

Drexel University College of Medicine
Biomedical Graduate Student Association
By-Laws – Amended 2014

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I. NAME

This organization shall be known as the BIOMEDICAL GRADUATE STUDENT ASSOCIATION of the Drexel University College of Medicine School of Biomedical Sciences and Professional Studies. For the purposes of this rule, this organization will be referred to as the GOVERNMENT.

II. UNIVERSITY SANCTION

The Government shall operate in compliance with all University regulations that apply to the graduate students of the Drexel University College of Medicine School of Biomedical Sciences and Professional Studies.

III. PURPOSE

The Government shall:

1. Operate in compliance with the by-laws of the Biomedical Graduate Student Association;
2. Advise the University Student Council on matters of mutual concern to the School of Biomedical Sciences and Professional Studies and the School of Medicine;
3. Provide a channel for communication among the graduate students, the University, and the community;
4. Serve the graduate students and represent their interests in the University and the community;
5. Promote understanding and intellectual stimulation among graduate students, the University, and the community;
6. Improve the position of graduate students in academic and extracurricular matters;
7. Elevate the quality and standards of graduate education;

8. Guarantee the rights and privileges of graduate students as members of the University and the community.

IV. GOVERNMENT STRUCTURE

- a. Executive Board

- i. President
- ii. Vice President
- iii. Secretary
- iv. Treasurer
- v. M.S./PhD Representative
- vi. International Student Representative
- vii. Professional Studies Representative
- viii. Alumni Representative

- b. GSA Council Representatives: A representative from the School of Professional studies, Drexel University College of Medicine MD Program, and the Drexel University College of Medicine PIL Program shall be elected by the members of the program. The programs. Therefore, the BGS GSA will consist of representatives from:

- i. Biomedical Graduate Studies (BGS)
- ii. Professional Studies (PS)
- iii. Drexel University College of Medicine – MD (DUCoM MD)
- iv. Drexel University College of Medicine – PIL (DUCoM PIL)

- c. Members: The members of the Government shall be all graduate students enrolled full-time and part-time at Drexel University College of Medicine. Members shall be responsible for the following:

- i. Government members shall serve pursuant to the BY-LAWS of the Government.
- ii. Attendance at a minimum of two general meetings each year (one per semester) is required. Failure to attend at least one general meeting will result in that member's ineligibility to participate in GSA-sponsored functions or receive GSA benefits and awards.

V. ELIGIBILITY AND DUTIES

- a. Executive Board Members of the Biomedical Graduate Student Government shall:
 - i. Maintain a minimum GPA of 3.2 and have completed 30 credit hours of graduate study within the Drexel University College of Medicine. Failure to maintain good academic standing will result in the dismissal of the officer.
 - ii. Elected officers shall serve for a term of one (1) year and not more than two (2) consecutive years in the same office.
 - iii. No two (2) Executive Offices shall be held by the same person except for an interim period of thirty (30) days, within which time the Government will elect new officers to fill any vacancies.
- b. Duties
 - i. The Executive Board:
 1. The Executive Board shall conduct Government business between meetings;
 2. The Executive Board shall report on all actions taken by the Executive Board at the Government's next GSA Council meeting. Any action taken by the Executive Board shall be subject to appeal by the GSA Council or the members-at-large;

3. All members of the Executive Board, when acting for or representing the Government in any official capacity, shall consider themselves bound by all decisions of the Government and the Executive Board.
4. Oversee the actions and duties of the GSA council representatives.

ii. The President

1. The President shall preside at all University Student Council, GSA Council, and General meeting of the Government and the Executive Board
2. The President may call special meetings for the Government and Council on his/her own authority;
3. The President, along with the Vice-President, shall represent the Government at all Student Council and BGEC meetings;
4. The President shall designate, with approval of the Government, a member to convene and chair new and ad hoc committees;
5. The President shall have power to appoint qualified Government members to standing committees of the Government.
6. The President, or a person designated, shall represent the Government at public or professional meetings or societies. In addition, the President shall report to the Government any pertinent information obtained at any such public or private meeting.
7. The President shall preside at all Vice-Dean and Dean meetings.

iii. The Vice-President

1. The Vice-President shall, in the absence or incapacity of the President, preside over the meetings of the Government. When requested to do so by the President, the Vice-President shall attend meetings as the President's designate;

2. The Vice-President, along with the President, shall represent the Government at all Student Council and Biomedical Graduate Education Committee meetings;
3. Government. If the Vice-President assumes the office of President, a special election shall be held within two (2) weeks to fill the vacancy of the Vice-President;
4. The Vice-President shall perform such other duties as may be prescribed from time to time by the President of the Government.

iv. Secretary

1. The Secretary shall be responsible for the notification and recording of all meetings of the Government;
2. The Secretary shall take attendance and prepare a summary of all meetings of the Government. This Secretary shall make the summary available to all members;
3. The Secretary, at the request of the President of the Government shall carry on correspondence for the Government. All correspondence shall be signed by the President;
4. The Secretary shall be responsible for maintaining all documents of the Government;
5. The Secretary shall be responsible for overseeing social activities sponsored by the Government;
6. The Secretary shall act as the Government's representative to organizations and/or planning activities in which the Government is asked to participate;
7. The Secretary shall perform such other duties as may be prescribed from time to time by the President of the Government.

v. The Treasurer

1. The Treasurer shall oversee and document all accounts of the Government, shall request approval of the Government for all expenditures, and shall advise the Government of all financial transactions;

2. The Treasurer shall prepare and submit a budget of the Government to the GSA council by the third Thursday of September;
 3. The Treasurer, President, and GSA Council members shall enter in books of the Government, to be kept for that purpose, full and accurate accounts of all monies received and paid out (with receipts) on account of the Government;
 4. At the end of their term, the Treasurer and Council members shall ensure that the accounts of the Government are balanced and all expenses documented;
 5. The Treasurer shall oversee the program specific budgets and advise representative Council members.
 6. The Treasurer shall perform such duties as may be prescribed from time to time by the President of the Government.
- vi. The Professional Studies Representative
1. The professional studies representative shall be the liaison between the executive board and the other Professional Health Study Student Representatives.
 2. Examples, of their duties will be to bring problems that arise from that group to the executive board and also help come up with ideas to integrate the two student bodies.

c. GSA COUNCIL REPRESENTATIVE

i. Eligibility

1. Program Representatives of the Graduate Student Association shall:
 - a. Represent their program at the Graduate Student Association (GSA) Council and General Meetings
 - b. Maintain a minimum G.P.A. of 3.0 during their term of service. Failure to maintain a 3.0 G.P.A. will result in the dismissal of that representative.

- c. Elected Representatives shall serve for a term of one (1) year and not more than two (2) consecutive years in the same office.
- d. No person shall serve as the Representative for two (2) programs. Additionally, Representatives shall not serve on the Executive Board while they serve as a representative.

ii. Duties

1. Representative of the Graduate Student Government Council shall:
 - a. Be a liaison between individual programs and program specific administration.
 - b. Attend meetings with the GSA Council as scheduled.
 - c. Submit a budget for their representative program to the GSA Council for approval by the third Thursday in September. This budget is to be approved by the members within the representative program before it is to be presented to the GSA Council for approval.
 - d. Maintain fiscal accountability for program monies by maintaining current and accurate records of monies spent. This is to include receipts, as well as other records, paperwork, and correspondence that pertains to program functions in which Graduate Student Association monies have been used.
 - e. Meet with students in their program on a regular basis, independently of the GSA Council meetings, to discuss program specific issues.
 - f. Be responsible for program specific activities, social or otherwise.
2. Participate in revisions to the BYLAWS of the Graduate Student Government, if necessary.
3. Representatives shall participate in the coordination of the election of new officers and program representatives.

VI. DISPOSITION OF FUNDS

Of the total funds available to the Graduate Student Association, they shall be distributed as follows:

- a. The total amount that is to be distributed to each program shall depend upon the number of students that have enrolled in that program at the beginning of each semester (as determined by the Treasurer)
- b. It is the duty of the program representative, with the approval of the program membership, to determine the best use of Program-specific funds and prepare a budget (to be approved by the GSA council) accordingly.
- c. The money that is allocated for each program shall be available to the Representative as long as that Representative, or a member of the program that is appointed to serve in the Representative's place, attends all meetings of the GSA council.
- d. It will be up to the GSA Council's discretion to determine if funds should be withheld from a program due to a Representative's lack of participation in the affairs of the Government and GSA council, including attendance at GSA Council meetings.
- e. Program specific funds that are not spent at the end of the school year shall be rolled over into the GSA general budget.
- f. If programs desire more funds, it is up to the discretion of the GSA Council to determine if funds should be available to them. This will be decided upon by a 2/3 majority vote of the GSA Council.
- g. The revenues of the Government shall be at the disposal of the Executive Board to be applied in such a manner as they think proper, in accordance with the purposes of the Government and providing that all contractual agreements be appropriate to the particular use and purpose for which they were intended. All notes and checks shall be signed by the following persons: the President or the Treasurer of the Government.

VII. ELECTIONS

- a. Voting
 - i. The Executive Board

1. The President
 - a. The President of the Government shall decide whether to present issues for voting to the Executive Board, GSA Council, or General Meetings of the Government
 - b. The President of the Government shall not retain voting privileges on regular business brought before the Executive Board except in order to break a tie.
- ii. GSA Council
 1. The President of the Government shall decide whether to present issues for voting to the Executive Board, GSA Council, and General Meetings of the Government.
 2. The President of the Government shall not retain voting privileges on regular business brought before the GSA Council except in order to break a tie.
- iii. General Meetings of the Government
 1. All members present at General Meetings of the Government retain voting privileges.
 2. The President shall also retain voting privileges at General Meetings of the Government.
 3. Graduating members retain their voting rights through May prior to their graduation.
- iv. General Membership on Each Campus
 1. Voting on issues important to the general membership will take place by confidential ballot by mail. These issues include, but are not limited to elections, impeachment, changes in University structure, etc.
 2. Ballots will be distributed to every member by the Nominations and Elections Committee.
- b. Elections
 - i. The Executive Board

1. The members of the Government shall elect annually the Executive Board at an election meeting in June. The newly elected board members shall assume their duties thirty (30) days following the election results.
 2. All members of the Government (See Sec. V) in good academic standing are allowed to vote. Graduating members retain their voting rights through June.
 3. In case of failure to elect officers at the June election, another election shall be called for that purpose and so continue until elections are effected. It is understood that the officers of the retiring Executive Board continue in office until their successors are elected.
 4. Each member of the Government is eligible to nominate one (1) candidate per office. Nominations will be collected by the Nominations and Elections Committee one (1) month prior to the elections. Any member receiving two (2) nominations will be invited to run for that position and included on the elections-ballot as long as the nominee satisfies the requirements of Sec. V, Sec. VI, and Sec IX, Art. 5. A list of consenting nominees will be circulated to all biomedical graduate students and elections will be held for at least one (1) week.
- ii. Program representatives
1. The school of professional studies shall hold an election annually in September. The new representative shall assume their duties immediately following the election.
 2. All students in good academic standing are allowed to run for the office of Program Representative. All enrolled students may vote.
 3. In case of failure to elect officers at the September election, another election shall be called for that purpose within two weeks and so continue until elections are effected. It is understood that

the Executive Board shall assume the duties of the Program Representative until a representative is elected.

VIII. RESIGNATION/REMOVAL OF AN ELECTED OFFICIAL

a. Removal for Cause

i. Executive Board

1. Any elected or appointed official is subject to removal for cause by referendum of all graduate students, after a hearing by the Government in special session, at which time the decision for a referendum will be made. A hearing may be petitioned as follows:
 - a. Charges shall be prepared in writing and signed by at least 10% of the members of the Government;
 - b. This petition shall be submitted to the Nomination and Elections committee for action.
 - c. This Committee will be responsible for the following:
 - i. Notify the officer and provide a copy of the petition within 24 hours of receipt of the petition;
 - ii. Call a special meeting for the hearing where both the defending officer, the remaining members of the Executive Board and all petitioners must attend within ten (10) days of receipt of petition;
 - iii. Preside over the special meeting where the cause for removal will be discussed, the officer will defend himself/herself, and a vote to bring the petition for Government-wide referendum shall be taken. A two-thirds majority of the attending members must vote in favor of the referendum;
 - iv. A transcript of this meeting shall be prepared by a member of the Government.

The referendum must be called for within ten (10 working days of the special meeting. The referendum is carried by two-thirds (2/3) of the total votes cast by members present or by absentee ballot by

the meeting day. The powers and duties of the President shall be delegated to the Vice-President during the removal of the President. In the event of removal for cause, after a hearing, the Vice-President shall assume the office of President for the duration of the expired term. The duties of other elected or appointed officials subject to removal for cause shall be delegated by Presidential appointment to another with approval of the membership of the hearing. These duties shall be retained by the appointee until completion of the referendum, at which time any vacancy shall be filled by appointment or special election as specified in the Bylaws but must be done within thirty (30) days.

ii. Program Representatives

1. As above, any elected or appointed program representatives are subject to removal for cause by referendum of all graduate students within a program, after a hearing by the Executive Board and the program members in special session at which time the decision for a referendum will be made. A hearing may be petitioned as follows:
 - a. Charges shall be prepared in writing and signed by at least 10% of the members of the Program;
 - b. This petition shall be submitted to the Nominations and Elections committee for action. This committee will be responsible for the following:
 - i. Notify the program representative and provide a copy of the petition within 24 hours of receipt of the petition;
 - ii. Call a special meeting for the hearing where both the defending program representative, the members of the GSA Council and all petitioners must attend within ten (10) days of receipt of petition;

- iii. Preside over the special meeting where the cause for removal will be discussed, the program representative will defend himself/herself, and a vote to bring the petition for program-wide referendum shall be taken. A two-thirds majority of the attending members must vote in favor of the referendum;
- iv. A transcript of this meeting shall be prepared by a member of the remaining GSA Council and will be available to all members of the Government.

The referendum must be called for within ten (10) working days of the special meeting. The referendum is carried by two-thirds (2/3) of the total votes cast by members of the program present or by absentee ballot by the meeting day. The powers and duties of the Program Representative shall be delegated to the Executive Board during the removal of the Program Representative. Any Vacancies shall be filled within thirty (30) days.

iii. Resignation

1. Within two (2) weeks of receipt of an officer's or program representative's letter of resignation the Nominations and Elections Committee shall call a special meeting in order to collect nominations for the office to be vacated. The resignation can be effective immediately or within thirty (30) days and is up to the resigning officer or program representative. If the office of the President is to be vacated the Vice-President shall assume the office of the President and the election will be for Vice-President. Vacancies in other offices will be assumed by the Executive Board until a new officer or program representative is elected. The election will be conducted as specified in Section IX of these bylaws within thirty (30) days from receipt of the letter of resignation.

IX. MEETINGS

a. Executive Board

- i. The members of the Executive Board which include the President, Vice-President, Secretary, Treasurer, M.S./PhD Representative, International Student Representative, and Alumni Representative of the Graduate Student Association shall meet one a month to discuss the affairs of the Government. These meetings shall be held at a time and place that is convenient to all members of the Executive Board.

b. Program Meetings

- i. Meetings within a specific programs shall be left to the discretion of program members and the Program Representative but it is recommended that these members meet at least once a month to discuss program specific issues.

c. GSA General Meetings

- i. The Government, which consists of the Executive Board, the members of the GSA Council and the GSA members-at-large shall meet four (4) times per year at either the Center City or the Queen Lane campuses. These meetings shall be held in August (at orientation), November, January, and April. The meeting shall be open to all members of the Government and invited guests. Notices for these meetings (print or electronic) will be given seven to ten days prior to the meeting. Special meetings will be called as necessary. Any action taken by the Executive Board shall be subject to appeal and possible revision by two-thirds (2/3) majority vote of members. Appeals shall fall under new business at the next regular meeting of the Government.
- ii. The President of the Government, or in his/her place - the Vice-President, or in the absence of both, the Secretary or the Treasurer shall preside at all meeting of the Government.
- iii. The President or any three (3) members may request special meetings, in which case written notices (print or electronic), signed by the requesting individual(s), specifying the object of the meeting, shall be given to each

member forty-eight (48) hours in advance. No business other than that specified shall be transacted at special meetings.

- iv. Unless waived by the members, discussion on any issue shall be limited to three (3) minutes per person and fifteen (15) minutes per topic. If not resolved within this time limit, discussion shall be tabled and sent to the appropriate committee for further, and shall be brought to the members under old business at the next meeting. Guests at the meeting shall be given the opportunity to express their concerns on the topic of discussion throughout the meeting in accordance with the above time limits.
- v. At all general meetings of the Government, the recommended order of business shall be as follows:
 1. Attendance
 2. Old Business
 - a. Committees
 - b. Treasurer's report
 - c. Other
 3. New Business
 - a. Committees
 - b. Treasurer – funding requests
 - c. Other
 4. Report of the President of the Government
 5. Report of the Secretary's correspondence relating to the Government
 6. Polling of the individual members and guests, questions, concerns
 7. Adjournment

X. COMMITTEES

Notification of all committee meetings should be given to the President since the President is an ex officio of all committees. The President has the option of attending any committee meeting. All committees are advisory to the Government. It shall be the function of the committees to make recommendations to the Government in their appropriate area of concern. The responsibility for

coordination and functioning of standing committees rests with the Vice-President of the Government. The committees of the Government shall consist of the following standing committees and such special committees as may be established by the Government or the President. Each committee may call upon other members of the Government to serve as members of the committee. Chairperson of all standing committees shall be appointed annually by the Executive Board of the Government. An individual may chair one (1) standing committee and one (1) special or emergency committee. The members of the committee shall be selected from volunteers of the Government by the chairperson of that committee. Members may serve on as many committees as they desire and are expected to serve on all meetings of those committees.

- a. Specific Duties of a Committee Chairperson shall include the following:
 - i. Attendance at all meetings of the committee; or designation of an eligible alternate to serve in his/her absence;
 - ii. Reporting of all committee activities at regularly scheduled meetings of the Government;
 - iii. Serving as a liaison between the Government and the respective committee.

- b. Standing Committees
 - i. Each program shall have one member to represent their program on all Standing Committees. It is the responsibility of the Program Representative to recruit volunteers or appoint members from within the program.

- c. Bylaws Committee
 - i. It shall be the function of the Bylaws Committee to review and prepare an opinion on any proposed amendment to the Bylaws of the Government.
 - ii. When so directed by the Government, it shall be the function of the Bylaws Committee to update or revise the Bylaws or a specific part

thereof. All proposed revisions or amendments shall be brought to the Government for approval.

iii. Questions of interpretation of the Bylaws shall be referred to this committee.

d. Nominations and Elections Committee

i. It shall be the function of the Nominations and Elections Committee annually to recruit candidates to run for seats on the Executive Board and to hold nominations and elections for said seats in accordance with the Bylaws of the Government. Name of the nominees shall be sent to the biomedical graduate students for consideration at least seven (7) days before the June election. All nominees must give their consent.

ii. The Nominations and Elections Committee shall conduct the election by registered confidential ballot or electronic mail, immediately tabulate the ballots and announce the results by mail.

iii. Any member of this committee who is a candidate for that office will be excused from tabulation of ballots for that specific office.

iv. It shall also be the function of the Nominations and Election committee to coordinate any special elections to fill any vacancies which occur. These elections shall be convened at the earliest possible date.

XI. CHANGES AND AMENDMENTS TO THE BYLAWS

The Bylaws of the Government may be amended by the following procedure.

a. The proposed Amendment shall be submitted in writing at any time to the Bylaws committee.

b. The proposed Amendment shall be prepared as a petition to the membership by the Bylaws Committee. The sponsor shall be responsible for obtaining signatures for a minimum of fifteen (15) members, in order to present the proposed Amendment as new business at the next regular meeting.

c. Further revisions of the Amendment shall be made at this meeting and copy of the proposed Amendment shall be distributed to the membership of the Bylaws Committee.

- d. The Amendment shall be approved by a secret ballot by two-thirds (2/3) of voting members of the Governments as by registered confidential ballot or electronic mail.
- e. The Amendment shall take effect beginning with the next regular meeting of the Government.
- f. Ratification of these bylaws shall be by two-thirds (2/3) majority of members of the Government with a minimum of 30 members voting.
- g. Upon ratification, these bylaws shall supersede all previous governing documents and practices of the Government.
- h. Upon ratification of these bylaws, all persons holding office in the Government shall continue as officers of the Government until the end of their terms or until their resignation.
- i. Upon ratification of these bylaws, a copy signed by the Executive Board on behalf of the students shall be taken to the Office of Biomedical Graduate Studies and the Student Council for informational purposes.
- j. A copy of the current version of the Bylaws will be included within the orientation folders of incoming students and members of the Government may request a copy of the Bylaws from the Secretary at any time. In addition, a copy of the bylaws shall be available on the internet within a website maintained by the Government.