

Graduate Student Senate Information Session



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Why do we need GSS?

- To act as a united voice for WSU SOM graduate students and advocate for our needs
- To be a liaison between grad students and the SOM administration
- Medical students at Wayne have had a MSS for years and have made countless positive changes to the program

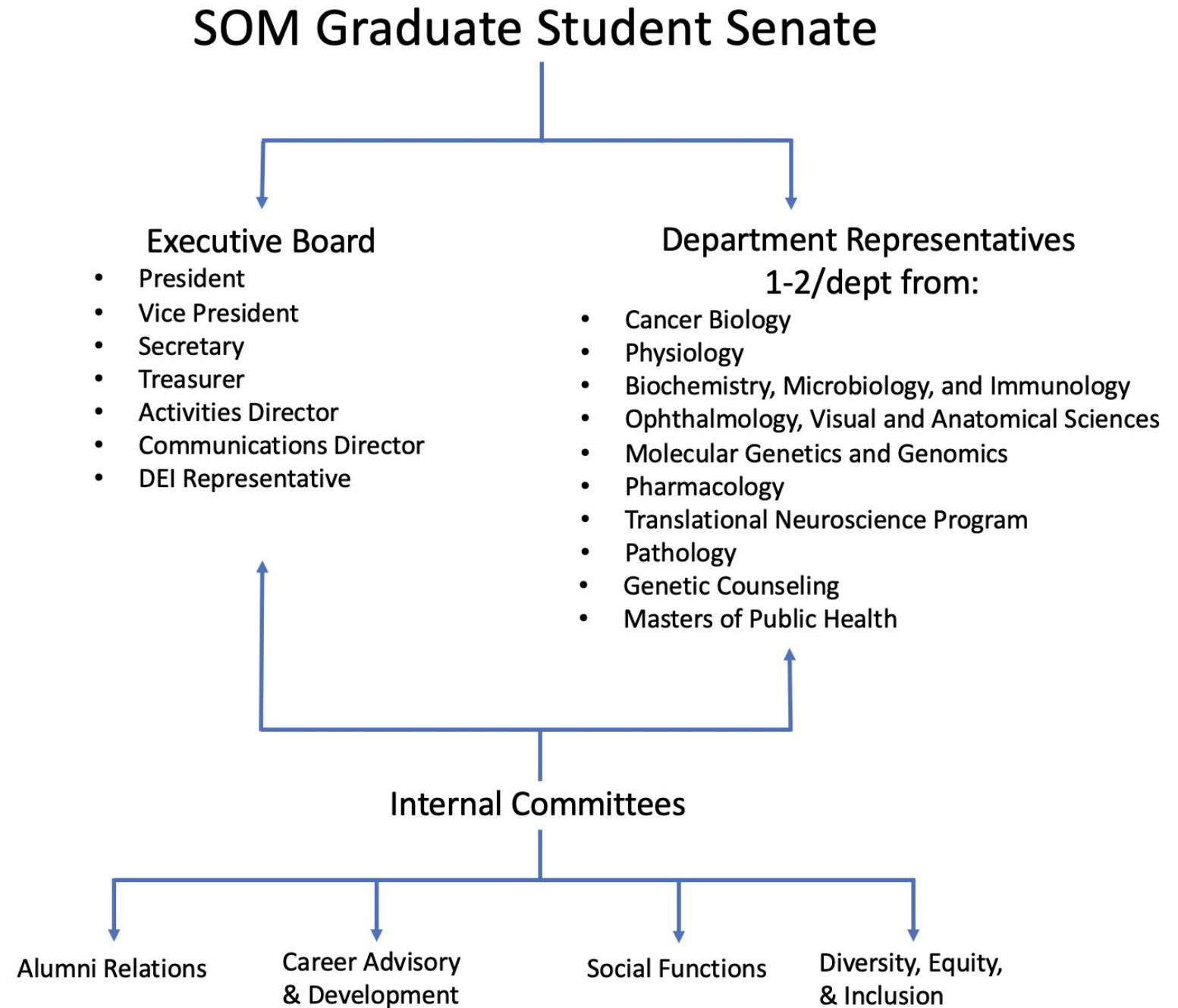




Possible goals for the upcoming year

- Regular inter-departmental social events
- Representation on Faculty Executive Committee (aka faculty senate)
- Career development events and mentoring programs
- Improved access to mental health care resources and counseling
- Student mistreatment reporting form
- Parking subsidies

Structure



Executive Senate positions

- President
- Vice President
- Secretary
- Treasurer
- Communications Director
- Diversity, Equity, & Inclusion Representative
- Activities Director



Department Representatives



- At minimum, 1 PhD student per department/program
- Second representative position open to Master's students
 - If no Master's student interest, second position may be filled by another PhD student
 - Second representative position may remain vacant if no interest



Internal and external committees

- Internal committees:
 - Alumni Relations
 - Career Advisory and Mentorship
 - Constitution
 - Social Functions: chaired by Activities Director
 - Ad-hoc committees
- External committee:
 - Diversity, Equity, and Inclusion: chaired by DEI Rep

Executive President

- Being responsible for the prompt and orderly execution of this Constitution and all resolutions of Senate.
- Representing Senate at official functions and serving as the primary student liaison to the Administration.
- Presiding over Senate and Executive Board meetings and calling emergency meetings if deemed necessary by provisions of Article 7, including timely preparation of an agenda.
- Coordination of duties, and triage of issues handled by Senate to appropriate senators and/or committees.
- Possessing the authority to fill a vacant position or appoint committee chairpersons upon approval of the Senate.
- Maintaining a strong working relationship with faculty and administrators both within the School of Medicine and the greater University, including but not limited to the School of Medicine Deans and their respective staffs, and the University Provost, President, and Board of Governors.
- The Executive Senate President shall remain impartial to issues on the floor and is ineligible to make any motions.

Executive Vice President

- Administering the duties of the Executive President in the case of their absence.
- Administering the duties of the Executive Secretary in case of their absence and provide the Executive Secretary a record of attendance and the meeting minutes after the meeting.
- Acting as a liaison between the administration and the Senate.
- Quarterly communication with students in each department regarding whether their concerns are being adequately addressed by their elected Department Representative.
- Presiding over the organization and productivity of all Senate Committees.
 - Obtaining attendance records for all external committee members twice per year. Any committee members found to violate the terms of membership will be informed of their immediate suspension in accordance with Article 9, Section 3.2.2.
 - Coordinating the communication between internal committees and their applicable external committee counterparts.

Executive Secretary

- Recording the minutes of the Senate meetings and having the minutes prepared by the next Senate meeting.
- Posting the meeting minutes and attendance of each meeting on the Senate website.
- Arrangement of the meeting place for each meeting of Senate.
- Organization and upkeep of a yearly calendar with bulletins of student organizations, interest groups and Senate meetings/events which shall be kept on the Senate website.
- Taking attendance at the Senate meetings and recording in the minutes, both attendance and absence of each Senate member.
- Creating and distributing anonymous virtual ballots and counting votes via virtual ballots and in-person votes. Voting records should be kept on file for a full school year as proof in case election results are contested.
- Organizing and mediating elections for incoming Executive Senate at the end of their term, as in Article 8, Section 8
- In the event the Executive Secretary is not able to attend a Senate meeting, the Executive Vice President shall fulfill the Secretary's obligations in the interim.

Executive Treasurer

- Maintain signing authority on all Senate-related accounts
- Maintain a budget throughout the year, including the amount of money in each division of the Senate account.
- File a financial report with the IRS on behalf of Senate (Form 990 or 990EZ) and maintain 501(c)(3) non-profit organization status with the IRS.
- Report the status of the budget to Senate throughout the year, at a minimum of once during either of the September meetings.
 - All budgets must be voted on for approval by the general senate as stated in [Article 3, Section 3.4](#) of Constitution
- Collect previous year's department financial reports and receipts each academic year to monitor for irregularities and for use in filing financial reports.
- Initiate and maintain fundraising programs and events.
- Monitor bank activity throughout the year.
- Provide the status of Senate finances to assist during financial decisions of the Senate.
- Review and present to Senate all monetary requests from senators and/or committees, both internal and external.
- Act as the singular contact through which all executive and general Senate funding is released.

Executive Activities Director

- Facilitate inter- and intra-departmental interaction and cohesion by planning and executing social events and activities for graduate students at minimum every 2 months
- Collaborate with Department Representatives to plan, advertise, and host these events
- Chair Social Functions Committee

Executive Communications Director

- Facilitate communication between the Senate and administration in conjunction with the Executive President
- Facilitate communication between the Senate and graduate students via email, social media, and the Senate website
 1. Communications include, but are not limited to, meeting agenda, meeting minutes, information about social events, important deadlines, and School of Medicine news.
 2. Following the approval of the Meeting Minutes each week of a Senate meeting, the Communications Director will compile a summary containing highlights of the comprehensive minutes. This newsletter, entitled “Cell Signals”, will be distributed to the graduate student body as soon as possible after Meeting Minutes’ approval.

Executive Diversity, Equity, and Inclusion Representative

- Represent and advocate for the needs, concerns, and interests of graduate students belonging to minority groups and those that are underrepresented in STEM within the Senate and with the administration of the School of Medicine.
- Bring issues of diversity, equity, and inclusion to the attention of the Senate and Administration, and suggest potential solutions and resolutions to these issues.
- Ensure that diversity, equity, and inclusion of minority and underrepresented students are considered and upheld in Senate discussions, decisions, planning, and all other activities
- Recruit graduate student volunteers for the DEI External Committee, and Chair this committee

Department Representatives

Purpose:

- To represent their department at Senate meetings. Such representation can only come from attaining regular feedback from the students of the department. Such feedback can only come from a number of sources, but, most importantly, should come from regular department meetings at which an open forum for the expression of student concerns is encouraged.
- To stimulate unity within the department. This should be accomplished by encouraging intra-department interactions. Regular social events should be planned for the benefit of the entire department.
- To facilitate inter-department exchange of ideas and social interaction. This should be coordinated with the Executive Activities Director.

Department Representatives (cont.)

Duties:

- The duties of the Department Representative shall include, but are not limited to the following:
 - Organizing and administering all department student meetings,
 - Overseeing and being responsible for all mandated department activities.
 - Coordinating with other Department Representatives and the Executive Activities Director to facilitate interactions and events for students between departments
- Assisting their Department and Senate in their endeavors, actively seeking input and feedback from students of their department, and reporting such information to the Senate, and Department Chair, as needed.

Elections

- All candidates must be officially matriculated and in good academic standing
- **No campaigning allowed!**

Executive Board:

- Submit a video recording of a 3 min speech detailing what position you are running for, why you are running for that position, your qualifications, and what you would like to accomplish in the year if you are elected
- Send link to video uploaded on your OneDrive by midnight on Friday, Sept 15th
- Speeches and anonymous electronic ballots will be distributed to all grad students on Sept 20th
- 48 hours to vote

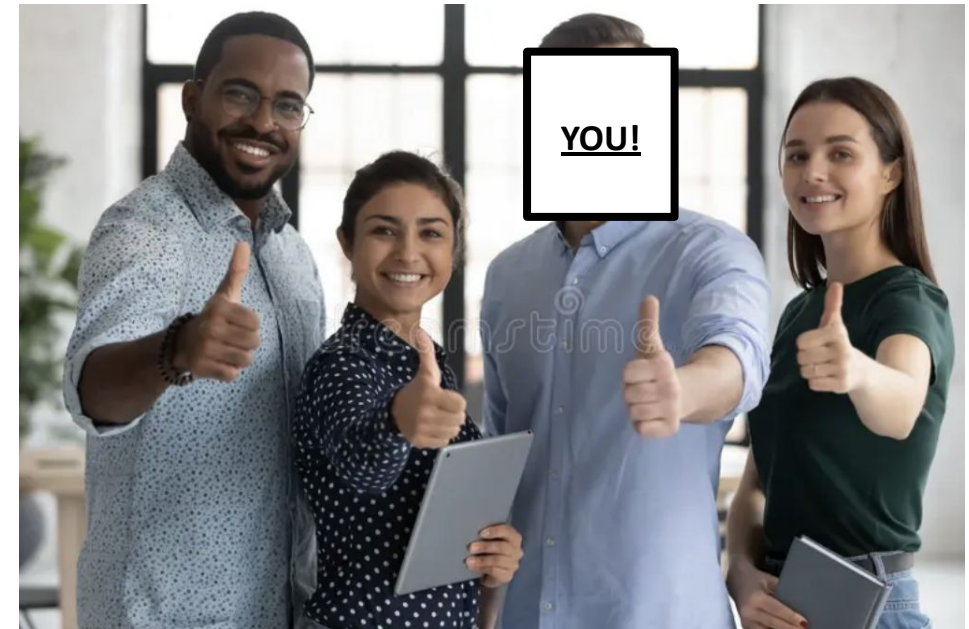
Elections (cont.)

Department Representatives:

- Executive Board will organize and run Dept Rep elections
- Last week of November, submit a video recording of a 3 minute speech to Executive Senate detailing why you are running for that position, your qualifications, and what you would like to accomplish in the year if you are elected
- First week of December, Executive Senate will distribute speeches and anonymous electronic ballots by department for students to vote for their Representative

Benefits of joining

- Resume building: Leadership & advocacy!
- Improving the graduate student experience!
- Learn key leadership skills!
- Professional connections and friendship!



In-person information session and social!

Please join us for an in-person informational session on September 6th at 5 pm in the Pharmacology Library, Scott Hall, 6th Floor Room 6364

Includes a Q&A with current SOM Medical Student Executives

Following the session, there will be time to hang out and socialize

Most importantly, food will be provided 😊



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