

GSA-HS operating bylaws are an extension of the CUGSA Supreme Constitution. The statutes found below are linked with those found in the CUGSA Supreme Constitution. GSA-HS Members should refer to the CUGSA Supreme Constitution or Potsdam Minor Constitution or seek assistance from a CUGSA Executive Board Member if confusion occurs. Additionally, if there is confusion or conflict between these operating bylaws and the CUGSA Supreme Constitution or Potsdam Minor Constitution, the CUGSA Supreme Constitution or Potsdam Minor Constitution will be followed. The GSA-HS operating bylaws will then be modified and corrected to follow the CUGSA Supreme Constitution or Potsdam Minor Constitution.

Ratified: 11th May, 2020

Graduate Students' Association - Health Sciences (GSA-HS)

Operating Bylaws

Mission Statement

We, the Minor Graduate Students' Association - Health Science (GSA - HS) of Clarkson University, aim to support the interprofessional collaboration of all Clarkson health disciplines. Our goal is to unify the health science disciplines by providing social, educational, and professional development in alignment with the Clarkson University Graduate Student Association (CUGSA) Supreme Constitution.

Administrative Structure

List of Executive Board Members

- Adviser
- President
- Vice President
- Secretary
- Treasurer
- Director of Interprofessional Education
- Social Media Chair
- Class Representatives

Adviser

A Physical Therapy (PT), Occupational Therapy (OT), and Physician's Assistant (PA) faculty member from the Faculty Interprofessional Education Team will serve equally as our advisors. When questions arise, they will each be contacted with how to proceed. The responsibilities of this position tend to include but are not limited to:

- Guiding, advising, and helping the GSA - HSs complete their mission.
- Stay informed on the actions and decisions of the GSA - HS.
- Check in on students if they have not heard from them in three weeks.

President

The President is the primary representative of the student organization. This individual is responsible for communication between the organization, the advisor, and other community contacts. The responsibilities of this position tend to include but are not limited to:

- Keep direct contact and flow of communication with CUGSA
- Preside over and set the agenda for all meetings and manage the general business of GSA - HS
- Be responsible for all meeting minutes, emails, and files of the GSA-HS along with the Secretary
- Ensure events are planned so that as many health science students as possible are available to attend
- Delegate duties to other GSA - HS Board Members as needed
- Ensure that the Executive Board participates in an end of semester review detailing current successes and areas of improvement
- Be responsible for making sure there is at least one class representative from each cohort present at meetings.
- Attend CUGSA meetings on the main campus biweekly

Vice President

The Vice President will keep continuous contact with the President. The Vice President is required to be current on all organizational communications and events. The responsibilities of the Vice President include but are not limited to:

- Perform the duties of the President in the event of the absence of the President
- Assist President in overseeing event planning, fundraising, general body meetings, etc
- Maintain contact with the general body
- Keep order and speaking times during joint meetings
- Attend CUGSA meetings on the main campus biweekly

Secretary

The responsibilities of the GSA-HS secretary include but are not limited to:

- Be responsible for all meeting minutes, emails, and files of the GSA-HS
- Record attendance of participants at each event
- Maintain a current list of contact information of the student organization officers, advisers, and members
- Make sure all board members comply with the Bylaws and Code of Conduct
- CUGSA email would be included in the email list of the general meetings so that they are informed of meeting proceedings and can join from time to time

Treasurer

- Be responsible for all funds, keeping current account records, and submitting financial updates after each event to the CUGSA treasurer
- Submit the semester budget to the CUGSA treasurer at the end of each semester
- Submit the annual budget proposal to the CUGSA treasurer before each fiscal year
- Have financial updates available to be presented at each GSA - HS meetings
- Update the GSA Treasurer on funds spent and gained after each event for the CUGSA records within one week of the event

- Provide student participants with receipts and maintenance of the receipt book when funds are collected per student for events
- Ensure financial documents from fundraisers/events are transported to the CUGSA Treasurer after one week
- If changes are made that do not reflect the budget proposal, the changes need to be updated with the CUGSA treasurer

Director of Interprofessional Education

- This position is delegated to a health science student that takes on an interprofessionalism senior capstone project. If no one does an interprofessional senior capstone project, the position does not have to be filled
- Direct events that are directly related to interprofessionalism
- If the position is filled, they are responsible for finding one member from each health discipline cohort to be class representatives

Social Media Chair

- Serve as administrator for all GSA - HS electronic social media communication accounts and receive any correspondence intended for GSA - HS through social media
- Serve as administrator for all GSA - HS electronic communication accounts
- The first social media chair can choose the platform that they would like to use when the time comes (e.g. Facebook, Instagram). Following Social Media Chairs will make updates to the given account

Class representatives

- One contact person from each discipline's class that serves as a liaison between GSA - HS and their classmates
- A secondary person must also be determined
- They are to partake in meetings that determine the best events and best dates for events for the health science students and greater graduate student body
- This position must be filled at the start of each semester

Defined Terms of Service

Start term: June of the current academic year

End term: The following May of the current academic year

Election Terms

- The election process will occur during March and April.
- Application with the proceeding interview process should be conducted by current board members.
- Current board members must reapply to serve in the following academic year.
- The current board will choose the following board based on club efforts and who will work well together.
- At least one person from each discipline should be on the board.

Codes of Conduct

Event guidelines

- Events must serve the student body in the following criteria: social, community outreach, and professional
 - Social - Events that give health science students opportunities to get to know each other and share experiences. Social events should have some structured interprofessional tie (mixers, formals, game nights, etc.)
 - Community Outreach- Events that connect health science students to the Greater Potsdam community (pre-health undergraduate student forums, community clean ups, community health screenings, holiday cards for soldiers, etc.)
 - Professional - Events that cater to the professional development of the health science students (certifications, guest speakers, etc.)
- The GSA - HS Board will host at least three events during the fall and spring semesters.
- Two events will be held for the shorter summer semester (one social and one professional/volunteer).
- Event dates will be chosen with class representatives present to make sure dates are suitable for all cohorts in each discipline.

General Executive Board Guidelines

- Board members are expected to attend all GSA-HS meetings possible.
- Board members should be selected by the current board annually based on the application and interview process.
- An executive board member will be appointed to lead each event.
- Board members will actively encourage the attendance and participation of general body members at all events.
- Board members are responsible for advertising all events through the administrative assistant of each health science discipline, flyers, and each cohort's GroupMe chat.
- Board members will meet every other week or as needed for GSA - HS executive board meetings discuss updates.
- Board members will host at least two general body meetings each semester.
- Board members are responsible for keeping designated documents organized and for training the students that will fill their roles with excellence.
- Board members will advertise, define, follow through with the entire election process for the following classes.
- At least two board members of the GSA - HS board should be at the CUGSA Graduate Council and Potsdam Minor Council Board meetings.
- GSA - HS board members must attend as many GSA - HS meetings as possible. (Accessible excuses include class, lab, and clinical time.)
- Board Members should provide an inventory list of equipment/remaining materials available to GSA - HS before the start of the school year to the new board members.
- CUGSA and its advisors would be notified of any official complaints made against executive board members of the GSA - HS.

Financial rules

- All financial decisions are discussed at board meetings and made cohesively.
- Money collected from fundraiser events should be put to use for collective use of the student body and needs to be reported to the CUGSA.
- The estimated budget for all events throughout the semester should be made at the beginning of the semester.

Conduct Committee

- Would be made of one member of the CUGSA Executive Board, and the following GSA - HS members: President, Vice President, Secretary, Treasurer. Members should step aside if there is any conflict of interest. At least one advisor of the CUGSA or GSA - HS will co-chair the committee.
- The executive board members are required to report any disciplinary issues to CUGSA and Clarkson security office (during emergencies) and are not allowed to act on their own.

Removal of Leaders

- If board members do not fulfill their duties, a board member can be removed from the board by a collective vote from all other board members. The board member in question can be informed upon written warning and in -body meetings.

Amendments to the Code of Conduct

- The Code of Conduct would finally be modified/ratified by the two-third (2/3) endorsement of the CUGSA graduate council.

Signatures

Sandip Purnapatra

CUGSA President

May 9th, 2020

Date

Alexandra Bennett

GSA-HS President

May 09, 2020

Date