduation: __________

Campus where department is located: __________________________

Degree Program (please circle one): Master’s  PhD

Address: ________________________________________________________

E-Mail: ___________________________ Phone #: __________________________

G # ____________________________

Position Seeking: ____________________________________________
(Example: President, Vice President, and Director of Communication)

Please include with this application a 500-character biography about why you would be qualified for this position. Please keep in mind this bio will appear next to your name during the election so the students can make an informed decision.

Are you in good academic standing with the University (i.e., no honor code violations)?

Yes  No

I hereby certify that I have supplied truthful information on this Mason Candidacy Form and that I have read the information contained therein.

Candidate Certification:

_________________________________________  _________________

Signature  Date

If you have questions please e-mail Julie Choe Kim, Director of Graduate Student Life, at ychoekim@gmu.edu or call 703-993-4031.

Applications are due by Friday, April 8, 2016. Applications may be submitted by:

• Email to ychoekim@gmu.edu
• Fax to 703-993-9528 (please call 703-993-4031 or email ychoekim@gmu.edu to confirm receipt)
• Mail or delivery to the following locations:
  o  Fairfax Campus: Student Union Building I, Suite 4211, MS 2A4
  o  Arlington Campus: 222 Founders Hall
  o  Prince William Campus: 217 Occoquan Building