

Bylaws of the USUHS Graduate Student Council

Article I. Name

The graduate students of the Uniformed Services University of the Health Sciences (USUHS) shall be known collectively as the Graduate Student Body. Their official representative body shall be known as the Graduate Student Council (GSC).

Article II. Purpose

The purpose of the Graduate Student Council shall include the following functions:

- To represent the graduate students on all matters pertaining to their general welfare as graduate students.
- To provide for and promote graduate student extra-curricular activities.
- To provide for the welcoming and orientation of new graduate students.
- To provide a formal means of communication between the Graduate Student Body and the Graduate Education Committee (GEC).
- To serve as a student advisory committee to the Associate Dean for Graduate Education.

Article III. Membership

A. Graduate Student Body

All full and part-time students enrolled as graduate students of USUHS shall automatically be members of the Graduate Student Body.

B. Graduate Student Council

Any member of the Graduate Student Body who has passed qualifying exams is eligible to serve on the GSC. If there are no students who have passed their qualifying exams, then a student who has not passed the qualifying exams may serve on the GSC.

a. Department/Program Representatives

- i. Graduate Student Council representatives shall serve as the liaison between graduate students and the Graduate Student Council.
- ii. There shall be one representative for each department/program with currently enrolled graduate students. The departments/programs are Emerging Infectious Disease, Medical and Clinical Psychology,

Molecular and Cell Biology, Neuroscience, Pathology, and Preventive Medicine and Biometrics.

- iii. Department/program representatives shall be responsible for disseminating information and/or decisions from Graduate Student Council meetings to the graduate students in their respective programs/departments. If a closed meeting has been called (see Article IV below), then the department/program representatives are to use discretion in dissemination of confidential information.
 - iv. New representatives will join the GSC before the August orientation of new students has occurred. Therefore, September will be the beginning of the yearly term for each representative.
 - v. There is no limit to the number of years a representative may serve on the Graduate Student Council.
 - vi. Representatives must attend meetings (usually monthly) of the GSC.
 - vii. If a representative cannot attend a meeting, he/she should designate a proxy to attend. The proxy has full voting rights and is counted as part of the quorum (see Article IV).
 - viii. At each meeting, there will be a designated Secretary to record the minutes. The Secretary will be a rotating position among the department/program representatives. After each meeting, the designated Secretary will type the minutes and email them to each member of the GSC.
 - ix. Representatives shall act on behalf of the interests of not only the graduate students within their respective departments/programs, but on behalf of the entire Graduate Student Body.
 - x. Each department/program is responsible for finding a replacement representative on the GSC if the current representative can no longer serve on the GSC.
- b. President of GSC
- i. The President of the GSC also serves as the student representative to the GEC.
 - ii. There is no requirement as to which department/program the president should belong.
 - iii. The President may not concurrently hold the position of Department/Program Representative and President of GSC.
 - iv. New presidents will join the GSC before the August orientation of new students has occurred. Therefore, September will be the beginning of the yearly term for each president.
 - v. There is no limit to the number of years a president may serve.
 - vi. Election of the president

1. Guidelines/Qualifications
 - a. Any member of the Graduate Student Body who has passed qualifying exams may be elected as president of the Graduate Student Council.
 - b. The applicant may be self-nominated, nominated by another student, or nominated by a department/program director
2. Application
 - a. The applicant must submit a formal application consisting of a cover letter and his/her CV to the current GSC President to be considered for the position.
 - b. The selection committee for the new President shall be comprised of the current GSC President and the Department/Program Representatives.
 - c. The incoming President will be elected by a majority vote of the selection committee.
- vii. The President must attend meetings (usually monthly) of the GSC.
- viii. The President must attend meetings (usually monthly) of the GEC during which he/she will present a student report.
- ix. The President is responsible for printing meeting minutes and maintaining them in the designated GSC notebook.
- x. The President must bring the GSC notebook to all meetings.
- xi. The President must attend all graduate student functions, including, but not limited to, New Student Orientation, Open House, and the Graduate Student Colloquium.
- xii. The President is responsible for gathering nominations from the Graduate Student Body for the Cinda Helke Award for Excellence in Student Advocacy.
- xiii. The President is responsible for facilitating and maintaining communication between the Graduate Student Body, GSC, GEC, and the Associate Dean for Graduate Education.
- xiv. The President is responsible for GSC organization and logistics, including when/where meetings will be held and the budget for GSC-sponsored student functions.
- xv. The President shall act as the administrative head for the Graduate Student Council and shall not vote in any matters except to break a tie.
- xvi. The President shall preside over all Graduate Student Council meetings. If the President is unable to attend a GSC meeting, he/she may designate an individual from the GSC to preside over the meeting.

Article IV. Meetings

- A. The President is responsible for organizing the time and location of GSC meetings.
- B. The GSC must meet at least once a quarter.
- C. The GSC may call closed meetings, if necessary, depending upon the confidentiality of the material that is to be discussed.
- D. Meeting Secretary
 - a. At each meeting, there will be a designated Secretary to record the minutes.
 - b. The Secretary will be a rotating position among the department/program representatives.
 - c. After each meeting, the designated Secretary will type up the minutes and email them to each member of the GSC.
- E. GSC Notebook
 - a. The President must bring the GSC notebook to all meetings.
 - b. The President is responsible for the maintenance and upkeep of the notebook.
 - c. Review and Approval of Previous Meeting Minutes
 - i. At the beginning of each monthly meeting, the previous month's minutes will be voted on (see voting procedure below).
 - ii. Once the minutes have been approved by the GSC, they are considered the official meeting minutes and the President must print these approved minutes and keep them in the designated GSC notebook.
- F. Voting
 - a. Each GSC representative shall have one and only one vote.
 - b. Unless specified otherwise, voting decisions by the GSC shall be made by simple majority of those present at a GSC meeting.
 - c. In the case of a tie, the President may vote to break the tie.
 - d. Quorum
 - i. There must be at least four department/program representatives and the President in attendance for there to be a quorum.
 - ii. If the President has designated a representative to preside over a meeting, there must be at least five department/program representatives present for a quorum.
 - iii. The Presidential designee does not vote unless there is a tie.
 - e. The majority of GSC meetings are open to the public, but only active GSC representatives can vote.

Article V. Amendments

- A. Bylaws may be amended by a vote of the Department/Program representatives.
- B. Voting procedures for an amendment will follow the same voting procedures outlined above.

Article VI. Graduate Student Enrichment Fund

- A. The GSC is responsible for maintaining the Graduate Student Enrichment Fund.
- B. The Fund is to be replenished primarily through donations from USUHS alumni. Individual Departments/Programs may also contribute to the Fund.
- C. The GSC is responsible for requesting donations from alumni for the Fund via a mailing that has been approved by the Alumni Affairs office.

Article VII. Awards and Honors

- A. The GSC is entitled to present the The Cinda Helke Award for Excellence in Graduate Student Advocacy each year during the Graduate Student Colloquium Awards Ceremony. The Award presentation will be followed by an email announcement of the recipient to the University community no later than one week after the Awards ceremony. The recipient will receive an Award plaque and also have his or her name placed on the Cinda Helke Award for Excellence in Graduate Student Advocacy plaque that will be displayed outside the Graduate Student Office. Funding for these plaques will come from the Graduate Student Enrichment Fund.
- B. The purpose of this award is to recognize a faculty or staff member who is an outstanding advocate of graduate student interests within the School of Medicine at USUHS.
- C. Nominations of faculty or staff for this award will be accepted from the beginning of the Winter Quarter until January 25th. A call for nominations for this award will go out to all the members of the Graduate Student Body. Only members of the Graduate Student Body are eligible to nominate faculty or staff for this Award. Each GSC representative will collect the nominations from students in his/her respective program/department and present them to the GSC President.
- D. Nominations for this award will consist of at least a one-page letter or memo outlining why the nominee should be considered for this Award. Students may garner support for their nominee from other members of the Graduate Student Body with accompanying signatures.
- E. The GSC will vote on the nominees during the February GSC meeting, and the winner shall be decided upon by a majority vote.

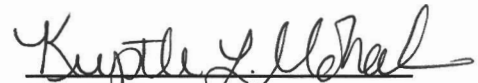
Article VIII. Social Events

- A. The Graduate Student Council shall host regular social events as determined by the GSC.
- B. Funding for all GSC-sponsored events will come from the Graduate Student Enrichment Fund.

Article IX. Ratification

The ratification of the conventions of the Graduate Student Representatives shall be sufficient for the establishment of these By-Laws between the Graduate Student Representatives so ratifying the same.


Emerging Infectious Disease Representative


Krystle Mohawk

Medical and Clinical Psychology Representative


Leigh Johnson

Molecular and Cell Biology Representative


Julie Wu

Neuroscience Representative


Thomas McFate

Pathology Representative


Bethanie Morrison

Preventive Medicine and Biometrics Representative


Patrick High

Done in convention by the unanimous consent of the Graduate Student Representatives present the 7th day of March in the year of two thousand six of the formation of the Graduate Student Council.