

**CONSTITUTION
OF THE BRODY SCHOOL OF MEDICINE
GRADUATE 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 Graduate Student Association (BGA). The governing body of this organization is called the Brody Graduate Student Council (BGC). The BGA, formerly known as the Doctoral Students Association (DSA) has existed since July 1991, yet a constitution and formal University registration did not occur until September 30, 1992. The DSA changed its name from DSA to BGA in August 2012.

Article II: Purpose and Function

Section 1: Purpose

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

Section 2: Functions

- A) Provide a forum for the discussion of issues raised by Brody graduate 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 graduate students.
- D) Promote and support the Brody basic sciences graduate programs in the continued advancement of its standards.

Article III: Membership

Section 1: Members

- A) All graduate students enrolled in the Brody School of Medicine Biomedical Research Graduate Programs including Brody IDPBS students, Masters, Ph.D. and M.D./PhD. These graduate students are members of the following departments in the Brody School of Medicine: Anatomy and Cell Biology, Biochemistry and Molecular Biology, Microbiology and Immunology, Pharmacology and Toxicology, Physiology,

and clinical departments. Masters student, pre-doctoral candidates and doctoral candidates are members of the BGA. The BGA will not discriminate against any individual based on race, color, religion, national origin, political affiliation, sex, sexual orientation, or age.

B) The Brody Graduate Student Council (BGC) is composed of the President of the Brody graduate student body, a Vice-President, a departmental representative from each of the Brody School of Medicine Graduate Programs, an Attorney General, a Secretary, and Treasurer.

Section 2: Ex Officio members and faculty advisors.

A) The immediate past Brody Graduate 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) BGA President

B) Vice-President

C) Secretary

D) Treasurer

E) Attorney General

G) Travel Officer

F) Brody Graduate Program Representatives

Article IV: By-Laws

The BGC 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 BGC, by an affirmative majority of votes cast at a called meeting at which at least twenty-five percent of BGA members are present.

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

C) All proposed amendments to the constitution must be submitted in writing to the BGC 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 BGC, by an affirmative majority of votes cast at a called meeting at which at least twenty-five percent of BGA members are present.
- B) The BGC may recommend an amendment to the by-laws by a two-thirds affirmative vote of those members present at a called meeting of the BGC.
- C) All proposed amendments to the by-laws must be submitted in writing to the BGC at least two weeks prior to the meeting at which the proposed amendment is to be considered.

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

Article I: Duties of BGC Members

It shall be the duty of each BGC 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 graduate students of the Brody School of Medicine at East Carolina University.

Article II: Election of BGC Members

Section 1: Term of Office

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

Section 2: Election of BGC Members and Departmental Representatives

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

A. Election of Brody Graduate Student Body President

1. An election shall be called by the BGC within the calendar month prior to the end of the current presidential term of office. All enrolled Brody graduate students must be notified in writing at least 2 weeks prior to the election date.

2. Nominations will be accepted by the BGA President and BGA Attorney General from BGA members at the meeting designated for such purpose. Nominees must accept the nomination prior to voting.
3. A nominee for the Brody Graduate Student President will be elected by majority vote of those BGA members present at the meeting.
4. The election shall be by ballot.

B. Election of BGC (Brody Graduate Program) Representatives:

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

C. Election of the Brody Graduate Student Vice President, Attorney General (AG), Secretary, and Treasurer.

1. Election procedures for these positions shall be identical to those described for the election of the Brody Graduate Student President. Upon election by majority vote of those BGA members present, it shall be the duty of the AG to enforce and conduct the duties conferred according to the Instrument of Graduate 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 BGC office, a new election shall be held which adheres to the rules governing all BGA elections.

Section 3: Duties of Officers and Brody Graduate Program Representatives

A. Brody Graduate Student Body President

It will be the duty of the President to:

1. Call and preside over all BGC and BGA meetings;
2. Appoint Committee Chairpersons;
3. Act as official representative for the BGC and BGA;
4. Act as Ex-Officio member of all BGA committees;
5. Assume any duties necessary for the proper functioning of the BGC and BGA that are not specified as duties of other BGA officers or members.
6. Serve as the graduate student representative to the Brody School of Medicine Graduate Studies Committee, Student Affairs Committee, and the Health Science Leadership Council

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/her absence or incapacity;
2. Serve as the graduate student representative to the Brody School of Medicine Graduate Studies Committee, Student Affairs Committee, and the Health Science Leadership Council
3. Serve as Co-Webmaster with the Secretary

C. Secretary

It shall be the duty of the Secretary to:

1. Record, preserve and distribute to the BGC the minutes of all proceedings of the BGC and BGA.
2. Serve as Co-Webmaster with the Vice-President

D. Treasurer

It shall be the duty of the Treasurer to:

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

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 Brody Graduate Student Governance.
2. Uphold and enforce the constitution of the BGA

F. GPSS Officer

It shall be the duty of the Travel Officer to:

1. Attend all Graduate and Professional Student Senate (GPSS) and Travel Meetings as the BGA Organizational Senator
2. Provide information to all BGA members about travel procedures and paperwork for GPSS funds
3. Provide verification of travel fund eligibility to BGC
4. Maintain records of all BGA travelers including copies of abstracts presented

G. Brody Graduate Program Representatives

1. Attend BGC and BGA meetings
2. Relay information to their constituency

Section 4: Meetings of the BGC and BGA

- A. At least one meeting bimonthly shall be held by the BGC during the academic year. At least one meeting bimonthly shall be held for the BGA during the academic year.
- B. The President of the BGC shall have the authority to call additional meetings of the BGC and BGA as the need arises.
- C. Meetings shall be open to all members of the graduate student body of the Brody School of Medicine at East Carolina University.

Section 5: Committees

A. Standing Committees:

1. Graduate Student Science Research Day Committee

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

2. Social Activities Committee

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

3. Graduate Student Public Relations Committee

The President of the BGA 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 graduate student issues.

4. Brody Graduate Student Attorney General

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

5. Fundraising Committee

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

6. BGA Community Service Project Committee

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

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

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

D. The chairperson of each committee shall be a BGA member, or may be a member of the graduate student body subject to approval of the BGC.

E. The chairperson may appoint additional committee members.

Section 6: Dismissal of BGC Member

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

Section 7: Quorum

A simple majority of the BGC 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.

BGA quorum shall consist of twenty-five percent of all BGA members present at a called meeting. Quorum is required to conduct routine business. No business other than setting the time and place for an alternative 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.

Section 9: Travel Point System

In order to remove bias from the awarding of travel funds for members of the BGA, the travel point system has been put into effect as follows:

5 pts*	Committee Chair and Officers (based on participation, pts awarded at end of academic year)
3 pts**	Active involvement on a committee (based on participation, pts awarded at end of academic year)
2 pts	Volunteering for a charity or fundraiser (bake sale, Ronald McDonald, etc.)
2 pts	Judging and Moderating (RCAW or any outside science fair)
1 pt	Providing goods for charity work/fundraising (bake sale items, Ronald McDonald items, etc.)
1 pt***	Involvement in ECU's Research and Creative Achievement Week
0.5 pt	Meeting Attendance
0.5 pt	Social Attendance

*Points for committee chairmen and all members of the BGC will be awarded by the President.

** Points for active involvement will be awarded by the respective committee chairman.

*** Point awarded for involvement in RCAW includes 1 pts for each of the following activities: helping with set-up and tear-down. No points are awarded for presenting research.

- A. Total points will be updated after every BGA meeting and uploaded on the website for viewing. Appeals of point totals must be made within 30 days of the perceived mistake, in writing to the President.
- B. Based on the amount of funding awarded to GPSS a minimum amount of funding per person will be determined by the President (not to fall below \$300).
- C. The President has the ability to adjust the point value for any given event as well as give points for an event not described above.