

ARTICLE 1: Name of Organization

This organization is named the Wayne State University School of Medicine Graduate Student Senate, hereinafter referred to as Senate. The Senate comprises an Executive Board and one to two representatives for each department.

ARTICLE 2: Purpose

The purpose of senate shall be:

1. To represent and serve as a liaison between the Wayne State University School of Medicine (WSUSOM) graduate student body and the WSUSOM administration, the Wayne State University (WSU) main campus, and the community at large.
2. To discuss, investigate, and, when appropriate, act on issues of interest to the graduate student body of WSUSOM.
3. To fairly and equitably appropriate funds for approved student projects and events.
4. To elect external committee representatives, oversee their participation, and facilitate communication between committees, Senate, and the general student body.
5. To plan and host various social events for the student body.

ARTICLE 3: Finances

Financial responsibilities for Senate will be primarily handled by the Executive Treasurer.

Section 1: Collection of funds [TBD]

Senate (i.e. Executive Treasurer) will receive dues from each student in the amount of \$\$\$ this total amount will go to the Senate fund. The previous year's Senate budget will be maintained into the following year.

Section 2: Banking

The Senate account should have at least the Executive President and Executive Treasurer named as account holders.

Section 3: Budget [TBD]

3.1 A Gala reserve account shall exist to hold any ticket sales profit collected following each year. Money contained within this account shall only be used as an adjunct to Gala.

3.2 The Senate fiscal year shall turn over on the 1st of October each year.

3.3 The Senate budget will be divided as follows:

20% will be reserved for costs of Gala

20% will be reserved for use by the Executive Board, including spending for Senate Retreats, and meeting expenses. This portion of the budget will not be used for the purchase of alcohol.

20% will be reserved for use in times of financial crisis.

40% conference and workshop funding

3.4 Any changes to the budget during the year after the initial presentation of the budget as in [Article 8, Section 4](#) by the Treasurer to the general Senate must be presented to the general Senate and approved by a 2/3rds vote as in [Article 8, Section 2.2](#).

Section 4: Student Organization & Interest Group Funding

4.1 Student organizations requesting funds must first approach the Alumni Fund before requesting Senate funding.

4.2 Requesting organizations should fill out either the Conference Attendance Request Form (Appendix A) or the Event Funding Request Form (Appendix B), and this should be reviewed by the Executive Treasurer. It should be determined whether all necessary information is provided, and whether the request is complete, informed, and legitimate before the organization appears before the Senate to discuss it. If approved for presentation to the Senate, student organizations should prepare a 5-minute presentation about the need for funding.

4.3 Budget Request forms should be maintained and updated by the Executive Treasurer who should each have an electronic copy of this form.

4.4 After hearing the student organization presentation, Senate will proceed to approve or deny the funding request with a 2/3 majority vote following the voting procedures outlined in [Article 8, Section 2](#).

Section 5: Misuse of Funds

Senators who feel there has been a misuse of funds should communicate this to the Executive Board in writing. If the Executive Board agrees with the accusation, the Executive Board and/or the accusing senator should present all relevant information to Senate. After hearing the evidence, the Senate will vote to refer the matter to the Dean of the Medical School by a 3/4 majority vote following the voting procedure outlined in [Article 8, Section 2](#). If 3/4 majority is not achieved, any present senator may propose an alternate course of action to be voted on using the voting procedure outlined in [Article 8, Section 2](#).

ARTICLE 4: Amendments

1. Amendments to this Constitution may be proposed by any member of Senate and presented to the Constitution committee, who will then discuss the amendment(s) and prepare it for review by the Executive Secretary. If to be discussed at a Senate meeting, the amendment must be made available for the Senate to review at least one week prior to the date it will be voted upon.

2. Proposed amendments will be available for review by all Senate members throughout the academic school year, and only those amendments considered time-sensitive by the Executive Secretary will be voted on during the academic year.

3. Once per year, after the conclusion of the academic year and prior to the election of a new first year Senate, a Constitution Meeting will be held. At this meeting, all proposed amendments will be discussed.
4. Any alterations to the proposed amendment may be made during discussion and prior to voting if agreed upon by 3/4 of the attending Senate members.
5. Proposed amendments will become effective as of the date they are approved by 3/4 vote of the members present at the Senate meeting. Voting for a proposed amendment may only take place if quorum is present as defined in [Article 8, Section 1.6](#).
6. Changes to grammar and internal document references can be made without approval by 3/4 vote if the content of each Constitutional bylaw is not changed.

ARTICLE 5: Student Organizations

Section 1: Senate Oversight

1.1 The purpose of this article is to delineate a minimum level of responsibility that Student Organizations (SO) and Interest Groups (IG) must maintain to be eligible for endorsement and support from the Senate (including financial support).

1.2 Only that information which is pertinent to the Senate's role in managing SOs and IGs is contained within this document. For a comprehensive set of guidelines, the Senate will follow the 'Student Organizations Policies & Procedures Manual' put forth by the Office of Student Affairs and managed by the Assistant Dean of Student Affairs and the Office of Student Organizations.

Section 2: Recognition by the Senate

To be officially recognized by the Senate, and thus eligible for funding, a Student Organization or Interest Group must:

2.1 Specify a Faculty Advisor who is on WSU SOM faculty. A new Faculty Advisor Agreement Form must be signed annually and submitted to the Executive Senate.

2.2 Make a proposal to the Senate. Student Organizations must present both a mission statement and a constitution detailing their purpose, goals, activities, and prospective funding needs.

2.4 Receive a 2/3 approval by secret ballot of the General Senate following the presentation and any discussion as deemed necessary by General Senate.

Section 3: Active Status

3.1 To maintain the designation of active status and maintain eligibility for funding, each Student Organization or Interest Group must fulfill the following requirements:

3.1.1 Must be deemed to have made valuable contributions to the graduate students of the medical school.

3.1.2 Must be deemed to have fulfilled its role as described in its purpose and goals statement submitted to the Senate.

3.1.3 Must continue to allow every graduate student an opportunity to be part of the group.

3.1.4 Must submit a new Faculty Advisor Agreement Form, a new Leader Form, and an Annual Budget to the Senate.

3.1.5 Must be registered on Main Campus.

3.1.6 Student Organizations must hold a minimum of two events every academic year. Recruitment events and mass meetings may count toward the total. Events must have at least one of the following components: outreach/mentorship, education, and/or research application. Any deliberation as to what constitutes an event is up to the Senate's discretion.

3.2 The Senate shall meet in the spring of each academic year (no later than April 1st) to annually review the compliance of Student Organizations with the above requirements for the preceding year. Those that meet these requirements will be presented to the Executive Board to grant Active Status for the following academic year pending the submission of all required forms to the Senate.

Section 4: Inactive Status

Any Student Organization not meeting the requirements at the annual review for active status shall be placed on a 60 day probationary period, in which the organization has the opportunity to meet active status as defined in Section 3. The organization may request an extension of this probationary period if needed. Any Student Organization with inactive status will not be allowed to access Senate funds except for those events which are an attempt to regain active status. Any Student Organization with inactive status that seeks any privileges associated with active status must petition the Senate in person for these rights. The Senate, on a limited basis, will grant privileges provided that the Student Organization shows a strong effort to regain active status.

Section 5: Reinstatement of Active Status

A Student Organization that fails to regain active status during the 60 day probationary period and thus becomes inactive, can become reinstated by petitioning the Senate in person for a review of their status as soon as they meet all the requirements of Section 3, including the two event minimum requirement. If the Senate deems that all requirements have been fulfilled, then Active Status will be restored to that Student Organization. This requires a 2/3 approval by secret ballot from the Senate.

ARTICLE 6: Dissolution

If dissolution of the Senate occurs, the Executive Board shall pay or make provisions for payment of all the liabilities of Senate. Any additional funds shall be donated to a charitable

organization(s) which at the time qualify as exempt under the current Internal Revenue Service Code. Any remaining assets not disposed of shall become the property of the Wayne County Circuit Court, to be disposed to such organizations(s) as the Court shall determine, organized and operated exclusively for such purposes.

ARTICLE 7: Emergency Powers

Section 1: Definition of emergency situations

Emergency situations must be agreed upon as emergencies by 2/3 approval of the Executive Board members.

Section 2: Emergency Meetings

An Emergency Meeting of the Senate shall be called to deal with urgent issues that require immediate attention. An Emergency Meeting may be called by either the President, any two members of the Executive Board, or one-third of the Senate. The meeting shall be preceded by as much notice as possible, and such notice shall not be less than twenty-four hours. Notice may be given by phone, electronic mail, or in person, and an attempt must be made to notify each senator.

Section 3: Emergency Powers

In the event of an emergency that requires immediate action before the Senate can meet, including emergencies arising during vacation/holiday periods, the President, with the advice and consent of the Executive Board whenever possible, shall act on behalf of the Senate. In such an event, the President shall inform the Senate of her or his action(s) at the earliest possible time.

ARTICLE 8: Bylaws

Section 1: Rules of Procedure and Order of Business

1.1 All Senate meetings shall follow the established Order of Business. This order will follow the Agenda that is approved prior to the meeting.

1.2 The Agenda will be created by the Executive Board President and must be made available to all Senate members at least 24 hours prior to the beginning of the meeting.

1.3 The Agenda will include the following headers: Call for Meeting, Attendance, Meeting Minutes Approval, Guest Speakers, New Business, Old Business, Executive Board Reports, Committee Reports, Adjournment.

1.4 Senate Members wishing to add an item onto the Agenda under any of the headers above must contact the Executive Board President, via email, at least 24 hours in advance of the meeting. The topic and time allotment should be included in the request.

1.5 All meetings will be called to order by the presiding officer as close to the scheduled time as possible.

1.6 Attendance and quorum

1.6.1 The attendance will be recorded by the Secretary at the beginning of each meeting. If a member joins the meeting after the attendance has been taken, it is the responsibility of the member to inform the Secretary of their presence so that they may be marked as present in the official record.

1.6.2 It is also the responsibility of a member leaving the meeting prior to its end to notify the Secretary prior to leaving.

1.6.3 After the attendance is taken, the Secretary will then inform the presiding officer whether quorum is present.

1.6.4 Quorum is defined as the presence of 2/3 of the voting membership at the meeting.

1.6.5 If quorum is not present, no official business can take place. At the decision of the presiding officer, the Senate may wait for a quorum to be present or adjourn. The Senate shall wait no less than ten minutes before adjourning.

1.6.6 If quorum is present, the meeting may proceed according to the Order of Business.

1.6.7 Meeting Minutes will be distributed by email to the voting senate and external committees within one week of each Senate meeting by the Executive Secretary. An electronic submission form will be included in this email that provides an avenue for senators to submit any objection or correction to the meeting minutes. Senators will have 48 hours from the timestamp on the email sent by the Executive Secretary to submit any corrections or objections. Should any objection/correction arise, the Executive Secretary will edit the the minutes and redistribute the minutes. This process will then be repeated, allowing an additional 48 hours for minute approval after the second distribution. If no objection or correction arises, the meeting minutes will be approved by default and posted publicly on the Senate website.

1.6.8 Guest Speakers - This item of business is only in action if there is a report from a guest speaker. The guest speaker will be allocated a limited time to address the Senate. This time will be established by the Executive Board President prior to the meeting.

1.6.9 New Business

a. The first item of New Business will be presented by the sponsor of the item. They will be allocated a time limit decided upon by the presiding officer, considering the time allotment requested in the sponsor's written proposal. If no time was requested in the sponsor's written proposal, the initial allotment is established at the discretion of the presiding officer.

b. Upon conclusion of the presentation, the Senate members can do any of the following:

i. Ask questions directed at the presenter.

ii. Make any of the Subsidiary Motions defined in section 1.6.15

c. After a resolution has been reached, the next item of new business will be presented. If there are no more items of new business, then Student Senate shall proceed into Old Business.

1.6.10 Old Business: Items of old business will be presented individually by the presiding officer. After each item is presented, the presiding officer will open the floor for discussion as needed.

1.6.11 Executive Board Reports

a. If an Executive Board member wishes to present a report, they must inform the Executive Board President to be added onto the agenda. The request must be made in writing and no later than 24 hours prior to the meeting. The Executive Board President may also request for an Executive Board Member to present an update.

b. Presenters will be given a limited amount of time to present their report. This time will be established by the presiding officer, considering the time allotment requested in the sponsor's written proposal. If no time was requested in the sponsor's written proposal, the initial allotment is established at the discretion of the presiding officer.

c. Upon conclusion of the report, the presenter may accept no more than three questions from the Student Senate.

d. Once all the Executive Board Reports on the Agenda have been presented, Student Senate shall proceed into Committee and Departmental Reports.

1.6.12 Committee and Departmental Reports

a. If the Chair of a Committee or Department Representative wishes to present a report, he or she must inform the Executive Board President to be added onto the Agenda. They must do this in writing no later than 24 hours prior to the meeting.

b. Each presenter will be given a limited amount of time to present their report. This time will be established by the presiding officer, considering the time allotment requested in the sponsor's written proposal. If no time was requested in the sponsor's written proposal, the initial allotment is established at the discretion of the presiding officer.

c. Upon conclusion of the report, the presenter may accept no more than three questions from the Student Senate.

1.6.14 Adjournment of Meeting: Any of the Senate members may move to adjourn the meeting. This motion will pass by a simple majority vote.

1.6.15 Subsidiary Motions: These motions may be brought forth after the presentation of a New Business Item or after the summary of an Old Business item. Each motion must pertain to the business item that directly precedes it.

a. Motion to discuss: This goal of this motion is to discuss the business item or any of the debatable motions. The presenter of this motion must specify the time allotment of the discussion. This motion must be seconded, is not debatable, and shall require a simple majority. This motion takes precedence over all other motions and must be addressed before addressing all other motions.

b. Motion to extend discussion: This motion may be brought forth to extend the discussion of an item by a given amount of time. The presenter of this motion must specify the amount of time to be extended. This motion must be seconded, is not debatable, and shall require a simple majority. This motion takes

precedence over all other motions and must be addressed before addressing all other motions.

c. Motion to refer to Committee or Department: This motion can be brought forth to assign the business item to any of the Committees or Departments. This motion must be seconded, is not debatable, and shall require a simple majority.

1.6.16 Motion to form an Ad-Hoc Committee: This motion can be brought forth if the creation of an Ad-Hoc Committee is deemed necessary for the addressing of the business item. The guidelines for this newly formed committee will be listed under the Ad-Hoc Committee Clause. This motion must be seconded, is debatable, and shall require a 2/3 majority vote.

1.6.17 Motion to postpone: The passing of this motion will postpone the discussion of the business item until a later date. The presenter of this motion must specify the date of postponement. This motion must be seconded, is debatable, and shall require a 2/3 majority vote.

1.6.18 Motion to vote: The presenter of this motion must make the motion specifying the question and the options that the voting members may vote for. This motion must be seconded, requires a debate of at least two minutes, and shall require a simple majority.

1.6.19 Motion to amend: This motion can apply to any of the other motions. If the proposed amendment is acceptable to the proposer of the original motion, then the amendment will be accepted without a vote. If the proposed amendment is not acceptable to the proposer of the original motion, then the amendment will require a 2/3 majority vote to be accepted.

1.6.20 Motion for previous question: The motion for previous question can be applied to any debatable motions being discussed. If the motion for previous question passes, the discussion will end and the Student Senate shall be immediately put to a vote. The motion must be seconded, is not debatable, and requires a 2/3 majority vote.

1.6.21 Incidental Motions

a. Motion to recess: This motion is in order at any time during the meeting after attendance has been taken. The presenter of this motion must specify the length of the recess. This motion must be seconded, is not debatable, and requires a simple majority vote.

b. Motion to amend agenda: A member can make a motion at any time to deviate from the established Order of Business. This motion must be seconded and is not debatable. If the change to the agenda departs from the established Order of Business as outlined above, the motion requires a $\frac{2}{3}$ majority vote to pass, while if the change to the agenda falls within the Order of Business, the motion shall require a simple majority.

1.6.22 Contracts

a. In the event that a contract must be signed on behalf of student Senate or one of its committees, the Executive Treasurer must consult with the Senate during a general meeting so that the contract can be vetted and voted upon by all voting members.

b. The proposed contract will be presented to the general Senate at least 24 hours prior to the Senate meeting for senators to review prior to vote.

c. Any contract into which the Senate or one of its committee members might enter shall be vetted by at least one representative of WSU outside of Senate, including but not limited to a legal representative or a representative from the Alumni Affairs or Student Affairs office familiar with contract negotiations.

Section 2: Default voting procedure

2.1 An automatic discussion period of 5 minutes will precede every vote.

2.2 Any vote on a topic not otherwise outlined in this document requires a 2/3 majority to be passed, unless related to internal process (e.g., continuing a discussion or gauging general opinion) for which a simple majority suffices.

2.3 Unless otherwise specified within this document, a secret ballot will not be required and votes will be counted by the presiding officer.

2.4 Only votes cast by senators present for the entirety of the discussion period on the proposal will be counted.

2.5 All votes will be counted as yes, no, or abstain and the result will be calculated excluding the vote of those who abstain.

2.6 Quorum is required for any vote to proceed.

Section 3: Membership

3.1 Requirements

3.1.1 Any person officially matriculated at WSUSOM who is in good academic standing as a graduate student with the University is entitled to membership in the Senate by election of their peers under the provisions in the bylaws.

3.1.2 Senators may not miss more than the allotted number of meetings as outlined in Section 3.2.3 below.

3.1.3 All senators are encouraged to serve on two internal senate committees of their choosing, or as the chair of one internal committee.

3.2 Attendance

3.2.1 Senate members must show good faith in attending the meetings as determined by the Executive Secretary.

3.2.2 If a senator feels their attendance was erroneously recorded, they should contact the Executive Secretary; should an inconsistency persist the senator may appeal the secretary's decision by submitting an appeal to the Executive Board President. This appeal should detail the member's good faith according to attendance guidelines and must be submitted at least 24 hours prior to the next Senate meeting. A 2/3 majority vote is required to overturn the Secretary's decision.

3.2.3 Absences

- a. Senate meetings will run year round, only breaking for University holidays. The meeting schedule will be set by the Executive President at the beginning of their term. The term definitions for the Senate and Executive Board will be as follows:
- b. Terms will run from December to December. Elections will occur in the first week of December.
- c. All senators may miss a maximum of 2 meetings per year.
- d. Any senator planning an extended absence, must notify the Executive Secretary.
- e. Should a senator meet the maximum number of allowed absences for a given semester, they will be notified by the Executive Secretary.

3.3 Removal and Reinstatement

3.3.1 Should a senator exceed the maximum number of allotted absences, they will be notified by the Executive Secretary of their removal from Senate.

3.3.2 Should the senator wish to be reinstated, they will have 48 hours to respond with a written formal appeal to the Executive Board.

3.3.3 To be reinstated, the removed senator must present an appeal either in person or through online communication to the Senate at the subsequent meeting.

3.3.4 The senator will be reinstated at the discretion of Senate by a 2/3 majority vote.

3.3.5 If a reinstated senator misses any additional meetings within the same semester, the reinstatement process will be repeated.

3.3.6 Persons removed from membership in the Senate or on an External Committee forfeit their right to claim their position in their official record and are ineligible to run for any Senate position whose term would occur within that segment.

3.3.7 Should a senator be removed from the School of Medicine and/or are currently undergoing the appeals process to be reinstated to the University, their position on Senate will be immediately terminated for the duration of the current term. If reinstated to the SOM, the student is eligible to run in any upcoming election.

3.3.8 Should an External Committee member take a leave of absence or prolonged break from the graduate school of any variety, they must immediately abdicate their position within the External Committee. They, however, will be eligible to participate in their new respective committee after their return provided they meet the responsibilities and requirements affirmed in this document.

3.3.9 In the event that a member of the Executive Senate is removed from their Senate position, the following process of succession will ensue:

1. Vice President → President
2. For all other positions on Executive Senate, an ad hoc election will take place to fill the position from the greater SOM student body and will be run per existing policy.

3.4 Impeachment: Any member who fails to comply with requirements of the position or is charged with misconduct, as per the Wayne State University Student Code of Conduct, can be removed by a 3/4 majority vote of the Senate. The formal presentation of such charges with the intent to impeach shall be made at a regular meeting of the Senate. The person(s) subject to impeachment must either be present at the aforementioned regular meeting or be notified by

email of the charges pending against them. Notification of these charges and date of the ballot for impeachment must be sent to those named in the impeachment charge no later than the day following the formal announcement of the intent to impeach.

Section 4: Executive Senate Roles & Titles

4.1 Executive President: The President shall be the chief executive officer of Senate and is required to have at least one academic year of experience as a member of Senate. The duties and responsibilities of Executive President shall include, but are not limited to:

4.1.1 Being responsible for the prompt and orderly execution of this Constitution and all resolutions of Senate.

4.1.2 Representing Senate at official functions and serving as the primary student liaison to the Administration.

4.1.3 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.

4.1.4 Coordination of duties, and triage of issues handled by Senate to appropriate senators and/or committees.

4.1.5 Possessing the authority to fill a vacant position or appoint committee chairpersons upon approval of the Senate.

4.1.6 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.

4.1.7 The Executive Senate President shall remain impartial to issues on the floor and is ineligible to make any motions.

4.2 Executive Vice President: Duties and responsibilities of the Executive Vice President shall include, but are not limited to:

4.2.1 Administering the duties of the Executive President in the case of their absence.

4.2.2 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.

4.2.3 Acting as a liaison between the administration and the Senate.

4.2.4 Quarterly communication with students in each department regarding whether their concerns are being adequately addressed by their elected Department Representative.

4.2.5 Presiding over the organization and productivity of all Senate Committees.

a. 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 8, Section 9](#).

b. Coordinating the communication between internal committees and their applicable external committee counterparts.

4.3 Executive Secretary: Duties and responsibilities of the Executive Secretary shall include, but are not limited to:

4.3.1 Recording the minutes of the Senate meetings and having the minutes prepared by the next Senate meeting.

4.3.2 Posting the meeting minutes and attendance of each meeting on the Senate website.

4.3.3 Arrangement of the meeting place for each meeting of Senate.

4.3.4 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.

4.3.5 Taking attendance at the Senate meetings and recording in the minutes, both attendance and absence of each Senate member.

4.3.6 Creating and distributing anonymous virtual ballots and counting votes via virtual ballots and hand votes. Voting records should be kept on file for a full school year as proof in case election results are contested.

4.3.7 Organizing and mediating elections for incoming Executive Senate at the end of their term, as in [Article 8, Section 8](#)

4.3.8 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.

4.4 Executive Treasurer: Duties and responsibilities of the Executive Treasurer shall include, but are not limited to:

4.4.2 Maintain signing authority on all Senate-related accounts

4.4.3 Maintain a budget throughout the year, including the amount of money in each division of the Senate account.

4.4.4 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.

4.4.5 Report the status of the budget to Senate throughout the year, at a minimum of once during either of the September meetings.

a. All budgets must be voted on for approval by the general senate as stated in [Article 3, Section 3.4](#).

4.4.6 Collect previous year's department financial reports and receipts each academic year to monitor for irregularities and for use in filing financial reports.

4.4.7 Initiate and maintain fundraising programs and events.

4.4.8 Monitor bank activity throughout the year.

4.4.9 Provide the status of Senate finances to assist during financial decisions of the Senate.

4.4.10 Review and present to Senate all monetary requests from senators and/or committees, both internal and external.

4.4.11 Act as the singular contact through which all executive and general Senate funding is released.

4.5 Executive Activities Director: Duties and responsibilities of the Executive Activities Director shall include, but are not limited to:

4.5.1 Facilitate inter- and intra-departmental interaction and cohesion by planning and executing social events and activities for graduate students at minimum every 2 months.

4.5.2 Collaborate with Department Representatives to plan, advertise, and host these events.

4.6 Executive Communications Director: Duties and responsibilities of the Executive Communications Director shall include, but are not limited to:

4.6.1 Facilitate communication between the Senate and administration in conjunction with the Executive President

4.6.2 Facilitate communication between the Senate and graduate students via email, social media, and the Senate website

- a. Communications include, but are not limited to, meeting agenda, meeting minutes, information about social events, important deadlines, and School of Medicine news.
- b. 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.

4.7 Executive Diversity, Equity, and Inclusion Representative: Duties and responsibilities of the Executive Diversity, Equity, and Inclusion (DEI) Representative shall include, but are not limited to:

4.7.1 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.

4.7.2 Bring issues of diversity, equity, and inclusion to the attention of the Senate and Administration, and provide potential solutions and resolutions to these issues.

4.7.3 Ensure that diversity, equity, and inclusion of minority and underrepresented students are considered and upheld in Senate discussions, decisions, planning, and all other activities.

4.7.4 Recruit graduate student volunteers for the DEI External Committee, and Chair this committee, which will work to accomplish duties 4.7.1 and 4.7.2.

4.8 Titled Positions

4.8.1 Immediate Past Executive President

- a. The outgoing Executive President is a non-voting member that can participate in all Executive and General Senate discussions as a mentor and advisor to all senators.

b. This position shall be allowed to attend official functions and provide input and guidance to the Executive President while also serving as a student liaison to the Administration.

4.8.2 Sergeant-at-Arms

a. The President shall appoint the Sergeant-at-Arms from amongst the Senate members. The role of the Sergeant-at-Arms is to maintain order during Senate meetings.

b. A current Senate member appointed to Sergeant-at-Arms will be allowed to hold only one vote at Senate meetings.

c. Terms of office shall be from appointment date to the end of the current academic year.

Section 5: Department Representatives

5.1 Purpose

5.1.1. 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.

5.1.2. 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.

5.1.3. To facilitate inter-class exchange of ideas and social interaction. This should be coordinated with the Executive Activities Director.

5.2 Organization

5.2.1. There shall be 1 PhD Representative per department, with option for additional Masters student representative. If no Masters student runs for this position, an additional PhD student may take this second position. The second position may remain unfilled if there is no interest or candidates are unable to fulfill duties required of the position.

5.2.2. Nomination and election of Department Representatives is discussed under Section 6 of the By-laws

5.3 General Duties and Responsibilities of the Department Representatives

5.3.1. 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

5.3.2 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.

Section 6: Internal and Ad-Hoc Committees

6.1 To ensure appropriate representation of the needs of the Senate and the student body, the Senate shall have appointed and/or elected individuals to oversee committees needed to enhance the experience of the student body.

6.2 Each senator must serve on two committees of their choosing, or to chair a single committee. Once all committees are formed, chairs of all committees will be determined by the committee members.

6.3 All internal committee decisions involving policy, finances, and contracts shall be understood to be recommendations and must be approved by a 2/3rds majority of the general Senate.

6.4 Internal Committees. The following shall be Internal Committees of the Senate:

1. Alumni Relations
2. Career Advisory and Mentorship
3. Constitution
4. Social Functions

6.4.1 The above named committees shall submit a Goals Form to the Vice President by the third Senate meeting of the year. It should include details for all events for the academic year: event title, tentative date, resources required, event description, composition of ad hoc committee members.

6.4.2 Twice per year, at the last meeting before winter break and at the last meeting of the year, the committee chairs shall give a presentation outlining what the committee has accomplished as well as what goals remain.

6.4.3 As events become near or pertinent information requires discussion, the co-chairs should petition the Senate President to be added to the agenda. It is not required to have a report from each committee at each meeting

6.5 Individual Committee Functions

6.5.1 Career Advisory. The Career Advisory committee will be responsible for providing the student body with resources to assist in career planning and job applications. This includes planning specific events to provide students with assistance, as well as the distribution of relevant information.

6.5.2 Constitution. The Constitution committee shall maintain the Constitution of the Senate and serve as the directors of any proposed revisions or amendments. The Constitution Sub-Committee shall, on a semi-annual basis, review the Constitution for discrepancies with the actual function and practice of the Senate. Any proposed Constitutional amendments must be sent to this committee for review, and for the development of wording consistent with this Constitution.

6.5.3 Social Functions. The Social Functions committee shall oversee and plan social activities for the entire student body. The Social Committee cannot plan events which would limit participation by any department. The Social Committee will encourage social interaction between departments. The committee will also create and maintain a record of venues with contact information, and any other information it deems may help future generations of Senate in organizing social events.

- a. The chair of the Social Functions Committee is by default the Executive Activities Director.

6.5.4 Alumni Relations. This internal committee shall serve as a liaison between the Senate, as well as the student body-at-large, and the alumni of the Wayne State University School of Medicine. The Senate alumni representatives will join the School of Medicine administration on the Alumni Association Committee. The alumni representatives will attend all Alumni Association Committee meetings held by the administration, or as the administration sees necessary. The involvement of Senate with the administration and the Alumni Association shall strengthen the relationship between the SOM alumni and the student body. The goals include, but are not limited to: transfer of information on current student affairs to alumni; presence of the alumni at SOM or Senate sponsored events; increased direct student-alumni contact for professional and social business or networking; and increased visibility of alumni during times of fundraising. In the event that alumni representatives cannot be in attendance at a scheduled administrative meeting, the Senate President will appoint themselves or another Senate member to take their place.

6.6 Ad Hoc Committees

6.6.1 General Function: Ad hoc committees can be formed to address specific projects or issues run by (an) Internal Committee(s) that can benefit from the expertise or help of members of the student body at large. Also, ad hoc committees can be formed to address ideas, projects or issues brought forward by any student.

6.6.2 Any student may propose the formation of an ad-hoc committee by notifying any member of the senate. The Senate member will notify the executive president and the item will be placed on the agenda for the next meeting.

6.6.3 Any senator may move to create an ad-hoc committee by specifying the committee goal, duration, and chairperson(s).

6.6.4 The ad-hoc committee must be approved by simple majority vote of the Senate.

6.6.5 All ad-hoc committees must have at least one Senate member

6.6.6 The Executive Senate Secretary will maintain a list of the active ad-hoc committees at any given time.

6.6.7 All active ad-hoc committees must report to the Senate at each meeting.

Section 7: Nomination and Election of Departmental Representatives

7.1 Nomination for Office: Officially matriculated WSUSOM graduate students may run for the position of Department Representative provided that they are in good academic standing and submit their name and a three-minute video speech explaining their intentions for the position should they be elected to that position, and their qualifications for the position, to Executive Senate.

7.1.1 The candidate is not allowed to campaign in any way, including by making signs. Their only communication with the students of their department regarding the position will be the three-minute video speech.

7.2 Deadline for Nominations. The Executive Board will determine the date that elections will be held and the deadline for nominations will be seven (7) days prior to the date of elections. Within

24 hours of the deadline for nominations, candidates will be notified, via email, of the number of candidates running for Department Representative in their department in that election.

7.3. Election of Department Representatives. Department Representatives shall be elected into office by the following procedures, which will be explained to the candidates by the Executive Senate:

7.3.1 The election of Department Representatives shall take place no later than the first week of December.

7.3.2 The three-minute video speeches of all candidates in a department will be distributed to all graduate students within that department seven (7) days before the election by Executive Senate. An anonymous electronic ballot with candidates running in that department will also be distributed to all graduate students at least 2 days before voting closes.

7.3.3 There are no absentee ballots under any conditions; absentee and/or vote by proxy are not permitted.

7.3.4 Under no circumstances shall candidates be allowed to run on "tickets" (no running mates).

7.3.5 Candidates running for office who are currently members of the Senate shall only be restricted from voting in the election of the positions for which they are candidates.

7.3.6 Candidates must receive a simple majority of the votes to be elected.

7.4 Disputes: Complaints regarding the results of election must be filed within 24 hours of the announcement of results. Disputes will be presented to student members of the current Executive Board. Following an investigation, if a decision is made in favor of the grievance party, a reelection can be called and must be mediated by the entire ad-hoc committee.

7.5 Terms of Office: The terms of each Department Representative shall be for one (1) year. Positions are renewable via re-election provided the person still meets the eligibility requirements.

7.6 Replacement officers: In the event of vacant Department Representative positions, the previous Department Representative must reach out to graduate students in their department again to recruit candidates, then volunteers for the position if no candidates are recruited.

Section 8: Executive Senate Elections

8.1 Nomination for Office. Officially matriculated WSU SOM graduate students in good academic standing may run for office provided they submit an application for nomination consisting of a written statement by the candidate indicating the position the candidate is running for, the intentions the person has if elected to that position, and the qualifications of the individual for the desired seat of office.

8.2 Deadline for Nominations. The Executive Board will determine the date that elections will be held and the deadline for nominations will be seven (7) days prior to the date of elections. Within 24 hours of the deadline for nominations, candidates will be notified, via email, of the number of candidates running for all positions in that election. Within 48 hours of the passing of the nomination deadline, the Executive Secretary will distribute each candidate's written statement and intent to run for an Executive Office to the current Senate members. If a current Senate member is running for an Executive Senate position, that member must be excluded from receiving the statement(s) for that position. Write-in nominations are forbidden. If an Executive Office position is without any nominees by the deadline, the Executive Secretary will alert eligible students that the position(s) remains open, and the nomination period will be extended by 48 hours only for the open position. If there remains a vacancy after the nomination extension period, the current Executive Board must decide how to proceed.

8.2.1 If numerous nominations are received for an Executive Officer position, all current Executive Officers can pare down the applicant pool to a maximum of five nominees.

8.3 Election of Executive Officers. Election of the Executive Officers will be explained to the Senate members present for the election meeting by the Executive Board:

8.3.1 The meeting for election of Executive Officers shall take place no later than the first meeting during the month of December, under the counsel of the current Executive Officers.

8.3.2 Anonymous electronic ballots will be provided to all present Senate members; submission of votes must occur on an individual basis.

8.3.3 There are no absentee ballots under any conditions, an individual must be present to vote in the election, absentee and/or vote by proxy are not permitted.

8.3.4 Under no circumstances shall candidates be allowed to run on "tickets" (no running mates).

8.3.5 Eligibility to vote in Senate Executive Officer elections: Voting members for the election include, and are limited to, current Senate members. Candidates running for office who are currently members of the Senate shall only be restricted from voting in the election of the positions for which they are candidates.

8.3.6 The election shall be mediated by the Executive Secretary. Election speeches must be viewed in person prior to an individual casting a vote. Election speeches for each position shall consist of an allotted time of five (5) minutes for President, and three (3) minutes for all other positions. Each candidate's speech will be followed by one minute of standardized questions and answers for Senate members present at the live elections to prompt the candidates. Following completion of speeches for each position, there will be a ten (10) minute discussion period among voting Senate members. Candidates may not be in the room during discussions.

8.3.7 Candidates may not use any presentation media, handouts, or props during their speeches. Notes are permitted.

8.3.8 Candidates must receive a simple majority of the votes to be elected.

8.3.9 Runoff election: In the event of a tie for a position, a runoff election shall commence for the two candidates with the highest number of votes. No new speeches will be given. Candidates shall each be asked a single standardized question and

allowed one minute to respond. Then a revote will be cast consisting only of the senators who participated in the initial vote for the position. If after the second round of voting there is still a tie, a second standardized question is asked with one minute to answer, the one question and answer and voting procedure will be continued until there is a victor.

8.3.10 If a candidate does not win an election, they may be able to drop down to another election. To facilitate this, the election order must proceed in the order of officers listed in Section 4: Executive Senate Roles & Titles, excluding Section 4.8 Titled Positions.

8.3.11 There will be a one month overlap, during the month of December, between the incoming and the outgoing Executive Board in which the outgoing Executive Board helps to run Executive Board and Department Representative elections and trains incoming Senators taking over their positions.

8.4 Disputes: Complaints regarding the results of the election must be filed within 24 hours of the announcement of results. Disputes will be presented to student members of the current Executive Board. Following an investigation, if a decision is made in favor of the grievance party, a reelection can be called and must be mediated by an impartial faculty member.

8.5 Terms of Office: The terms of each Executive Office shall be for one (1) year, from the election in the beginning of December to the following end of December. Positions are renewable via re-election provided the person still meets the eligibility requirements.

8.6 Replacement officers: In the event of vacant Executive Board positions, all positions except for the President will be filled by the candidate receiving the next highest vote in the most recent election. If this person declines the position, or is not eligible for the position, then the candidate with the next highest vote will be offered the position. When the position cannot be filled with the next highest vote, a provisional election shall be run by the Executive Board to fill the position. In the case of the President's position becoming vacant, the Vice President shall automatically assume the role of the President and the Vice President's position shall be filled by the terms outlined in this clause.

Section 9: External Committee Responsibilities & Elections

9.1 External committee Chairs are elected by the Senate to serve the interest of the student body in their appropriate areas of concern. The rest of the External Committee will be comprised of graduate student volunteers who are not currently holding a Senate position. Their function and roles are defined by the need of the students, the faculty, and administrators of the graduate school.

9.1.1 Representatives of each external committee will provide at least one update per semester on their contributions to the student body.

9.1.2 External committee members may be removed by the Senate if they are deemed unfit for the position by the graduate school administration or by petition from members of the student body.

9.1.3 Ad-hoc committees may also be created for any event or function not accomplished by an existing committee.

9.2 The elections of the Chair of an External Committee, except for the Diversity, Equity, and Inclusion (DEI) External Committee which is chaired by the Executive DEI Representative by default, will proceed at their designated times in the academic year as follows:

9.2.1 The Graduate Student Senate as a whole will run elections for External Committee Chairs in January. Terms for Chairs will be 1 year.

9.2.2 The process will begin by informing all SOM graduate students by email of the open Chair and volunteer positions for each External Committee and roles and responsibilities of these positions. The individuals running will submit an application answered questions that were decided upon and composed by the current committee members.

9.2.3 Applications will be anonymized by current committee members and distributed to all Senate members for review. Current committee members from all committees will also create and distribute an anonymous, electronic ballot for Senate members to vote for the Chair of each committee. Current External Committee members are not allowed to participate in the vote. The Executive DEI Representative may participate in the vote, provided that they were not involved in the application anonymization process and will not be able to identify which applications belong to which candidates.

9.2.4 The candidate receiving the highest number of votes for the Chair position will be elected. Any election for which there is a tie will be followed by a runoff among those candidates tying for votes. This will involve the tied candidates recording a 3-minute video speech regarding their qualifications and vision for the position, within 48 hours of the initial election. The video speeches will be collected and distributed to Senate members by current committee members, along with another anonymous electronic ballot. All votes must be cast within 24 hours of receiving the videos and ballots. Should the runoff result in another tie, the Executive Senate President will choose a winner.

9.2.5 All candidates will be notified by Senate of the election results within twenty-four (24) hours.

9.2.6 If an External Committee Chair chooses to modify their academic schedule, they must relinquish their office. The process to replace the Chair will begin again, following the same recruitment and elections procedures as above, and a special election will be held at the next possible Senate meeting. The new Chair's term will end in January with all other External Committee Chair terms, regardless of when they were elected.