

**CONSTITUTION
OF THE DOCTORAL STUDENT ASSOCIATION
BRODY SCHOOL OF MEDICINE AT EAST CAROLINA UNIVERSITY**

Article I: Name

The name of this organization shall be the Brody School of Medicine Doctoral Student Association (DSA). The governing body of this organization is called the Doctoral Student Council (DSC). The DSA has existed since July 1991, yet a constitution and formal University registration did not occur until September 30, 1992.

Article II: Purpose and Function

Section 1: Purpose

The DSA shall be the officially recognized representative body of the Brody School of Medicine doctoral students. The purpose of the DSA is to serve the unique, separate and distinct academic, nonacademic and social interests and needs of all students in the basic sciences doctoral program.

Section 2: Functions

- A) Provide a forum for the discussion of issues raised by doctoral students.
- B) Foster inter-class collegiality and social activities.
- C) Provide an opportunity for student participation in the decision-making processes in the Brody School of Medicine, which directly or indirectly affects doctoral students.
- D) Promote and support the basic sciences doctoral program in the continued advancement of its standards.

Article III: Membership

Section 1: Members

- A) All graduate students enrolled in the Brody School of Medicine Doctoral programs, both Ph.D. and M.D./PhD. Both pre-doctoral candidates and doctoral candidates are members of the DSA. The DSA will not discriminate against any individual based on race, color, religion, national origin, political affiliation, sex, sexual orientation, or age.
- B) The Doctoral Student Council (DSC) is composed of the President of the doctoral student body, a Vice-President, a departmental representative from each of the Brody

School of Medicine doctoral programs, an Attorney General, a Secretary, a Treasurer, and a Graduate Student Advisory Council representative.

Section 2: Ex Officio members and faculty advisors.

- A) The immediate past doctoral student body president.
- B) The Assistant Dean for Research and Graduate Studies will act as the faculty advisor. The faculty advisor will serve the duration of his or her position as Assistant Dean for Research and Graduate Studies.

Section 3: Officers

- A) DSA President
- B) Vice-President
- C) Secretary
- D) Treasurer
- E) Attorney General
- F) Graduate Student Advisory Council Representative.
- G) Doctoral Program Representatives

Article IV: By-Laws

The DSC may adopt by-laws not inconsistent with this constitution or regulation of the sheltering institution.

Article V: Amendments

Section 1: Amendments to the Constitution

- A) The constitution may be amended, following recommendation by the DSC, by an affirmative majority of votes cast at a called meeting at which at least forty percent of DSA members are present.
- B) The DSC may recommend an amendment to the constitution by a two-thirds affirmative vote of those members present at a called meeting of the DSC.
- C) All proposed amendments to the constitution must be submitted in writing to the DSC at least two weeks prior to the meeting at which the proposed amendment is to be considered.

Section 2: Amendments to the By-Laws

- A) By-laws may be amended, following recommendation by the DSC, by an affirmative majority of votes cast at a called meeting at which at least forty percent of DSA members are present.

B) The DSC may recommend an amendment to the by-laws by a two-thirds affirmative vote of those members present at a called meeting of the DSC.

C) All proposed amendments to the by-laws must be submitted in writing to the DSC at least two weeks prior to the meeting at which the proposed amendment is to be considered.

**BY-LAWS
OF THE DOCTORAL STUDENT ASSOCIATION
BRODY SCHOOL OF MEDICINE AT EAST CAROLINA UNIVERSITY**

Article I: Duties of DSC Members

It shall be the duty of each DSC member to express the wishes of their constituency and to act in their behalf in all matters not previously described as being solely the interest of the enrolled Doctoral students of the Brody School of Medicine at East Carolina University.

Article II: Election of DSC Members

Section 1: Term of Office

The term of office for DSC members shall be from June 1 to May 31

Section 2: Election of DSC Members and Departmental Representatives

Any student who is a member in good standing of the DSA is qualified to run for a position on the DSC or to act as a doctoral program representative. To run for the positions of President or Vice President, students must also have completed two years of study. The DSA President and DSA Attorney General shall conduct regular elections.

A. Election of Doctoral Student Body President

1. An election shall be called by the DSC within the calendar month prior to the end of the current presidential term of office. All enrolled doctoral students must be notified in writing at least 2 weeks prior to the election date.
2. Nominations will be accepted by the DSA President and DSA Attorney General from DSA members at the meeting designated for such purpose. Nominees must accept the nomination prior to voting.
3. A nominee for president of the doctoral student body will be elected by majority vote of those DSA members present at the meeting.
4. The election shall be by ballot.

B. Election of DSC (Doctoral Program) Representatives:

1. DSC doctoral program representatives shall be elected by simple majority vote of only the doctoral students in their departments.

C. Election of the Doctoral Student Vice President, Attorney General (AG), Secretary, Treasurer, and GSAC Representative:

1. Election procedures for these positions shall be identical to those described for the election of the Doctoral Student President. Upon election by majority vote of those DSA members present, it shall be the duty of the AG to enforce and conduct the duties conferred according to the Instrument of Doctoral Student Governance of the Brody School of Medicine at East Carolina University.

D. Procedures for Filling a Vacancy in an Office

1. In the event of a vacancy in a DSC office, a new election shall be held which adheres to the rules governing all DSA elections.

Section 3: Duties of Officers and Doctoral Program Representatives

A. Doctoral Student Body President

It will be the duty of the President to:

1. Call and preside over all DSC and DSA meetings;
2. Appoint Committee Chairpersons;
3. Act as official representative for the DSC and DSA;
4. Act as Ex-Officio member of all DSA committees;
5. Assume any duties necessary for the proper functioning of the DSC and DSA that are not specified as duties of other DSA officers or members.
6. Serve as the doctoral student representative to the Brody School of Medicine Graduate Studies Committee.

B. Vice-President

It shall be the duty of the Vice-President to:

1. Perform all duties of the President in the event of his absence or incapacity;
2. Serve as the doctoral student representative to the Brody School of Medicine Graduate Studies Committee.

C. Secretary

It shall be the duty of the Secretary to:

1. Record, preserve and distribute to the DSC the minutes of all proceedings of the DSC and DSA.

D. Treasurer

It shall be the duty of the Treasurer to:

1. Maintain accurate financial records of all DSA accounts.
2. Project and present a yearly budget to the DSC.
3. Oversee all financial transactions of the DSA.

E. Attorney General

It shall be the duty of the attorney general to:

1. Act as a committee of one until which time appropriate action is mandated by the Instrument of Doctoral Student Governance.
2. Uphold and enforce the constitution of the DSA

F. GSAC Representative

1. Attend GSAC meetings and represent the express wishes of their constituency

G. Doctoral Program Representatives

1. Attend DSC and DSA meetings
2. Relay information to their constituency

Section 4: Meetings of the DSC and DSA

A. At least one meeting bimonthly shall be held by the DSC during the academic year. At least one meeting bimonthly shall be held for the DSA during the academic year.

B. The President of the DSC shall have the authority to call additional meetings of the DSC and DSA as the need arises.

C. Meetings shall be open to all members of the doctoral student body of the Brody School of Medicine East Carolina University.

Section 5: Committees

A. Standing Committees:

1. Doctoral Student Science Research Day Committee

The chairperson of this committee shall be appointed by the President of the DSA and address all issues concerning Doctoral Student Science Research Day.

2. Social Activities Committee

The chairperson of this committee shall be appointed by the President of the DSA and shall have the responsibility of coordinating, organizing and seeing to completion of all DSA social activities.

3. Doctoral Student Public Relations Committee

The President of the DSA shall appoint the chairperson of the Public Relations committee. It shall be the responsibility of the Chairman of the Public Relations committee to exercise timely and relevant promotion of doctoral student issues.

4. Doctoral Student Attorney General

The AG shall remain a committee of one until which time appropriate action is mandated by the Instrument of Doctoral Student Governance.

5. DSA Community Service Project Committee

The chairperson of this committee shall be appointed by the President of the DSA and shall have the responsibility of coordinating, organizing and seeing to completion of all DSA community service projects.

B. The President of the DSA shall have the authority to establish ad-hoc committees to address issues of concern to the doctoral student body.

C. The President of the DSA shall appoint committee chairpersons where none are specified, subject to approval of the DSC.

D. The chairperson of each committee shall be a DSA member, or may be a member of the doctoral student body subject to approval of the DSC.

E. The chairperson may appoint additional committee members.

Section 6: Dismissal of DSC Member

It shall be the duty of each member of the DSC to attend all meetings. Circumstances for failure to attend DSC meetings shall be considered on an individual basis by the DSC and can result in dismissal from the DSC by majority vote of the DSC.

Section 7: Quorum

A simple majority of the DSC shall constitute a quorum. No business other than setting the time and place for an alternate meeting and adjournment shall be transacted without the presence of a quorum.

Section 8: Voting

Voting shall proceed by voice, show of hands, or by secret ballot, at a called meeting or shall proceed by electronic mail as deemed appropriate. No absent ballots shall be accepted at a called meeting.