

**School of Public Health and Information Sciences
Student Government Association
Constitution and Bylaws**

Ratified on October 18, 2005
Amended July 12, 2007
Amended August 7, 2007
Amended September 9, 2008
Amended March 20, 2013
Amended July 19, 2018

Constitution and Bylaws of the SPHIS Student Government Association

The students of the University of Louisville School of Public Health and Information Sciences (“SPHIS”) have adopted these bylaws and thereby establish the SPHIS Student Government Association (“SGA”).

1 NAME AND PURPOSE OF ORGANIZATION

The organization established by adoption of these Bylaws is named the “School of Public Health and Information Sciences Student Government Association” or “SPHIS Student Government Association” and referred to in these Bylaws as “the Association.”

The purpose of the Association is to empower the students of SPHIS to make group decisions, take group actions, and participate in governance of SPHIS through an organization that is operated entirely by and for the students of SPHIS.

The Association is a Registered Student Organization at the University of Louisville. The Association is a recognized Student Council with all the duties and representation associated with Council Status.

2 ASSOCIATION MEMBERS

2.1 Membership

A member of the Association is any student currently enrolled in a degree program in SPHIS, whether full-time or part-time. This includes undergraduate students, master’s students, and doctoral students. For a student to be considered currently enrolled, the student must be enrolled in at least one course. A newly enrolled student in a degree program in SPHIS is not a member until the first day of classes for the semester in which the student is first enrolled. If a member leaves the degree program in which he or she is enrolled, he or she is no longer a member.

2.2 Privileges of Members

Members may:

- Vote in elections or referenda of the Association
- Run for elected positions in the Association
- Serve as a representative of SPHIS on Graduate Student Council
- Serve as a representative on the Grievance Committee
- Serve as a representative on SPHIS committees, as needed
- Serve on any standing or ad hoc Committees as established by the Student Council
- Petition for a meeting or vote by entire membership on one or more issues

3 STUDENT COUNCIL AND STUDENT EXECUTIVE COMMITTEE

3.1 Purpose

The Student Council (“Council”) is the representative governance body of the Association. The Student Executive Committee is the executive body of the council and serves as the governance body when the entire council cannot be convened in special session in a timely manner.

3.2 Executive Committee Membership

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The executive committee consists of the following voting members:

- President
- Vice President
- Secretary
- Treasurer

3.3 Council Membership

The Council consists of the following voting members, each of whom is a member of the Association:

- Four Executive Officers of the Association (President, Vice President, Secretary, Treasurer)
- Four Undergraduate Representatives
- One Graduate Representative which serves as the Graduate Student Council Representative
- The Chairs of Committees established by the Council

Members of the Council that hold more than one voting position on the Council will receive only one vote towards Council voting activities.

3.3.1 President

The President is elected and serves as Chair of the Council and as Chair of the Student Council Executive Committee. The President serves as the representative of the SPHIS Council of Chairs and Deans. The President serves as a senator in the University-wide Student Senate. As a senator, the President will be nominated to sit on University-wide SGA Committees. The President also serves as a member of the University-wide SGA Senate Executive Board.

3.3.2 Vice President

The Vice President is elected and assists the President and serves as Chair for meetings of the Council or the Student Executive Committee in the President's absence. The Vice President serves as a senator in the University-wide Student Senate. As a senator, the Vice President will be nominated to sit on University-wide SGA Committees. The Vice President serves as proxy whenever the President will be absent from any meetings.

3.3.3 Secretary

The Secretary is appointed and is responsible for keeping minutes of all meetings of the Association membership, the Council, and the Student Executive Committee. The Secretary will send all meeting minutes to the SGA Senate Historian before the next scheduled association meeting. The Secretary may also be responsible for running all elections and votes of the Association membership.

3.3.4 Treasurer

The Treasurer is appointed and is responsible for collecting, managing, and disbursing monies of the Association and for reporting the financial state and activities of the Association. The treasurer will work in conjunction with SPHIS fiscal staff to make sure all processes and procedures for purchasing are

followed. The Treasurer is also responsible for collaborating with the council to create a yearly budget for the association. The budget will be submitted to the University-wide SGA Senate.

3.3.5 Undergraduate Representatives

The Undergraduate Student Representatives are appointed and represent undergraduate students on the Council, communicate Council events to undergraduate students, and assist with planning and executing Council events that are specifically targeted towards undergraduate students.

3.3.6 Graduate Representative

The Graduate Student Representative is appointed and represents graduate students on the Council, communicate Council events to graduate students, and assists with planning and executing Council events that are specifically targeted towards graduate students.

3.3.7 Chairs of Committees Established by the Council

Should the Council establish Committees, the chair of each committee will be a voting member of the Council.

3.4 Grievance Committee

One member of the Council or Executive Committee and one student member of the SPHIS are selected to serve on the Grievance Committee, which was created by the Dean reports to the Associate Dean for Student Affairs. Responsibilities, procedures and timelines of action for the Grievance Committee are delineated in The Redbook, Chapter 6 in Art. 6.6 and Art. 6.8, and in 'The University of Louisville Student Academic Grievance Procedure' document. Students who believe they have been treated unfairly, discriminated against, or have had their rights abridged may initiate grievance. In order to comply with accrediting standards, the matters for consideration are limited to those concerning instructional activities, research activities, as well as personal characteristics and behaviors suitable for a career in the field of Public Health.”

3.5 Term Limits

A member of the Council and/or Executive Committee will be selected (elected/appointed) for a maximum of two years in their current position.

3.6 Removal of Council Members or Members of the Executive Committee

A Council or Executive Committee Member may be recalled from office by vote of two-thirds of the members of the Association. Initiation of this process can only be started by a member of the Council or Executive Committee. A call to vote will be initiated by the Council or Executive Committee member and requires a majority of the Council to ratify the recall process. Once the recall process has been initiated, a vote will be presented to the entire Association membership for ratification.

3.7 Abandonment of Office

A Council or Executive Committee member is considered to have abandoned their office when that officer has failed to perform the duties of their office for 14 days. In the case of abandonment, that Council or Executive Committee member shall automatically be removed.

3.8 Election of Positions

Positions that are elected (President and Vice President) shall be elected in the Student Government Association General Election each Spring. To run in the SGA General Election, a candidate must meet all qualifications outlined in the SGA Constitution and Bylaws, complete the “Application for Candidacy” forms, be confirmed by the Dean of Students as a student in “Good Academic Standing,” and meet any other requirement for candidacy set forth in the Student Government Association General Election Rules (SGAGER).

3.9 Appointment of Positions

Positions that are appointed (Secretary, Treasurer, Undergraduate Representatives, and Graduate Representative) are appointed by the newly elected President and Vice President at the end of the Spring Semester. Association members who wish to be considered for appointment shall submit an application to the President and Vice President for review.

3.10 Appointment of Elected Positions

In the absence of an elected position due to removal of said position representative, voluntary resignation, or failure to fill the position in the previous election cycle, the president of the Association may appoint the vacant position. In the event the office president of the Association is vacant, the Vice President shall assume the role of President and appoint any subsequent open positions. This appointment will stand until the next election cycle.

In the case of the removal/voluntary resignation of an Executive Board member, the subordinate position will fill the open position as ordered below.

- President
- Vice President
- Secretary
- Treasurer
- Representative of the Graduate School Council

3.11 Appointment of Ad Hoc Positions

The president may appoint ad hoc positions for a term consisting of one year or until the next fall semester.

4 COMMITTEES

The Council may establish committees as they see fit. Any member of the Association that wishes to join an established committee may join it. Each committee that is established must have a chair. Members of the Association that wish to be considered as a committee chair must submit an application to the Council for review.

5 MEETINGS

5.1 Council Meetings

The Council (including the Executive Committee) meets a minimum of two times in the fall and spring semesters and as needed in the summer. Special sessions between scheduled meetings may be convened by the President, the Executive Committee, or request of three members of the Council.

5.2 Executive Committee Meetings

The Executive Committee meets as needed and as determined by it. The Executive Committee may conduct some or all of its meetings by phone or email as it determines to be appropriate.

5.3 Meeting Attendance

Members of the Council and Executive Committee are required to maintain consecutive attendance of all required meetings per their elected/appointed positions during each of their two semester terms. Failure to maintain consecutive attendance will result in removal from their position upon a confirmation vote of the Student Council. Nonconsecutive attendance is defined as missing two or more consecutive meetings and/or missing more than 50% of required meetings during a single semester. Required meetings are defined as regularly scheduled Council meetings and regularly scheduled Committee meetings

5.4 General Body Meetings

A General Body Meeting may be called by:

- Resolution of the Student Council
- Resolution of the Executive Committee
- Petition signed by at least 20 Association members

General body meetings are open to any member of the Student Body, but only members of the Council may vote. A quorum for a meeting is a simple majority of its members. The agenda includes at a minimum a review of all actions taken by the Student Executive Committee since the last meeting of the Council. Parliamentary procedures follow *Robert's Rules of Order, Newly Revised*.

5.5 Meeting Minutes

Council Meeting and General Body Meeting minutes will be open to any member of the Association. A process will be in place to ensure that minutes are openly available i.e. email, paper copy, and/or SPHIS SGA website. All meeting minutes must be emailed to the SGA Senate Historian before the next council meeting.

6 FINANCIAL MANAGEMENT

All SPHIS SGA funds will be held in an SPHIS account designated for SGA. SPHIS fiscal administration will manage the disbursement of funds in accordance with university financial policy.

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SGA officers will work in accordance with SPHIS internal purchasing processes. The following Officers will have primary access to the Association monies: president and treasurer.

7 ACTIONS REQUIRING VOTE OF MEMBERSHIP

Approval by a simple majority of votes cast by the membership of the council is required to take any of the following actions:

- Amendment to these Bylaws
- Institution of or increase in dues or fees to be paid by members to the Association.

8 RATIFICATION AND AMENDMENT OF BYLAWS

These Bylaws are ratified and enforced upon approval by a simple majority of votes cast by those persons who would qualify to be members if the Association existed.

Ratification may occur at a meeting or by ballot.

These Bylaws may be amended by approval of a simple majority of votes cast by the members of the Council. Amendments are proposed by the Council or by petition of at least 20% of the Association membership. Approval of amendments may occur at a member meeting or by ballot.

9 SPECIAL CONSIDERATIONS

Notwithstanding anything to the contrary elsewhere in these Bylaws and only for the academic year in which these Bylaws are ratified, the following special considerations will be in force:

- Elections for all positions will be held as soon as practicable after ratification.
- Elections will also take place in the spring semester as specified herein.

10 AMENDMENTS AND BY-LAWS

University Wide Student Government Association

The SGA hereby ratifies the constitution and by-laws of the University of Louisville Student Government Association (“ULSGA”).