The Constitution, Bylaws, and Protocol of the Dedman College Student Advisory Board
February 2022

Preamble
We, the founders of this board, in order to form a more diverse, inclusive, and adaptive school where all faculty, students, and staff feel that Dedman College is dedicated to our wellbeing and growth, do hereby establish this constitution to guide the future of our Student Advisory Board to the Dedman College Dean.

Article I
Name and Organization

Section 1--Legal Provisions and Status

The Dedman College Student Advisory Board (DCSAB) was inspired by the need for a formal student assembly to help guide the future of Dedman College. The Student Advisory Board is only affiliated with Dedman College and the Dedman College Diversity and Inclusion office. Guided by the advice of Dedman College Undergraduates from every major, one Dedman College Graduate Student, and the staff members of the Dedman Office of Diversity and Inclusion (ODI), Dean DiPiero will approve the final constitution and bylaws.

Section 2--Definition and Composition

The Dedman College Student Advisory Board was created by Dedman College students who wanted to establish a recognized venue for student feedback. Its purpose is to advise the Dedman College Dean on Events, Advising and Mentorship, Academics, and Diversity and Inclusion Outreach, among other things.

The definition of a Student Advisory Board is, “a group of students who meet regularly to share their needs and expectations as well as emerging trends.” (NCDA, 2010)

Section 3—Powers

The Dedman College Student Advisory Board is empowered:
1. To promote Diversity, Equity, and Inclusion through student outreach, marketing and social media, and advice given to Dedman College administration, and by advocating for the needs seen in the student body.

2. To better ascertain the academic needs of Dedman College through semester surveys and then report back to Dedman College Dean.

3. To establish peer-to-peer advising and mentoring through a formal subcommittee of the Student Advisory Board for Dedman College Students.

4. To propose a date and time for Student Advisory Board Advising Sessions to the Dedman College Dean.
   a. To hold monthly meetings during the first week of every month at a location to be facilitated in cooperation with Dedman College.
   b. To designate one general meeting each semester as open to all students.

5. To promote the Student Advisory Board and continue to recruit members.

Section 4—Limitations

1. Student Advisory Board sessions are designed to discuss the improvement of Dedman College and to raise concerns happening within Dedman College. However, prior approval must be given to any non-board student in order for them to attend and/or raise concerns at a board meeting.

2. Any major proposed change or addition to the advising routine must be agreed upon by all members.

3. Commentary from staff, outside students, and faculty must be taken into consideration during any research and advising to the Dedman College Dean. It must be flexible enough to meet the majority of the audience’s wants.

Article II
Aim and Purposes

1. To ensure Diversity and Inclusion (D&I) standards are met through the entire advisory board and to protect the D&I values in Dedman College.
2. To address issues brought up by the subcommittees so that changes can be implemented.

3. To advocate for the Dedman College student body.

4. To hear student concerns and delegate to the appropriate subcommittee.

5. To create a better learning environment for all students on campus where they feel listened to and included.

Article III
Structure

Section 1--The Dedman College Student Advisory Board:

1. Definition: The Dedman College Student Advisory Board was founded to ensure that advising sessions to the Dedman Dean would advocate for a diverse, equitable, and inclusive learning environment, that would adapt to meet the needs of Dedman College students, faculty, and staff.

2. Composition: The Dedman College Student Advisory Board shall be composed of the following in its Executive Board:
   a. Dedman College Office of Diversity & Inclusion Advisors
   b. Dedman College Dean
   c. Advisory Board
      i. One student member from each major, including Executive Board members
      ii. All Dedman College students in good academic standing (3.25 GPA) are eligible to apply for the Student Advisory Board.

3. Executive Board Roles
   i. President
ii. Vice President

iii. Treasurer

iv. Secretary

v. Graduate Student Representative

4. Advisors will be the faculty/staff of Dedman College ODI.

5. Powers: The Advisory Board shall be entitled to the following:

   a. The ability to amend the constitution and bylaws (go to section 2).

   b. The ability to question the competence of a board member and to bring to attention the right to demote.

   c. The right to determine if they would like to be demoted or have their task load decreased.

   d. The ability to expand their positions and responsibilities to help others when needed, within reason.

   e. The ability to advise the Dedman College Dean during town-hall style general meetings monthly.

6. Limitations:

   a. Student Board Members should preferably only use the general monthly meeting time to present information, request changes, or engage and advise the Dedman College Dean.

   b. Prior to general meetings there will be a sign-up sheet to speak.

      i. A maximum of 2 minutes will be given to each guest speaker present at the meeting.

7. Responsibilities:
a. To solicit and approve yearly applications for new board members.

b. To hold consistent meetings throughout the school year.

c. To participate in monthly general meetings to advise the Dedman College Dean.

d. To prepare and submit appropriate financial and activity reports to advisors (or other necessary staff) on a monthly basis.

e. To promote the recruitment of new members.

f. Subcommittee Chair Responsibilities:
   
   i. Lead sub-committee meetings and report discussions in larger meetings.

   ii. Appoint a secretary to record notes and minutes during meetings.

   iii. Communicate with other relevant committees such as the Advising and D&I Outreach Committees.

8. Meetings:
   
   a. Full board meetings
      
      i. Meetings will be held in a “structured town hall” format.

      ii. The President shall set the agenda and guide the meeting, with the aid of the Vice President.

      iii. The Secretary shall take attendance and keep an eye on the time to make sure the meeting is running efficiently, and that speakers are provided with equal and ample time. The meeting will be structured as follows:

         a. The Dean and administration shall update students on ongoing projects and any new information.

         b. The Board shall hear updates from each subcommittee and discuss their recommendations.
c. The floor will be opened for general comments and questions.

iv. These meetings will be monthly, during the first week of every month (depending on the Dean’s schedule).

v. One of the general meetings each semester should be open to all students.

b. Subcommittee meetings

i. Subcommittee meetings will be biweekly.

ii. Each subcommittee will comprise of three (3) board members (which will be decided during the first meeting).

iii. The five (5) Executive Board members will not be on a subcommittee.

iv. The Subcommittee Chairs shall be elected through a secret ballot (paper or electronic). The will each give a 1-minute speech, and each board member will submit their vote.

v. In the case of a tie, a coin will be flipped to determine the Subcommittee Chair.

c. Quorum

i. Over two-thirds (2/3) of the student members must be present in order to start a meeting.

ii. To move a motion of change to any aspect of the board, there must be a vote that consists of more than two-thirds (2/3) of the board members with approval by majority (greater than half) vote.
Section 1--Membership in the Student Advisory Board shall consist of twenty students (Fifteen subcommittee members, four leaders, and one graduate student).

1. In order to be a Board member, a student’s grade point average must be at least 3.25. If it is below a 3.25, their participation will be limited to the semesterly Open Board Meetings.

2. Members will be selected according to the following principles of nomination and election:
   a. Each department within Dedman College will nominate a maximum of two students:
      i. A student can request a nomination from the department chair or the department chair may choose a student from their department to the best of their judgement.
      ii. The DCSAB secretary will notify all department chairs of the date by which to nominate students.
   b. The student will complete an application form comprised of questions posed by the current board.
   c. In its first year:
      i. the Diversity and Inclusion Office will narrow the selections of the students based on the criteria in Appendix A. The top applications with the highest scores will be sent to the Dedman College Dean, and they [the dean] shall select and approve students to comprise the Student Advisory Board.
   d. Thereafter:
      i. See Appendix B
      ii. In the case that the board retains students from the year prior, the Dedman College Dean shall only choose the number of students needed to fill empty positions on the board.
   e. Each student is able to participate in DCSAB for a maximum of two years consecutively.
Section 2-- Every member must believe in and support the purpose of the Dedman College Student Advisory Board and act accordingly.

Section 3--Types of membership

1. Advisor(s)
2. Dean
3. Board Member and Executive Board Member
4. Board Member and Subcommittee Chair
5. Board Member and Subcommittee Member

Section 4--Members in good standing are entitled to:

1. Participate in any meetings.
2. Run for an Executive and/or Subcommittee Chair position.
3. Have a lead role in the Student Advisory Board.

Section 5--Duties of each member:

1. Fully commit to their role in the Student Advisory Board.
2. Participate in discussions, research, subcommittees, and provide recommendations to the Dedman College Dean.
3. Notify the Secretary if they will be unable to attend a meeting, providing the reason.

Section 6—Impeachment and/or Removal of any Board member or Advisor

1. A board member or advisor of the Dedman College Student Advisory Board may be impeached and/or removed from office if found guilty of any of the following:
a. Actions contrary to the Constitution and Bylaws created by student advisory board design committee;

b. Incompetence in office;

c. Misappropriation of funds;

d. Misconduct in office;

e. Improper or immoral conduct;

f. No longer in good academic standing (GPA is below the required 3.25)

Article V
Subcommittee Roles

1. Marketing and Social Media Committee

i. The DCSAB social media accounts are designed to promote activities of interest to Dedman College students.

ii. Moderators and participants are to remember that participation on social media is a public representation of the DCSAB, Dedman College, and SMU.

iii. The Marketing Committee will help promote events in collaboration with the Events Committee and the Dedman College marketing specialist.

iv. The Marketing Committee will maintain a line of communication with the Outreach Committee.

v. The Marketing Committee will assist in elections as needed, including:

1. Helping promote candidates (whilst remaining unbiased).

2. Reminding Dedman College students to vote through promotional posts.
3. Posting recruitment posters to aid in application process.

vi. The Accounts:

i. All social accounts created by, for, or on behalf of the DCSAB Board are the sole property of the DCSAB.

ii. All social media accounts created by, for, or on behalf of the DCSAB shall be transferable from one social media chair to the next.

iii. All passwords to social media accounts are the sole property of the DCSAB.

iv. Those entrusted with the passwords are considered account "moderators". Passwords should only be given to the necessary individuals.

v. Passwords need to be changed each year along with the transition of new board members.

vi. Password cannot be changed without reason and must be shared with the President and Vice President.

vii. The Marketing and Social Media Committee is not so much a content creation team as it is a support and promotion team.

vii. Conduct:

i. The following rules supplement the DCSAB’s established bylaws and procedures, but do not replace them.

ii. The DCSAB exists to help foster inclusivity, diversity, and equity on SMU’s campus. The social media accounts must reflect and maintain this position at all times.

iii. All posts must remain professional, and moderators are encouraged to ensure professionalism in posts, comments,
and other content according to the options available on each platform.

iv. Use of the accounts is strictly to further the cause of the DEI Board and its sub-committees, any other use must be agreed upon and is subject to review if necessary.

v. The Marketing Committee will strive to ensure that fellow members and nonmembers are not treated in a way that is demeaning, embarrassing, derogatory, or otherwise inappropriate. This, of course, includes respect and equal treatment for all, regardless of gender, race, religion, national origin or other such protected status.

vi. The following types of messages or postings are not permitted:

1. Those that contain offensive, abusive, harassing, disrespectful, defamatory, obscene or otherwise unsuitable language.

2. Personal attacks; anything demeaning, derogatory or otherwise that could be construed as slanderous in relation any individual.

3. Advertisement of any kind other than for elections (which must be done in an unbiased manner as mentioned above).

4. When posting information from other sources, all users must ensure that they have permission from the author, photographer, or source to do so. Such postings should credit the author, photographer or source, and should include the source’s copyright notice if required.

5. To avoid violating trademark, copyright or publicity rights, members may not post images or other content without the consent of those who own or appear in the media. When quoting others, members must be sure to credit them and, if appropriate, add a link. Members are also
personally responsible for complying with any terms of the social media platform they are using. Terms differ across platforms; members should familiarize themselves with the terms and standards for each platform being used.

b. Enforcement
   i. Violations of policy will be determined by the Marketing Committee members and Executive Board Members.

   ii. Messages or posts, including external comments, in violation of policy may be edited or removed to ensure that they adhere to posting standards.

   1. Members who violate this policy will be given a warning.

   iii. Repeat offenders may be denied access to the social media accounts upon a majority vote of the members of the Committee.

   iv. Disciplinary action will follow the general guidelines of the Committee and be enacted according to the DEI Board’s established Bylaws and procedures.

2. Events Committee
   a. The DCSAB serves as the formal student voice of the Dedman College community by listening to and engaging with faculty, students and staff. The Events Committee is responsible for creating and hosting events that promote interaction amongst SMU Dedman College faculty, staff, and students. While hosting events that promote leadership, culture and diversity, the Events Committee strives to encourage a sense of belonging in Dedman College.

   b. Events hosted by the Events Committee should align with the Dedman College values, along with any SMU event guidelines.

   c. The Events Committee is responsible for communicating with Student Senate and the Dedman College Administration to fund events.
3. Advising and Mentoring Committee

   a. The DCSAB helps provide solutions to gaps in the curriculum identified by the DEI Outreach and Academic subcommittees through proposing alternative and complementary courses/course material, finding authors and historical figures related to the course, and reaching out to certain professors to create new courses to present to the Dedman College Dean and the College Curriculum Committee.

   b. The Advising and Mentoring Committee will:

      i. Communicate and partner with the advising office in discussions about marketing the college’s Human Diversity proficiency offerings and community engagement opportunities.

      ii. Engage with the advising staff regarding student desires for advising.

      iii. Consider the creation and implementation of peer-advising.

4. Academics Committee

   a. The Academics Committee will:

      i. Conduct a survey each semester asking how students feel about the college’s course offerings (in line with university policies on issuing surveys).

      ii. Brainstorm solutions to the questions or concerns that result from the survey.

      iii. Review the college course offerings and required readings to ensure they meet the standards of excellence for diversity and inclusion.

      iv. Research and pitch new classes (with diverse topics).

      v. Examine undergraduate research opportunities and internship opportunities to ensure all students have equitable opportunity
vi. Work on the recruitment of new and diverse faculty, whether that be racially diverse or those with a diverse background to contribute to student learning.

5. Diversity and Inclusion Outreach Committee

a. The Diversity and Inclusion Outreach Committee will:
   i. Serve as Student Representatives and Liaisons to the Dedman College Climate Committee.
   ii. Connect with minority organizations on campus and see if they have feedback or requests.

b. Purpose and Guidelines
   i. Ensure DEI standards are met throughout the entire advisory board and protect DEI values in Dedman College.
   ii. Address climate committee issues in the subcommittees so that changes can be implemented.
   iii. Advocate for minority organizations on campus.
   iv. Provide D&I resources for other subcommittee projects.
   v. Hear student/staff/faculty DEI concerns and delegate to appropriate subcommittee.

c. Chair responsibilities
   i. Report to the climate committee and attend their meetings.
   ii. Lead subcommittee meetings and communicate information from the climate committee.
iii. Communicate with other Subcommittee Chairs regarding how to implement D&I standards in their areas.

iv. Hear from minority organizations on campus and help to address any of their concerns (with the climate committee or appropriate subcommittee) and advertise their events; it is up to the digression of the committee to allow organization leaders to attend meetings.

**Article VI**

**Alteration of Constitution and Bylaws**

Section 1--Enabling and Repealing Provision

A. All provisions not questioned to repeal are considered enabled.

B. If provision is questioned to a repeal, then a case must be made by the person(s) who want the repeal and after presenting to the Council, a two-thirds (2/3) majority vote of the board in favor of a repeal is required for said provision to annul.

   a. The case should include:
      i. Evidence that shows ineffectiveness of provision
      ii. All truthful recounting of aforementioned evidence

Section 2--Method of Amending the Constitution:

A. The Student Advisory Board constitution is subject to amendment by the members and advisor of the board, with a two-thirds (2/3) vote required to make an amendment effective.

B. This document is fluid to change since this board is designed to continue even when the founding members are no longer in Dedman College.

**Founders**
We wish to acknowledge the founders of the Dedman College Student Advisory Board:

- Aisha Aslam ’24, Economics and Mathematics with minor in International Studies
- Anna Su ’24, Biology and Economics
- Avery Nesson ’23, Biology and minor in Chemistry
- Chloe Richter ’23, Chemistry B.S and Math B.S
- Dedeepya Chinnam ’23, Statistics and Economics
- EJ Rorem ’24, Political Science, Statistical Science, and minor in Public Policy and International Affairs (Tower Scholars)
- Guadalupe Roman ’24 Human Rights and Spanish
- Hannah Maddox ’23, Psychology and Statistical Science with double minor in Economics and French
- Ishwita Saikia ’22, PhD Student in Physics
- Jack Lucas ’21, History
- Jo Lew ’23 Political Science, Public Policy, Human Rights and minors in History, International Studies, and Women’s and Gender Studies
- Jordyn Harrell ’23, English with Creative Writing and minor in Cultural Anthropology
- Kelly L. Garcia ’22, Philosophy, Public Policy, Political Science and minor in Religious Studies
- Kennedi Watts ’22, Psychology B.S. and English with Creative Writing and minor in Neuroscience
- Maria Katsulos ’22, History, English with Creative Writing, and minors in Classics, French, Women’s and Gender Studies
- Taylor Johnson ’22, Psychology and minors in Cognitive Science and Neuroscience
- Wardah M. Alvi ’21, History and minors in Sociology and Digital Humanities
- Alex Fassnacht ’23, International Studies and Public Policy and minors in Spanish, History, and Human Rights
- Joseph Smoot ’22, Biological Sciences B.S. and minors in Psychology, Health Sciences, and Chemistry
### Application Scoring Grid

<table>
<thead>
<tr>
<th>Scoring</th>
<th>candidates answers should be scored as follows:</th>
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<tbody>
<tr>
<td>0</td>
<td>No answer given or answer completely irrelevant. No examples given.</td>
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<tr>
<td>2</td>
<td>Some points covered, not all relevant. Some examples given.</td>
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<tr>
<td>4</td>
<td>Good answer. Relevant information. All or most points covered. Good examples.</td>
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<tr>
<td>5</td>
<td>Perfect answer. All points addressed. All points relevant. Good examples.</td>
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**Weighting** – questions can be weighted 1 (low importance) or 2 (high importance) to reflect their overall importance to the position.

### The Application

<table>
<thead>
<tr>
<th>Question(s)</th>
<th>Response from person</th>
<th>Weight (1-2)</th>
<th>Score (0-5)</th>
<th>Total</th>
<th>Comments</th>
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<tbody>
<tr>
<td>People support each other and their communities in various ways. How do you support those around you and how has this shaped your unique perspective?</td>
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<td>How do you define diversity, equity, and inclusion? Why is diversity, equity and inclusion important in an educational setting?</td>
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<td>Discuss your understanding of the word &quot;teamwork&quot; and how you have been involved with that process on the job or in other settings. How might teamwork (or lack of it) affect the student board setting?</td>
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<td>What aspect(s) of your identity/identities have been most impactful in your plans for the future and how do you plan to use them to advocate for the needs of Dedman College students?</td>
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<td>What five words best describe you?</td>
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<td>How would you advocate for an idea or principle among those who don’t understand its importance?</td>
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<td>Tell us about one way that you would advocate for or against while on the Dedman College Student Advisory Board?</td>
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Total points
Appendix B

Elections for the year 2021-22:
- The elections for the school year will run from January 31, 2022 to February 18, 2022.
  - The applications will be reviewed by Dedman College Diversity Officers.
    - The diversity officers should submit the top-rated applications to Dean DiPiero on by February 25, 2022.
    - Dean DiPiero should make final decisions by March 1, 2022.
    - Notifications for the positions will go out on March 2, 2022.
  - All members for the DCSAB will finish the year with their first official year ending May, 2023 (18 months).
    - Students are only allowed a one term limit; each term is two years.
    - All vacancies from any fourth-year student graduating will be filled in with the application pool in August of 2022.

Elections for subsequent years:
- Every election subsequent to the first election, the applications will be reviewed by the members of the board that year and submitted to the dean and college diversity officers for approval.
- All applications should be reviewed with the rubric from Appendix A.
- The Board from that year will decide when elections run.
- The top applications will be notified of their placement into DCSAB.
- Students are only allowed a one term limit; each term is two years max (but may be only one-year for students graduating before then, etc).
Appendix C

Sample Agenda

Dedman College Student Advisory Board
DATE

I. Call to order
II. Roll Call
III. Reading and approving of previous meetings
IV. Committee Reports
V. Unfinished Business and New Business
VI. Announcements
VII. Adjournment

Sample Agenda of DCSAB with Dean
DATE

I. Call to order
II. Roll Call
III. Dean report
IV. DCSAB input
V. DCSAB collective report based on their meetings
VI. Unfinished business and new business
VII. Announcements
VIII. Adjournment