PREAMBLE

We, the graduate students of the Music Department of the University at Buffalo, SUNY, in order to:

• Promote the interests of graduate students enrolled in a degree program in the music department at the University at Buffalo,
• Foster an environment of creative interdisciplinary cooperation, and
• Support a healthy scholarly discourse

do hereby establish the Music Graduate Students’ Association (hereinafter referred to as MuGSA).

Article I: Membership

Section 1: General Membership

All graduate students currently enrolled in a degree program at the music department of the University at Buffalo, SUNY, are members of MuGSA.

Section 2: Privileges
A. All members are eligible to vote on all issues.
B. Members in residence (those living in the Buffalo area) are eligible to represent MuGSA on departmental committees or serve in other official positions.

Article II: Officers

Section 1: Executive Board
A. A President, Vice President, Secretary, and Treasurer shall be elected following the procedures prescribed in the MuGSA by-laws. These elected officers constitute the executive board.
B. The duties and powers of the members of the executive board shall be as prescribed in the MuGSA by-laws.
C. All members in residence who have attended at least one meeting prior to the meeting at which elections are held are eligible to run for a position on the executive board.

Section 2: Other Officers
A. At the first meeting in the fall semester, MuGSA members will elect the number of Senators and Alternates required by the constitution and by-laws of the Graduate Student Association of the University at Buffalo, SUNY (hereinafter referred to as the GSA).
B. This election shall be carried out in the manner prescribed by the MuGSA by-laws.
C. Standing committees shall be established as set forth in the MuGSA by-laws.
D. Other positions may be created as needed to assist MuGSA in the execution of its activities. This shall be done in the manner prescribed by the MuGSA by-laws.
Section 3: Impeachment
A. Impeachment proceedings may be initiated by a petition of twenty percent of the membership against any elected official of MuGSA found to be derelict or dishonest in their duties.
B. Opportunity must be given for a public statement of charges and rebuttal according to the procedures set forth in the MuGSA by-laws.

Article III. Meetings

Section 1: General Meetings
At least one regularly scheduled meeting of the general membership shall be held each month that classes are in session during the Fall and Spring semesters (with the exception of those months where a paucity of classes does not warrant such a meeting).

Section 2: Special Meetings
A. The executive committee may call other meetings as necessary for the resolution of special questions or circumstances.
B. A special meeting must be called by the executive committee upon the submission of a petition signed by twenty percent of the membership.

Section 3: Quorum and Procedures
A. A quorum set forth in the MuGSA by-laws must be established at the beginning of any meeting in order for official business to be conducted.
B. The president shall preside over all meetings. In their absence, the vice president shall preside. If both the vice president and president are absent, the secretary shall preside. If all other officers are absent, the treasurer shall preside. In the last two cases, some of the absent officers must have appointed a representative to make quorum, as laid out in the by-laws.
C. All procedural questions will be referred to the most recent edition of Robert’s Rules of Order.

Article IV. Budget and Funding

Section 1: Budget
A. At the first meeting of each semester the treasurer shall present a budget to the general membership for consideration and approval in the manner prescribed in the MuGSA by-laws.
B. At each subsequent meeting, the treasurer shall present a budget report.

Section 2: Funding
Any member of MuGSA may request funding for conference participation or attendance according to the manner prescribed by the MuGSA by-laws.
Article V. Amendments

Section 1: Proposal for Constitutional Amendments
A. Any member of the executive board may propose an amendment.
B. An amendment proposed by a member of the executive board must then be approved by a majority vote of the executive board before it is put forth for ratification.
C. Any member of MuGSA may propose an amendment via a petition with signatures from twenty percent of the MuGSA members.
D. An amendment proposed by petition from the members of MuGSA will automatically be put forth for ratification.

Section 2: Procedures for Ratifying Constitutional Amendments
A. Once an amendment is put forth for ratification, a committee shall be created to write the amendment.
B. Two weeks prior to the meeting at which the amendment is to be voted on, the MuGSA executive board must post notification on the Baird Hall bulletin boards and send out an email to the MuGSA listserv. These notifications must include the time and date of the meeting, the written version of the amendment, and a brief but clear explanation of what is required for the amendment to pass.
C. The amendment may be put forth for ratification at a regularly scheduled MuGSA meeting or it may be put forth for ratification at a special meeting.
D. The amendment shall be passed upon a sixty-seven percent vote of the members present at the meeting, provided that this affirmative vote represents at least twenty percent of the MuGSA membership.

Section 3: Procedures for Amending the By-laws
A. A standing committee shall be formed at the beginning of every school year to consider any revisions that might be necessary to the MuGSA by-laws.
B. The proposals of this committee shall be submitted in written form to the executive board. The latest date for these proposals to be submitted is seven days prior to the penultimate meeting of the spring semester.
C. Upon receiving the proposals, the executive board will add them for discussion to the agenda for the upcoming meeting, and post notifications to the Baird Hall bulletin boards and the MuGSA listserv as described in Article V, Section 2, subsection B.
D. These proposals shall be accepted by an affirmative vote of sixty-seven percent of the members present at the meeting, provided that this affirmative vote represents at least twenty percent of the MuGSA membership.

Article VI. Acceptance

This Constitution and attached By-laws shall be the procedure of government for MuGSA and shall supersede all previous constitutions and by-laws. It shall take effect upon completion of the Procedures for Constitutional Amendment as defined in the previous Constitution.
Article II: Officers

Section 1: Executive Board
A. Elections for the executive board of MuGSA shall be held at the last regularly scheduled meeting of the spring semester or at a specifically convened meeting for that purpose.

1. The election process shall be overseen by an election chair, who will be selected in the following manner:
   a. At the first regularly scheduled meeting of the spring semester, the executive board will announce that nominations for an election chair are now open.
   b. Any member in residence who has attended at least one of the regularly scheduled meetings may be nominated, or maynominate themselves for the position of election chair.
   c. Nominations must be emailed to the MuGSA secretary at least two days prior to the second regularly scheduled meeting of the spring semester.
   d. At the second regularly scheduled meeting of the spring semester, a ballot will be distributed by the Secretary with the names of the nominees and each member present will circle one name. The Secretary will gather the ballots and tally them. The person with a plurality of the votes will serve as the election chair.
   e. In the event that one person is running uncontested, their name shall be presented at the meeting and they must receive a majority vote of approval (over fifty percent of the members present), at which point they will be accepted by acclamation.

2. Nominations:
   a. Any member eligible according to Article I, Section 2, subsection B of the MuGSA Constitution, except the election chair, may be nominated or nominate themselves to run for any position on the executive board.
   b. Nominations must be sent via email to the election chair at least two weeks prior to the election meeting. The election chair will verify that the nominees are willing to serve.

3. At least one week prior to the election, the election chair shall post signs on the Baird Hall bulletin boards and send out an email to the MuGSA listserv with the time and date of the election and a list of the candidates names and the positions they are seeking.

4. The election chair shall prepare ballots listing each position with the names of the candidates for that position. All MuGSA members present at the meeting will then circle the name of one candidate for each position. A
candidate is elected by achieving a plurality of the votes. If only one person is running for a given office, the members shall be instructed to write yes or no by that person’s name. That person shall be accepted by acclamation upon receiving a majority vote (over fifty percent of the members present).

5. The election chair shall tally all votes and determine the winners according to by-law four above.

6. All elected officials shall take office immediately following the election and hold office until the election the following year.

7. In the event of vacant positions, it shall be the responsibility of the newly elected executive board to appoint people. These appointees must be approved by a majority vote of members present at the next meeting.

B. The duties and powers of the members of the executive board shall be as follows:

1. The president shall preside over all MuGSA meetings. The president shall be the spokesperson for MuGSA and is responsible for communication with the faculty and with departmental committees that do not have student representatives. The president is empowered to call special meetings and referenda, and is empowered to appoint members to ad hoc committees. The president shall also oversee the updating of a transition handbook that shall be compiled by each officer to help the incoming executive board.

2. The vice president shall assume the responsibilities of the president in the latter’s absence. The vice president shall serve as one of the representatives of MuGSA to the GSA senate. The vice president shall update their section of the transition handbook.

3. The secretary shall record the minutes of each meeting and shall distribute unofficial draft minutes to the MuGSA listserv within one week of said meeting. The secretary shall verify that a quorum is present at each meeting, and shall tally and record all votes, with the exception of the executive board elections, which shall be tallied by the election chair. The secretary shall update their portion of the transition handbook.

4. The treasurer shall be the chief fiduciary agent of MuGSA. As such, they shall prepare a budget and present it at the first MuGSA meeting of the fall semester for approval. The treasurer shall present a budget report detailing income and expenditures at each regularly scheduled MuGSA meeting. The treasurer shall supervise the disbursement of funds, and monitor the deadlines for applications for special funding and grants from the GSA. The treasurer shall serve ex officio on the annual MuGSA symposium committee.
Section 2: Other Officers

B. Election of Senators:
   1. At the first meeting of the fall semester, nominations will be taken from the floor for eligible members to serve as representatives to the GSA senate.

   2. The number of senators and alternates required is based on the number of MuGSA members as specified in the GSA constitution and by-laws.

   3. Elections may be conducted in a committee of the whole, in which case the list of senators and alternates will be passed by a majority vote (over fifty percent of members present) at which point those people will be duly elected to represent MuGSA to the GSA.

   4. If elections are not conducted in a committee of the whole, then each member present will be asked to write down the number of names equal to the required number of senators and alternates. The secretary shall tally the votes, and representatives shall be considered elected by obtaining a plurality of votes. (For example, if two senators and two alternates are required, the two candidates who receive the most votes will be senators, and the next two names with the highest vote tallies will be alternates).

C. MuGSA shall have the following Standing Committees:

   1. The By-laws Committee: Either three or five members including the chair shall be appointed to review the by-laws. They shall be elected at the first meeting of the fall semester, and shall meet as needed to fulfill the duties prescribed in the constitution.

   2. The Symposium Committee: At the last meeting of the spring semester a Chair for this committee shall be elected. At the first meeting of the fall, members shall be appointed to serve on the symposium committee. The committee shall meet as necessary to fulfill its duties, and has the power to appoint any necessary ad hoc sub-committees.

D. When it becomes necessary to appoint a member outside of the executive board to oversee some of the activities of MuGSA, the executive board shall present the need at a meeting. Nominations will be taken from the floor, and the person who achieves a plurality of the vote will be appointed on an ad hoc basis.

Section 3: Impeachment

B. Proceedings

   1. The accused officer must be notified of the charges immediately.
2. A meeting shall be scheduled within two weeks of notifying the accused. The president shall schedule the meeting and preside over it, unless they stand accused, in which case the vice president shall assume these responsibilities.

3. One week prior to the meeting, notifications must be posted in Baird Hall and an email must be sent to the MuGSA listserv. These notifications should not name the accused, only the nature of the proceedings.

4. At the meeting, the president shall present the charges, the accused shall speak in their defense, and then a vote by secret ballot shall occur. The ballots should be collected and tallied by the president, and verified by the secretary, unless one of them is the accused, in which case the vice president shall take the place of that person. The accused officer shall be removed from office if sixty-seven percent of the members present vote accordingly.

**Article III**

Section 3: Quorum and Procedures

A. Quorum shall be established when at least three members of the executive board, or their appointed representatives, and five other members of MuGSA are present.

**Article IV**

Section 1: Budget

A. The budget may be passed as presented, or be passed as amended at the meeting. A majority vote of members present is required to pass the budget.

Section 2: Funding

a. All members are eligible to request conference funding from MuGSA. Requests must be made via email to the treasurer at least two days prior to the meeting at which the vote to approve the funding occurs. Names of those people requesting funding will then be added to the meeting agenda. To receive funding, students in residence must be present at the meeting when the vote occurs to speak on behalf of their request. Students residing out of state, or who have job-related conflicts may submit a written defense of their request to a proxy who will speak on their behalf. No funding requests will be permitted from the floor during a meeting.

b. The total amount of funding allotted in the annual budget shall be divided evenly between semesters.

c. Funding will be distributed on a first come, first served basis. Attendees are eligible to be reimbursed for up to $40 of their conference expenses; presenters are eligible to be reimbursed for up to $60 of their conference expenses.
expenses, with the following exception: If the number of requests for funding exceeds the amount of funding available for that semester, the members may elect to split the amount between all of the requesters, maintaining the 3:2 ratio between those presenting and those attending. All funding requests must be approved by a majority vote of the members present.

d. Members are eligible to request conference funding once per semester. Requests must be made in advance of the event.

e. In the event that a person awarded conference funding fails to file the paperwork by the GSA deadline (so the money remains unclaimed), the money reverts back to the MuGSA budget under the conference funding line.