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

Article I. Organization

Section 1. Definitions
a. The Public Health Student Association hereafter referred to as the PHSA is comprised of graduate and undergraduate students from the Department of Public Health hereafter referred to as the DPH at the University of Tennessee, Knoxville.

b. The PHSA is comprised of the Executive Committee (including the President, Vice-President, Secretary, Treasurer and Philanthropist). Ad-hoc committees consisting of Public Health Students shall be created as necessary.

Section 2. The PHSA shall have the power to:
 a. Pass resolutions that shall thereafter represent the official position of the PHSA.
 b. Approve all or any part of the findings and recommendations of any PHSA ad-hoc committee before such recommendations shall become the official position of the PHSA.

Article II. Organizational Goals

Section 1. To promote and coordinate professional development activities for 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 students.

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

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

Article III. Membership

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

Section 1. The PHSA shall have five elected positions. The five positions shall comprise the Executive Committee are President, Vice-President, Secretary, Treasurer and Philanthropist. 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 PHSA and the Executive Committee.
   b. Shall act as the primary spokesperson and liaison for the PHSA to the DPH and the University of Tennessee at large.
   c. Shall set the agenda and officiate all meetings of the PHSA 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 PHSA 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 PHSA activities, projects, or events with the President.
   c. Shall act as a member of the PHSA Executive Committee.

Section 5. The Secretary will execute the following duties:
   a. Shall record minutes for all PHSA meetings and shall forward minutes to all members of the PH-SA and Faculty Advisor via electronic means within 48 hours of the close of the meeting.
   b. Shall act as a member of the PHSA 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 PHSA Executive Committee.
d. Shall coordinate and plan all fundraising activities of the PHSA.

Section 7. The Philanthropist will execute the following duties:
   a. Shall coordinate outreach initiatives related to PH. Examples include community service and outreach projects.
   c. Shall act as a member of the PHSA Executive Committee.

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 PHSA 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 PHSA.

Article VII. Financial Statement

Section 1. Membership dues will be $10.00 per member each Fall and Spring semester (or $20 per year).

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 PHSA, any remaining funds will be donated to the DPH.

Article VIII. Elections and Voting Procedures

Section 1. Formal elections for the five positions of the PHSA 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 PHSA 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 PHSA 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 PHSA 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 PHSA 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 PHSA of updates from DPH faculty meetings that relate to Public Health 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 PHSA Executive Committee meeting each semester and other meetings as necessary to provide insight and guidance to PHSA officers.
   d. Shall attend an additional PHSA 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 PHSA bylaws may be amended by the Executive Committee, and changes
must be accepted through a majority vote at a PHSA meeting.
b. A bylaws subcommittee will review the bylaws every 5 years.

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