

# **Constitution of Master of Public Health Assembly at Indiana University**

Revised May 2014

Ratified May 2014

## **Preamble**

The Formal name of this organization is the Master of Public Health Assembly at Indiana University. It will be referred to informally as MPHA. The Master of Public Health Assembly at Indiana University in convention assembled declares and affirms the following purposes:

- To promote the interests of those students in the Master of Public Health program at Indiana University and other public health degrees through networking, implementing policies, and evaluation procedures.
- To build and sustain a strong network of graduates of the Master of Public Health program and other public health degrees.
- To foster strong student-faculty relationships for promoting academics.
- To build bonds with the surrounding community through volunteering and provision of services.

## **Article I. Membership**

Membership is open to any graduate or doctoral student in the Indiana University School of Public Health. There are no membership fee requirements. Members holding no Committee Chair position have no predetermined responsibilities and may resign from the organization at any time. Participation in Master of Public Health Assembly at Indiana University must be without regard to arbitrary consideration of such characteristics age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

## **Article II. University Compliance**

This organization shall comply with all Indiana University regulations, and local, state and federal laws.

## **Article III. Executive Officers**

The following are official officers of the Master of Public Health Assembly at Indiana University:

- **President:** This person is the primary student contact for the Master of Public Health Assembly at Indiana University; the “external spokesperson” of organization that regularly interacts with other student organizations and University officials. Primary planning duties are the responsibility of the President. The President calls all general and Executive Board meetings and oversees all actions of the Executive Board. The President plans all short-term and long-term goals of the organization. All

responsibilities not assigned by the constitution are to be allocated by the President. The President will be the main contact for the faculty advisor.

- Vice President: This person is the secondary student contact for the Master of Public Health Assembly at Indiana University that also regularly interacts with other student organizations and University officials. The Vice President is responsible for assisting the president with all planning and programming.
- Secretary: This person is responsible for taking Minutes at meetings and distributing them to all of the officers. Recording meetings attendance is the secretary's responsibility.
- Treasurer: This person will be primarily responsible for the organization's finances. The Treasurer is responsible for maintaining and monitoring the Student Organization Account. The Treasurer is expected to report the status of the account at every executive officer meeting. The Treasurer is also expected to help plan the budget for every budgeted event. Any money exchange involving the student organization account must be recorded by the treasurer. The Treasurer must attend any training sessions required by the Student Activities Office/ Student Organization Accounts.

Note: Depending on member interest, these positions may or may not be filled from year to year.

The Executive Board is responsible for making meeting agendas at monthly Executive meetings. The Executive Board will review issues discussed at meetings, decide on any changes that are necessary, and discuss any budget issues.

Executive officers take office in the Spring Semester of every academic year and serve for one whole year. Call for officers will be held in the Fall Semester and all those interested may run for a position. Members of the organization will then vote for those they wish to represent the organization for the next year. Newly elected officers begin working with old officers upon their election and will take over full control of their position once the Fall semester has ended.

Members holding an Executive Office position that fail to attend two consecutive monthly meetings and fail to communicate extenuating circumstances with the Executive Board will be removed from their position. The President will inform the members of the Executive Board of their removal after the second missed meeting. If the President is the member that misses two consecutive meetings, the Vice President will take their office. A different member will assume the vacant position following a two-thirds vote from present members.

#### **Article IV: Advisor**

A Faculty Advisor will be appointed to the Master of Public Health Assembly at Indiana University to assist the Executive Board with organizational matters as needed. The

advisor is expected to sign paperwork when needed and attend meetings/events when possible. They should be familiar with the organizations constitution and responsibilities of each Executive Board member. The Faculty Advisor is also responsible for approving financial reimbursements among members.

#### **Article V. Meetings**

Organizational meetings will be held every month. If there is consensus of the Executive Board, an Executive Board meeting will also be held every month. Additionally, if necessary, authority to call meetings may occur if there is consensus of the Executive Board.

#### **Article VI: Elections**

Officers are selected during the Fall Semester and will be trained by the outgoing Officers during the end of the Fall Semester. Officers will do the same for newly elected Officers the following school year. The elected Officers will assume all Officer positions during the Spring Semester and following Fall Semester. Call for officers will be held in the Fall semester and all those interested may run for office. Voting occurs by secret ballot. Membership will be notified of an upcoming election one month in advance.

#### **Article VII. Non-Hazing**

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

#### **Article VIII. Dues & Budgets**

There are no fees, dues, or assessments.

#### **Article IX: Finances**

The President and the Treasurer must approve all money used from the Master of Public Health Assembly at Indiana University account. The organization will maintain a Student Organization Account and all procedures will be in accordance with the Student Organization Accounts office policies and procedures.

#### **Article X: Personal Gain Clause**

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation from for-profit ventures or partnerships if acting as a representative of a student organization.

#### **Article XI. Amendments**

Any amendments to this Constitution must require previous notification and two-thirds affirmative vote of those presenting and voting, or of those present for its adoption. A proposed amendment to the Constitution must be submitted for voting by an Officer to all

at least one week before the monthly Organizational Meeting. Upon receiving the two-thirds vote in favor of a Constitutional amendment, the Faculty Advisor will be informed of the amendment. A revised copy of the Constitution shall be distributed to the active membership.

**Article XI. Enabling Clause**

This Constitution shall go into effect on May 16, 2014 upon approval of two-thirds vote in favor by all present voting members. This Constitution shall replace and render null any and all previous Constitutions, procedures, practices, and precedents for the Master of Public Health Assembly at Indiana University.