

Public Health Graduate Student Association Constitution

Article I - Name, Purpose, and Non-Discrimination Policy of the Organization

Section 1: Name

Public Health Graduate Student Association (PHGSA) at The Ohio State University

Section 2: Purpose

The Public Health Graduate Student Association is an organization dedicated to providing networking, service, philanthropy, advocacy, and educational opportunities for all graduate students in the College of Public Health.

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.

Article II - Membership: Qualifications and categories of membership

Membership in this organization is limited to students currently enrolled in a graduate program in the College of Public Health or another related college at The Ohio State University. This organization includes all masters and doctoral-level students. Members will be required to pay \$10 dues each semester, with the option to submit proof of volunteer paperwork to the treasurer for half-off (\$5) dues the following semester.

Article III - Methods for Removing Members and Executive Officers

III.a. If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of The Ohio State University Student Code of Conduct, they can be removed through a majority vote of the other voting membership or

unanimous vote of the Executive Board, with the consultation of the advisor.

III.b. Any elected officer of the organization may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the organization. The Advisor will hear the grievances and the complaints brought forth against the elected officer by the Executive Board. The Advisor will decide if the elected officer should be removed. The Advisor may decide that the decision lies with the Executive Board who may act for removal upon a two thirds affirmative vote of the Executive Board.

Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of leaders.

The Executive Board positions and respective duties include the following:

President.

- Serve as liaison between the College of Public Health and the Public Health Graduate Student Association.
- Ensure all Executive Board members are completing respective responsibilities, meeting deadlines, and keeping appropriate records.
- Maintain alumni list and communication with Alumni
- Ensure communication among the Executive Board throughout the summer and academic year.
- Facilitate creation and tracking of organization goals.
- Organize and attend monthly check-in meetings with Advisor.
- Monitor budget with Treasurer, Advisor, and Vice President.
- Facilitate monthly Executive Board meetings and create agendas for each meeting.
- Resolve any problems that may arise in regards to the Executive Board or members of PHGSA.
- Attend important meetings with university personnel/departments.
- Assist Executive Board members with projects whenever necessary.
- Recruit graduate students to serve as members.

Vice President.

- Overlook and facilitate PHGSA programs and events.
- Manage recruitment of new members and maintain a database of student members.
- Attend monthly check-in meetings with an Advisor.
- Monitor the budget with the Treasurer, Advisor, and President.
- Recruit graduate students to serve as members.
- Other duties as assigned.

Treasurer.

- Create and maintain financial records and budget.
- Provide monthly budget reports to the Executive Board and Advisor including: money raised (where and how), money spent (where and how), estimated budget.
- Work closely with the Advisor and university to complete all funding requests and other necessary paperwork.
- Work with all Executive Board members to track and account for incoming and outgoing funds.
- Recruit graduate students to serve as members.
- Other duties as assigned.

Secretary.

- Take meeting minutes for all meetings and email meeting minutes to all related members within one week after the meeting.
- Prepare slides for the general member meeting.
- Manage organization email and related responsibilities.
- Recruit graduate students to serve as members.
- Other duties as assigned.

Social Chair.

- Publish monthly newsletters and other email promotions.
- Maintain and update social media sites (Facebook, Twitter, Instagram, Groupme).
- Maintain and update the PHGSA website.
- Create and implement new and creative forms of advertising for all events.
- Recruit graduate students to serve as members.
- Other duties as assigned.

Advocacy/Service Chair

- Propose, maintain and supervise advocacy projects and volunteer opportunities associated with the promotion of public health, social justice, and DEI initiatives.
- Lead a team to write testimonies and testify at the State House.
- Recruit graduate students to serve as members.
- Other duties as assigned.

Division Chairs. Division chairs are graduate level students in one of the following divisions in the College of Public Health: Biomedical Informatics, Biostatistics, Clinical Translational Science, Environmental Health Sciences, Epidemiology, Health Behavior and Health Promotion, Program for Experienced Professionals, and Veterinary Public Health.

- Work closely with the Vice President to publicize events.
- Recruit graduate students to serve as members.

Terms of Office and Election Information

Terms of office for all Executive Board positions operate identically. All officers will operate on a one-year term basis. Any member may nominate another member for an Executive Board position. A person may not nominate him or herself. Elections will occur 30 days after nominations become open. Voting will be open for one full day and all current members may vote once for each Executive Board position.

At the beginning of the Spring term, the President chooses the Election Day. The President must choose a day that is at least 31 days away and before Finals week. If the President has not chosen an Election Day by the 4th week of the semester, the Election day will automatically be set for the Wednesday of the 10th week of the semester.

Eligible members for Executive Board positions are any persons that have at least two semesters before graduation. A member may hold the same Executive Board position for no more than two consecutive years. A member may hold only one position at a time. If a member is nominated for more than one Executive Board position, the member must choose for which position they wish to run. If the member does not choose a position

48 hours before the day of the election, the President has the right to choose for that member.

In the event that no member is nominated for an Executive Board position, that position, barring the positions of President and Treasurer, may remain vacant. After the election has occurred, the President may appoint any members to vacant leadership positions.

Article V - Executive Committee: Size and composition of the Committee

The executive committee will be comprised of the entire organizational leadership. The size of the committee may fluctuate between two and seven individuals. A full executive board should have the following roles present: President, Vice President, Treasurer, Secretary, Social Chair, Advocacy Chair, Four Division Chairs.

Article VI - Advisor(s) or Advisory Board: Qualification Criteria.

The Advisor of the organization must be a full-time member of the University faculty or Administrative & Professional staff within the College of Public Health.

The advisor of the club is responsible for the following:

- Monthly meetings with the Executive Board.
- Hearing grievances of members.
- Removing Executive Board members if necessary.

Article VII - Meetings of the Organization: Required meetings and their frequency

The Executive Board is required to meet monthly to share updates regarding progress of specified tasks. This meeting may co-occur with the meeting with the advisor or may occur separately.

The Public Health Graduate Student Association will also have two general assembly meetings each semester. All Executive Board members are required to attend these meetings. Members are required to attend at least one meeting per semester. These meetings are optional for the advisor.

Article VIII - Method of Amending Constitution: Proposals, notice, and voting requirements.

This organization does not incorporate by-laws. Thus, amending The Constitution will be the sole avenue of adjusting rules and procedures of the organization.

Any request to amend the Constitution must be in writing. Proposed amendments will be read at general assembly meetings. An Executive Board member will after the meeting send a survey to all members, describing the proposed amendment and allowing each member to vote once on the proposed amendment. Voting will be open for seven days. The proposed amendment passes if three-quarters of votes are in the affirmative. At least two-thirds of all members must have cast a vote. If too few members participate, the proposed amendment may be proposed again at the next general assembly meeting. If a proposed amendment fails to pass because it did not reach sufficient affirmative votes, it must be revised before being proposed again.

When a proposed amendment passes, the Executive Board is responsible for the successful implementation of the amendment. The Executive Board should do all in its power to implement the amendment within three weeks of the end of the voting period. The Vice President is responsible for recording any issues with the Constitution amendment process.

Article IX - Method of Dissolution of Organization

In the event that the organization does not have enough members to fill the Executive Board positions, the remaining Executive Board members and the Advisor reserve the right to dissolve the organization. A unanimous decision is needed by the remaining Executive Board members and the Advisor. If it is decided that the organization will be dissolved, the Executive Board will settle all debts the organization owes. Any remaining assets will be given to The Ohio State University in the form of a donation.