

SDSU/UCSD Joint Doctoral Program in Interdisciplinary Research on Substance Use

Student Council Bylaws V 1.0

Ratified December 13, 2019

This document describes the policies and procedures associated with the Student Council of the SDSU/UCSD Joint Doctoral Program in Interdisciplinary Research on Substance Use (IRSU).

I. PURPOSE

The purpose of the IRSU JDP Student Council is to foster and enhance communication, cooperation, and engagement between the JDP student body and faculty, including the JDP IRSU Steering Committee, regarding all instructional and procedural aspects of the doctoral program, student-mentor relations, and student life. The Student Council will provide regular student input to the Steering Committee to facilitate problem-solving, program improvement, and a deeper understanding and collegiality between students and program administration.

II. OBJECTIVES/RESPONSIBILITIES

The objectives and responsibilities of the Student Council are as follows:

A. IRSU Student Representation

The student council shall function as one means for the IRSU student body to communicate with each other, the program administrators, the universities, and the community.

B. Hold Regular and Special Meetings.

Meetings will be open to all IRSU students and invitees of the student council.

C. Advocacy

The student council shall function as advocates for the student body by presenting ideas, priorities, and analyses to appropriate bodies or committees within the JDP. The council shall solicit, analyze, discuss, and convey the spectrum of student perspectives and suggestions regarding instructional, procedural, student-mentor, or other concerns at regular intervals and before reporting to entities outside of the IRSU student body.

D. Facilitation

The student council shall provide student representation in JDP IRSU Steering Committee meetings, and request Steering Committee meetings as needed when urgent problems or concerns are raised by the student body. The JDP Representative shall facilitate the Steering Committee's deliberative process by conveying the variety of views held by the IRSU student body. The Representative will also be charged with reporting back to the student body the actions taken by the Steering Committee and issues that remain under consideration.

E. Solution Generation

The intent of the Student Council is to provide a venue for student problem solving, communication difficulties, and the resolution of concerns and complaints not are not covered by formal grievance-resolution procedures available through the university and program administration.

III. MEMBERSHIP

A. Council Structure

The IRSU Student Council shall consist of any and all IRSU students declaring their willingness to participate and complete their duties as a Council Member during a one-year term. One member of the council shall be elected by the whole student body to serve as the JDP Student Representative. The Representative, or her designee, shall preside over all meetings.

Student Council Members will be allocated duties by the Representative. Duties shall include, but not be limited to, tasks in support of meeting preparation and record keeping, communications, meeting logistics, collecting the physical mail, officiating elections and administrative research.

B. Elections

Regular elections will be held once each year during the month of October, and will occur over a 7 day window. Election of the Representative or ballot measures with multiple options shall be run with an instant-runoff voting system; voters will provide their ranked choice of each candidate/alternative.

In the event of ties, the tied candidates shall confer to determine if they can provide a resolution. A coin-toss shall be used to identify the winner if the matter is not resolved.

C. Terms

The Student Representative will serve a one-year term. The Representative may serve consecutive terms if duly elected during each term. Council members serve for one-year terms. Council members may serve unlimited consecutive terms if so desired.

A council member may be discharged from the council by a majority vote of the Student Council if a member is found to have failed to fulfill their assigned duties or is absent from more than two consecutive council meetings.

D. Election Officer

With the continued approval of the IRSU administrators, one of the IRSU coordinators will function as an elections officer. The elections officer will receive and tally ballots in cooperation with the appointed Student Council Elections Officer. Appointments will be made by the Student Representative.

E. Recall and Requirements of Service

If any member(s) of the Student Body believes that the Representative is not meeting the expectations of the position, then he/she may present the issue to any member of the Student Council and it will be discussed as an agenda item at the following regular Student Council meeting. If at that meeting, a majority of the student council determines that the issue is unresolvable, a majority vote of the student council can be used to trigger a mid-term special election for JDP Student Representative. A midterm election must be conducted within four weeks of the student council's resolution.

If for any reason, a Representative informs the Student Council in writing that they wish to be relieved, the Representative may stay on until the Student Council can organize an election of a replacement. The new election will take place as soon as is logistically possible.

IV. MEETINGS

A. Frequency

The Student Council will hold three regularly scheduled meetings per year. These meetings shall occur in April, November, and September. At least one meeting shall be held at each university each year. Also, any member of the Student Council can call for an unscheduled, special meeting on an as-needed basis. Meetings may be canceled if there are no agenda items to discuss.

B. Agenda

Each Student Council meeting will focus on addressing student suggestions and concerns that have arisen since the prior regular meeting (see Communication), recurring functions, and unresolved initiatives. Any urgent issues will be addressed in a timely manner through unscheduled meetings as needed, at the discretion of the presiding member of the student council.

C. Quorum

A quorum must be present for roll call before a meeting can be called to order. A quorum is 50% of the Student Council Members.

D. Proceedings Structure

At the discretion of the Student Representative, meetings may open in informal dialogue, but at any time the meeting attendees can be called to follow Robert's Rules of Order for the entire remainder of the meeting.

V COMMUNICATION BETWEEN STUDENT COUNCIL AND STUDENT BODY

A. Whom to Contact

Students may contact any of the members of the council with questions, ideas, suggestions, or concerns. Contact information for all representatives will be distributed each year following the annual election and will be listed on the JDP website, as well as included in all general communications from the Student Council.

B. Means of Contact

Students may contact the entire Student Council via email (TBD@TBD.com) or anonymously via the Student Council mailbox, which [will be] located in the Mail Room TBD at the JDP (TBD). Both the email account and the physical mailbox will be checked by a Student Council representative on a weekly basis at a minimum, during the school year. Arrangements may also be made for students to meet Student Council Members in person if desired or necessary.

C. Confidentiality

IRSU students requesting confidentiality, may be accommodated through the use of closed session special meetings. Communications that occur during closed session meetings will be kept confidential to the extent outlined by the requester (see below), unless determined otherwise. Only under the following circumstances will the Student Council breach confidentiality agreements:

- There is reason to believe that the student is abusing a child, or that a child has been abused;
- There is reason to believe that the student is abusing an elder;
- There is reason to believe that the student intends to make a serious attempt to harm themselves, someone else, or someone else's property.
- There is reason to believe that the student or another APA-affiliated party has violated the APA ethics code.
- If members of the Student Council believe/agree that certain sensitive and/or identifying information must be provided to the Steering and/or Grievance Committee(s) in order to reach an adequate solution to a particular problem or complaint, then a breach of confidentiality may be justified. In this case, the limits of confidentiality must be thoroughly discussed with the student involved, and he/she must provide written informed consent for the Student Council to communicate relevant details to other bodies at the universities.

D. Initial Communication with 1st Years

The Student Council Representative will be responsible for attending the 1st year Fall orientation to introduce themselves as a resource to incoming students, briefly explain the purpose of the Student Council, and assist the incoming cohort as the Representative deems beneficial and appropriate.

E. Maintaining Communication with the Student Body

Prior to each Student Council meeting, the Student Council will send a reminder email to the rest of the student body for input regarding student questions, ideas, and/or concerns that they wish to have addressed by the Student Council. Each meeting agenda will be available to the student body at least 48 hours prior to the meeting. At each Student Council meeting, one appointed Council Member will be responsible for recording meeting minutes. Minutes will be distributed to other members of the Student Council for review and editing, and finalized minutes (with any confidential material redacted as appropriate) will be distributed to the rest of the student body, in a timely manner.