

University of Maryland, Baltimore
School of Nursing
Doctoral 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 Student Organization (DSO) of the University of Maryland, School of Nursing (UMSON).

Section 2 **AUTHORITY:** The DSO 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 UMB School of Nursing are members of the DSO and shall have the right to vote.

Section 4 The DSO Executive Committee shall be composed of volunteers from the DSO membership.

Article III EXECUTIVE COMMITTEE

Section 1 **QUALIFICATIONS:** Any DSO 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. A members of the incoming PhD and DNP classes will be recruited for membership on the DSO Executive Committee and serve as the representatives for the first year students in the respective programs.

- Section 3 ATTENDANCE: Attendance is required of all members of the executive committee at all DSO meetings. Any officer who is unable to attend shall provide a report prior to the meeting. Any officer having two (2) unexcused absences may lose the right to maintain his/her position.
- Section 4 PERMANENT REPLACEMENT: If the President is unable to fulfill the duties of that office, the Vice President shall assume the duties of the President(s) and new Vice President shall be recruited from the members of the Executive Committee within six weeks. In the case that any other officer is unable to fulfill the duties of that office a new officer must be recruited from the membership within six weeks.

Section 5 DOCTORAL STUDENT ORGANIZATION
EXECUTIVE COMMITTEE

1. TITLES and OFFICERS: The officers of the DSO shall be the President, Vice President, Secretary, and Ways and Means Chairs. The office of the President shall be represented by a member of either the PhD or DNP program. The Executive Committee is comprised of the officers of the DSO and student representatives from the incoming first-year PhD and DNP classes, the Curriculum Committee representative for the PhD and for the DNP class, and the Graduate Student Association (GSA) representative. No person shall hold more than one position of the Executive Committee at any given time, although during any period in which an office remains unfilled, members of the Executive Committee may rotate carrying out the responsibilities of that office.

2. DUTIES

a. The President shall:

- i. Prepare the agenda and preside at all DSO meetings.
- ii. Represent the DSO when the occasion requires.
- iii. Inform Faculty Advisors of meetings.
- iv. Serve on the DSO without vote except in the case of a tie.
- v. Establish the meeting agenda and distribute via email one week prior to meeting.

b. The Vice Presidents shall:

- i. In the absence of the President, perform the duties of the President or perform duties as requested by the President.
- ii. Act as parliamentarian of all DSO 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 DSO Board positions, drafting and distributing election ballots and count ballots.
- c. The Secretary shall:
- i. Keep minutes of all DSO meeting.
 - ii. Post minutes of meetings no later than two weeks following the meetings.
 - iii. Maintain a permanent record of all events sponsored by the DSO and list of past officers of the DSO.
 - iv. Maintain correspondence.
 - v. Maintain and update the DSO Blackboard, including maintaining current access for all doctoral students.
- d. The Ways and Means Chairs shall:
- i. Plan at least 2 events per academic year to include:
 - a). Fall luncheon for new doctoral students.
 - b). Combined business meeting/social event.
 - ii. Plan other events as needed.
 - iii. Secure options for funding of events
 - iv. Act as At-Large member to fulfill other duties in the absence of program planning, as requested by the President.
- e. Other Student Representatives of the Executive Committee of the DSO, 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 DSO meetings.
 - c). Post a report of deliberations on Blackboard within 2 weeks of each meeting.
 - d). 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 DSO meetings.
- c). Post a report of deliberations on Blackboard within 2 weeks of each meeting.
- d). Act as representative/liaison of the DNP student body for any curriculum-related issue.

iii. GSA Representative

- a). Attend all GSA meetings
- b). Report pertinent deliberations of the GSA at DSO meetings.
- c). Post a report of deliberations on Blackboard within 2 weeks of each meeting.
- d). Act as representative/liaison of the doctoral nursing students at GSA functions.

iv. First-Year PhD Student Representative

- a). Attend DSO meetings and provide a report of the state of the class.
- b). Act as representative/liaison of the first year PhD student body.

v. First -Year DNP Student Representative

- a). Attend DSO meetings and provide a report of the state of the class.
- b). Act as representative/liaison of the first year DNP student body.

f. Any committee representative may designate and send an alternate to a meeting as necessary. The President shall be notified of this arrangement prior to the meeting.

Article IV DSO FACULTY ADVISORS

There shall be two Faculty Advisors for the DSO, one from the PhD program and one from the DNP program. The Executive Committee of the DSO 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 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 DSO.

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

The communication process is as follows:

1. DSO Co-Presidents prepare agendas for the upcoming meetings. The Secretary prepares the minutes of previous meetings.
2. The DSO President will distribute the agenda to the Board and Faculty Advisors prior to meetings, and the Secretaries will post the minutes on Blackboard upon completion of all corrections.

Article V MEETINGS

The DSO shall meet at least once a month except upon majority agreement of the committee from September through May, on a day designated by the Executive Committee. General DSO membership open meetings should be scheduled at least once per year. Members may attend any of the executive meetings.

Article VI NOMINATIONS/VOTING

- Section 1 Recruitment and nominations for open DSO Board Positions shall be solicited during the month of March of each year. Candidates may hold only one office.
- Section 2 Ballots shall be distributed during April via email through the PhD and DNP listserves and shall be counted during the first of week of May of each year. Ballots should be sent out at least one month before it is 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 of each year to ensure a smooth transfer of duties.

Article VII AMENDMENTS

- Section 1 The DSO Executive Committee will review the by-laws at a minimum of every three years.
- Section 2 The DSO by-laws may be amended at any time by a majority vote of the DSO Executive Committee. After the amendments have been approved by the Executive Committee, the Secretaries will post the

Section 3

revised by-laws on Blackboard and alert the general DSO membership and the DSO Faculty advisors of the posting via email. 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.

Revised 09/07/2011