



2020-2021

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION
ELECTION INFORMATION

EXECUTIVE OFFICER CANDIDACY INFORMATION PACKET

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2020-2021 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's Executive Board 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

The President 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 Visitors 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

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 must be based on the campus they are applying to represent.

- 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.

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.

Director of Communications

The Director of Communications (hereafter called "DC") 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.

IMPORTANT ELECTION DATES

Applications Available	Wednesday, March 4, 2020
Applications Due	Monday, April 6, 2020 at 5:00 PM
Review of Applications and Qualifications	Tuesday, April 7, 2020, through Friday, April 10, 2020
Announcement of Candidates and General Campaigning	Monday, April 13, 2020, through Friday, April 29, 2020, 11:59 PM
Election Voting Opens	Tuesday, April 27, 2020, 12:00 AM
Election Voting Closes	Thursday, April 29, 2020, 11:59 PM
Election Results Announced	Monday, May 4, 2020

CAMPAIGN GUIDELINES

1. Candidates may not engage in “negative” campaigning. All campaigning should be conducted in a positive and professional manner. Negative campaigning includes slander, vandalism or removal of opponent materials, and any action deemed to attack a candidate in a personal and/or false manner, by the current GAPSA executive board.
2. All fliers and posters may ONLY be posted on public bulletin boards on campus. Candidates may not post on glass, directly onto walls, on doors, outdoors, etc.
3. Candidates may not disrupt any classes, on-campus events or activities when campaigning, unless approved by the Professor or event organizer.
4. All campaign materials must be removed from campus(es) by Friday, May 7, 2020. This includes all posters, fliers, and other printed materials.
5. All questions about acceptable campaign practices should be addressed to Austin A. Deray, at aderay@gmu.edu. If you are unsure if something is acceptable, you are strongly encouraged to ask before you act.

MEET THE CANDIDATES

This year, candidates will record a three-minute video that will appear on the election website and GAPSA communications; these videos may be used by candidates in their own marketing and campaigning. Candidates whose eligibility have been confirmed will receive an email from Austin A. Deray, Graduate Professional Assistant for Graduate Student Life and advisor to GAPSA, to set up a time to record their Meet the Candidate video and will receive a list of questions to answer during the video.

FREQUENTLY ASKED QUESTIONS

1. Can I run for more than one position?

A: No, since there are only 5 elected positions.

2. Can Bachelor’s/Accelerated Master’s Program (BAM) students run for a position?

A: Only students who have fully matriculated into a graduate program (after the bachelor’s degree is conferred) may run. BAM students who are taking graduate courses before receiving their bachelor’s degree are not eligible to run for a GAPSA officer position.

3. Can I still be a part 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.

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

A: Yes, GAPSA is 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.

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

A: All elected offices hold a one-year term, beginning July 1, 2020 and ending June 30, 2021.

6. 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 (VP) 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

7. How will officers spend their time?

A: Officers will be expected to attend biweekly Executive Board meetings, usually ranging from 1.5 - 2 hours; regular meetings with GAPSA advisors (1-2 hours/month); monthly General Assembly meetings, usually lasting 1.5 hours; committee meetings; a transition meeting with outgoing and incoming officers; 2 all-day retreats, once during the Fall and Spring semesters; and GAPSA events. Officers should consider that commute time does count towards the weekly average of work time.

8. Do officers of GAPSA receive compensation?

A: Yes, GAPSA 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.

9. Do I have to campaign?

A: No, that is why each applicant is asked to include a biography about themselves and a candidate statement, both written and video message, about what makes them qualified for the position so each voter can make an informed decision.

10. When is the deadline for applications?

A: Friday, March 27, 2020 at 5:00 PM.

11. How will elections be conducted?

A: GAPSA elections will take place online through the Mason 360 platform (mason360.gmu.edu). Email instructions will go out to all eligible voters prior to the opening of voting.

12. When will the election take place?

A: Elections begin Tuesday, April 28, 2020, 12:00 AM, and end Thursday, April 30, 2020, 11:59 PM.

13. 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. Election results will be announced to the public on the GAPSA website on Monday, May 4, 2020.

CANDIDACY APPLICATION FORM

2020-2021 GAPSA Executive Officer Application

PART 1: CANDIDATE INFORMATION

Name: _____

G#: _____

Position Seeking: _____
(Example: President, Vice President of a specific campus, and Director of Communication)

Academic Department: _____

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

Expected Date of Graduation (month/year): _____

Campus where academic department is located: _____

Campus(es) where you attend classes, work, and/or reside (please describe): _____

During the 2020-2021 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

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 probable availability for 2020-2021 academic year, as well as other on-going time commitments (e.g., classes, work, organizational involvement).

Please submit these statements on a separate document and note that this information will be posted online to help voters make an informed decision.

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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 Monday April 6, 2020 at 5:00 PM. Applications must be submitted by email to aderay@gmu.edu.

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