**Constitution**

***Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.***

**Section 1: Name:**

Public Health Student Leadership Council

**Section 2 - Purpose:**

The purpose of the Public Health Student Leadership Council is two-fold:

1. To facilitate connection and collaboration between The Ohio State University College of Public Health students, faculty and staff.

2. To promote the interests of our members, students and fellow public health-related student organizations.

**Section 3 - Non-Discrimination Policy:**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, Public Health Student Leadership Council expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:<https://hr.osu.edu/public/documents/policy/policy115.pdf>

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu

***Article II - Membership: Qualifications and categories of membership.***

There will be three categories of involvement: General Body Members, Student Organization Representatives, and Executive Committee Members.

General Body Members: Will consist of Ohio State University College of Public Health Major, Pre-Major, or Minor.

Student Organization Representatives: Each public health-related student organization will be invited to send a representative to PHSLC general body meetings.

Executive Board Members: Can be any General Body Member who has been in the Organization for at least one semester.

***Article III – Methods for Removing Members and Executive Officers***

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the executive board members in consultation with the organization’s advisor.

Any elected executive board member may be removed from their position for cause. Cause for removal includes but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The executive board may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the Executive Board, in consultation with the organization’s advisor, may vote to temporarily suspend a general body member, student organization representative or executive board member.

***Article IV - Organization Leadership:***

Term Length: All Executive Board Members are elected for one full year term of service (two sixteen-week semesters and one summer term.

Description of Officer Responsibilities: The titles and duties of each Executive Board position are outlined below. Each Executive Board Member is held accountable to the Executive Board and the whole organization to carry­ out the duties below.

President and Vice President:

* Co-facilitate Executive Board and General Body Meetings.
* Facilitate committee meetings in the absence of committee chair.
* Delegate responsibilities and opportunities to committee chairs.
* Assist in the planning and execution of projects and events.
* Assist committee chairs in connecting with faculty, staff and community members.

Secretary:

* Take attendance and meeting notes
* Send emails for events and announcements.

Treasurer:

* Complete yearly treasurer training
* Update and maintain budget and bank account
* Manage all funds including fundraising and expenses
* Continuously update Executive Board on budget.

Administration Relations Committee Chair:

* Facilitate Administration Relations Committee meetings.
* Ensure Committee goals are being reached.

Events Committee Chair:

* Facilitate Events Committee meetings.
* Ensure Committee goals are being reached.

Outreach Committee Chair:

* Facilitate Outreach Committee meetings.
* Ensure Committee goals are being reached.

***Article V- Election / Selection of Organization Leadership***

Executive Board member elections will be held the week after spring break each academic year. All announcements for candidacy must be presented to the organization at least 5 days before the election. Only members of the Committee may run for that particular Chair position (i.e. only Administration Relations Committee members may run for Administration Relations Committee Chair, etc.). Incumbent Executive Board members will always be considered for re­election unless they withdraw themselves from consideration.

Executive Board positions will be elected in this order: President, Vice President, Treasurer, Secretary, followed by Committee Chair elections. Winners will be announced immediately after votes are counted.

Voting for the positions of President, Vice President, Treasurer and Secretary will be conducted via blind vote by the general body. Each candidate will have an opportunity to speak for two minutes about their interest in their respective positions before each position is voted upon. All candidates will speak in order of declared candidacy for each position, with the exception of incumbent Executive Committee members always speaking first. All elections are settled by winning a simple majority of the votes. In the event of a tie, the President will break it. The President will facilitate the election process.

Voting for the positions of Committee Chairs will be conducted via blind vote by the general body in the same fashion, with specific committee that the elected Chair will preside over having their votes count twice per one vote of a general member.

In the event an Executive Board member is no longer able to serve in the position due to extraneous circumstances, no fault of their own; such as graduation, medical, family, or other reasons, the remaining Executive Board members can appoint an interim replacement by a simple majority vote. At the end of the current sixteen­-week semester, the interim Executive Board member will step down and another election is to be held. The new Executive Board member will serve out the remaining term and normal elections will be held as scheduled.

In the event an Executive Board member is not fulfilling their duties, has blatantly wronged the organization through a heinous activity of theft, property damage, disregard for the rules set forth in this Constitution or by The Ohio State University, or some equivalent action, the Executive Board member can be removed from the position. The other Executive Board member must first call an Executive Board meeting to discuss the issues. A unanimous decision by the other Executive Board members will remove the Executive Board member in question from the position immediately. If no resolution can be made, a majority vote will escalate the issue an AdHoc Committee that will review the case as an independent board and offer a verdict, in writing, to the Executive Board members. This verdict is final and immediate.

General Body Members or Student Organization Representatives who have blatantly wronged the organization through a heinous activity of theft, property damage, disregard for the rules set forth in this Constitution or by The Ohio State University, or some equivalent action, can be prohibited from participating in future events and may be expelled from the organization. The Executive Board will review each individual case and offer a verdict, in writing, to the member. This verdict is final and immediate.

***Article VI - Executive Board: Size and composition of the Board.***

The Executive Board represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership.

The Executive Board will consist of the following positions: President, Vice President, Secretary, Treasurer, Administration Relations Committee Chair, Events Committee Chair, Outreach Committee Chair.

***Article VII - Standing Committees: Names, purposes, and composition.***

Description of Committees: Each Committee will be operated by a Committee Chair. All members are welcome to participate and assist in any Committee, although preference will be given to members who are assigned to each Committee. Committee Chairs will report their findings and efforts at Executive Board meetings. Committees will be organized internally at the discretion of the supervising Chair, but must all have an internal secretary or “minute” taker. The Committees shall be organized as such:

Administration Relations: Responsible for connecting College of Public Health administration to current students and college organizations.

Events: Responsible for running Public Health Student Leadership Council events and connecting events between all organizations within the College of Public Health.

Outreach: Responsible for recruitment processes, relationships with other student organizations, social media platforms and communicating opportunities within the college to students.

Ad­Hoc (Special) Committees: As needed, temporary Committee(s) may be set up by a simple majority vote of the Executive Board. These Committees are intended to address pressing needs of the organization. A time­frame must be determined for each Ad­Hoc Committee’s duration. The responsibilities undertaken by the Ad­Hoc Committee may be transitioned to one of the other Committees afterwards.

***Article VIII – Advisor(s) or Advisory Board:  Qualification Criteria.***

The Advisor for the organization is Dr. Bill Miller, a faculty member in the College of Public Health. He will serve as a liaison between The Ohio State University and the Public Health Student Leadership Council. He is not required to attend all meetings but will meet with the Executive Board at the beginning of each semester. He will oversee the activities of the organization, assist with organizational matters, and offer guidance, as needed.

If the advisor steps down, the Public Health Student Leadership Council will work swiftly to fill the vacancy with a qualified individual. A new advisor will be determined by a search committee consisting of the President, Vice President and three other PHSLC Executive Board members or General Body Members.

***Article IX – Meetings and events of the Organization:  Required meetings and their frequency***.

Attendance at all meetings and any Public Health Student Leadership Council sponsored events is mandatory. The President and Vice President will hold biweekly general body meetings and biweekly Executive Board meetings. Committee Chairs will hold committee meetings as needed. Event times and frequency will vary. Members will be permitted one unexcused absence and two excused absences from meetings or events per semester. Excused absences must be reported to the secretary and respective committee chair at least three days prior to the meeting or event date, except in the cases of emergency or sickness. Failure to follow the guidelines will result in a meeting with the Executive Board to discuss dismissal from the organization.

General Structure: General body meetings are to have two distinct sections. The first section will be a time for general announcements. Each Committee Chair will have time to update the general membership on the work of their committees. Any general member will be given the opportunity to speak. The President and Vice President will preside over these meetings. The second section will be a time for committee meetings. Committee Chairs will preside over these meetings. This time will be used to discuss and relevant committee work and to complete all necessary PHSLC-related work.

The recruitment process will take place each Fall semester, and also in Spring semester if deemed necessary. The recruitment process will include a period of recruiting, completion of an application, interviews of those selected for further review, and an orientation meeting upon admittance.

In order to amend the Constitution, a formal proposal must be given, in writing, to the President and Vice President. This can be done by any member of the organization. The proposal will then be added to the docket for the next meeting where a formal presentation will be given by a supporter of the amendment. After the proposal is presented, the floor will be open to any members or officers who wish to state a case for, or against, the amendment. Comments will be limited to one minute per member. At the end of said meeting, following the open floor discussion, a two ­thirds majority of the general body is needed in order to pass the amendment.

***Article X – Attendees of Events of the Organization:  Attendee behavior***

The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.

***Article XI – Method of Amending Constitution:  Proposals, notice, and voting requirements.***

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general body meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should require a two-thirds approval of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

***Article XII – Method of Dissolution of Organization***

In the event there are not enough members to fill the executive board positions, the remaining executive board members reserve the right to dissolve the organization. A unanimous decision is needed by the executive board members. If the organization is decided to be dissolved, the remaining executive board members will settle all debts the organization owns. Any remaining assets will be given to The Ohio State University in the form of a donation. Student Activities will be contacted to remove the organization from the University’s website.

**By-Laws**

*Article 1 – Parliamentary Authority*

The Public Health Student Leadership Council will use Robert’s Rule of Order to govern their organization’s decision making except when these rules are inconsistent with their constitution or by-laws of the organization. These rules are of Western cultural origin, and based on the premise that “though the minority shall be heard and absentees protected, the majority will decide.”

*Article II- Membership*

There is an application process that every potential member must go through. From here, potential members will be chosen to be interviewed by current members. Soon thereafter, final selections will be made by the executive board. Application and interview processes will be conducted in September.

*Article III- Election / Appointment of Government Leadership*

All students running for leadership positions must be full-time members of the Public Health Student Leadership Council for at least one semester and be in good standing. Candidates can be self-nominated or accept nominations from other members. The ballot will consist of all candidates running for each individual position and will be filled out anonymously at the time of elections. Elections will take place during the month of March in order to allow training for new leadership members in April. If a current leadership committee member resigns or is impeached, a special election will be held following the same rules provided above.

*Article IV- Executive Board*

The Executive Board will lead the organization and deal with logistical obstacles that may arise throughout the course of the academic year. The Executive Board will also be responsible for maintaining specific responsibilities designated to each individual position.

*Article V- Standing Committees (if needed)*

These committees serve the organization leadership, the Executive Board, and general membership. Standing committees are permanent and designed to carry out the basic functions of the organization. The administrative relations committee is responsible for connecting College of Public Health administration to current students and college organizations. The events committee is responsible for running Public Health Student Leadership Council events and connecting events between all organizations within the College of Public Health. The outreach committee is responsible for recruitment processes, relationships with other student organizations, social media platforms and communicating opportunities within the college to students.

*Article VI - Advisor/Advisory Board Responsibilities*

The advisor is not responsible for attending meetings but will be readily available to assist with what is needed by the Public Health Student Leadership Council.

*Article VII - Meeting Requirements*

All members are required to attend all meetings and any Public Health Student Leadership Council sponsored events unless excused. The president and vice president will hold biweekly meetings and committee chairs will hold committee meetings as needed. Event times and frequency will vary.

*Article VIII - Method of Amending By-Laws*

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).