Constitution
of the
Media School Graduate Association

Preamble

We, the graduate students of the Indiana University Media School, in order to represent our interests, concerns, and unique perspectives to the Media School administration, and to facilitate higher learning, professional development, social cohesion, as well as to maintain representation in the greater Indiana University community, do hereby ordain this Constitution of the Indiana University Media School Graduate Association.

Article I
Prefatory Information

Section 1.1 *Name*

The name of this organization shall be Media School Graduate Association, referred to as MSGA.

Section 1.2 *MSGA Membership*

Any individual currently registered as a student seeking a Media School graduate or professional degree at the Indiana University Bloomington ("IUB") campus is considered a member of the MSGA.

Section 1.3 *Mission Statement*

Objectives for this organization shall be:

1. To act as the official representative of all members of the Media School's graduate programs to administrative, faculty, student, and community organizations or task forces;
2. To coordinate and facilitate communication and interaction among the graduate students in the Media School;
3. To recommend graduate representatives for appointment to administrative, faculty, student, and community committees or task forces in which graduate seats exist;
4. To address matters pertaining to the general academic, professional and social climate of the Media School, the Bloomington campus of Indiana University, and the greater community as they affect the life and well-being of the graduate students of the Media School;
5. To serve the interests of Media School graduate students by creating and promoting opportunities for professional development, service, research, and academic excellence;

Section 1.4 *Authority and Powers*

Media School Graduate Association may employ any legal means necessary to carry out its mission and advance the general welfare of the graduate students of the Media School. However, the chairs and members of Media School Graduate Association shall at all times comply with the Code of Student Rights, Responsibilities and Conduct, and any other laws, rules, and regulations governing Indiana University and its students.

Article II
Non-Discrimination, Safety, and Compliance

Section 2.1 ***Statement of Rights and Non-Discrimination***

Part A. University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Part B. Non-Discrimination: MSGA allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 2.2 ***Non-Hazing***

Hazing shall be strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Section 2.3 ***Personal Gain Clause***

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Article III
Advisors

Section 3.1 ***Responsibilities and Terms of Service***

In order to maintain compliance with Student Activities Office requirements, the organization must have at least one staff or faculty advisor on file with Student Life & Learning. The Media School's Director of Graduate Students will serve as the Faculty Advisor for MSGA. Expectations for the advisor are as follows:

- To advise and assist the MSGA membership in reaching organizational goals and working within all school, and university policies;
- To provide a faculty/staff viewpoint on the issues facing Media School graduate students; and
- To be an advocate for MSGA in its interactions with University and Media School administration.

Article IV
MSGA Executive Committee

Section 4.1 ***Composition and Function***

The Executive Committee shall be the administrative body of the MSGA. When meetings of the MSGA are not in session, the Executive Committee may make any decision relating to the conduct, operations, and procedures of the MSGA, which are not contrary to any previous action by the Committee. The MSGA Executive Committee includes the Chair, Institutional Voice Chair,

Financial Chair, Communications Chair, Social Chair, Professional Development Chair, and Conference Chair.

Section 4.2 ***Eligibility and Terms of Office***

Any graduate student in the Media School is eligible to serve in a MSGA chair position provided they are in good disciplinary standing with the Media School and the College of Arts and Science.

Section 4.3 ***Meetings***

There will be monthly MSGA meetings during the academic school year which any graduate student is welcomed to and encouraged to attend. Student body members can send issues for the agenda to the Chair if they wish to speak at the meeting. Each meeting will include 10 minutes of public commentary at the end of the scheduled time.

The Executive Committee may also meet in between monthly organization meetings to conduct necessary organization work. Quorum for meetings of the Executive Committee shall be three of these elected officers.

Section 4.4 ***Elections***

Part A. Timeline: The Graduate Student Elections shall be held annually, with elections occurring in April. The days and times of the election shall be coordinated by the incumbent Executive Committee.

Part B. Procedure: The incumbent Social Chair and Professional Development Chair will be responsible for notifying the Student Body of the election at least a full week prior to voting. The Records Chair is responsible for coordinating the election via an anonymous online survey and communicating the results to the Executive Committee and the student body.

Part C. Chair Removal: Removal shall occur by a three-fourths majority vote of the entire Executive Committee and shall be effective immediately. Cause for removal includes, but is not limited to:

- Failure to carry out the duties and responsibilities of a member's position;
- Repeated unexcused absences from MSGA meetings and events

Additionally, infractions that make the officer ineligible for MSGA membership or Executive Committee membership are grounds for automatic removal.

Part D. Replacement: Positions may be left temporarily vacant if no member of the student body declares candidacy for the position prior to the election or a chair steps down or is removed. In the event that an Executive Committee position is vacated, a replacement may be appointed provided 3/4 approval from the remainder of the Executive Committee. If 3/4 approval cannot be

reached, a special election for the vacant chair may be held with open nomination from the organizational membership.

Section 4.5 Executive Chair Positions and Responsibilities

The Executive Chair positions and their responsibilities are listed below.

MSGA Chair
The MSGA Chair shall be the official ambassadors and spokespersons of the MSGA. The Chair shall have, among others, the following duties, responsibilities and authority:

- be responsible for ensuring that the executive chairs uphold the goals and responsibilities of the larger organization
- Set and organize all MSGA meetings times and agendas
- To preside at all meetings of MSGA and the Executive Committee
- To re-register MSGA with the Student Life & Learning office prior to the start of each fall semester
- To fulfill the duties of the Financial Chair in the event that one is not elected separately

MSGA Institutional Voice Chair
The Institutional Voice Chair shall serve as the official liaison to the Media School's Advisory Committees. The Chair shall have, among others, the following duties, responsibilities and authority:

- To preside at all meetings of MSGA and the Executive Committee in the absence of the Chair;
- Serve as the student body's primary liaison as Graduate Representative to the Media School's Graduate Advisory Committee (GAC)
- Serve as the student body's primary liaison as Graduate Representative to the Media School's Student Advisory Committee (SAC)
- Send advisory committee meeting minutes to the MSGA members;
- To work with the faculty and administration to obtain and retain seats on standing and ad hoc committees;
- To implement a protocol by which the Media School faculty and administration will promote and actively solicit student participation on all matters pertaining to the academic well-being of the School

MSGA Financial Chair
The Financial Chair will uphold the following responsibilities:

- To provide a brief financial update at each MSGA meeting;
- Developing the budget for the duration of the academic year;
- Tracking and maintaining the finances of MSGA activities;
- Developing knowledge of grant opportunities from the University.

MSGA Communications Chair
The Communications Chair will uphold the following responsibilities:

- Keep record of institutional memory, including conducting event evaluations, changes in academic policy, and any other records that would benefit future members serving on the organization's board;

- Keep detailed minutes and records of all meetings and distribute minutes to MSGA members
- Maintain listserv;
- To maintain MSGA's public facing Web presence, such as websites and social media accounts;
- Manage all University and community-wide outreach;
- To photograph and otherwise document MSGA events with the Social Chair for purposes of financial backup;
- To ensure that the Constitution and by-laws are complete and current;
- To set up and run the student elections for all positions on the MSGA Executive Committee.

MSGA Social Development Chair
The Social Development Chair will uphold the following responsibilities:

- To organize beneficial social activities for Media School graduate students;
- To encourage inclusivity, diversity, networking, and participation in MSGA;
- Assist the Communications Chair with elections;
- To photograph and otherwise document MSGA events.

MSGA Professional Development Chair
The Professional Development Chair will uphold the following responsibilities:

- To organize regular professional development activities for Media School graduate students;
- To encourage inclusivity, diversity, networking, and participation in MSGA;
- To photograph and otherwise document MSGA events.

MSGA Conference Chair
The Conference Chair will uphold the following responsibilities:

- To organize the annual Common Ground Media School Graduate Conference

Section 4.6 ***GPSG Representatives***

MSGA members will select a total of two representatives to the Graduate and Professional Student Government (GPSG). GPSG representatives will be required to attend monthly GPSG meetings and report back to MSGA. GPSG representatives will be elected during the annual election in April. Executive Officers may serve as GPSG representatives.

Section 4.7 ***Media School Graduate Association Committee and Task Force Creation and Appointments***

Any member of the Media School student body may also request the formation of a committee or task force to MSGA. The executive committee may create and appoint standing committees or temporary task forces to fit the current needs of MSGA. Committees and task forces may be created as long as they fall under the mission statement of MSGA. The executive committee may also request and select representatives for other Media School committees or task forces.

Article V
Budget and Finances

Section 5.1. ***Dues and Donations***

Part A. Dues: No student participating in a MSGA event or any member of MSGA is required to pay dues.

Part B. Donations: Donations from students and outside entities may be accepted and solicited, but shall not be mandatory or required.

Part C. Revenue: The MSGA shall retain the right to charge fair admission for certain events to maintain the fiscal stability of the organization. In addition, MSGA shall retain the ability to raise revenue through any fundraising activities it deems appropriate.

Section 5.2. ***Budget and Finances:***

Part A. Budget and Finances: The MSGA budget and all financial considerations shall be the responsibility of the Financial Chair. For all MSGA functions which require the use of organizational financial resources, it shall be the responsibility of the Financial Chair to secure and authorize the use of funds for the function. Furthermore, all MSGA members must consult with the Financial Chair before acting upon any MSGA function which will require organizational funds.

Part B. Allocation of Financial Resources: The decision to allocate MSGA funds towards a MSGA function shall be made by the Chair and the Financial Chair if the funding in question does not exceed $100. If the funding in question does exceed $100, the decision to allocate funding to the function shall be made by the Executive Committee by a simple majority vote, based on the recommendation of the Financial Chair.

Part C. Account Ownership: The Chair and Financial Chair shall be the sole owners of any and all MSGA financial accounts. Only the Chair and Financial Chair shall have the authority to manage these accounts, and write and sign checks using MSGA funds.

Part D. Alcohol Restriction: In accordance with university policy, no organizational funds may be spent on alcohol.

Article VI
Amendments and Ratification

Section 12.1. ***Authority:***
The MSGA may amend this Constitution pursuant to the terms below.

Section 12.2. ***Introduction:***

All amendments must first be introduced to the Executive Committee in one full regularly scheduled meeting prior to voting on the amendment(s). Amendments must be announced to all MSGA members at least one week before voting, including a reminder of the meeting time and location.

Section 12.3. ***Voting:***
Amendments must be passed by a two-thirds majority of present and voting MSGA members. Amendments may be modified during the discussion prior to voting. If the present MSGA members feel like the spirit of the Amendment has changed substantially from the announced amendment, they are encouraged to table it until the next meeting and re-notify MSGA members in the same fashion as above.

Bylaw ratification will follow the same procedure described above.

Section 12.4. ***Ratification of Constitution***
This Constitution must be ratified by a two-thirds majority of MSGA members who choose to vote. Upon ratification, this document is immediately effective. We, the undersigned, do affirm and ratify this constitution.