

Texas State University — San Marcos

College of Education Doctoral Student Organization (COEDSO)

Bylaws

Spring 2004

I. Mission Statement and Goals

- A) The mission of the College of Education Doctoral Students Organization (COEDSO) is to facilitate and promote the transition from a College of Education doctoral student in School Improvement or Adult, Professional, and Community Education to professional practitioner by providing opportunities for professional growth, development, and advancement within the College of Education and the university community. In addition, the DSO seeks to help doctoral students navigate the obstacles, rewards, challenges, and support networks of academic life. Further, the organization will carry out the mission of Texas State through research scholarship and the professional endeavors of its members.**
- B) We continue to strive for the following goals:**
- i) To develop and support a community of emerging scholars.**
 - ii) To provide doctoral students access to information and knowledge within and about the educational research field.**
 - iii) To encourage doctoral student participation, collaboration, and continued involvement within professional research communities including, but not limited to AERA, AAACE, and AERC.**
 - iv) To represent the interests of doctoral students within the Texas State community and in the College of Education PhD program.**
 - v) To provide opportunities for doctoral students to participate in the governance and leadership of COEDSO.**

- vi) To integrate opportunities for doctoral students across major fields of concentration and across disciplines throughout the university.

II. Goals and Activities

- A) To promote the membership of all the students enrolled in the Education PhD Program into the doctoral student organization, thereby supporting a community of emerging scholars.
 - i) To hold membership drives within the first month of each Fall and Spring semester.
 - ii) To maintain open communication between and across all cohorts and concentrations to guarantee that all students are aware of the organization and their standing invitation to become members.
 - iii) To organize, offer, and inform COEDSO members about community-building activities such as doctoral student seminars, mentoring programs, mini-symposiums, and doctoral student socials throughout the year.
 - iv) To support diverse and innovative methodologies and perspectives in doctoral student research.
 - v) To inform COEDSO members of events, symposiums, conferences, or lectures offered or organized by faculty or staff of the College of Education.
- B) To provide doctoral students access to information and knowledge about research scholarship conducted by fellow students, doctoral faculty, and the greater educational research community.
 - i) Publish two newsletters annually (Fall and Spring).
 - ii) Maintain an up-to-date website.
 - iii) Promote use of doctoral student discussion forum located on the PhD in Education website to facilitate sharing of information.
- C) To encourage doctoral student participation, collaboration, and continued involvement within the academic, professional, and research communities in the university and across research communities.

- i) Promote via the website and the PhD forum on Blackboard events and publications of interests to doctoral students such as doctoral student seminars or conferences sponsored by Texas State or other universities.
 - ii) Provide doctoral students information about Call for Papers at primary educational research conferences such as AERA and AERC.
- D) To represent the interests of doctoral students in the College of Education to the program coordinator of the PhD in Education and Texas State.**
 - i) Create a program needs/interests assessment instrument to be administered to all doctoral students following the first year of study.
 - ii) Develop and implement a process for student members to report concerns related to the PhD in Education, and for these concerns to be addressed by COEDSO.
- E) To provide opportunities for doctoral students to participate in COEDSO governance and leadership.**
 - i) Review and update Doctoral Student Organization Bylaws as needed.
 - ii) Conduct elections for COEDSO officers following procedures in section IIIb.
 - iii) To integrate the opportunities for doctoral students across the concentrations.
 - iv) Periodically provide COEDSO membership opportunities to assess the organization and to offer feedback for improvement or suggestions for events or activities.
- F) To integrate opportunities for doctoral students across major fields of concentration and across disciplines within the university.**
 - i) Sponsor a COEDSO social event each semester for doctoral faculty from across the university in order to support university-wide collaboration and provide networking opportunities for students.
 - ii) Invite doctoral students from across the campus to COEDSO sponsored academic events such as panel discussions, research debates, or research related symposiums.

III. Organizational Structure

A) The following represents the Officer List for the College of Education Doctoral Student Organization.

- i) The DSO will have the following elected members: NOTE— Save for the co-presidents, all the officers will be elected from across the membership.**
 - a) Co-President (Elected from the Adult, Professional and Community Education concentration.)**
 - b) Co-President**
 - c) Vice-President**
 - d) Recording Secretary**
 - e) Newsletter Editor**
 - f) Webmaster**
 - g) Treasurer**
- ii) After its second year, the Doctoral Student Organization shall have the following officer-appointed members:**
 - a) Cohort representatives**
 - b) Members-at-large**

B) Election Process

- i) Open nominations will be taken during the Spring semester member meeting.**
- ii) Self-nominations are permitted.**
- iii) Based on the submitted nominations, the doctoral student membership assembled at the meeting will elect the new COEDSO members by ballot.**
- iv) The outgoing co-presidents are responsible for counting the votes.**
- v) A simple majority is required to win the elected position.**
- vi) Should a tie occur because there is an even number of members voting, a revote will be taken, with the organization advisor voting to break the tie.**

C) Appointed Positions

- i) **Cohort representatives**
 - a) Representatives are appointed by the elected officers for a one-year term.
 - b) Representatives must hold student status during their first time of service.
- ii) **The Members-at-Large are appointed by the elected officers in consultation with the organization advisor.**

D) Terms of Service

- i) **All terms begin with the conclusion of the first COEDSO Fall Member meeting.**
- ii) **The officers' hold one-year terms with the option for a second term if elected.**
- iii) **The cohort members and members-at-large hold two-year terms unless they wish to relinquish their terms following the first year. They may also have the option of renewing their term of service.**

E) Duties of Elected Officers and Appointed representatives of COEDSO.

- i) **Co-presidents (one each from the two concentrations: Adult, Professional and Community Education (APCE) and School Improvement (SI))**
 - a) **Acts a liaison between PhD program coordinator, organization advisor, and COEDSO officers and members.**
 - b) **Promotes equitable discussion across concentrations.**
 - c) **Prepares article for each issue of the Doctoral Student Newsletter.**
 - d) **Assists COEDSO Vice-President and Treasurer in creation of the yearly budget.**
 - e) **APCE co-president coordinates the Fall academic event; SI co-president coordinates the Spring academic event.**
 - f) **SI co-president will coordinate the Fall social event; APCE co-president coordinates the Spring social event.**
 - g) **APCE and SI presidents plan and conduct the Fall and Spring member meetings.**
 - h) **Attend all officer and member meetings, academic, invited speaker and social events.**
 - i) **Facilitates officer meetings on a rotating basis.**

ii) Vice-President

- a) Assists co-presidents in above duties as needed.
- b) Work collaboratively with DSO Newsletter staff.
- c) Prepares an article for each DSO newsletter.
- d) Coordinates publication deadlines and in-press distribution, and any advertising for the DSO Newsletter.
- e) Assists COEDSO co-presidents and treasurer in creation of yearly budget.
- f) Assists co-presidents in the Fall and Spring social events.
- g) Coordinates elections at COEDSO Spring semester meeting.
- h) Attends all officer and member meetings, academic, invited speaker and social events.
- i) Facilitates officer meetings on a rotating basis.

iii) Recording Secretary

- a) Attends all meetings or appoints an alternate to execute meeting responsibilities.
- b) Records and maintains minutes for all COEDSO meetings.
- c) Submits minutes electronically to COEDSO officers.
- d) Submits minutes and records to the Webmaster for posting on the DSO Web page.
- e) Acts as COEDSO historian.
- f) Assists co-presidents in the organization of the Fall and Spring academic events.
- g) Maintains contact information for all COEDSO members.
- h) Attends all officer, member meetings, socials, and invited speaker sessions.

iv) Webmaster

- a) The COEDSO webmaster is the contact and support person for all COEDSO web and internet related activities.
- b) Coordinates and directs activities related to online networking.
- c) Maintains and updates COEDSO website.
- d) Assists in the design and layout of the newsletter.

- e) Submits an article to each issue of the CEDSO Newsletter.
- f) Attends all officer, member meetings, socials, and invited speaker sessions.
- g) Facilitates officer meetings on a rotating basis.

v) Newsletter Editor

- a) The COEDSO Newsletter editor manages and edits the content of the COEDSO newsletter.
- b) Chairs the standing committee on the Newsletter.
- c) Develops and collects newsletter themes to be voted on by the officers.
- d) Designs layout and organizes articles, COEDSO correspondence, and updates.
- e) Invites submissions from COE doctoral students, faculty, scholars, and members of COEDSO.
- f) Outlines due dates for newsletter submissions soon after the Fall semester meeting. Post schedule and subsequent themes on COEDSO Website and in COEDSO Newsletter.
- g) Attends all officer, member meetings, socials, and invited speaker sessions.
- h) Facilitates officer meetings on a rotating basis.

vi) Treasurer

- a) Creates the annual DSO budget and submits it for approval by the officers every Fall semester.
- b) Maintains a quarterly budget report.
- c) Collects member dues.
- d) Chairs standing committee on Activities.
- e) Plans and oversees fund raising events and other activities.
- f) Obtains pre-approval from co-presidents and/or vice-president for any COEDSO expenditures.
- g) Acts as liaison between the university treasurer/accounts office and COEDSO membership.
- h) Attends all officer, member meetings, socials, and invited speaker sessions.
- i) Facilitates officer meetings on a rotating basis.
- j) Prepares pass-down folder for new in-coming treasurer.

vii) Cohort Representatives

- a) Acts as liaison between board and cohort members.
- b) Communicates board decisions and events to the cohort during common class or through email.
- c) Encourages participation in academic and social events sponsored by COEDSO.
- d) Distributes newsletters, flyers, and other information to cohort members.

viii) Members-At-Large

- a) Acts as liaison between the board and any standing committees including newsletter, events/activities, or web design.
- b) Acts as liaison and member of committees open to organization during the third year of the DSO. These committees may include but are not limited to those that focus their research and interest in social justice/responsibility, teacher education, intercultural communication, service learning/community collaboration, and legislative action.
- c) As representative of the DSO, reports on events or activities of interest to the members through the submission of articles for the newsletter and postings through the PhD forums.