

IGSA CONSTITUTION

I. Name

The name of this organization will be the Italian Graduate Student Association (hereby referred to as IGSA).

II. Purpose

To further and support the interests of graduate students in the department of Italian at Columbia through advocacy and community building.

III. Membership

All current graduate students of the Columbia University Italian Department (including MA and PhD students) are considered members of the Italian Graduate Student Association.

IV. Officers

- A.** IGSA members will elect at least three officers: two (2) Co-Chairs and one (1) ASGC representative. All officers will be members of IGSA.
- B.** All IGSA officers will serve for terms of one academic year. Terms of office will last from June 1 to May 31 of the following year.
- C.** All IGSA officers will attend IGSA Meetings.
- D. Co-Chairs**
 - 1. The IGSA will elect two (2) Co-Chairs.
 - 2. The Co-Chairs will lead the IGSA, call general meetings, and represent the organization to the Italian Department and to the University.
 - 3. The Co-Chairs will be in charge of setting the IGSA budget in coordination with the Italian Department.
 - 4. The Co-Chairs will meet regularly (at least once a semester) with the Department Chair and DGS. Co-Chairs will also attend faculty meetings to represent graduate student interests, if invited.
 - 5. The Co-Chairs will be responsible for conveying academic and teaching concerns and questions to the Italian Department.
 - 6. The Co-Chairs will be responsible for planning social activities and fostering a sense of community among the membership of the IGSA.
- E. ASGC Departmental Representative**
 - 1. There will at all times be an ASGC Departmental Representative that represents the PhD constituency of IGSA. If, in a given year, there are MA students in IGSA, there may also be an MA Departmental Representative to ASGC.
 - 2. The ASGC Departmental Representative will represent the interests of the IGSA to the ASGC.
 - 3. The ASGC Departmental Representative will attend all ASGC plenary meetings and report back to the IGSA.
- F.** Additional officer positions can be created and approved by IGSA as necessary.

V. Elections and Removal/Vacation of Office

- A. Elections**
 - 1. The election of IGSA Co-Chairs and ASGC PhD Representative for the following academic year will occur annually before the end of the spring semester.
- B. Campaign and Election Procedures**

1. A call for candidates will be sent by the Co-Chairs in early-to mid-April.
 2. All candidates will present their platform and answer questions at the final IGSA meeting of the year.
 3. If a Co-Chair is running for reelection, the role of Election Proctor will be assigned to an IGSA member at the final IGSA meeting of the year.
 4. The Co-Chairs/Election Proctor will organize anonymous elections and distribute the link to the IGSA listserv. Voting will remain open for a period of one week.
 5. All IGSA members may vote upon all officer positions.
 6. Election results will be made public to the IGSA membership.
 7. The candidate(s) with the most votes for the office will be elected.
 8. There will be no new elections after the final May meeting except under these circumstances:
 - a) The officer is removed from office via a vote (see section D. Removal/Vacation of Office).
 - b) The officer neglects their duties and attendance as described below, in section D. Removal/Vacation of Office.
 - c) There was no candidate for the position at first asking, and the position therefore needs to be filled at a later date.
 - d) The only exception to this article is the MA ASGC Departmental Representative position. This officer will be elected at the first general meeting of the fall semester, following the same election procedures.
- C. Following the elections, the current IGSA Co-Chairs will notify the Italian Department of the name of the new Co-Chairs within one week, and the current Co-Chairs will organize a transition meeting and give the incoming Co-Chairs all relevant IGSA documents and instructions by June 1.
- D. Removal/Vacation of Office
1. The officer(s) may be removed from office by two-thirds vote of the members attending a meeting on removal.
 2. A motion to remove the Co-Chairs may be made over email or at a general meeting and must be seconded. Following such a motion, the IGSA will wait one week to publicize a meeting on removal. At such a meeting the membership will vote “yes” or “no” on the proposal to remove that officer from office.
 3. Voting will be by anonymous electronic ballot and tabulated by the Co-Chairs. In the case that the Co-Chairs are subject to removal, the most senior IGSA member (based on number of completed semesters of graduate study in the Italian Department at Columbia University) present at the meeting will handle tabulating the votes.
 4. An office will be considered vacated if an IGSA officer fails to attend two consecutive IGSA meetings.
 5. If an office is vacated, an election will be held two weeks after the announcement of the vacancy. Voting procedures will follow the procedures of the annual elections, unless one of the Co-Chairs has been removed. In such an event, the most senior IGSA member present will tabulate the votes.

VI. Meetings

- A. General meetings will be held at least once per semester. Additional meetings may be scheduled at the discretion of the Co-Chairs or if petitioned by a third of the IGSA membership. The Co-Chairs will set the agenda and chair general meetings.

- B. Meetings may take place in person or via online video conferencing platforms. If meetings are in person, members who cannot attend can request to be conferenced in remotely.
- C. Business can be raised by any IGSA member.
- D. A quorum for voting at IGSA is 50% of the department (including the officers of IGSA), with members of at least three distinct cohorts in attendance.
- E. Voting will be conducted by raise of hand or online poll.
- F. Any IGSA member may request a vote to be anonymous.
- G. Proxy voting will be permitted. Any IGSA member may write to the IGSA listserv prior to the meeting to designate their proxy.

VII. Communications

- A. The IGSA will have an email list that allows Italian graduate students to write to the entire membership. This list is an open forum for announcements and brief discussions of interest to Columbia Italian graduate students.
- B. In official IGSA channels, including but not limited to communications via listserv, all written communication is to abide by University proper-use guidelines. This prohibits such speech as epithets, ad hominem attacks, hate language, etc. Violations of University proper-use guidelines can result in a writer's removal from the list, subject to a vote by IGSA members at the following meeting
- C. A disclaimer will be included on all emails sent via the listserv to the effect that any messages sent are on behalf of individual students, rather than the IGSA as a body.
- D. Official communications (including the topic and results of IGSA meetings and elections) will be made to the faculty and university offices by the elected IGSA officers. Information and materials exchanged by IGSA members during meetings or over the listserv are confidential. Each IGSA member can express their own opinion as an individual but is expected to maintain their colleagues' privacy.

VIII. Amendments

- A. This constitution may be amended, revised, or revoked by a two-thirds vote of the IGSA membership. Voting will occur via anonymous online polls distributed to the IGSA listserv.
- B. The text of a proposed amendment must be circulated at least one week before the vote is to take place.

IX. Budgeting

- A. The IGSA budget will be determined by the Co-Chairs in consultation with the Italian Department and the other IGSA officers. The yearly budget will be posted online and circulated at the first meeting of the academic year.
- B. Co-Chairs are responsible for applying to funding from the appropriate sources (department, ASGC, etc.).

Ratified on May 9, 2020

List of signatures:

Luca Abbattista

Claudia Antonini

Carlo Arrigoni

Catherine Bloomer

Anna Borgarello

Tylar Colleluori

Alex Cuadrado

Chas Firestone East

Isabella Livorni

Umberto Mazzei

Beatrice Mazzi

Lorenzo Mecozzi

Angelica Modabber

Louis J Moffa

Luca Naponiello

Jilian Pizzi

Giulia Ricca

Marco Sartore

Claudia Sbuttoni

Margaret Scarborough

Andrew Wyatt