

Constitution & Bylaws
Public Health
Graduate Student Association
The University of Tennessee, Knoxville

Article I. **Organization**

Section 1. Definitions

- a. The Public Health Graduate Student Association hereafter referred to as the PH-GSA is comprised of graduate students from the Department of Public Health hereafter referred to as the DPH at the University of Tennessee, Knoxville.
- b. The PH-GSA is comprised of the Executive Committee (including the President, Vice-President, Secretary, and Treasurer). Ad hoc-committees consisting of Public Health Graduate Students shall be created as necessary.

Section 2. The PH-GSA shall have the power to:

- a. Pass resolutions that shall thereafter represent the official position of the PH-GSA.
- b. Approve all or any part of the findings and recommendations of any PH-GSA ad-hoc committee before such recommendations shall become the official position of the PH-GSA.

Article II. **Organizational Goals**

Section 1. To promote and coordinate professional development activities for graduate students in the DPH.

Section 2. To serve as the official means of communication between students and faculty/administration in the DPH.

Section 3. To facilitate the socialization of incoming PH graduate students.

Section 4. To provide resources and opportunities for academic advancement for graduate students in the DPH as a supplement to classroom learning.

Section 5. To afford PH graduate students opportunities for community service and networking with members in the larger public health community.

Article III. **Membership**

Section 1. Membership in the PH-GSA is based on admittance to and continued enrollment in the DPH as a full-time or part-time graduate student regardless of race, gender, disability, religion, or national origin.

Article IV. **Officers**

Section 1. The PH-GSA shall have four elected positions. The four positions shall comprise the Executive Committee are President, Vice-President, Secretary, and Treasurer. Ad-hoc committees shall be formed as necessary.

Section 2. All officers must be students of the MPH, MS-MPH, or PhD program in the DPH. Officers may not be on academic or disciplinary probation at the time of the election or at any time during their time in office.

Section 3. The President will execute the following duties:

- a. Shall act as the Executive Member of PH-GSA and the Executive Committee.
- b. Shall act as the primary spokesperson and liaison for the PH-GSA to the DPH and the University of Tennessee at large.
- c. Shall set the agenda and officiate all meetings of the PH-GSA for the term of office. The Vice-President will perform the aforementioned duties in absence of the President.
- d. Has the power to appoint ad-hoc committees for specific purposes.
- e. Has the power to appoint temporary replacements for official duties when necessary with the consensus of the Executive Committee.
- f. Shall share the responsibility of determining priorities and coordinating events for the PH-GSA through a majority vote with all members of the Executive Committee. In the event of a tie, the Faculty Advisor shall serve as the decisive vote.

Section 4. The Vice-President will execute the following duties:

- a. Shall perform any/all of the duties of the President in his/her absence.
- b. Shall share the administrative work on any PH-GSA activities, projects, or events with the President.
- c. Shall act as a member of the PH-GSA Executive Committee.

Section 5. The Secretary will execute the following duties:

- a. Shall record minutes for all PH-GSA meetings and shall forward minutes to all members of the PH-GSA and Faculty Advisor via electronic means within 48 hours of the close of the meeting.
- b. Shall act as a member of the PH-GSA Executive Committee.

Section 6. The Treasurer will execute the following duties:

- a. Shall receive and deposit all dues, donations, and other money that comes into the organization.
- b. Shall disperse any money based on the requests of the Executive Committee.

- c. Shall act as a member of the PH-GSA Executive Committee.
- d. Shall coordinate and plan all fundraising activities of the PH-GSA.

Article V. **Term of Office**

Section 1. Officers shall serve for a one year term and the election shall be during the first week of November in the Fall semester each year. A majority vote of membership is required for election by the PH General Assembly.

Article VI. **Meetings**

Section 1. Regular meetings of the PH-GSA may be called any time during the Fall and Spring semesters. Only the President (VP in absence of the President) has the authority to call a meeting during the summer semester.

Section 2. One week's advance notice shall be required to call a meeting of the PH-GSA.

Article VII. **Financial Statement**

Section 1. Membership dues will be \$10.00 per member each Fall and Spring semester.

Section 2. Funds will be deposited no later than three days upon receipt and the Executive Committee or Faculty Advisor will be the only persons allowed to approve expenditures.

Section 3. The yearly financial statement will be provided to the faculty advisor for review.

Section 4. In the event of dissolution of the PH-GSA, any remaining funds will be donated to the DPH.

Article VIII. **Elections and Voting Procedures**

Section 1. Formal elections for the four positions of the PH-GSA will occur during the first week of November.

Section 2. Nominations for the Executive Committee for the current academic year shall take place during the PH-GSA general assembly meeting in which the elections occur.

Section 3. Votes will be taken in-person at the scheduled formal election.

Section 4. In order for in-person voting to take place a minimum of two members of the Executive Committee must be present.

Section 5. Any member of the PH-GSA that will be a student until the end of the following calendar year may be nominated for an officer's position.

Article IX. Faculty Advisor

Section 1. The Faculty Advisor must be a full-time faculty member of the DPH at the University of Tennessee, Knoxville.

Section 2. Will serve a two-year term as the PH-GSA advisor and can be elected to serve multiple times.

Section 3. Section of the Faculty Advisor will be determined by consensus between the ongoing and incoming PH-GSA officers and the acceptance of the faculty member at the formal elections in November.

Section 4. The Faculty Advisor will execute the following duties:

- a. Shall inform PH-GSA of updates from DPH faculty meetings that relate to Public Health graduate students.
- b. Shall take issues of concern from the graduate students to faculty and work with faculty to help address these concerns.
- c. Shall attend no less than one PH-GSA Executive Committee meeting each semester and other meetings as necessary to provide insight and guidance to PH-GSA officers.
- d. Shall attend an additional PH-GSA officer meeting after the November elections in order to offer planning suggestions and guidance to new officers.

Section 5. It is the responsibility of the Faculty Advisor to review the budget and financial statements with the officers.

Article X. Bylaws

Section 1. Bylaws

- a. The PH-GSA bylaws may be amended by the Executive Committee, and changes must be accepted through a majority vote at a PH-GSA meeting.
- b. A bylaws subcommittee will review the bylaws every 5 years.

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