

Multicultural Public Health Student Association Constitution

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Article I - Name, Purpose, and Non-Discriminatory Policy

Section 1: Name

The name of this organization is the Multicultural Public Health Student Association (MPHSA) at The Ohio State University College of Public Health.

Section 2: Purpose

The purpose of the Multicultural Public Health Student Association is to bring public health students together to create a safe environment in which everyone has the ability to experience, learn, and embrace a tangible meaning of diversity.

Section 3: Objectives

- a. To inform members, potential members, and community members of the purposes of MPHSA, its goal, programs, and benefits
- b. To develop relationships and create a sense of cohesiveness among people of various backgrounds
- c. To enhance the cultural experience of university students, faculty, staff, and professionals members through culturally centered programming and cross cultural interactions
- d. To educate members and non-members of the importance of culturally competent public health practice
- e. To empower university students, faculty, staff, and professionals to apply intercultural skills to current and future professional endeavors
- f. To expose members to culturally sensitive leadership opportunities
- g. To promote the adoption of multiculturalism in interdisciplinary health care settings through collaboration with campus-wide professional and graduate student organizations

Section 4: Non-Discrimination Policy

This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II - Membership: Qualifications and Categories of Membership

Section 1: Eligibility

Any public health student currently enrolled at The Ohio State University shall be eligible for membership.

Section 2: Dues

Annual dues for members shall be determined by the Executive Board before the first meeting of each academic year. Dues must be paid in order to be a member of MPSHA.

Article III: Quorum, Voting, and Election of Officers

Section 1: Quorum

A quorum must be present when a decision requires a vote. Matters submitted for a vote shall be decided by a majority.

Section 2: Nominations and Election Procedures

Positions elected in the spring are President, Vice President, Treasurer, Secretary, Campus Outreach Chair, and Publicity Chair.

Formal announcement of elections and election procedures shall be made three weeks prior to Election Day by the Vice President via the MPHSA e-mail group. Nominations of candidates for elections shall be conducted by peer or self-nomination. Nominations can occur from the announcement of Election Day to one week prior to Election Day. All nomination procedures will be handled by the Vice President and Secretary. A nominated member must confirm their candidacy at least one week prior to Election Day, by submitting an acceptance e-mail and of no more than 250 word explanation of candidacy to the Vice President and Secretary via email. In the event of one or fewer nominated candidates for any given position, the Executive Board will recommend and approach additional candidates. If a position remains vacant, it can be voted on again during fall elections. In the event of a tie, a run-off vote between the tied candidates will be conducted. The Vice President will conduct the nomination and election process.

Section 3: Election Day and Voting

Spring elections shall be conducted the third week of April. Fall elections shall be conducted by the first week in September, if needed. Absentee voting will only be allowed under certain circumstances. Absentee voting must be approved by the President. If approved, absentee ballots are able to be submitted to the President via e-mail only.

Section 4: Impeachment of Officers

Any officer of the Executive Board may be impeached by a quorum. Circumstances surrounding any action regarding the impeachment of an officer are as follows:

- a. Failure to meet the requirements and/or responsibilities of the represented office
- b. Failure to comply with The Ohio State University Code of Ethics as related to MPHSA and officer responsibilities
- c. Violation of any student regulations pertaining to The Ohio State University

Section 5: Removal of Members

Any member of the organization may be removed by a quorum. Circumstances surrounding any action regarding the removal of a member are as follows:

- a. Failure to comply with The Ohio State University Code of Ethics as related to MPHSA
- b. Violation of any student regulations pertaining to The Ohio State University

Article IV – Organizational Leadership: Titles, terms of office type, and duties of the leaders

Section 1: President

The President shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be a member in good standing, with the Student Organization.
- b. Attend full meetings.
- c. Attend the Executive Board meetings.

The President shall undertake duties as follows:

- a. Attend President Training session before deadline to maintain “established” organization status of the University.
- b. Ensure Advisor Training and Treasurer Training are completed, as needed.
- c. Serve on the Executive Board.
- d. Serve as ex-officio member of all committees.
- e. Facilitate the appointment or election of members as representatives to University and College committees where such representation is appropriate.
- f. Call and preside over Executive and Full Membership meetings
- g. Designate duties not provided for in the Constitution.
- h. Develop an active relationship with Society of Public Health Students (SPHS) and Association of Future Healthcare Executive (AFHE) leadership boards.
- i. Serve as a liaison between the College of Public Health Diversity Enhancement Committee and the Student Organization.
- j. Responsible for checking and responding to the student organization’s email account on a weekly basis

Section 2: Vice President

The Vice President shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be a member in good standing with the Student Organization.
- b. Attend full meetings.
- c. Attend the Executive Board meetings.

The Vice President shall undertake duties as follows:

- a. Assume all duties of the President in the event of the President's absence.
- b. Carry out other responsibilities as assigned by the President.
- c. Organize membership drive in fall and spring academic terms.
- d. Responsible for coordinating fall and spring election process.

Section 3: Treasurer

The Treasurer shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be a member in good standing with the Student Organization.
- b. Attend all meetings.
- c. Attend all of the Executive Board meetings.

The Treasurer shall undertake duties as follows:

- a. Attend Treasurer Training session before deadline to maintain “established” organization status of the University.
- b. Be responsible for applying for both Operating Funds and Programming Funds Requests from the Counsel on Student Affairs (CSA).
- c. Be accountable and responsible for all monies received and spent by the Student Organization which includes dues and organization expenditures.
- d. Be responsible for the maintenance of the Student Organization's account ledger and bank account.
- e. Be responsible for all budgetary functions.
- f. Disbursements require the authorization of the Treasurer and one other officer.
- g. Maintain the list of paid members.
- h. Deliver and distribute a report of financial activity quarterly at Executive Board meetings.
- i. Explain reimbursement procedures to officers and facilitate reimbursement.

Section 4: Secretary

The Secretary shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be member in good standing with the Student Organization.
- b. Attend full meetings.
- c. Attend the Executive Board meetings.

The Secretary shall undertake duties as follows:

- a. Record meeting minutes and promptly e-mail said minutes to members.
- b. Archive summaries of Organization activities, events, meetings, and programs.
- c. Maintain and update member contact information, including e-mail and phone contact lists.
- d. Take attendance at all executive board and general meetings and events as well as maintain contact information for speakers and guests in attendance.
- e. Prepare reports as requested by the President.
- f. Assist in organizing spring and fall elections.
- h. Responsible for sending MPHSA news blast to eligible members.
- i. Maintain MPHSA E-board Dropbox account.

Section 5: Campus Outreach Chair

The Campus Outreach Chair shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be member in good standing with the Student Organization.
- b. Attend full meetings.
- c. Attend the Executive Board meetings.

The Campus Outreach Chair shall undertake duties as follows:

- a. Serve as Chair of the Campus Outreach Committee
- b. Serve as liaison between the Diversity Committee of the Alumni Society and the Student Organization.
- c. Foster relationships and build collaborations with a variety of campus organizations, such as but not limited to: College of Medicine, College of Social Work, Allied Medicine, School of Veterinary Medicine, Office of Diversity and Inclusion, College of Education and Human Ecology, to plan and implement multicultural, health-related programs and events.

Section 6: Publicity Chair

The Publicity Chair shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be member in good standing with the Student Organization.
- b. Attend full meetings.
- c. Attend the Executive Board meetings.

The Publicity Chair shall undertake duties as follows:

- a. Be responsible for promotion of all upcoming Student Organization programs and events.
- b. Create and distribute flyers and posters to student body and in accessible campus locations (i.e. bus, bulletin boards, residence halls, colleges, and student unions)
- b. Maintain the Student Organization Web Pages (Weebly, Facebook, LinkedIn, and Twitter), according to the needs of the Student Organization.
- c. Maintaining the MPHSA Google calendar.

Article V- Executive Committee: Size and Composition of Committee

a. Executive Board

The Executive Board is charged with the responsibility, leadership, and governance of the actions and any public or private representations of MPHSA. The Board shall be chaired by the President.

Article VI- Standing Committee: Name, Purpose, and Composition

Chairpersons of the standing committees are designated below. Participation on any of the standing committees will be on a voluntary basis. All members are eligible and encouraged to participate. Duties for the standing committees shall include, but are not limited to, the following:

Section 1: Campus Outreach Committee

Purpose: Foster relationships and build collaborations with a variety of campus organizations, such as but not limited to: College of Medicine, College of Social Work, Allied Medicine, School of Veterinary Medicine, Office of Diversity and Inclusion, College of Education and Human Ecology to plan and implement multicultural, health-related programming.

Composition: The committee will consist of eligible members selected on a voluntary basis.

Article VII- Advisor or Advisory: Qualification Criteria

Advisory of Student Organization must be a member of University faculty or administrative or professional staff. Responsibilities and expectations are as follows:

- a. Attend bi-annual University advisory training.
- b. Support student organization members.
- c. Actively participate in student organization events, programs, and meetings.

Article VIII- Meetings

Section 1: Meetings

a. General Meetings

The organization shall have a minimum of eight meetings during the academic year to be held on a date decided by the Executive Board. Other meetings may be called as requested by the President. The Secretary will send an e-mail to the MPHSA e-mail group exactly one week prior to the meeting. Furthermore, meeting dates will be placed upon the Google calendar, by the Publicity Chair.

- b. Executive Board meetings will be held prior to general meetings.

Article IX- Amending Constitution: Proposals, notice, and voting requirements

Proposed amendments to the Constitution for MPHSA shall be proposed to or by the Executive Board in writing. Amendments must be voted on during a General Meeting and a quorum must be present. Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement. The Constitution of the MPHSA shall be reviewed on a yearly basis by the Executive Board. If amendments are found necessary, the Executive Board will submit in writing proposed amendments to the general membership for approval. Proposed amendments must be submitted at least one week prior to any MPHSA general meeting for approval.

Article X- Parliamentary Procedure

The rules contained in Robert's Revised Rules of Order shall govern MPHSA in all cases to which they are applicable and in which they are not inconsistent with the constitution of this organization.