

Constitution of the Healthcare Management and Policy Student Association Preamble

The Healthcare Management and Policy Student Association is an organization that focuses on the current trends of healthcare in the business industry. HMPSA aims to stimulate professional career development and leadership of its members, provides opportunities to assemble with students and faculty whose professional interests are in the healthcare business sector, keep members informed of recent trends in healthcare related areas, and encourage students to enter the many facets within the healthcare field.

Article I: Membership

The Healthcare Management and Policy Student Association allows any interested student to participate in, become a member of, and seek leadership positions in the organization without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status. It does not have any limit on the number of people that can become members. There are not dues for the organization either; it is a willing and open organization.

Article II: University Compliance

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

Article III: Executive Officers / Board Positions

President

- The President is the main contact between the faculty advisors and executives, the leader of all executive meetings, the main contact for the membership body and potential members, and the position in charge of ensuring the success of all organizational events. The President ensures the smooth transition between incoming and outgoing board members. The President is in charge of re-registering the organization through BeInvolved as well. He/she also serves as the primary contact on the organization's BeInvolved page. The President also serves as a supportive role for the organization's annual case competition. Finally, the President works with IU Student Life and Learning to further improve the organization's operations.

Vice President/Treasurer

- The Vice President/Treasurer holds the dual responsibility of covering for the President in his/her absence for any board meetings or events as well as overseeing the finances of the organization. The position entails collaborating with the President for the proper coordination of all events: reaching out to potential speakers, keeping in contact with HMPSA's network, brainstorming new event ideas, and ensuring each event and board meeting runs smoothly. The position also involves attending weekly SLAC meetings. He/she also acts as the primary liaison between HMPSA and the SOA office. Any funding going in and out of the organization must be cleared with this person before it is

approved. Communication with other board members is a key obligation; collaboration and delegation of responsibilities to the board ensures efficiency for all HMPSA events.

Secretary

- The duties of the secretary position include documenting the actions of the organization, recording meeting minutes at every board session, taking attendance at events to know who is active in the organization, and updating and monitoring the e-mail account on a regular basis. The secretary will be additionally responsible for assisting the external relations chair in marketing and P.R. duties. These duties would include speaking to introductory-level healthcare classes and posting event information on our social media accounts. Also, random duties may be assigned depending on upcoming events or tasks that need accomplished for the organization. Creative ideas and inputs are also expected from this individual.

External Relations Chair

- This position is in charge of recruitment for potential HMPSA members, professor outreach, fostering the continued development of an MHA pipeline between SPEA and IUPUI's Fairbanks School of Public Health, and working with SPEA's Career Development Office in order to continue facilitating potential career growth and learning for our members. The External Relations Chair also works with the secretary in order to market HMPSA events to members and other potentially interested students.

Case Competition Chair

- He/she is primarily responsible for planning, budgeting, and operating the organization's annual case competition. This board member communicates with potential employers to write the case, identifies judges to judge the case, and sets up any post-case network events with the employer. This person will be working closely with other members of the board to facilitate planning, budgeting, and operating the case. Due to the extensive commitment in terms of time and resources, this position will be supported by other members of the board as well.

Philanthropy Chair

- The philanthropy chair serves as the event manager for philanthropy events during the school year and a resource to connect members with volunteer opportunities. The Chair's goal is to encourage community involvement and foster a culture of service within the HMPSA member base. The position is also in charge of organizing new philanthropy events involving only board members. This will foster greater cohesion and teamwork within the board.

There are no requirements for these positions, aside from being a Healthcare Management and Policy major and going through an application and interview process with the previous year's executive board. Officers serve for one school year term (August to April) with the exception of new positions. Officer transitions occur at the end of April/beginning of May. Past officers of HMPSA are assigned the duty of training incoming officers in their duties so that officers are fully prepared and knowledgeable of their positions for the upcoming year. Past officers are expected to maintain contact with the new person holding their position for one semester after officer transitions. New positions are subject to a trial period or limited service time of one semester at the discretion of the acting president.

Officer vacancies are filled by an application and interview process, just as with the normal process of filling positions. If an officer were to resign mid-semester, the rest of the executive board would split the duties of that position to ensure that all duties are completed. When resigning, an officer must meet with the executive board to discuss the resignation, and then said officer is then taken off all HMPSA records. Executive meetings are held in the SPEA Atrium weekly for one to two hours, depending on the work and event-load of that week. The president assigns these meetings. The organization has three advisors, but they are not considered executive officers. At meetings, decisions are made by discussion and voting by all officers.

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Article IV: Advisor

Advisors act as a liaison between HMPSA's executive board and SPEA/employers, and as guidance because of their expertise in the healthcare fields. Our current advisors are our permanent advisors, so there is no changing of advisors. Advisors have no minimum or maximum serving time for the HMPSA organization. We have no cap on the number of advisors.

Article V: Meetings

Meetings are advertised on the HMPSA social media accounts, on the television screens in SPEA, and through advertising in SPEA classes. The president(s) have the authority to call meetings.

The agenda for meetings is created by the president(s), and emergency meetings are called by the president(s) or VP in the absence of the president(s). Members will be notified of emergency/special meetings via email and social media accounts. Attendance is not recorded at general assembly meetings.

The rules of order are to follow the set agenda for each meeting.

Article VI: Elections

There are no elections. Potential executive candidates must apply and go through an interview process to be eligible for positions on executive board.

Potential executive members must go through an application and interview process with the previous year's executive board.

There is no voting process in HMPSA and no elections.

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 dues charged for HMPSA.

The Treasurer is in charge of maintaining and creating HMPSA's budget, and revises the budget each semester.

Article IX: Finances

The Treasurer is in charge of HMPSA's budget, and revises the budget each semester. HMPSA already has its own SOA account. If HMPSA is ever to dissolve, its' funds in SOA will be distributed to other organizations in SPEA.

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 companies if acting as a representative of a student organization.

Article XI: Amendments

Amendments will be announced via email and social media accounts as needed.

No vote is required by the membership body to ratify an amendment, but consensus must be reached by the executive board.