

**New York University  
School of Continuing and Professional Studies  
Masters of Arts in Graphic Communications Managements and Technology**

**CONSTITUTION**

**Article 1 – Name**

1. This organization shall be known as the “Graphic Communications Management Association” and/or GCMA.

**Article 2 – Mission Statement**

1. It is the intention of the Graphic Communications Management Association to build a stronger student body within the Graphic Communications Management and Technology program by providing a forum in which students can interact with one another as well as providing additional peer networking opportunities, community building activities and tutorials. We intend to achieve this goal through the planning and scheduling of events including but not limited to: Presentations, Social Events and Workshops.

2. To utilize club events and activities to have a positive effect on our community.

**Article 3 – Membership Requirements**

1. All registered Masters’ candidates at New York University School of Continuing and Professional Studies Masters of Arts in Graphic Communications Management and Technology are eligible for membership and may attend any scheduled event regardless of prior participation.

2. Any New York University graduate or undergraduate is welcome to attend anyone of our scheduled events. They may only do so when there is space available at aforementioned event not reserved for members of the Graphic Communications Management and Technology Masters’ program.

**Article 4 – Officers**

***Section 1. Officers Enumerated***

1. The officers of the Graphic Communications Management Association shall be the President, the Vice-President, the Treasurer, and the Secretary.

***Section 2. Qualifications for Officers***

1. All candidates for any office shall be members in the Master’s of Graphic Communications Management and Technology.

### ***Section 3. Membership on the Executive Board***

1. All officers shall be members of the Executive Board and shall meet in person at least two times per semester. Meetings may be conducted either in person or by means of real time electronic transmission. Additional Meetings may be scheduled as necessary.

### ***Section 4. Duties of Executive Board***

4.1. The President shall:

- Provide direction for GCMA meetings, events, policies and procedures.
- Assume responsibility for overall club management.
- Ensure GCMA is in compliance with all university policy and procedures and disseminate information to all club officers when pertinent.
- Assist officers in understanding GCMA administrative guidelines, policies and/or procedures, in order to accurately perform their duties.
- Schedule logistics for meetings and events including, but not limited to, room reservations, catering, and audio visual aids.
- Delegate special projects to officers.
- Arrange for elections and transition.

4.2. The Vice President shall:

- Act in the absence of President.
- Assume the office of President whenever a vacancy arises.
- Perform such other duties as Executive Board may assign in the administration of the Publishing Student Association.
- Schedule logistics for meetings and events including, but not limited to, room reservations, catering, and audio visual aids.
- Accept special assignments to assist the President in the day-to-day administration of the association.

4.3. The Secretary shall:

- Act in the absence of President and Vice President.
- Assume the office of Vice President whenever a vacancy arises.
- Record minutes of general meetings including all decisions, votes, and action items.
- Communicate with constituents about club meetings.

4.4. The Treasurer shall:

- Assume the office of Secretary whenever a vacancy arises.
- Attend treasurer training provided by SCPS Council.
- Develop annual budget request, monitor budget, and communicate with SCPS Council treasurer when any funds need to be reallocated.

## **Article 6 – Elections**

### ***Section 1. Election guidelines***

1.1. Elections will be held the first week of February and anyone wishing to run for an officer position must notify the president or vice president one month (thirty days) in advance of the elections. The President shall compile a list of all interested applicants.

1.2. If a position is not filled by this election, a member of the Executive Board may nominate a person for the position. Special elections may be held at a time selected by the officer-elects or the officers may fill a position through unanimous vote of the executive board with the exception of the office of president.

### ***Section 2. Scheduling Elections***

2.1. All elections for the Graphic Communications Management Association Officers shall be held no later than the first full week of school in April on a day designated by the Executive Board.

### ***Section 3. Election Results***

3.1. Election results will be tabulated by the President within 5 days of the election.

3.2. In the result of a tie in a two-person campaign, the winner will be decided by a coin toss.

3.3. In the result of a tie in a multi-person campaign, a special election meeting will be called, and only the tied candidates will be on the ballot.

3.4. Election results will be posted via electronic submission, as well as posted in a conspicuous place.

### ***Section 4. Transition***

4.1. The newly elected officers will take control of their new positions after the Final Student Council meeting at the end of the academic year. Newly elected officers may attend executive board meetings of the outgoing administration to acclimate themselves should the existing board deem this feasible.

4.2. The current Executive Board will meet with the newly elected officer's board to orient the new officers into their positions. This meeting will be scheduled under the discretion of the President and the President-Elect. At this time any documentation pertaining specifically and only to club business must be transferred to the new board members. Documentation electronic or otherwise may be deemed not pertinent following review by the outgoing administration.

## **Article 7 – Removal, Resignations, Absences, and Vacancies**

### ***Section 1. Removal***

#### ***Impeachment by the Executive Board***

1.1. Upon application of at least sixty percent (60%) voting members of the Executive Board, the Board shall conduct a hearing no less than five (5) and no more than ten (10) school days after application to consider the removal of an officer, representative, or committee chairperson for misconduct. At such hearing, the member shall have the right to face the accusing applicants and offer defense to charges against him or her. At the conclusion of such hearing upon affirmative vote of two-thirds (2/3) of the total voting membership of the Board, the so-charged member shall be removed from office.

### ***Vote of Confidence by the Student Body***

1.2 Upon written petition by twenty-five percent (25%) of the members of the body from which an officer or representative was elected, or, where a representative was appointed by the President, upon the written petition by twenty-five percent (25%) of his or her constituency, such person shall be subject to a Vote of Confidence.

1.3 Such Vote of Confidence shall be held no less than five (5) or more than ten (10) school days after the filing of any such petition and shall be a yes-no vote to determine whether the person recalled shall remain in office.

1.4 In no event shall any officer or class representative be subject to a Vote of Confidence before the expiration of thirty (30) days from his or her assumption of office.

### ***Automatic Removal for Non-Attendance at Meetings***

1.5 If any member of the Executive Board shall be absent from three (3) consecutive regular meetings of the Executive Board without valid excuse, he or she may be petitioned for an Impeachment or a Vote of Confidence procedure. The validity of the excuse shall be determined by the Executive Board.

## ***Section 2. Resignations, Absences, and Vacancies***

### ***Resignations***

2.1. Resignations of Officer's must be declared in front of the Executive Board or formally submitted to all officers via email.

### ***Absences***

2.2. A temporary absence is defined as the inability to perform duties for less than six weeks.

2.3. If a temporary absence will last longer than six weeks, the absent member must apply to the Executive board for an extension.

2.4. In the event of a temporary absence of any officer, the President may appoint a temporary replacement with the consent of the Executive Board.

### ***Vacancies***

2.5. In the event of a permanent vacancy from the Executive Board, a special election will be called by the President, within fifteen (15) days of notification of the vacancy. The election will follow election protocols.

## ***Section 3.***

3.1. The definition of Absence and Vacancy is ultimately determined by the Executive Board.

## **Article 8 – Meetings**

### ***Section 1. Executive Board***

1.1. The Executive Board will meet at least two times in person per academic semester.

***Section 2. Special Meetings***

2.1. There will be an Elections Meeting held in the first two weeks of April.

2.2. There will be a Review of Constitution Meeting held the first two weeks of February.

**Article 9 – Amendments**

1. Amendments can be presented by any member of the Executive Board. A majority of two-thirds (2/3) vote of officers must vote affirmatively in order for the amendment to be ratified.

**By-Laws**

The Graphic Communications Management Association at New York University does not engage in conduct resulting in recklessly or intentionally endangering mental or physical health or forcing consumption of liquor or drugs for the purpose of initiation into or affiliation with any organizations.

At the end of the academic year, the Graphic Communications Management Association at New York University will provide a financial statement of all non-ASSBAC funding, including total donations, profits, amounts spent and balance. The club will also disclose and identify the financial institution or individual responsibility and accountable for the above-mentioned club.

The Graphic Communications Management Association at New York University will hereby abide by all policies and procedures as set in the Constitution, the Office of Student Activities, the Student Activities Board, New York University, and any other federal/city laws. Federal/city policies and procedures override all others mentioned.