

School of Public Health & 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
Amended April 13th, 2021
Amended: April 5th, 2022

The students of the University of Louisville School of Public Health and Information Sciences (SPHIS) establish these Student Government Association (SGA) Constitution and Bylaws.

1.0 PURPOSE OF ORGANIZATION

The purpose of the SGA is to empower the students of SPHIS to make group decisions, take group actions, and participate in governance of SPHIS and the University of Louisville through an organization that is operated by and for the students of SPHIS. The SGA is a Registered Student Organization at the University of Louisville and is recognized as the SPHIS Student Council with all the duties and representation associated with Council Status.

2.0 SGA MEMBERS

2.1 Membership

A member of the SGA is any student currently enrolled in a degree program in SPHIS. 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 in the fall and spring semester. 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 they are first enrolled. If a member leaves the degree program in which they are enrolled, they are no longer a member.

2.2 Privileges of Members

Members may:

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

2.3 Elections and Voting

Election for the following positions will occur during the Spring Semester with an effective date of July 1: President, Vice President, Treasurer, two (2) Undergraduate Representatives, and two (2) Graduate Representatives. Candidates must meet all qualifications outlined in the SGA Constitution and Bylaws, complete the "Application for Candidacy" forms, and be confirmed by the University's Dean of Students as a student in "Good Academic Standing". Other elected Council positions will be filled with a special election.

To the extent permitted by law, voting is conducted anonymously by electronic ballot, which is prepared by the Secretary and submitted to the SGA Advisor (see Section 3.2.9) who will work with staff in the Dean's Office to implement the online voting platform for distribution to all eligible SGA members in attendance.

3.0 SPHIS STUDENT COUNCIL AND STUDENT EXECUTIVE COMMITTEE

3.1 Purpose

The SPHIS Student Council ("Council") is the representative governance body of the SGA. The Student Executive Committee is the executive body of the Council and serves as the governance body when a quorum (51%) of the Council cannot be convened in a special session within a period of seven (7) business days prior to the special session.

3.2 Executive Committee and Council Membership

The Executive Committee consists of four (4) elected voting members as noted below. There are three (3) senate seats available for SPHIS. These positions will be held by the President, Vice-President, and Treasurer.

- President
- Vice President
- Secretary
- Treasurer

The Council consists of the elected voting members, each of whom is a member of the SGA. It also can include the prior year past President (President Emeritus) as a non-voting member (see Section 3.28).

- Four (4) Executive Committee officers of the SGA (President, Vice President, Secretary, Treasurer)
- Four (4) Undergraduate Representatives
- Four (4) Graduate Representatives
- The chairs of ad hoc committees established by the Council

Members of the Council that hold more than one voting position on the Council have only one vote toward Council voting activities. Graduate student Executive Committee and Council members will represent at least three SPHIS departments.

In the case of the voluntary resignation or removal of a Council or Executive Committee officer, a special election will be called within fourteen (14) business days to fill the vacancy.

3.2.1 President

The President serves as Chair of the Council and of the Executive Committee. The President serves as the representative at the SPHIS Executive Committee. 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. Criteria for nomination and election includes having served on the Council for at least one (1) academic year, having been an active SGA participant in both planning and attendance of SPHIS SGA programs, and involvement in community service. It is preferred but not required that a nominee has served as a university-wide senate proxy during the previous academic year.

3.2.2 Vice President

The Vice President assists the President and serves as Chair for meetings of the Council and the Student Executive Committee in the President's absence. They also may serve, when necessary, on the SPHIS Executive Committee. 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; however, this should not occur for more than two consecutive meetings.

3.2.3 Secretary

The Secretary is responsible for keeping minutes of all meetings of the SGA, the Council, and the Student Executive Committee. The Secretary will send all meeting minutes to the SGA Senate Council members before the next scheduled SGA meeting. The Secretary, in conjunction with the SPHIS SGA Advisor (see Section 3.2.9), oversees the elections (see Section 2.3).

3.2.4 Treasurer

The Treasurer is responsible for collecting, managing, and disbursing monies of the SGA and for reporting the associated financial state and related activities. The Treasurer works in conjunction with the SPHIS SGA Advisor and the SPHIS fiscal staff to ensure that all processes and procedures for purchasing are followed (see Section 5.0). The Treasurer will be part of the University-wide SGA Senate Appropriations Committee. The Treasurer is also responsible for collaborating with the Council to create and maintain the yearly budget, and for the creation, presentation, allocation, and distribution of the following year's budget in collaboration with Council. The Treasurer serves as a senator in the University-wide Student Senate. The budget will be submitted to the university-wide SGA Senate.

3.2.5 Undergraduate Representatives

The Undergraduate Student Representatives represent undergraduate students on the Council, communicate Council events to undergraduate students, and assist with planning and executing Council events that are specifically targeted toward undergraduate students. Two representatives (3rd or 4th year) will be elected during the spring transition and election period and two (1st or 2nd year) when the new academic year starts.

3.2.6 Graduate Representatives

The Graduate Student Representatives represent graduate students on the Council, communicate Council events to graduate students, and assist with planning and executing Council events that are specifically targeted toward graduate students. Two representatives will be elected during the spring transition and election period and two when the new academic year starts. Graduate representatives will represent at least three SPHIS departments, when feasible.

3.2.7 Ad Hoc Committees Established by the Council

The Council with a majority (51%) vote may establish Ad Hoc Committees composed of appointed members for a term of one year or the remainder of the current academic year. Any member of the SGA that wishes to join an established Ad Hoc Committee may do so. An Ad Hoc Committee must have a Chair who will be a voting member of the Council but should not be an Executive Committee officer. An SGA member who wishes to be considered as a committee chair must submit an application to the Council for review.

3.2.8 President Emeritus

The President Emeritus may be bestowed upon the prior year past SPHIS SGA President if agreed on by all newly elected Executive Committee members. This is an honorary title and allows the appointee to serve as an auxiliary advisor to the executive committee for one year. They provide transitional support and mentorship as well as continuity for access to resources but are not a voting member of the Executive Committee, and do not serve in place of an Executive Committee officer.

3.2.9 SPHIS SGA Advisor

The SPHIS Dean will appoint annually in consultation with SPHIS SGA leadership a staff member from student services to provide advisory support to the SGA. The Advisor will serve **as support, mentor, and advocate** for the SPHIS SGA Executive Committee and general student body. The advisor will oversee and give advice to the Council, which will target operations and

fiscal oversight by providing a linkage to student services and fiscal administration at the school. Additionally, they will provide mentorship and support, and will attend Executive meetings, Council meetings, and SPHIS SGA events, as their schedule permits. The SPHIS SGA Advisor is not a voting member of the SPHIS SGA. As needed at the end of each Spring semester the Dean of SPHIS and the current SGA executive and the newly elected executive board will discuss in depth the evaluation on a scale system of the appointed advisor, should there be a need for discussion to change the advisor, or keep as is.

3.3 Standing Committees of the Council

The Public Relations Committee is responsible for the recording of SPHIS SGA activities, maintaining the Council's webpage content, design and writing monthly newsletters, event promotion, managing social media accounts, and handling all media responsibilities for council.

The Community Services Committee is responsible for organizing activities that promote community service and volunteer opportunities for SPHIS students.

The Social Events Committee is responsible for organizing social events for SPHIS students and will be the lead for the homecoming student and alumni tailgate event and end of year social event.

Chairs of Council Standing Committees will be elected in the Spring. Committee members will be selected in the Fall.

3.4 Student Academic Grievance Committee (SAGC) Membership

In keeping with the *SPHIS Bylaws (Section V.A.3.)* the SPHIS Student Academic Grievance Committee *"is responsible for adjudicating student grievances concerning academic matters, defined as those concerning instructional activities, research activities, activities closely related to either of these functions, or decisions involving instruction or affecting academic freedom."* It consists of both faculty members and student representatives. *"All SAGC members must be from separate departments."* Student representatives serve a one-year term and include *"four (4) student members (two (2) undergraduate, two (2) graduate), two (2) of whom are alternates..."* and who *"are elected by the SPHIS Student Government Association. Only one (1) student member will attend a grievance hearing. Student members must be in good academic standing throughout their term."*

The SPHIS SAGC makes recommendations on formal grievances to the Dean in accordance with the Redbook (*Section 6.8 Student Complaint and Grievance Procedures*)." Responsibilities, procedures, and timelines of action for the Grievance Committee are delineated in the Redbook, (*see Section 6.8.5 Academic Grievance Procedures*), and in the *SPHIS Student Academic Grievance Procedures* document.

3.5 Term Limits

A member of the Council or Executive Committee may be re-elected for a maximum of two years in their current position.

3.6 Removal of Council Members or Members of the Executive Committee

A motion to recall a Council or Executive Committee member can be initiated by any SGA member. The Council will evaluate the motion. If a majority (51%) of the Council votes to ratify the motion, it will be submitted to all SGA members for a vote. The Council or Executive Committee member will be recalled if there is a majority (51%) vote by the SGA members.

4.0 MEETINGS

4.1 Council and Executive Committee Meetings

The Council (including the Executive Committee) meets a minimum of four 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 at the request of three members of the Council.

The Executive Committee meets as needed and as determined by the Executive Committee. Both the Executive Committee and the Council may conduct some or all meetings by video conference, phone, or email as is determined to be appropriate.

In order for the SGA Executive Committee members to fulfill their responsibilities, they must be present in-person at all university-wide and SPHIS meetings that require their presence such as the SPHIS Executive Committee meetings and interaction regarding fiscal matters.

4.2 Meeting Attendance

Members of the Council and Executive Committee are required to maintain consecutive attendance of all required meetings per their elected positions during their elected term. Failure to maintain consecutive attendance for two meetings will result in removal from their position upon a confirmation vote of the Student Council. Required meetings are defined as regularly scheduled Council meetings and regularly scheduled Committee meetings.

4.3 General Body Meetings

A General Body Meeting may be called by:

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

General body meetings are open to any member of the Student Body and must be made available to all SPHIS students in attendance whether present in-person or remote. General Body Meetings will be announced at least fourteen (14) business days before the scheduled meeting time. Agenda items that require a vote are approved with a majority (51%) of votes cast by those present at the meeting. 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*.

4.4 Meeting Minutes

Council Meeting and General Body Meeting minutes will be maintained by the SPHIS SGA Secretary and will be open to any member of the SGA. Meeting minutes will be reviewed for approval at each following meeting. A process will be in place to ensure that approved minutes are openly available (i.e., email, paper copy, and/or SPHIS SGA website). All approved meeting minutes must be emailed to the SGA Senate Historian and to all students before the next Council meeting after approval.

5.0 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 for the SPHIS SGA programming and events as planned and approved by the University of Louisville SGA Appropriations Committee. The SGA Treasurer will work closely in accordance with SPHIS internal purchasing processes. The budget, regardless of the origin of funds, will be submitted to the SGA Advisor and the SPHIS Assistant Dean for Finance and Administration prior to being submitted to the Appropriations Committee to ensure all parties are aware of the budget being proposed. The final approved budget will be submitted to the newly elected Executive Committee and Council members, and to the Dean's Office at the end of the Spring semester.

The SPHIS SGA Advisor and the Assistant Dean for Finance and Administration will be notified of all anticipated purchases via email with appropriate documentation (flyer, budget, events, etc.) to allow for an encumbrance procedure. An email approval from the Assistant Dean for Finance and Administration must be received and approved for purchases to be made, given the purchase is incorporated into the annual budget or planned well in advance with appropriate discussion with the SPHIS Dean's Office. The President, Vice President, and Treasurer will have primary access to the SGA monies. If new programming and events are planned outside of the budget, a discussion and majority (51%) vote are needed by SPHIS SGA members to use funds that may either be leftover or be used

instead for the proposed budget. While the budget is a guide to how the money should be spent, it is not a policy, nor a binding document. There will be occasions where money is left unspent, due to under spending of an event, or cancelation of an event, in these cases, SPHIS SGA Board must have a majority vote of the board (51%), followed by giving SPHIS SGA Advisor and the Assistant Dean for Finance and Administration an advanced notice on how the remainder of funds will be used. Financial expenditures are subject to change in a short notice, depending on the event or adjusting for an event for students.

6.0 ACTIONS REQUIRING VOTE OF MEMBERSHIP

Except as otherwise stated herein, approval by a majority (51%) of votes cast by the membership of the Council is required to take action.

7.0 AMENDMENT AND APPROVAL OF BYLAWS

Amendments are proposed by the Council or by petition of at least 20% of the SGA membership. Amendments are reviewed by SGA Executive Committee in conjunction with the SPHIS Dean's Office and must be consistent with UofL SGA and SPHIS Bylaws and Policies, where appropriate. Bylaws are approved by a majority (51%) of votes cast by all SPHIS SGA members in attendance at a general meeting. Elections for positions affected by ratification of amendments will be held as soon as practicable, preferably within a period of fourteen (14) business days.

SPHIS SGA Bylaws will be monitored by the SPHIS policies mandating periodic review.