

1. Organization

a. Membership

i. General Membership

1. General membership participation in the DSA-E is open to all staff members that serve Drexel University's College of Engineering

ii. Voting Membership

1. Voting Membership Roles & Requirements

a. Individuals holding a voting membership in the DSA-E are requested to:

- i. Regularly attend and actively participate in DSA-E activities, most especially at business meetings
- ii. Represent the interests and views of the staff members they are representing during DSA-E activities through civil discourse with other university stakeholders
- iii. Disseminate information and gather feedback, as appropriate, from the staff members they are representing
- iv. Bring forward concerns on behalf of the staff members they are representing

b. Proxies: Individuals holding a voting membership in DSA-E are permitted to appoint another person from among the staff members they represent as a proxy to exercise all or any of their rights to attend, speak, or vote on their behalf at business meetings. DSA-E members are encouraged to send a proxy when unable to attend business meetings themselves as this ensures that all staff members' best interests are represented and important information makes it back to the college's staff members. Whenever possible, DSA-E members should notify the DSA-E co-chairs in advance when they plan to send a proxy in their place.

2. Voting Membership Representation: Voting memberships will be allocated to the Drexel University College of Engineering staff community based on the following guidelines.

a. Representative Groups

i. Definition

1. The Drexel University College of Engineering staff members have been split into Representative Groups based on job function as follows:
 - a. Student Advising & Student Services – includes staff members whose primary job responsibilities are for student retention, advising, and other services
 - b. Technical Support – includes staff members whose primary job responsibilities are to provide information technology services and to support the day-to-day operation of college laboratories, the Innovation Studio, and the Machine Shop
 - c. Marketing, Communications, & Recruitment – includes staff members whose primary job responsibilities are in marketing, communications, and/or student recruitment

- d. Research & Finance – includes staff members whose primary job responsibilities are for research administration, finance, and business operations
- ii. Allocation
 - 1. Base Memberships
 - a. Each of the Representative Groups will receive two (2) voting memberships
 - 2. Additional Memberships
 - a. Representative Groups containing more than 20 staff members will receive additional voting membership allocations based on the following table

| Representative Group Size | Additional Voting Memberships |
|---------------------------|-------------------------------|
| 21-30 staff members | 1 |
| 31-40 staff members | 2 |
| 41+ staff members | 3 |

- b. Governance
 - i. Co-chair
 - 1. Responsibilities
 - a. Scheduling DSA-E general body meetings
 - b. Setting DSA-E general body meeting agendas
 - c. Facilitating DSA-E general body meetings
 - d. Communicating with the Dean of the College of Engineering regarding DSA-E activities and concerns
 - e. Providing updates at College of Engineering faculty and staff meetings when requested
 - f. Ensuring that all activities are undertaken in alignment with the stated mission and values of the DSA-E
 - 2. Eligibility
 - a. Individuals serving as Co-chairs must hold a current appointment to a voting membership in the DSA-E
 - 3. Term
 - a. There is a total of two (2) Co-chair positions
 - b. An individual may serve as Co-chair for a maximum term of two (2) years without the need for re-election
 - c. New Co-Chair appointments take effect on September 1
 - 4. Election Procedures

- a. Frequency
 - i. An election for a single Co-chair position is held each year in such a way as to have Co-chair two-year terms overlap by a year
 - ii. In the event that there is not a Co-chair set to continue their term on September 1, the annual election will be used to fill two (2) Co-chair positions
- b. Nomination
 - i. Nominations will be solicited by the sitting Co-chairs
 - ii. The nomination period will last for a minimum of fifteen (15) business days, but no longer than twenty five (25) business days
 - iii. Self-nominations are accepted
 - iv. Nominations received that are not self-nominations must be accepted by the individual being nominated before they can be added to the ballot
 - v. All nominees must provide the current Co-chairs with a short bio for distribution to all College of Engineering staff members within five (5) business days of the close of the nomination period
 - vi. Those nominees who do not respond with their bio within the specified period forfeit their nomination
 - vii. Current Co-chairs will distribute a complete set of Co-chair candidate bios to all College of Engineering staff members within ten (10) business days of the close of the nomination period
- c. Election
 - i. Voting for Co-chair election will follow the guidance for voting as outlined in _____ of this document, with the following additions:
 - 1. Write-ins are prohibited
 - 2. Voting for Co-chair election will take place a minimum of 5 business days, but no more than twenty-five (25) business days, after distribution of Co-chair candidate bios
- d. The individual with the most votes will be declared the Co-chair Elect, and begin serving at the start of the next term