

University of Maryland, Baltimore
School of Nursing
Doctoral Nursing Student Organization
Bylaws

Article I PURPOSE

The purpose of the organization shall be to:

1. Provide a communication link among Doctor of Philosophy (PhD) students and Doctor of Nursing Practice (DNP) students, between students in the DNP and PhD programs, and between doctoral students and faculty/administration.
2. Provide a forum for the discussion of issues related to the experience of doctoral study.
3. Foster a sense of collegiality between student and faculty/administration for scholarly inquiry.

Article II NAME, AUTHORITY and STRUCTURE

- Section 1 NAME: The name of this organization shall be the Doctoral Nursing Student Organization (DNSO) of the University of Maryland, School of Nursing (UMSON).
- Section 2 AUTHORITY: The DNSO at the UMSON acts with the authority granted by the Dean and faculty of the School of Nursing and in accordance with the policies of the University which pertain to the student organization.
- Section 3 MEMBERSHIP: Only duly admitted doctoral students, inclusive of PhD and DNP students, of the University of Maryland School of Nursing are members of the DNSO and shall have the right to vote.
- Section 4 The DNSO Executive Committee and DNSO Board members shall be composed of volunteers from the DNSO membership.

Article III EXECUTIVE COMMITTEE AND BOARD MEMBERS

- Section 1 QUALIFICATIONS: Any DNSO member may volunteer or may be nominated to hold office.
- Section 2 TERM OF OFFICE: The term of office shall be one year, from May 15 of the year beginning the term of office, to May 14 of the next year. The outgoing representative will communicate with the new representative to facilitate a smooth transfer of responsibilities. Members of the incoming PhD and DNP classes will be recruited for DNSO Board membership and serve as the representatives for the first-year students in the respective programs. An officer may be re-elected for a second

consecutive year, if they would like to remain as an officer in that position and there are no other interests for that position. Any board position may be occupied by two individuals that act as co-members to carry out their role.

Section 3 ATTENDANCE: Attendance is required of all members of the Executive Committee at all DNSO meetings. Any officer who is unable to attend shall provide a report prior to the meeting. Any officer having two (2) consecutive unexcused absences may lose the right to maintain their position.

Section 4 PERMANENT REPLACEMENT: If the President (s) is unable to fulfill the duties of that office, the Vice President shall assume the duties of the President(s) and a new Vice President shall be recruited by the members of the Executive Committee within six weeks. In the event that any other officer is unable to fulfill the duties of that position, a new officer must be recruited from the membership within six weeks.

Section 5 DOCTORAL NURSING STUDENT ORGANIZATION EXECUTIVE COMMITTEE
AND BOARD

1. TITLES and OFFICERS: The officers of the DSO shall be the
The Executive Committee officers of the DNSO shall be the President/Co-Presidents, Vice President, Secretary, and Treasurer. The office of the President/ Co-President shall be represented by one or two individuals: one member of either the PhD program and one member of the DNP program when and if possible.

The DNSO Board is comprised of the Executive Committee officers, Promotion & Engagement Chair/Co-Chairs, student representatives from the incoming first-year PhD and DNP classes , the Curriculum Committee representatives for the PhD and DNP programs , the Graduate Student Association (GSA) primary representative, GSA alternate representative, Student affairs (SA) representative, Universities at Shady Grove (USG) Campus representatives , and the Equity Diversity and Inclusion (EDI) committee representative. When possible, if a board position is being shared by two individuals, it is preferred that the students are from different stages/sections of the program. For example: When possible, the USG Representatives should be from different cohorts (1st-2nd year, and 3rd-4th year) within their program, Curriculum Committee member should be represented by part-time and full time or from different programs.

No Executive Committee officer shall hold more than one position at any given time. During any period in which a board position remains unfilled, members of the board may rotate carrying out the responsibilities of that position. Any board position may be occupied by two individuals that act as co-members to carry out their role.

2. DUTIES

a. The President/Co-Presidents shall:

- i. Preside at all DNSO meetings.
- ii. Represent the DNSO when the occasion requires.
- iii. Inform Faculty Advisors of meetings.
- iv. Serve on the DNSO without voting privileges except in the case of a tie.
- v. Establish the meeting agenda and distribute via email one week prior to monthly meeting.
- vii. Provide assistance to the Promotion & Engagement Co-Chairs in the preparation of DNSO communications and advertisements.

b. The Vice Presidents shall:

- i. In the absence of the President/Co-Presidents, perform the duties of the President or perform duties as requested by the President.
- ii. Act as parliamentarian of all DNSO meetings.
- iii. Appoint ad hoc committee chairpersons as the need arises, in consultation with the Executive Committee.
- iv. Be responsible for soliciting nominations for open DNSO Board positions, including drafting and distributing election ballots and counting ballots.
- v. Maintain oversight for ensuring meeting minutes are updated to Blackboard in a timely fashion if the Executive Nursing Government Board (ENGB) is active and requires it.

c. The Secretary shall:

- i. Keep minutes of all DNSO meetings.
- ii. Post minutes of meetings no later than two weeks following the meetings.
- iii. Maintain a permanent record of all events sponsored by the DNSO and list of past officers of the DNSO.

- iv. Maintain correspondence with the Executive Committee.
- v. Maintain and update the DNSO Blackboard if the ENGB is active and requires it, including maintaining current access for all doctoral students.
- vi. Maintain electronic contact (for example: SharePoint/Teams) for DNSO including updating new membership and removing former members.

d. The Treasurer shall:

- i. Work with the President/Co-Presidents to prepare a budget at the beginning of each semester.
- ii. Attend ENGB meetings as required if the ENGB is active and requires it.
- iii. Maintain a shadow budget and ensure both shadow and actual budget are the same with SON Finance department.
- iv. Secure options for funding of events
- v. Act as At-Large member to fulfill other duties in the absence of program planning, as requested by the President.
- vi. Process travel awards, including making copies of applications/receipts, delivering packets to SON Finance and ensuring awards are distributed in a timely fashion.

e. The Promotion & Engagement (P&E) Chair/Co-Chairs shall:

- i. Prepare a bi-semester publication updating the doctoral student body of DNSO activities, research opportunities, student accomplishments and other things.
- ii. Contribute to ENGB student newsletter, if the ENGB is active and requires it.
- iii. In conjunction with the 1st year representatives, plan at least two social events each semester, including but not limited to:
 - Fall Breakfast or Luncheon depending on needs assessment
 - Spring Q&A session
 - End of Semester Event or Convocation Event

f. Other Positions of DNSO Board, and their responsibilities, include:

- i. Curriculum Committee Representative for PhD program
 - a). Attend all Curriculum meetings for the PhD program.
 - b) Report deliberations of Curriculum meetings at DNSO meetings.
 - c) Act as representative/liaison of the PhD student body for any curriculum-related issue.

ii. Curriculum Committee Representative for the DNP program

- a). Attend all Curriculum meetings for the DNP program.
- b). Report deliberations of Curriculum meetings at DNSO meetings.
- c) Act as representative/liaison of the DNP student body for any curriculum-related issue.

iii. Primary GSA Representative

- a). Attend all GSA meetings
- b) Report pertinent deliberations of the GSA at DNSO meetings.
- c) Act as representative/liaison of the DNSO at GSA functions and meetings.

iv. Alternate GSA Representative

- a). Coordinate with the primary GSA representative to make sure all GSA meetings are attended
- b) IF the primary GSA rep is unable to attend a GSA meeting, report to the meeting in their stead. Report pertinent deliberations of the GSA at DNSO meetings in tandem with the primary GSA representative.
- c) Act as the alternate representative/liaison of the DNSO at GSA functions and meetings.

v. First-Year PhD Student Representative

- a). Attend DNSO meetings and provide a report of the state of the class.
- b) Act as representative/liaison of the first year PhD student body.
- c) Work with the Social Chair to plan and promote events as needed.

vi. First -Year DNP Student Representative

- a). Attend DNSO meetings and provide a report of the state of the class.
- b) Act as representative/liaison of the first year DNP student body.
- c) Work with the Social Chair to plan and promote events as needed.

vii. SA Representative

- a). Attend all SA meetings
- b) Report pertinent deliberations of the SA committee at DNSO meetings.
- c) Act as representative/liaison of the DNSO student body.

viii. USG Representatives (two individuals)

- a). Attend DNSO meetings and provide a report of the state of the DNP class at the Universities at Shady Grove Campus.
- b) Act as representative/liaison of the USG DNP student body.
- c) Work with the Social Chair to plan and promote events as needed.

ix. EDI Committee Representative

a). Attend all EDI committee meetings b) Report pertinent deliberations of the EDI committee at DNSO meetings. c) Act as representative/liaison of the DNSO student body.

g. Any committee representative, except for the GSA alternate representative may designate and send an alternate to a meeting as necessary. The President/Co-Presidents shall be notified of this arrangement prior to the meeting.

Article IV DNSO FACULTY ADVISORS

There shall be two Faculty Advisors for the DNSO, one from the PhD program and one from the DNP program. The Executive Committee of the DNSO shall assemble recommendations for Faculty Advisor from the student body of each of the doctoral programs in the Spring of each year. After deliberation of the Executive Committee, one recommended faculty from each program shall be invited to serve as Faculty Advisor. This appointment shall be for a two-year term from September 1 to August 31 of the following year. Faculty Advisors may serve additional terms if they would like to remain in that position and there are no other interests for the position.

Faculty is eligible for consideration if they are able to serve as a Research Advisor for PhD students or Capstone Advisor for the DNP students.

Faculty advisors are non-voting members of the DNSO.

Faculty advisors will meet with the DNSO executive committee members at their monthly Executive Committee meeting, review agenda and minutes, and communicate with the DNSO President (s) and Assistant Dean of their respective programs on relevant issues consistent with student needs.

Article V COMMUNICATIONS AND MEETINGS

The communication process is as follows:

1. DNSO Presidents/Co-Presidents prepare agendas for the upcoming meetings. The Secretary prepares the minutes of previous meetings.
2. The DNSO President will distribute the agenda to the DNSO Board and Faculty Advisors prior to meetings.

The DNSO Board and Executive Committee shall meet at least four times each semester, except upon majority agreement of the committee from September through May, on a

day designated by the Executive Committee. The executive committee will meet in a closed meeting for at least 30 minutes at the beginning of each semester. All other meetings are open to the board and general membership.

Article VI NOMINATIONS/VOTING

- Section 1 Recruitment and nominations for open DNSO Executive Committee and Board Positions shall be solicited during the month of March of each year. Candidates may hold only one officer position. Section 2 Ballots shall be distributed during April via email through the PhD and DNP listservs or other communication methods designated by university policy and shall be counted during the first week of May of each year. Ballots should be sent out at least one month before they are to be counted to allow for ample time for ballots to be returned.
- Section 3 END of YEAR TRANSITION: The outgoing officers shall communicate with incoming officers during the month of May each year to ensure a smooth transfer of duties.
- Section 4 Should a board position open prior to the March elections, the DNSO Promotion and Engagement Board member or a designee will inform DNSO members of the open role in conjunction with the Executive Board. Ballots shall be distributed via email through the PhD and DNP listservs or other communication methods designated by university policy and shall be counted by the Vice President during the next DNSO Board Meeting unless said meeting is less than 7 days out.

Article VII AMENDMENTS

- Section 1 The DNSO Executive Committee will review the by-laws at a minimum of every three years.
- Section 2 The DNSO by-laws may be amended at any time by a majority vote of the DNSO Executive Committee. After the amendments have been approved by the Executive Committee, the Secretary will post the revised by-laws on DNSO Student Communication Channel and other university required sites and alert the general DNSO membership and the DNSO Faculty advisors of the posting via email.
- Section 3 These by-laws may be amended by a majority of votes cast for or against. A majority shall constitute 50% plus one vote of the entire Executive Committee.