

Society of Graduate Students in Music
(SOGSIM)



2017/2018

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Society of Graduate Students in Music (SOGSIM) Handbook

1.1. Departmental Facilities and Resource People

1.1.1. Faculty Information (2017-2018)

Dean: Dr. B.A. Younker
Associate Dean Undergraduate Admissions & Programs: Dr. J. Cuciurean
Associate Dean Graduate Studies: Dr. C. Nolan
Director of Research: Dr. C. Benedict
Chair of Music Education: Dr. P. Schmidt
Chair of Music Performance Studies: Dr. S. Roland
Chair of Music Research and Composition: Dr. D. Myska
Chair of Faculty Council: Dr. B.A. Younker
Chair of Graduate Committee: Dr. C. Nolan
Chair of Honours and Awards Committee: Dr. B.A. Younker
Chair of Library Committee: TBD at the first meeting
Graduate Program Assistant: Audrey Yardley-Jones

1.1.2. Society of Graduate Studies in Music (2017-2018)

Chair: April Morris
Vice-Chair: Adam Roy
Treasurer: Elizabeth Kinghorn
Secretary: Martin Ross
Social Convenor: Andre McEvenue
Performance Representative: Bethany Hynes

SOGS Committee Representatives

Jen Hinkkala
Martin Ross
Sihan Sun
Marcel Van Helden

External Music Committee Representatives

Graduate Education Council: Adam Roy
PSAC Local 610 Representatives: Jen Hinkkala, Steven Janisse
Faculty Council Representative: April Morris
Graduate Committee Representative: April Morris
Honours and Awards Committee: Mark McCorkle
Library Representative: Martin Ross
SOGSIM Lunch Time Research Forum Coordinator: Natalia Skomorokhova
Music Graduate Student Symposium Coordinator: Adam Roy

1.1.3. Technical Staff

The technical staff is always willing to assist graduate students in this Department. For some services, you will need a research grant number or you may be asked to replace some of the items consumed. In all cases it is advised that you consult with the person in charge as this will ensure that you receive the best service.

1.2. Society of Graduate Students (SOGS)

The Society of Graduate Students is your student government at Western. Its many activities include organizing suitable health and dental plan, provincial and national advocacy, representation on university committees, and managing the Grad Club. SOGS also organizes various orientation and continuing social events such as a New Student Welcoming Party at the Grad Club, trips to Wonderland and the beach, as well as Boardgame and Bonfire nights. As well, there are many standing and ad-hoc committees in which any graduate student may participate. Contact your SOGS representatives for more information and you are encouraged to get involved!

1.2.1. Health/Dental Plan

All full time graduate students in the Don Wright Faculty of Music are members of the health plan provided by SOGS. In the 2017/2018 year, this plan is through Student Care. To see the current brochure, click [here](#).

1.2.1.2. Health Plan Opt-In/Out

Graduate students with proof of comparable coverage may choose to opt out of the health plan and recoup the premium paid. Opt out forms are due by the last business day of the first month of each term.

To Opt out:

1. Complete SOGS' Opt-out form found at: <http://www.sogs.ca/>
2. Present proof of coverage that includes the name of the insurance provider and a policy number. Such proof maybe, but is not limited to, the following: a letter, fax or email from either the insurance provider or an employer or other agency that arranges the coverage OR a membership card.

To Opt in:

It is also possible to Opt into the SOGS health plan, if you are a part-time student or Post-Doc OR if you want to enroll your spouse or partner and any children under the age of 21 (25 if they are still attending school). For forms and more information about opting in, please refer to the SOGS website, or visit the SOGS office.

1.2.2. Bus Pass

The LTC Bus Pass offers you access to all of the London Transit Commission Buses, and is negotiated through SOGS. You cannot opt-out of this bus pass and it is non-transferable.

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At the beginning of each term, bus passes are available for pick up in the SOGS office (UCC 260). To pick up your pass you will require:

1. Your valid UWO Student ID.
2. To be a full time graduate student in the coming term, where your status and account will be checked online by the SOGS office administrators.

1.2.3. SOGS Council and Committees

If you want to take an active role in the affairs that affect graduate students at Western, consider running for a position on the SOGS executive council. If this is too ambitious for you, there are various SOGS committees to join that need graduate student participation. For a list and description of the committee with their contact information, please click [here](#).

1.3. International Student Information

1.3.1. Before arrival in Canada.

Most, if not all, Study Permits (student visas) are issued with the strict prohibition of employment of any kind during residence in Canada. Hence, all international students must obtain a student authorization that allows employment on campus where a student is registered full time. (You cannot be paid until the date shown on your Employment Authorization.) Usually international students are issued a visitor's visa in the country of their residence and their student authorization is transmitted electronically to immigration authorities in Canada. Upon arrival in Canada, a student is given their Student Authorization at the port of entry.

It is also advantageous to get a U.S. visa before entering Canada. This is especially beneficial to those citizens of countries where U.S. visas are usually issued in the non-restrictive, multiple-entry form. However, if it is not possible to accomplish the foregoing, do not despair! (Read below.) US citizens need only arrive at the Canadian border with appropriate documents to obtain a same day study permit. However, this can only be done on certain days/times. Contact Immigration Canada for more details.

1.3.2. Upon arrival in Canada.

There are 4 extremely important items on the international student's list of "things to get" upon arrival in Canada. These are (i) Employment Authorization, if not already obtained in home country, (ii) Social Insurance Number (SIN), (iii) a local bank account, and (iv) University Health Insurance Card.

You need an Employment Authorization and a SIN to be paid by the University. You cannot be paid until the date shown on your Employment Authorization. You must provide the Graduate Affairs Coordinator with a copy of your Student Authorization each time it is

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updated in order to get paid. As mentioned in Part (A), if provision has been made in the Student Authorization for working as a T.A., only a SIN is required. For application details please see the Graduate Affairs Coordinator as soon as possible. Always remember: these applications require time to be processed, so do not procrastinate! (Immigration Canada requires a minimum of 30 working days.)

The provincial government does not provide health care protection under the Ontario Health Insurance Plan (OHIP) for non-Ontario residents and their families. Because of this, the University has initiated the University Health Insurance Plan (UHIP), to provide protection comparable to that available from the Ontario Government. It is mandatory that international students and their dependents enroll in this plan as soon as they arrive in Ontario if they are not eligible for either OHIP or an equivalent plan. Applications and additional information may be obtained from the Registrar's Office, Western Student Services Building room 1120. If you did not obtain a U.S. VISA before entering Canada, you may apply for one through the International Student Office (UCC 210, ext. 83031). Once again, remember that the application requires time to be processed, so don't do it at the last minute! (Allow at least 4 weeks processing time.)

1.3.3. Tuition Fees.

International students may make arrangements to pay their tuition fees by installments. There is, however, a charge to do this. For further details, contact the Fees Office in the Office of the Registrar, Western Student Services Building room 1120.

1.3.4. Renewal of Graduate Student Study Permits.

Allow 6-8 weeks for processing of Study Permit renewals. Remember, you cannot be paid without a valid Study Permit. The Graduate Affairs Coordinator will provide a letter verifying your graduate student status and financial support to assist in expediting renewal of Study Permits. Please allow 3-5 days for processing from the time you request the letter. Be reminded that each time you renew your Study Permit a cash payment will be required by Immigration Canada. Copies of these documents must be provided to the Graduate Affairs Coordinator.

1.4. Student Resources

1.4.1. SOGSIM website. The SOGSIM website, located at www.sogsim.com, houses information about the Society and its activities, as well as information about resources and services available on campus and in the community.

1.4.2. Graduate Computer Lab. There is a graduate computer lab on the third floor of Talbot College. It is a secured door, so please see the Graduate Program Assistant for the code. Mac and PC computers and a printer are available for graduate student use. Each graduate student will have

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a code for the printer, given to them by the Graduate Program Assistant, and a quota of pages they are allowed to print.

- 1.4.3. Travel Funds. Subject to the availability of funds, the Don Wright Faculty of Music endeavours to provide partial support for graduate students to attend meetings or conferences during their degree candidacy, with the understanding that grant funds are being or will be used in at least equal amount for the same purpose. In any particular year, funds may be limited and some requests for funds deferred. Please contact the Associate Dean of Graduate Studies for information.
- 1.4.4. Grad Club. The Society of Graduate Students offers a lounge, T.V. room, and food services in the basement of Middlesex College to all graduate students. A 5% discount is granted upon presentation of a valid student card.
- 1.4.5. Health Services. Health Services in the University Community Centre (UCC) offers a full range of medical and social services to graduate students. Canadian students applying for coverage under the Ontario Health Insurance Plan may obtain an application here, and return it to the Ministry of Health office (217 York St., 5th Floor, London, Tel. No. 433-4651) to get signed up. International students are asked to refer to Section 1.3. of this handbook.
- 1.4.6. Graduate Student Services. There are various services on campus aimed at helping graduate students acquire skills that can assist them during graduate school and beyond.
 - 1.4.6.1. Student Development Centre offers a range of programs aimed at career, learning, personal and social concerns, including: International Student Services, Effective Writing Program, Psychological Services, Career Services, etc. Please see the SDC website for more information: www.sdc.uwo.ca/
 - 1.4.6.2. The Teaching Support Centre (D.B. Weldon Library 122) provides programs and resources for graduate students throughout the year, including the Teaching Assistant Training Program, the Advanced Teaching Program, the Future Professor Workshop series and the Graduate Student Conference on Teaching. Please see the TSC website for more details: www.uwo.ca/tsc
- 1.4.7. Occupational Health and Safety. Graduate Students who are employed by the University as Teaching Assistants are required to obtain WHMIS (Workplace Hazardous Material Information System) training available online and other safety training programs as needed through Human Resources.
- 1.4.8. Scholarships & Awards. Please contact the Associate Dean of Graduate Studies for a list of internal and external Scholarships and Awards offered to graduate students on the basis of academic merit and/or financial need.

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- 1.4.9. Sports & Recreation. A variety of sports, some more organized than others, are played by graduate students in this department. Registered full time graduate students have paid an activity fee and can use their UWO Student ID card to access facilities and programs offered through Campus Recreation (<http://campusrec.uwo.ca/>). This includes access to the cardio and weight rooms, aerobics classes, squash courts, the pool, etc. During the year, competitive and recreational intramural leagues for volleyball, baseball, soccer, basketball and hockey are organized through Campus Rec. Other graduate students cycle, dance, sail, scuba dive, fish, hunt, run, etc., and so there is a wide variety of means by which one may get some exercise. Just ask around, and find out who is doing what.
- 1.4.10. Parking. Graduate students may park only in peripheral (green) non-reserved lots. Permits can be purchased in Room 4150 Support Services Building, but get them early as there is a rush in September. You may register and renew your parking pass online. <http://www.uwo.ca/parking/index.html>
- 1.4.11. Music. Throughout the year, various musical groups frequent Alumni Hall, the Grad Club, the pubs on campus, the Faculty of Music, and a number of off-campus night spots. World-class concerts are available free of charge every Friday at noon at the Music School. These are advertised in the Gazette or the Western News, along with ticket information. The university radio station, CHRW, broadcasts on 94.7 FM and 106.5 cable. As well, a number of graduate students invariably sport hidden amateur musical talent.
- 1.4.12. The University Community Centre (U.C.C.). The U.C.C. - the modern looking maze located between the Social Science Building and the D.B. Weldon library - is the focus of student activities on campus, where a variety of services are located. These include the S.O.G.S. Office, university travel office, the International Student Office, book store, pharmacy, restaurant, cafeteria, fast food outlet, convenience store, the Chaplain's office, a games room, the campus radio station, cash machines, , post office, dry cleaner, computer store, general purpose room, music listening room, art/craft studio, etc. You will need help to find your way about if you're new, so ask around.
- 1.4.13. Libraries. Western's libraries may be vast and foreboding places for the uninitiated. The holdings are large, and are spread among a number of divisional and professional libraries. Western boasts one of the finest music libraries in all of North America.. Online literature searches, interlibrary loans, microfilm reading, etc. are all available, and the libraries provide guided tours early in the school year. Lisa Philpott (reference librarian) and the wonderful team of librarians are available to help you with any questions.
- 1.4.14. University e-mail – All university correspondence will be communicated via your university e-mail account. Please ensure that you are checking this account regularly or that you have it forwarded to your main e-mail provider.

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- 1.4.15. Audio-visual Equipment. Please see Mike Godwin for any special requests or questions regarding audio-visual equipment.
- 1.4.16. Movies. Throughout the year, the Western Film Community shows relatively current feature films in the McKellar Room (U.C.C.) on weekdays and weekends at reasonable prices.
- 1.4.17. Off-Campus. Not all activities of interest take place on the U.W.O. campus. London boasts a variety of night-spots and eateries to suit most tastes. The better places are best discovered by asking around the resident graduate students, faculty and staff. The city boasts numerous parks and activity centres. Trails along the river offer a scenic route to ride your bike, run or roller blade to school. Just keep your eyes and ears open and ask around, the more you put into life at U.W.O., the more you'll enjoy it.
- 1.4.18. Suggestions. This handbook undergoes yearly revision as personnel and room information changes. If you spot any inaccuracies in the current edition, notice any omissions or wish to suggest changes, please email a member of the SOGSIM executive board. Remember, this is your handbook, and it serves you, so your voice does count.
- 1.4.19. OWL – Course information, materials, and assignments are communicated through <https://owl.uwo.ca/portal>. Tutorials are available online should you need to set up your class through the system.
- 1.4.20. Office/Room Keys: Keys are available by submitting an online request and are available at the Support Services Building (Western Road). Make sure you complete this request early as it takes a few weeks to process your request.
- 1.4.21. OGS/SSHRC applications: In September (if not earlier) you will receive information on how to apply online for these scholarships. The deadline is usually the first week in October for SSHRC and at the end of January for OGS. Each application requires a detailed proposal of your research, as well as references, so please ask your referees well in advance of these deadlines. The OGS application opens in November and closes in the beginning of February. This scholarship is completed online through the University. More information will be provided as the application opening date approaches.
- 1.4.22. PSAC-610 – This organization supports teaching assistants, research assistants and postdoctoral. It negotiates working conditions, mediates potential labour disputes, and provides extended benefits to the SOGS health plan. Furthermore, they provide bursaries and networking opportunities. The office is located in 1313 Somerville House with office hours Monday to Friday from 10a.m.-2:00p.m.

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- 1.4.23. SGPS – The School of Graduate and Post-Doctoral Studies deals with all graduate student concerns and affairs. They are located in the International and Graduate Affairs Building, Room 1N07
- 1.4.24. Grad Pal Mentor Program – SOGSIM has established this program to best support incoming graduate students with a peer advisor to direct you to resources and to provide peer guidance in academic situations. Those interested in being paired up with an experienced Grad Pal should submit the Grad Pal form to the chair of SOGSIM in early September.
- 1.4.25. Community music ensembles – London contains a rich cultural scene and boasts community musical ensembles directed at varying levels, ages, and expertise. Consider joining Encore, Brassroots, Plumbing Factory Brass Band, New Horizons Adult Band, El Sistema, the London Community Orchestra, or the UWO choir. Do not hesitate to ask if you would like to join or volunteer a community ensemble.
- 1.4.26. Computing Services: ITS Help Desk (ext. 83800, Support Services Building) or <http://askits.uwo.ca/>.

Society of Graduate Students in Music Constitution and Bylaws

CHAPTER 1

CONSTITUTION

Society of Graduate Students in Music

1.1 Name

The name of this organization shall be "The Society of Graduate Students in Music in Western University" hereinafter referred to as the "Society". The abbreviated form of the name of this society is SOGSIM.

1.2 Purpose

The purposes of the Society are:

- 1.2.1. to provide the department of music graduate students with a recognized organization through which they may express their opinions and concerns.
- 1.2.2. to represent graduate students at departmental and faculty levels of administration.
- 1.2.3. to encourage a supportive social and academic community for graduate students in music.
- 1.2.4. to provide programs and services for graduate students at the Don Wright Faculty of Music.
- 1.2.5. to be an advocate for graduate students on issues and concerns.

1.3 Corporate Seal

- 1.3.1. The corporate seal (logo) of the Society will be prominently displayed on official copies of the Society's Constitution and Bylaws.

1.4 Powers and Jurisdictions

- 1.4.1 Authority. The jurisdiction and powers assumed by the Society of this constitution and any amendments thereto arise from self-governing authority and do not require the approval of any authority other than that of the Society itself.
- 1.4.2 Government. The governing body of the Society shall consist of members elected by the general membership. All graduate students in the Don Wright Faculty of Music are included in the general membership of the SOGSIM organization.
- 1.4.3 Bylaws. Bylaws attached to this constitution arise from self-governing authority from within the constitution.

1.5 Membership

- 1.5.1 The requirements for full membership in the Society shall be registration in the Faculty of Graduate Studies of the University of Western Ontario as a full-time or part-time graduate student in the Don Wright Faculty of Music.
- 1.5.2. Full members of the Society in good standing have the following rights and privileges, subject to such limitations as may be specified elsewhere in this Constitution or in the Bylaws.
 - 1.5.2.1. the right to attend and speak, at the discretion of the Chair, at General meetings and Society Executive meetings;
 - 1.5.1.2. access to all minutes of the Society and Executive Meetings;
 - 1.5.1.3. the right to run for the position of Chair and any other Executive or non-executive position within the Society;
 - 1.5.1.4. The right to vote in the Society's elections;
 - 1.5.1.5. Access to Society run or led programs and initiatives (both financial and social).

1.6. Government and Elected Representatives

1.6.1. The Executive

- 1.6.1.1 The executive are members elected by the election process as described in 1.10.
- 1.6.1.2. The Executive shall consist of the Chair, Vice-Chair, Treasurer, Secretary, Social Coordinator, Performance Representative
- 1.6.1.3. The Executive shall be responsible for the administration of the day-to-day affairs of the Society
- 1.6.1.4. All Executive positions hold one (1) vote at Executive meetings and general meetings

1.6.2. Non-Executive Elected Coordinators

- 1.6.2.1. The non-Executive coordinators are members elected by the election process as described in 1.10.
- 1.6.2.2. The non-Executive coordinators shall consist of:
 - 1.6.2.2.1. Lunchtime Research Forum Coordinator
 - 1.6.2.2.1. Coordinator for the Western University Graduate Symposium on Music (WUGSOM)
- 1.6.2.3. The non-Executive elected coordinators shall be voting members of the Executive committee. For voting powers and quorum protocol, see 1.7.3.3.

1.6.3. Representatives to Internal and External Committees and Councils and Non-Executive Officers

- 1.6.3.1. The representatives to internal and external committees are members elected by the election process as described in 1.10.
- 1.6.2.2. The officers and representatives shall consist of:
 - 1.6.3.2.1. Society of Graduate Student Council Representatives. The number of music representatives elected is determined as follows: the number of full members of SOGS in music is divided by the total number of full SOGS

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members. This number is then multiplied by 120 and rounded up to the nearest whole number.

1.6.3.2.2. A Graduate Education Council Representative (Elected at the SOGS Council Meeting annually, each September).

1.6.3.2.3. PSAC Local 610 Union Stewards. 1 steward is elected for every 25 music students who are members of PSAC Local 610.

1.6.3.2.4. A Faculty Council Representative (non-elected, SOGSIM Chair position)

1.6.3.2.5. A Graduate Committee Representative (non-elected, SOGSIM Chair position)

1.6.3.2.6. An Honours and Awards Committee Representative

1.6.3.2.7. A Library Representative

1.6.3.2.8. A Chief Returning Officer (CRO)

1.6.4. Duties.

1.6.4.1. All duties of elected representation are outlined in the bylaws.

1.6.5. Committees

1.6.5.1. The Executive may, at any time, form a committee (standing or ad hoc).

1.6.5.2. The Committee, once struck, shall compile a committee policy, establish a committee chairperson, and record all meeting minutes.

1.7. Meetings

1.7.1. Procedure

1.7.1.1. The society shall generally conduct itself in an informal manner. When deemed appropriate the rules contained in Robert's Rules of Order may be used to govern the Society in a manner not inconsistent with the bylaws of the Society. A motion to introduce these rules must be made and carried before they are applied.

1.7.1.2. Responsibility for preparation of the agenda for a general or elected representative meeting shall normally rest with the chairperson.

1.7.2. General Meetings

1.7.2.1. General meetings may be called by any elected representative.

1.7.2.2. All members of the Society shall be entitled to attend general meetings. Only members shall be entitled to:

- move, second, and vote on motions
- assign proxy, as defined in 1.7.2.6.

1.7.2.3. Quorum in the case of general meetings shall be determined by the number of executive members in attendance at the meeting (chair, vice-chair, treasurer, secretary, social convenor, performance representative) excluding proxies. 51% of the executive must be in attendance in order to have quorum.

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- 1.7.2.4. Notice of a general meeting, including an agenda showing business to be transacted, shall be advertised by departmental memo at least 2 days in advance of the meeting. Following discussion of the agenda, new business will be permitted.
- 1.7.2.5. General meetings will be chaired by the chairperson or the individual responsible for calling the meeting.
- 1.7.2.6 A proxy holder must be a member of the Society. Any member attending a general meeting may hold a maximum of two proxy votes. The signed proxy must be submitted to the individual chairing the general meeting at the opening of the meeting, and shall be valid for the period of the meeting.
- 1.7.2.7. Motions made and carried at a general meeting shall be binding on the Society.

1.7.3. Elected Representative Meetings

- 1.7.3.1. Elected representatives may convene meetings to discuss matters concerning the general membership. Resolutions passed at such meetings must be ratified by the majority of the membership present at a general meeting, either by secret ballot or by a show of hands, before they are considered binding on the Society.
- 1.7.3.2. Meetings of elected representatives may be called and chaired only by elected representatives. Any other Society member may attend meetings. A Society member who wishes to speak at the meeting must be recognized at the beginning of the meeting by the majority of the executive in attendance at the meeting.
- 1.7.3.3. Voting Powers at Elected Representative Meetings
 - 1.7.3.3.1. Elected Executive representatives each have one (1) vote at Executive meetings.
 - 1.7.3.3.2. One (1) vote shall also be held by both the Lunchtime Research Forum Coordinator and the Western University Graduate Symposium Coordinator.
 - 1.7.3.3.3. Other Elected representatives present at Executive meetings do not receive a vote
 - 1.7.3.3.4. An Executive Member who also holds a coordinator position may only carry one (1) vote.
 - 1.7.3.3.5. An absent executive member may assign another Society member as their proxy for Executive meetings.
 - 1.7.3.3.6. An Executive member may only hold one (1) proxy vote in addition to their own vote.

1.8 Amendments to the Constitution and Bylaws

- 1.8.1. Amendments to the Constitution
 - 1.8.1.1. Proposals for amendments to the constitution shall be made in writing and received by the Society chairperson. The chairperson shall present the amendments to the general membership within 1 calendar month of the chairperson's receipt of the proposals.

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1.8.1.2. Discussion of proposals shall take place at the next available general meeting. The membership shall vote to accept or reject the proposals, such a motion requiring a simple majority of approval. Only amendments that do not materially change the intent of the proposal shall be acceptable; other amendments to the proposal shall require a new submission to the chairperson as outlined in 1.8.1.

1.8.2. Amendments to the Bylaws

1.8.2.1. The Bylaws are complementary to, and not part of, this Constitution. Amendments to the Bylaws shall be dealt with in the same manner as amendments to the Constitution, except that they need not be approved by a General Meeting before coming into effect.

1.8.3. Dissemination of Amendments

1.8.3.1. Amendments to the Constitution that have been ratified at a General Meeting or updates to the Bylaws or Policy Documents that have been ratified at an Elected Representative Meeting shall be both published in the complete form on their respective document and announced to the membership within 2 months of ratification.

1.9 Finance and Banking

- 1.9.1. The administration of the Society's funds shall be in the best interests of the Society and shall be the responsibility of the signing officers as defined in 1.9.4.
- 1.9.2. The Society's funds will be held at a private financial institution.
- 1.9.3. The current elected institution, as approved by the executive members in April 2017, is the Bank of Montreal (BMO). The account name shall be "The Society of Graduate Students in Music," with an alternate form "SOGSIM." Cheques may be issued to either name.
- 1.9.4. The account shall be managed and the responsibility of the signing officers: Treasurer, Chair, and Vice-Chair.
- 1.9.5. Bank accounts access cards (debit cards) will be held by the signing officers.
- 1.9.6. The signing officers will, upon consultation with the entire executive, be able to lend the cards to any executive member or elected coordinators such as the Lunchtime Research Forum Coordinator, the Western University Graduate Symposium on Music Coordinator, and the Social Convenor.
- 1.9.7. The Society's fiscal year shall begin on May 1 and end on April 30 of the following year.
- 1.9.8. A presentation of the budget will be delivered by the treasurer at the Annual General Meeting. This report will include all expenses, income, and the current standing of SOGSIM's Financial Accounts.

1.10. Elections

- 1.10.1. Nominations for all Society positions in the succeeding term shall be received by the Graduate Studies Program Assistant.
- 1.10.2. All members in good standing of the Society shall be eligible to seek election.
- 1.10.3. Votes shall be tallied by the Chief Returning Officer (CRO) chairperson. If only a single candidate stands for office, that person shall gain the position by acclamation.
- 1.10.4. Election ballots shall be entered online through Survey Monkey, or an analogous provider.
- 1.10.5. Any vacant executive position shall be filled through the holding of a By-Election, run by the CRO. Temporary vacancies will be covered by the Society chairperson.
- 1.10.6. Nominations are due the Friday of the third week of September by 4:00 pm to the Graduate Program Assistant. Elections will be held the following week at the discretion of the CRO.

CHAPTER 2

BYLAWS

Society of Graduate Students in Music

2.1. Duties of Elected Representatives

2.1.1. All Elected Members:

- 2.1.1.1. shall be a member of the Society through their term and upon ceasing to be a member of the Society shall cease to hold their office.
- 2.1.1.2. shall maintain a file specifically relating to their portfolios that will be useful for their successors to the position
- 2.1.1.3. shall not hold more than one Executive position
- 2.1.1.4. shall have a working knowledge of the Constitution, Bylaws, and Policies of the Society
- 2.1.1.5. shall further the long-term interests of the Society

2.1.2. The Chair

- 2.1.2.1. is responsible for representing Music graduate student interests and concerns to departmental faculty and administration.
- 2.1.2.2. shall be accessible to Music graduate students
- 2.1.2.3. shall attend Music departmental faculty meetings (as Faculty Council Representative)
- 2.1.2.4. shall attend Music graduate committee meetings (as Graduate Committee Representative)
- 2.1.2.5. shall chair general Music graduate student meetings
- 2.1.2.6. shall organize special initiatives in the membership's interest
- 2.1.2.7. shall call general Music graduate student meetings at least once per year

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2.1.3. The Vice Chair

- 2.1.3.1. shall serve as an alternate for the chairperson at departmental faculty meetings
- 2.1.3.2. shall represent Music graduate students in the absence of the chairperson
- 2.1.3.3. shall assist the secretary in managing the Society's website and social media accounts

2.1.4. The Treasurer

- 2.1.4.1. shall maintain records of the financial transactions and communicate them to SOGSIM at scheduled meetings
- 2.1.4.2. shall consult with the chair with respect to requests for withdrawals and deposits from the SOGSIM account.

2.1.5. The Secretary

- 2.1.5.1. shall maintain detailed records of the minutes of SOGSIM meetings and distribute them to the Executive membership
- 2.1.5.2. shall manage the Society's website and social media accounts with the assistance of the Vice Chair.

2.1.6. The Social Convenor

- 2.1.6.1. shall assist in coordinating and organizing social events for graduate students within the department
- 2.1.6.2. shall provide an adequate outlet for music students and faculty to network and connect with one another.

2.1.7. The Performance Representative

- 2.1.7.1. shall act as a spokesperson and liaison from the Executive to performance students
- 2.1.7.2. shall communicate the needs and wants of a graduate student through a performance perspective
- 2.1.7.3. shall assist in developing and coordinating events and initiatives for performance students
- 2.1.7.4. shall engage and interact with performance majors communicating resources, opportunities, and other relevant information.

2.1.8. The Lunchtime Research Forum Coordinator

- 2.1.8.1. shall organize the presentations by graduate students during lunch times on a weekly basis. The series includes topics chosen by the graduate presenters themselves and may take the form of formal conference presentations or informal shared discussions.

2.1.9. The Music Graduate Student Symposium Coordinator

- 2.1.9.1. is responsible for the organization of the annual Western University Graduate Symposium on Music (WUGSOM)
- 2.1.9.2. Duties include (but are not limited to) organizing a program selection committee, sending out the call for papers, reserving a keynote speaker, securing funding for the event, and planning social events around the conference. See separate WUGSOM handbook for an outline of specific duties.

2.1.10. The SOGS Representatives

- 2.1.10.1. shall attend all SOGS council meetings. If they are not able to attend they must designate an alternate councillor. The SOGS representative and the alternate counselor must complete and sign an alternate counselor form

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- <http://www.uwo.ca/sogs/Contact/> and present it to the SOGS secretary before the meeting.
- 2.1.10.2. shall keep the Chairperson informed of any relevant information that may need to be presented at faculty meetings.
- 2.1.11. The PSAC Local 610 Stewards
- 2.1.11.1. acts as a representative of the Graduate Teaching Assistants and Post-Doctoral Associates in the Don Wright Faculty of Music to the GTA Union
- 2.1.11.2. shall attend all PSAC Local 610 Steward meetings
- 2.1.11.3. shall attend Steward training sessions organized by the PSAC Local 610 Union
- 2.1.11.4. shall keep the Chairperson informed of any relevant information that may need to be presented at faculty meetings
- 2.1.11.5. shall perform the duties as outlined in the PSAC Local 610 By-Laws
<http://www.pfac610.ca/faq>
- 2.1.12. The Faculty Council Representative
- 2.1.12.1. The Faculty Council meets four times within the September-April academic terms. The Dean and Associate Deans of Academics, Graduate Studies, and Research present reports pertaining to student and program developments. The graduate student representative brings the graduate perspective to this committee by addressing concerns, voicing questions, and providing input, when necessary.
- 2.1.12.2. This position is filled by the Society chairperson by virtue of office.
- 2.1.13. The Graduate Committee Representative
- 2.1.13.1. The Graduate Committee includes the Dean, the Associate Dean (Graduate Studies), the Chair and one member of faculty from each of the four departments in the Don Wright Faculty of Music; and one graduate student (non-voting). This committee sets policy, approves thesis and recital proposals, hears petitions and appeals, and generally oversees the academic administration of the programs.
- 2.1.13.2. This position is filled by the Society chairperson by virtue of office.
- 2.1.14. The Honours and Awards Committee Representative
- 2.1.14.1. This committee meets on an annual basis for review and submissions to various teaching awards and seeks out Don Wright Faculty of Music faculty excellence.
- 2.1.14.2. The graduate student representative attends committee meetings to offer input from the graduate student perspective.
- 2.1.15. The Library Representative
- 2.1.15.1. The Library committee meets approximately four times throughout the academic year
- 2.1.15.2. The graduate student representative is to attend committee meetings and offer student input and concerns regarding research materials and library information.
- 2.1.16. The Chief Returning Officer (CRO)
- 2.1.16.1. shall be responsible for the conduct of elections, including but not limited to:
- 2.1.16.1.1. call for nominations;
- 2.1.16.1.2. announcement of candidates;
- 2.1.16.1.3. establishment of an online balloting system and the proper functioning of that system;

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- 2.1.16.1.4. announcement of the dates of balloting;
- 2.1.16.1.5. ruling on the validity of any election;
- 2.1.16.1.6. and announcement of official results to candidates and the Society membership.
- 2.1.16.2. shall be ineligible for the post if the person is, at the time of assumption of office, an Executive or Non-Executive Officer of the Society

2.2. Conflict of Interest

- 2.2.1. No member should vote on a question in which he has direct personal or pecuniary interest not common to other members of the organization (Robert's Rules of Orders, 1981 edition).
 - 2.2.1.1. The responsibility for revealing conflict of interest lies directly with the member concerned.
 - 2.2.1.2. Conflict of interest perceived by any member concerning any other member should be brought to the attention of the chairperson immediately.
 - 2.2.1.3. A person may be barred from membership on a committee if they are unable to take part in the business of the committee due to conflict of interest frequently occurring.
 - 2.2.1.4. A member having a conflict of interest must abstain from voting in the business concerned.

2.3. Recall of an elected representative

- 2.3.1. Recall of the Society Chairperson
 - 2.3.1.1. A motion to dismiss the Society chairperson shall be received by the Vice-Chair provided that:
 - 2.3.1.1.1. it is presented by a majority of elected representatives (through non-confidence vote) or by 51% of the general membership through petition signatures.
 - 2.3.1.1.2. the reasons for wishing to dismiss the Society chairperson are stated in the motion.
 - 2.3.1.2. Immediately following the reception of such a motion, the vice-chair shall call a general meeting within one week.
 - 2.3.1.3. The motion to dismiss the chairperson shall be discussed at the general meeting
 - 2.3.1.3.1. Pending motion acceptance, a vote on the motion will be taken at the meeting.
 - 2.3.1.3.2. If the motion to dismiss is approved as stated above, the Society Chairperson shall be dismissed and the Vice-Chair shall temporarily assume the Chair's duties.
 - 2.3.1.3.2.1. In such cases, the CRO will immediately start the by-election process

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2.3.2. Recall of other Elected Representatives

- 2.3.2.1. A motion to dismiss any other elected position shall be received by the Society chairperson provided that:
 - 2.3.2.1.1. it is presented by a majority of elected representatives (through non-confidence vote) or by 51% of the general membership through petition signatures.
 - 2.3.2.1.2. the reasons for wishing to dismiss the elected representative are stated in the motion.
- 2.3.2.2. Immediately following the reception of such a motion, the Chair shall call a general meeting within one week.
- 2.3.2.3. The motion to dismiss the chairperson shall be discussed at the general meeting,
 - 2.3.2.3.1. Pending motion acceptance, a vote on the motion will be taken at the meeting.
 - 2.3.2.3.2 If the motion to dismiss is approved as stated above, the Executive Position shall be dismissed and the Chair shall temporarily assume their duties.
 - 2.3.2.3.2.1 In such cases, the CRO will immediately start the by-election process