The Arnold School of Public Health

Dean's Student Advisory Council Bylaws

Reviewed and signed by Katherine DeVivo

Signature/Date: March 8, 2024

Article I: Name

The full name of this organization is the Arnold School of Public Health (ASPH) Dean's Student Advisory Council, also known as DSAC.

Article II: Mission and Purpose

The Dean's Student Advisory Council provides departmental student representation in order to inform ASPH policy and decision making; address student concerns; and promote volunteer, social and networking opportunities.

Purpose

- Foster an academic, professional, personal, and social environment of support for the students within the ASPH
- Facilitate an interactive relationship and the exchange of information among administrators, faculty, staff, alumni, and students of ASPH
- Provide networking and volunteer opportunities for ASPH students with various public health institutions, agencies, and community service organizations
- Serve as an aid in advocating and/or communicating the needs and concerns of ASPH students to the school's administration
- Promote beneficial relationships and/or communication with various organizations established within ASPH and the University such as: ASPH Public Health Society, University of South Carolina Student Government and the Graduate Student Association
- Support and encourage the recruitment and retention of a diverse student, staff and faculty populations for ASPH
- Encourage student representation from ASPH at local, state, national, and international conferences, meetings, and organizational fairs
- Promote the mission and the goals of the Arnold School of Public Health

Article III: Membership

Section 1: Representation

DSAC is composed of ASPH members elected using the following criteria.

A. DSAC members will consist of two (2) students from each graduate level academic department.
B. Undergraduate programs will have five (5) representatives: two (2) public health students, two (2) exercise science students, and one (1) student from ASPH Undergraduate Ambassador organization.
C. Liaison positions exist to help foster communication and collaboration between organizations/associations. Liaison positions may vary each year based on Arnold School student's participation in organizations relevant to public health.
D. The Dean, Associate Deans, and Assistant Deans of ASPH as well as staff from the Office of Graduate Student Services and the Office of Undergraduate Student Services will be ex-officio members of DSAC, invited to attend all meetings and serve as resources.

Article IV: Membership

The elected representatives begin the new term at the last meeting of the spring semester and continue to the next election (serving one full academic year). If the elected representative will graduate at the end of the fall semester, it is the representative's responsibility to notify their department chair and request the appointment of a replacement representative for the remainder of the academic term, at which time formal elections will be held. The replacement representative will be asked to attend the last meeting of the fall semester (December meeting) with the outgoing representative.

Section 2: Elections/Terms

A. DSAC members will be elected for one (1) year terms and may serve two (2) consecutive terms of one (1) year each, with the support of their department. After serving two (2) consecutive terms, they are not eligible for re-election. Exceptions can be made for students who pursue multiple degrees.
B. If a member resigns or is removed during their term, the Chair of the Department may appoint an interim representative until the next scheduled election.
C. If both a master's and doctoral student cannot be identified as representatives it is permissible for either two masters or two doctoral students to represent a Department.

Section 3: Attendance

During the academic year (August-May), if a DSAC member accumulates a total of three (3) absences (excused or unexcused) from regularly scheduled monthly meetings, the DSAC member may be dismissed from the Council.

Section 4: Meetings

Meetings will be held once per month during the fall and spring semesters. Meeting days and times may vary based on facility availability.

Article IV: Officers

DSAC shall elect officers to serve for one (1) year. There will be one (1) graduate member elected to serve as President and two (2) members elected to the role of Vice President one (1) Graduate Student and one (1) Undergraduate Student. Call for nominations or volunteers will occur at the last meeting of the spring term or first meeting of fall term. Votes will be cast by ballot and tallied by student services staff.

Section 1: Duties

A. President – The President shall be responsible for conducting all DSAC meetings.
B. Vice president(s) – Assists the President and performs the duties of the President in their absence.

Article V: Election Procedures

Elections for vacant DSAC seats shall be held prior to the last meeting of the spring term across each department. Elections should be coordinated by the outgoing DSAC representative in support of the Department Chair and advised by the Office of Graduate Student Services.

Section 1: Nomination Process

A. A formal, public announcement (via the department listserv) will be made during the spring academic semester with the call for nominations. A list of eligible candidates with a photograph and short biography should be made available by each department. The poll will be open for seven (7) days. The students from each department with the most votes (simple majority) will be appointed to serve.
    1. The Department of Communication Sciences and Disorders (COMD) will select a first-year student representative from the National Student Speech Language Hearing Association (NSSHLA) at the beginning of the fall term. This student will serve two (2) consecutive terms.
    2. The undergraduate student representatives will consist of one (1) representative from the Arnold School of Public Health Ambassadors, two (2) from the Public Health Society, and two (2) from the Exercise Science Club. These members will be appointed by the Associate Dean for Undergraduate Affairs.

Article VI: Committees

DSAC members must serve on at least one committee but are not limited to the number on which they serve. Each committee should have a chair or co-chairs from within the Council.

Section 1: Committees

A. Committee Leadership
    1. DSAC member(s) from each committee will volunteer to serve to chair (or co-chair) the committee.
    2. Committee chairs will be responsible for reporting necessary updates during monthly DSAC meetings.
B. Committee Membership
    3. All DSAC members are eligible to serve on a committee and may serve on multiple committees.
    4. DSAC members will select the committee on which they would like to serve.

Fundraising Committee
The purpose of the Fundraising Committee is to raise money for social events and service projects.

Professional Development Committee
The purpose of the Professional Development Committee is to develop and implement events for ASPH students related to academic and career enhancement such as seminars, luncheons, or scholarly events.

Public Relations Committee
The purpose of the Public Relations Committee is to disseminate relevant information to ASPH students and maintain applicable social media channels.

Service Committee
The purpose of the Service Committee is to identify, plan, and implement service events or projects. The Committee should encourage participation from all ASPH faculty, staff, and students.

Social Committee
The purpose of the Social Committee is to organize and implement all DSAC social activities. This committee will actively engage all ASPH students in the advertising of social events, as appropriate. These social events will be for the purpose of fellowship and networking among students within ASPH.