HELLER PhD STUDENT ASSOCIATION CONSTITUTION

I. Purpose
The purpose of the Heller PhD Student Association at Brandeis University is to promote the academic, social, and professional development of PhD students at the Heller School for Social Policy and Management. The mission of the Heller PhD Student Association is to serve the collective interests of the Heller PhD students by promoting academic excellence, social support and professional development activities while promoting the diversity and inclusion of PhD students within the Heller School. The goal of the Heller PhD Student Association is to provide opportunities for Heller PhD students to build support across the institution as they complete their PhD program and to provide a mechanism for identifying and redressing student grievances or suggestions for improvement. The Heller PhD Student Association will serve as a liaison between current students and the Heller School PhD program staff and faculty, as well as the Heller PhD alumni board and will coordinate and organize the collective interests of Heller PhD students.

II. Membership
Membership is open to all part-time and full-time Brandeis University students enrolled in the Heller PhD program. Meetings and club events will be open to any Heller and Brandeis-at-large graduate students.

III. Officers
The Heller PhD Student Association is composed of the following Student Representatives to broadly represent all Heller PhD Students.

First-Year PhD Student Representatives (up to 2)
The First-Year PhD Student Representatives are responsible for representing the interests of the incoming PhD student cohort. These students are responsible for tracking meeting minutes, PhD student list serve, social media/association web presence and will assist the second-year PhD student representatives in the overall management of the club. This position will also be known as “Association Administrator(s).”

Second-Year PhD Student Representatives (up to 2)
The Second-Year PhD Student Representatives are responsible representing the interests of the second year student cohort and are responsible for coordinating club meetings, providing overall leadership, working directly with the Advisor (Steven Weglinski) to ensure the club is operating within
the expectations of the College, acting as chief spokespersons of the association and keeping a record of any financial transactions, meeting with the Advisor on a regular basis to review account balances, preparing any and all budgets and funding requests. This position will also be known as “Association Director(s).”

**Third-and-Fourth Year PhD Student Representatives (up to 4)**
The Third-and-Fourth-Year PhD Student Representatives are responsible representing the interests of third and fourth year PhD students. They will be responsible for planning and coordinating the feedback survey of PhD students on a yearly basis. They will assist the second-year PhD student representatives in the overall management of the club. This position will also be known as “Association Coordinator(s).”

**Fifth-Year-and-beyond PhD Student Representatives (up to 2)**
The Fifth-Year and beyond PhD Student Representatives, if any, are responsible for representing the interests of PhD students that have been enrolled in the PhD program for five years or more. These representatives are responsible for communicating with their respective students and ensuring their interests are met within the PhD program as needed.

**Current PhD Student Committee Representatives**
Current PhD students serving on Heller School and/or Brandeis University Committees will be required to join the association to align PhD student interests. These include PhD student representatives in the PhD Program Committee, Heller Student Association, and the Diversity and Inclusion Committee. They will assist in leading and coordinating any student grievances or areas for improvements as part of their ongoing committee work and routinely report back to the Heller PhD students on committee work. These members may also serve as representatives in their respective year if there are no other interested student representatives.

IV. **Meetings**
Meetings will be held on a monthly-basis with all association officers and will be open to all Heller and Brandeis-at-large graduate students. Meetings will occur when most convenient for most students and there will be a conference-in option for students that are not on campus. The Second-Year PhD Student Representatives will lead the meeting by co-creating an agenda, which will include any updates from the current PhD students serving on committees, as well as the development of events and future meetings to support PhD students.
academically, socially and professionally. Additionally, meetings will help identify areas for improvement, student grievances, and overall goals of PhD students to incorporate into each year’s plan. The Heller PhD Student Association meetings will incorporate any coordination with the PhD Program Administration on orientation activities, all-concentration seminars, PhD student fellowship and career opportunities, networking opportunities and feedback from current PhD students.

V. **Election of Officers**
PhD students will be asked to volunteer for the Student Representative positions, including PhD student committee representatives on a yearly basis by September of each year. Elections will occur anonymously through an electronic ballot only if there are more students interested in serving as representatives for each category than allotted. The PhD Student Association will work with the PhD Program Administration with elections.

VI. **Constitution Amendments**
Amendments to the constitution will be presented to the Heller PhD students in writing and voting will occur anonymously through an electronic ballot and will require a two-thirds majority of current officers and PhD students that elected to vote.

VII. **Statement of Non-Exclusivity**
The Heller PhD Student Association is open to all members of the Brandeis Community. The Heller PhD Student Association does not discriminate against members on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, political affiliation, ideology, veteran status or any other category protected by the law.