

# GRADUATE STUDENT ASSOCIATION EXCOM NOMINATION FORM

Return all forms by email to: [Timothy\\_Corcoran@uml.edu](mailto:Timothy_Corcoran@uml.edu)

**Graduate Student Association**  
839 Merrimack Street  
University of Massachusetts Lowell,  
One University Ave, Lowell, MA 01854

or to **Tim Corcoran, GSA Advisor**  
839 Merrimack Street  
One University Avenue  
North Campus

Print this page to use as your application. NOTE: All nominators and nominees must be in good standing. If any of the individuals completing this form are not in good standing, the nomination is disqualified and will be withdrawn.

## I. Nominee Information:

Position (President, Vice President, Secretary, Treasurer, PDA or GRGA Co-Chairperson)

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Name: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Academic Department: \_\_\_\_\_

GSO membership (if applicable): \_\_\_\_\_

Contact Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Statement of Purpose (what you hope to accomplish in your role.) Please print clearly.:

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Signature: **(REQUIRED)**. By signing below the nominee affirms that s/he has read and fully understands the GSA Constitution and that s/he is in good standing at the University.)





## **Description of Elected Graduate Student Association Executive Committee (EXCOM) Offices:**

### **1. President**

- To preside over all meetings and ensure parliamentary procedure is adhered to as set out in Robert's Rules of Order, except as amended in this document.
- To prepare, post, and make available an agenda for all meetings.
- To represent the GSA and the Graduate Student Body.
- To call special meetings under the provisions outlined in Article VIII.
- To convene the Executive Committee.
- To appoint and dissolve committees of the GSA subject to Governance Body approval.
- To be Ex Officio member of all committees.
- To provide a written and oral report of the EXCOM's activities at the last Governance Body meeting of the year

### **2. Vice President**

- To assume the responsibilities of President when the latter is unable to do so.
- To assume the office of President when the office is vacated by the President,
- To be responsible for the planning and orchestration of all GSA sponsored functions,
- To conduct a role call at all EXCOM and Governance Body Meetings.

### **3. Secretary**

- To record the minutes of all EXCOM and Governance Body meetings.
- To present written copies of these minutes at every Governance Body meeting for review, possible corrections, and approval or disapproval.
- To post these minutes at all locations specified by the Governance Body.
- To receive and maintain all records of the GSA including minutes, committee reports
- EXCOM member reports, correspondence, Graduate Student Organization (GSO) Constitutions and list of Officers with contact information, flyers, pamphlets, announcements, etc.
- To maintain a roster of Governance Body members. This roster shall include, at a minimum, the individual's name, office, organization represented, and contact information.
- To record the role call at all EXCOM and Governance Body Meetings. This information will be included in the minutes.
- To be responsible for the written communication of the GSA.
- To send and post notices of all Governance Body and Special meetings as outlined in Article VIII.
- To maintain an accurate GSA constitution.
- At the end of the school year to prepare a report listing (1) the number of years that each GSO has been in existence, and (2) the names of any GSOs and officers of those GSOs who are not in good standing with the GSA.

#### **4. Treasurer**

- To be responsible for the financial transactions of the GSA.
- To present a written financial report at all Governance Body meetings.
- To maintain all of the financial records of the GSA with assistance from the GSA Advisor.
- To produce all financial records for inspection, when requested in writing, by any member of the Governance Body.
- To be bonded.
- To allocate and disburse GSO funding under the guidelines listed in Article XI of the GSA Constitution,
- To allocate and disburse Professional Development Awards and Graduate Research Grant Awards according to their respective committee guidelines.
- To allocate and disburse money for events or items approved by the Governance Body.

#### **5. PDA Co–Chairperson (1)**

- Assemble and oversee PDA Review committee
- Review PDA applications
- Provide application updates/deadlines during general meetings
- Communicate between applicants, GSA advisors, and other university personnel.

#### **6. GRGA Co-Chairperson (1)**

- Assemble and oversee PDA Review committee
- Review PDA applications
- Provide application updates/deadlines during general meetings
- Communicate between applicants, GSA advisors, and other university personnel.

#### **Rules Governing Elections and Nominees:**

- 1) Only GSA members in good standing are eligible to hold any GSA office
- 2) Only GSA members in good standing are eligible to act as a first or second nominator for a nominee
- 3) All members of the GSA may vote in the elections
- 4) No more than two people from any one academic department may hold a position on the Executive Committee in any one year – unless a voted on exception is made.
- 5) No person may hold two elected positions within the GSA in any one year
- 6) No individual may nominate or second him/herself
- 7) No individual may be elected to consecutive terms for the same office unless there are no other candidates for the particular office – unless a voted on exception is made
- 8) All elected office terms are from June 1 of the election year through May 31 of the following year