

MaPHSA Constitution and By-Laws

2018-2019

Revised April 2, 2019

ARTICLE I NAME

Section 1. The official name of this organization shall be **THE MASTER OF PUBLIC HEALTH STUDENT ASSOCIATION.**

Section 2. This organization will use the name or its acronym, MaPHSA, in all publicity materials and correspondence.

ARTICLE II PURPOSE

PURPOSE The purpose of **MaPHSA** is twofold:

First, we promote career and academic issues related to the field of public health by serving as a voice to the faculty and administration of the Master in Public Health Program at the University of Southern California. We participate in and sponsor networking activities throughout the academic year and share ideas and concerns with fellow MPH students on ways to improve the program and graduate student life at USC. We offer support to all MPH students academically, professionally, and socially.

Second, we strive to improve the surrounding community on issues related to public health and human service. It is through the development of partnerships, research, and community service that we strive to improve the health and well being of the USC and surrounding communities.

ARTICLE III MEMBERSHIP

Section 1. Membership in THE MASTER OF PUBLIC HEALTH STUDENT ASSOCIATION shall include all graduate students within the Master of public health program at the University of Southern California.

Section 2. All currently enrolled Master of Public Health majors are eligible to be voting members.

Section 3. All MPH USC staff, faculty, alumni, and alumnae are eligible to be non-voting members.

Section 4. All members are required to demonstrate support for the purpose of this organization.

Section 5. Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability or sexual orientation.

ARTICLE IV OFFICERS

Section 1. The elected officers shall be President, Vice President, Secretary, Director of Finances, Director of Community Outreach, Director of Events, Director of Online Student Relations, Director of Student Relations and GSG Representatives

Section 2. The President, Vice President, and Director of Finance shall comprise the Executive Board.

Section 3. Each candidate for elected office must be in good standing with the MaPHSA and must have at least one full year of eligibility remaining in school.

- A. A student is in 'good standing' if they are complying with all rules and regulations in the MaPHSA constitution as well as USC, and have maintained the GPA requirement.

Section 4. An officer must maintain an overall minimum GPA of 3.0. If an officer shall fall below the minimum GPA within his/her term, the officer has one semester to obtain minimum GPA before being removed from office.

Section 5. Elections

- A. Members of MaPHSA must have a minimum GPA of 3.0 to run for any office.
B. Elections shall be held during the 1st week of April in spring semester.
C. Balloting shall be by secret ballot.
D. Officers shall be elected by plurality vote. In the event of a tie vote, the outgoing President, with the unanimous approval of the executive board, shall have the right to cast the deciding ballot.
E. Officers shall be installed no later than one month after elections, and shall serve for a one-year term, unless earlier removed from office.
F. See *Article VIX* for Election rules for potential candidates running for e-board.

Section 6. Oath

- A. Shall be recited by incoming and outgoing officers during installation of officers.
- a. **Incoming Officers**
- i. I, (state your name), do so solemnly swear that I will perform to the best of my ability the duties, upon the office about which I am about to enter, and that I will strive to fulfill the purpose of the MaPHSA. I take this oath freely and willfully discharge my duties if I break any of the rules set forth. I further swear that I will conduct myself in a manner that will set an example to my fellow colleagues in the USC Master of Public Health program.
- b. **Outgoing Officers**
- i. I, (state your name), do hereby rescind my duties and responsibilities as an officer of the MaPHSA.

Section 7. Duties of Officers

A. President

- Shall be the chief executive officer of the organization.
- Shall be the official representative of the organization, and, in this capacity, shall be the organization's liaison to other campus and community organizations.
- Shall appoint or remove all members of committees, subject to the approval of MaPHSA (a majority vote shall be required to appoint a committee member, a two-thirds vote shall be required to remove a committee member).
- Shall be a signatory on all MaPHSA accounts.
- Shall facilitate and keep meetings in order or appoint someone to do so. Shall work with Vice

President and Treasurer to prepare a budget for each year's programming

- Shall be responsible for preparing bi-weekly meeting agenda.

B. Vice President

- Shall act as President in the event of the absence of the President, and may, in this circumstance, exercise all powers vested in the President with the exception of the President's signatory power over MaPHSA non-campus accounts.
- Shall assume the remainder of the President's term in the event that the President resigns or is removed from office before the end of his or her term.
- Shall assist the President in performing his or her executive tasks.
- Shall be responsible for the coordination of the new student orientation for the USC Master of Public Health Program alongside the MPH Administration Team.
- Shall work with President and Treasurer to prepare a budget for MaPHSA.
- Second in Command to the rest of the positions
- Answers MaPHSA board email account

C. Director of Finances

- Shall be responsible for maintaining accurate records of the receipt and expenditure for all MaPHSA fiscal accounts.
- Shall be responsible for the collection and disbursement (with the approval by majority vote) of MaPHSA revenues.
- Shall work with Director of Events to organize at least one fund raising event per semester.
- Shall identify and solicit both on-campus and off-campus funding sources for programs.
- Shall work with the President and Vice-President to prepare an annual budget.

D. Secretary

- Shall record the minutes from each MaPHSA meeting and each Executive Board meeting and keep a permanent record of the same.
- Shall distribute a copy of the minutes to each member organization and to each MaPHSA officer
- Shall be responsible for coordination and development of at least one MaPHSA newsletter each month.

E. Director(s) of Events

- Shall coordinate social activities (tailgates, track dinners, banquet, policy talks)
 - Shall coordinate approximately one to two events per month.
- Shall research food/refreshments donations, if needed.
- Shall maintain photo album.

I. Events Chair

A. Requirements

1. Application must be submitted first semester, then accepted shortly after
2. Applicant must be interviewed and voted in through majority
3. Position will be available at the will of the Executive Board

B. Duties

1. Support Director(s) of Events to help coordinate events

2. Shall support other positions as needed

F. Director of Community Outreach

- Shall coordinate volunteer services for community and social events.
- Shall research community activities and solicit support from the general body
- Shall act as director of the Community Outreach Committee

G. GSG Representative

- Shall act as liaison between MaPHSA and GSG.
- Shall be responsible for attending GSG meetings.
- Shall be responsible for organizing and coordinating GSG events

H. Director of Student Relations

- Shall act as the Student Committee organizer
- Shall be responsible for using social media account(s) for advertising/marketing student relation-related activities and announcements (this includes instagram and facebook pages for the program).
- Shall take the lead on organizing events within the program for student participation including setting up carpools for students
- Shall update the chalkboard at least once a month
- Shall meet with MPH program administration at least once a month to coordinate events and updates

I. Online Student Representative

- Shall act as student representative for the online student community
- Shall coordinate with President and Vice President when necessary in regards to online student activities, events, etc.
- Must be physically present at board meetings at least ONCE a month
- Shall coordinate online elections for the next on-coming online student representative

J. GSG Senators

- At least one senator shall attend Graduate Student Government meetings and act as a liaison between the GSG Student Body and the MaPHSA board
- Shall participate in a GSG committee and attend meetings
- Shall work with Executive Board to update constitution

K. MaPHSA Faculty Advisor

- **To help with the leadership development of students:** The advisor will assist students in leadership development of skills such as time management, problem-solving, delegation, conflict resolution, and communication.
- **To add to the continuity of the group as members graduate:** The advisor will share the history of the organization and explain why past decisions were made to new officers.
- **To serve as a liaison between the university and the organization:** The advisor will explain

university policies and connect students to the appropriate offices for assistance.

- **To assist in the area of program content and purpose:** The advisor will assist in the development of projects, events and activities. The exact role of the advisor should be determined by the advisor and the student organization. This role may vary from organization to organization, based on the organization's needs and goals. The advisor should never be considered just a signature in order to receive recognition. The new student leadership of the organization and the advisor should have a conversation early on to determine the role and expectations of the advisor and the advisor's expectations of the students.

L. All Officers

- Shall be responsible for evaluation of social events.
- Each officer is encouraged to provide support and assistance to other officers in their duties if necessary.

ARTICLE V EXECUTIVE BOARD

Section 1. Membership

The Executive Board shall consist of the President, Vice President, and Director of Finance

Section 2. Meetings

The Executive Board shall meet a minimum of twice a month. The President reserves the right to call any additional meetings.

Section 3. Filling an Unexpired Term

- A. In the event of an unexpired term of the President, the Vice-President shall fill vacancy. At the next annual election, a new President shall be elected.
- B. In the event of an unexpired term of any other position, any board member may be nominated and voted into that position. For any other open position, an open nomination to the student body will be held, and voted by the board. A majority vote is needed to accept the member.
- C. If a position on the board is open, the student body will be notified that the position is open for nominations. Nominees must be interviewed by the board and majority voted in.

Section 4. Quorum A majority of the elected officers shall constitute a quorum.

Section 5. Account spending All purchases/expenses planned by the e-board must first be approved by the Director of Finance or President, with additional cooperation by the faculty advisor if necessary.

ARTICLE VI MEETINGS

Section 1. General Organization Meetings General MaPHSA meetings shall be held at least once a semester.

Section 2. Executive Board Meetings Executive Board meeting shall be held at least once a month. The President reserves the right to call any additional meetings of the Executive Board. Such meeting shall not conflict with the general MaPHSA organizational meetings.

Section 3. Attendance An officer shall not miss more than two board meetings within a semester. In the event of more than two absences an officer's voting privileges will be revoked for that semester.

Section 4. Voting Any board member that has not had their voting privileges revoked may vote the following:

- A. Yay: The proposed action should pass
- B. Nay: The proposed action should not pass
- C. Abstain: The member chooses not to vote and will not be counted as part of the total number of votes.

ARTICLE VII COMMITTEES

Section 1. The President and Vice-President shall have the right to establish such committees as may be necessary to carry out the business of MaPHSA.

ARTICLE VIII AFFILIATIONS

Section 1. This organization is a recognized student organization at the University of Southern California, but is not part of the University itself.

Section 2. In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.

Section 3. MaPHSA accepts full financial and production responsibility for all activities it sponsors.

Section 4. MaPHSA agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of MaPHSA differ, the policies and regulations of USC will take precedence.

Section 5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.

ARTICLE VIX ELECTIONS

Section 1. One can only nominate one person, per position for each nomination request.

Section 2. Requirements: to be nominated, student must have completed at least ONE semester in the MPH program.

Section 3. Campaigning

- A. The current board shall have no affiliation with any outside 'campaigning' students may want to Pursue.
- B. There shall be no official campaigning process associated with the MaPHSA Election Process
 - a. No campaigning shall be allowed to be posted on the MaPHSA Facebook page or any

other social media outlets related to MaPHSA

- b. MaPHSA Board reserves the right to delete any comments posted
- C. Nominees are allowed to do so as long as it is NOT disruptive to class, intrusive to other students' privacy, and should be done with the utmost professional manner.
- D. Blurbs
 - a. Blurb submissions must be 250 words or less. MaPHSA reserves the right to delete anything past this limit.
 - b. Fact check
 - i. Blurbs must be factual to the best of the candidate's knowledge.

Section 4. Removing an officer from the board

- A. If there is cause to remove an officer, the officer who wants to initiate the impeachment needs to call a separate meeting, formally state his/her reasoning, the officer in question will have a chance to refute, and then it will be sent to an anonymous vote.
 - a. Impeaching an officer requires $\frac{2}{3}$ of officers in favor
 - b. If any action is to take place, the advisor must be notified
- B. In the event of replacing an impeached officer, the current board will have the responsibility of nominating and voting for candidates for the open position.

Section 5. In the event that an officer has left his/her position, due to graduation or other circumstances, an application will open up to the student body and the current board will vote for new members

ARTICLE XV AMENDMENTS

Section 1. Unanimous vote to add any amendments to the current constitution.

Section 2. MaPHSA Advisor must be consulted of the proposed amendment prior to voting.

Section 3. MaPHSA advisor is granted the authority to veto the proposed amendment.

ARTICLE XVI UPDATES TO CONSTITUTION

Section 1. The constitution will be locked in place and shall ~~only be updated every three (3) years~~ be updated.

- a. Language found in constitution can only be updated every three (3) years.

Section 2. The only exception to updates are the additions through amendments.

- a. See Article XV for more details regarding amendments to the constitution.

ARTICLE XVII UNIVERSITY RE-RECOGNITION PROCESS

Section 1. The Student Organization re-recognition process must be completed every year in order for MaPHSA to be eligible for GSG funding, USC Credit Union recognition, etc.

- A. Early re-recognition orientations are posted starting in late July/early August of each year