ARTICLE I: Name

The name of this organization shall be the Dean’s Student Advisory Board, a constituent of the Wright State University Student Government, hereinafter referred to as the DSAB.

ARTICLE II: Purpose

The purpose of the DSAB:

a. To aid in the communication between the College of Nursing & Health constituents and college faculty and staff.
b. To review current constituents’ educational interests and concerns
c. To aid in the development or redefining of educational methods and resources.

ARTICLE III: Representative Membership

Section I – Members

a. The DSAB will consist of 2 representatives from each nursing track of the traditional BSN program, RN-BSN, the graduate programs, and the Dean.
b. The elected president will co-chair along with the Dean.
c. Additional members may be added if the majority group so desires.

Section II – Term of Office

a. For each representative, term of office is concluded upon graduation from the nursing program with their intended track.
b. If any representative fails to stay on track with their respective cohort, or falls behind by failing to meet college requirements, he/she is automatically removed from the DSAB.
c. If a member is removed from the DSAB due to failing to meet college requirements to stay in his/her cohort, he/she can reapply if applications are handed out to the new track they have been placed into.

Section III – Vacancy

In the case of representative vacancy, whether from dismissal due to not meeting college requirements or voluntary leave, candidates from his/her respective nursing class will be
interviewed by the officers, then one will be selected and presented to the DSAB for an official vote. The new representatives must be approved by a majority vote. If the candidate fails approval, the officers must select another candidate to be presented and approved.

ARTICLE IV: Officers

Section I

The officers of the DSAB shall consist of the president, vice president, and secretary.

Section II – Eligibility

a. Only current representatives of the DSAB are eligible to hold an officer position.
b. No member shall hold more than one position of office at the same time.

Section III – Term of Office

a. The term of office shall be one year beginning with the September meeting in which officers are elected until the election and approval of new officers the following September.
b. Current officers may run for another position after the end of their respective term.

Section IV – Duties of Officers

a. The president shall:
   1. Preside over meetings of the DSAB.
   2. Have the power to call organization and board meetings.
   3. Represent the DSAB in matters related to the organization.
   4. Serve as a liaison between the College of Nursing and Health and the Student Government.
   5. Work in coordination with the College of Nursing and Health’s Dean to discuss and accomplish goals of the DSAB.
   6. Prepare an agenda for each meeting and provide it to secretary for copies no later than 3 days prior to meeting time.

b. The vice president shall
   1. Assume all duties of the president in case of absence of vacancy of the president.
   2. Accompany president to meetings with any college staff or faculty, or any person of importance who is affiliated or has business with the DSAB.
   3. Assist the president with duties as deemed necessary.

c. The secretary shall:
   1. Keep a record of all meeting minutes and records of all organizational business.
   2. Perform a roll call at meetings.
   3. In the event that both the president and secretary are absent, the secretary will call meeting to order and preside over the meeting.
4. Perform any other duties assigned by the president.
5. Prepare a paper ballot from incoming nursing class representative elections.

Section V – Removal of Officers

a. In the event that an officer is not performing his/her duties, a DSAB member can request in writing that the officer be removed from their officer position.
b. The request for removal will require a two-thirds (2/3) vote by the DSAB for dismissal.
c. The officer removed from the position is still able to maintain their position as a representative.

Section VI – Vacancy

If any officer position is vacant due to removal or a voluntary step-down, the DSAB will immediately perform the election procedure for a replacement officer.

ARTICLE V: Elections

Section I – Representative Elections

a. Representative elections for the incoming nursing classes will occur twice a year: once at the beginning of spring semester and once at the beginning of fall semester for the newly admitted classes.
b. The members of the newly admitted nursing classes shall be contacted and informed of the DSAB. The president and any available officers will visit the newly admitted student’s first nursing class and hand out an interest form.
c. The prospective representatives will submit an interest form answering questions given by the DSAB members. The current members will then vote in two new members from the newly admitted classes.
d. The new members will be installed at the next DSAB meeting after elections.

Selection II – Officer Elections

a. Officer elections will occur during the last DSAB meeting of the academic year during the spring semester, or as otherwise necessary due to vacancy.
b. The officers shall be elected by the members of the DSAB.
c. Each representative who wishes to run for and office may nominate themselves at the beginning of the election. He/she must then present themselves to the DSAB, and explain why they are fit for the position.
d. Each person may only nominate his/herself for one (1) position.
e. A paper ballot election will take place. The candidate with the majority of votes will take the officer position at the first meeting of the fall semester.

ARTICLE VI: Meetings
Section I – Dates

Meetings of the DSAB shall occur at least twice a semester during the academic year. Meeting dates shall be set and determined depending on each member’s and the Dean’s availability.

Section II – Voting Body

a. The voting body at the meetings of the association shall consist of all elected officers and representatives.
b. A majority vote is required for all subject matter voted on. Exclusions include removal of officers, which required a two-thirds (2/3) vote.

Section III– Meeting Attendance

All meetings of the DSAB shall include the DSAB members and the Dean. No other faculty or staff shall be present during the meeting to provide for freedom of expression and for confidentiality purposes.

Section IV – Special Meetings

a. A special meeting may be called by the president.
b. Notice of time, place, and purpose of the meeting shall be posted at least five (5) days prior to the meeting date.
c. The voting body shall remain the same for this meeting.
d. If any member wishes to request a special meeting, they must give written notice to the president at least one (1) week prior to the requested meeting date.

ARTICLE V: Amendments

Section I – Process

a. These bylaws may be amended during any meeting by a majority vote provided that proposed amendments have been presented at a previous meeting and/or emailed to all members for review.
b. Proper amendments shall be submitted in writing to the president for review at least two (2) weeks prior to a meeting date.

Section II

Amendments will immediately become effective upon their passage by the voting body of the DSAB.