

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
COLLEGE OF PUBLIC HEALTH
STUDENT ASSOCIATION BYLAWS**

PREAMBLE

The College of Public Health (COPH) Student Association (SA) represents the COPH student body to the college leadership and external entities in its efforts to secure a more significant and meaningful voice in the essence of COPH students' respective disciplines and programs.

ARTICLES

The following constitutes the Articles of the COPH SA Bylaws and may be cited for all such purposes. These Bylaws will remain consistent with the policies and procedures of the COPH and the University of Nebraska Medical Center (UNMC).

ARTICLE I. NAME

The name of this organization shall be the College of Public Health Student Association, hereafter referred to as the "COPH SA."

ARTICLE II. PURPOSE

- SECTION I. To offer a structure that fully represents the student body in all such governing matters, and, through this structure, advocates the concerns of the student body, promotes the objectives of the COPH SA, and communicates its concerns and actions to the student body.
- SECTION II. To represent, as well as facilitate the exchange of information and ideas among the students, faculty, and administration.
- SECTION III. To establish and maintain channels of communication between students, faculty, graduates, and administration.
- SECTION IV. To investigate issues unique to COPH students at UNMC and propose solutions.
- SECTION V. To evaluate the quality and overall effectiveness of the COPH SA.
- SECTION VI. To be a resource for the community in order that students and the COPH play a relevant role in the community.

ARTICLE III. MEMBERSHIP AND UNIFORMITY

- SECTION I. Membership
Membership shall be open to all students currently in the COPH.
1. "Student" is defined as any activity-fee-paying COPH doctoral, masters, or certificate student in good standing with COPH and UNMC.

2. A student in "good standing" is one: a) who is enrolled in a Copenhague doctoral, masters, or certificate program and b) who is not in default of any prescribed obligations to UNMC.
3. Student Body is defined as all doctoral, masters, and graduate certificate students of UNMC enrolled in a graduate program of the Copenhague.

SECTION II. *Uniformity*

Subject to other provisions of these Bylaws, every student has the same rights, privileges, and responsibilities within the Copenhague SA.

ARTICLE IV. GOVERNANCE

SECTION I. *Executive Board*

1. The general affairs of the Copenhague SA shall be managed and supervised by an Executive Board and composed of the officers of the Copenhague SA under the advisement of the Associate Dean for Student Affairs (DSA).
2. The Executive Board and DSA oversee the budget of the Copenhague SA.
3. No one individual shall concurrently hold more than one office in the Copenhague SA.
4. No student shall hold the same position as an officer for more than three (3) academic years.
5. If, during the course of their term, the officers withdraw from the Copenhague, they are required to relinquish their position and said office(s) becomes vacant.

SECTION II. *Officers*

1. The Copenhague SA has at least five elected officers that represent the student body and regularly present the students' interest to the faculty and administration. These officers make up the Executive Board.
2. The Officers consists of the President, Vice President, Secretary, Treasurer, and UNMC Student Senate Representative(s).
3. Only currently enrolled students who are in good standing with Copenhague and UNMC shall be eligible to hold offices on the Executive Board. All Board members, with the exception of the President, may physically attend meetings or may attend via electronic media.

SECTION III. *President*

1. The President shall be the chief officer of the Copenhague SA and s/he shall preside over meetings of the Executive Board and the Student Body.
2. The President shall have the power to delegate any power granted to her/him pursuant to the Copenhague SA Bylaws.
3. The President shall be the tie-breaking vote in all meetings.
4. The President shall form committees of the Executive Board as the need arises.
5. The President shall sign, in conjunction with the Treasurer and DSA, all disbursements.

6. The President shall meet regularly with the DSA of the COPH in order to exchange ideas and facilitate communication with the faculty and administration.
7. The President shall have the sole power to call for emergency voting on matters that necessitate immediate action between duly scheduled and announced meetings.

SECTION IV. *Vice President*

1. The Vice President shall assume the duties of the president in his/her absence.
2. The Vice President shall attend and be a voting member of all Executive Board meetings.
3. The Vice President shall oversee all COPH SA committees.
4. The Vice President shall serve as the liaison between COPH SA and the COPH Alumni Association
5. The Vice President shall perform other duties as may be assigned by the President.

SECTION V. *Secretary*

1. The Secretary shall be responsible for all official correspondence between COPH SA and all other outside parties.
2. The Secretary shall keep all records, including record of the COPH SA Bylaws and the minutes of all Executive Board meetings.
3. The Secretary shall post the minutes of all Executive Board and open meetings within two weeks as well as Student Association announcements.
4. The Secretary shall attend and be a voting member of all Executive Board meetings.
5. The Secretary shall be responsible for overseeing the upkeep of the COPH SA website(s).
6. The Secretary shall ensure that all Executive Board members are provided with a copy of the COPH SA Bylaws.
7. The Secretary shall perform other duties as may be assigned by the President.

SECTION VI. *Treasurer*

1. The Treasurer shall be responsible for accounting and distribution of all COPH SA funds.
2. The Treasurer shall manage the Student Activity Fund; propose the COPH SA budget; and sign, in conjunction with the President and DSA, all disbursements.
3. The Treasurer will ensure the DSA has signed-off all expenditures.
4. The Treasurer shall attend and be a voting member of all Executive Board meetings.
5. The Treasurer shall perform other duties as may be assigned by the President.

SECTION VI. *UNMC Student Senate Representatives*

1. The Student Senate Representative (SSR) shall be the lead representative of the interests of the CPH student body to the UNMC-wide student government.
2. The SSR shall serve on required committees within student senate.
3. The SSR shall communicate information regarding opportunities offered campus-wide to CPH SA officers to determine distribution needs to CPH student body.

ARTICLE V. ORGANIZATION

SECTION I. Executive Board Meetings

1. The Executive Board shall meet at least once per month, at a mutually agreeable time and place.
2. The Executive Board may perform the functions that are assigned to it by these Bylaws and may take action upon any matter that warrants attention.
3. A simple majority of officers constitutes a quorum to transact any business.
4. Consensus building will be encouraged with regards to decision making; however, in the event of gridlock as determined by the DSA, a simple majority vote will decide the issue with the President voting only in the case of a tie.
5. A copy of the minutes of every Executive Board meeting shall be posted within two calendar weeks of the approval of said minutes.
6. No Executive Board meeting shall be convened or recognized as being convened unless the President is present or gives prior approval to a designated representative. Any meeting convened without the presence of the President will be considered invalid. Any and all CPH SA business conducted in said meeting will be considered null and void.

SECTION II. Order of Business

1. The order of business at regular meetings shall be as follows (This order of business can be altered according to need.):
 - a. Call to order
 - b. Approval of minutes
 - c. Report from the Officers
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. UNMC Student Senate Representative(s)
 - d. Pending business
 - e. New business
 - f. Announcements
 - g. Adjournment
2. Meetings will be kept to a time limit according to need of agenda.

SECTION III. Student Committees

“Student Committee” defines a group of students to address current COPH student issues.

1. The Executive Board may establish, dissolve, and give direction to such committees, as it considers expedient.
2. A committee may not perform any function of the Executive Board, but subject to the direction of the Executive Board, may give advice and make recommendations to the Executive Board without limitations.

SECTION IV. Advisor

The DSA will serve as the co-curricular advisor to the COPH SA.

ARTICLE VI. ELECTIONS

SECTION I. Election Procedures

"Elections" defines an election of the Executive Board.

1. The Office of the DSA will conduct the election, and enforce the election regulations and campaign procedures.
2. For every election, the DSA shall send to every student an announcement of the election and a "Call for Nominations" of candidates depending on the academic calendar, allowing for at least two full business weeks for both nominations and elections (five business days each).
3. Students in good standing, who are currently enrolled in COPH programs, may nominate themselves or any other student.
4. Elections for new officers will be held in April, with the exception of the UNMC Student Senate Representative(s).
5. UNMC Student Senate Representative(s) will be elected in accordance with the Constitution of the Medical Center Student Senate (MCSS).
6. One nomination shall warrant inclusion on the final ballot.
7. One week after the "Call for Nominations," the DSA shall close the nominations and shall prepare a ballot, including the names of the candidates, for the final election.
8. The ballot may also contain a list of current issues of interest to students and will ask the latter opinions regarding those issues.
9. When there is only one validly nominated candidate for an office, the President shall declare that candidate elected by acclamation.
10. The tenure of all officers begins on June 1st of the election year and ends on May 31st of the following year.
11. If an Executive position receives no nominations during the nominating period, DSA shall appoint students to these positions from the pool of available candidates.

SECTION II. Candidate Eligibility

Only activity fee-paying students in good standing who are currently enrolled in COPH programs shall be eligible to hold offices within the Executive Board.

SECTION III. Voting Eligibility

A CPH student who is in good standing is qualified to vote in any election for officers.

ARTICLE VII. VACANCIES

SECTION I. Resignation

An officer may resign from the Executive by delivering a written resignation to the President, or if the resigning officer is the President, then the President shall submit the resignation to the DSA and the Vice President. Then that office is thereupon deemed vacant.

SECTION II. Removal

An officer may be removed from the office before his or her term would have otherwise expired by a two-thirds (2/3) majority of votes cast at a closed Executive Board meeting; or at an open CPH SA meeting; or by the student body in the form of a petition; and at least one of the following conditions must be met before said removal can take place:

- a. Appropriate grounds leading to the termination of that office due to an unexcused absence from more than two Executive Board meetings within a semester will cite that officer for removal, and that office becomes vacant upon said removal; or
- b. Appropriate grounds leading to the termination of that office due to a blatant disregard of one or more of the provisions of these Bylaws, or of a blatant disregard for said office characterized by a lack of "good faith" effort to carry out the necessary and appropriate duties and responsibilities of said office, will cite that officer for removal, and that office becomes vacant upon said removal.
- c. The office of an officer who ceases to be in good standing automatically thereupon becomes vacant.

SECTION III. Filling Vacancies

1. If an officer's position becomes vacant, the vacancy will be filled within one month of said vacancy by appointment by the Executive Board with the final approval granted by the President.
2. If the President's office becomes vacant, the Vice President shall fill the vacancy. The Vice President's office will then automatically become vacant, at which time the above procedure for filling vacancies shall be followed.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

In all instances when they are applicable and not inconsistent with these Bylaws or any other special rules the organization shall adopt, the rules contained in the current edition of Merriam Webster's Rules of Order shall govern the CPH SA.

ARTICLE IX. OTHER PROVISIONS

SECTION I. Annual Audit

The financial records of the CPH SA shall be audited annually and at such times as may be requested by Executive Board, and/or the DSA of CPH or his/her authorized.

SECTION II. Conducting Business by Electronic Means

In case of emergency, action may be taken by the Executive Board by electronic means (telephone conference call, Skype, email, etc.). There must be concurrence of a majority of the members of the Executive Board and such action shall be noted in a special memorandum placed in the minutes of the next meeting.

ARTICLE X. AMENDMENTS TO THE BYLAWS

SECTION I. Purpose

Amendments to these Bylaws may be necessary in order to maintain consistent and impartial service to the students of the CPH.

SECTION II. Process

1. Proposed amendments to these Bylaws may be initiated by any student and presented to the CPH SA President.
2. Proposed amendments presented to the President will be placed on a ballot for referendum.
3. Bylaws must receive a majority roll-call vote from the CPH SA Executive Board

SECTION III. Ratification

1. If approved by the referendum, the amendment shall be incorporated into these Bylaws.
2. The DSA must ratify Bylaws and any amendments before incorporation.