

MPHSO Bylaws

ARTICLE I: NAME

The name of this organization shall be the Student Organization of the Master of Public Health Program, hereafter called the MPHSO.

ARTICLE II: MISSION STATEMENT

The MPH student Organization at the University of Kansas School of Medicine strives to broaden perspectives of MPH students through community service, involvement with the public health community, and the development of a dynamic network of current students, alumni and public health leaders.

ARTICLE III: PURPOSE

The purpose of the MPHSO is:

1. To promote the welfare of MPH students through participation in University governance activities; to represent MPH students in department-wide and campus-wide affairs that affect the students; and represent their interests and concerns to the faculty and University administration.
2. To enhance the cultural, social, and professional growth of MPH students.
3. To ensure that the learning opportunities in the MPH program are open to all students regardless of race, religion, color, sex, disability, national origin, age, ancestry, marital status, parental status, sexual orientation, or Vietnam-era status, as set forth in the University's affirmative action policy.
4. To protect and enhance the students' right to free speech.

ARTICLE IV: MEMBERSHIP

The membership of the MPHSO shall include all students enrolled in the MPH program and / or those who are actively seeking dual degrees.

ARTICLE V: OFFICERS and COMMITTEES of the MPHSO

Section 1: *Officers:*

The MPHSO shall have a minimum of three (3) elected officers at each location: Co-President (Kansas City) and Co-President (Wichita), Co-Secretary (Kansas City) and Co-Secretary (Wichita), Co-Treasurer (Kansas City) and Co-Treasurer (Wichita). In addition, the MPHSO may have other elected officers including, but not limited to, the following: Vice-President of Community Relations, Vice-President of Alumni Relations, Communications Director, Kansas Public Health Association Liaison, and Student Advisor. These positions are illustrated in the Organizational Chart.

Section 2: *Election of Officers:*

Officers of the MPHSO shall be elected by majority vote of the Student Body. The Presidents and the Treasurers shall be elected during the last regular meeting of the Spring term. All remaining officers shall be elected during the first regular meeting of the Fall term. The terms of office shall last one year, with options for renewal.

Section 3: *Responsibilities of the Presidents:*

The Presidents of the MPHSO shall execute the following responsibilities at her/his own respective location (KC or Wichita):

- A. Conduct monthly meetings of the organization
- B. Act as the executive officer of the MPHSO, enforcing its resolutions and by-laws at all times
- C. Develop the meeting agenda with appropriate assistance from other officers
- D. Call to vote any act, measure, motion, or amendment proposed by the MPHSO
- E. Vote on MPHSO issues only in the case of a tie vote, in which case the President's vote shall constitute a majority decision
- F. Reserve conference room for meetings at least one week in advance
- G. Attend monthly President's Roundtable meetings (KC campus only)
- H. Fill out and submit the University of Kansas Medical Center Organization Registration Application once per year (KC campus)
- I. Ensure that all required forms (i.e. fundraising form, registered organization application) have all necessary signatures and are submitted prior to deadlines
- J. Maintain communications with Co-President (from other campus) and officers
- K. Communicate with newly elected President to discuss and facilitate the transition of the office and responsibilities to the newly elected officer.
- L. Communicate with faculty advisors regarding MPHSO activities, and advisors will, in turn communicate with the KU-MPH Executive Council

Section 4: *Responsibilities of the Vice-Presidents:*

The Vice-Presidents of the MPHSO shall execute the following responsibilities:

- A. Assume all responsibilities and duties of the President in the President's absence
- B. In the absence of the secretary, record monthly meeting minutes
- C. Assist other officers with their responsibilities as needed
- D. The VP of Community Relations shall handle all communications with community members and organizations outside of the Medical Center
- E. The VP of Alumni Relations shall handle all communications with alumni
- F. Communicate with newly elected Vice President to facilitate the transition of the office to the newly elected officer

Section 5: *Responsibilities of the Secretaries:*

The Secretaries shall execute the following responsibilities in her/his her own respective location (Kansas City or Wichita):

- A. To prepare and distribute to all members of the MPHSO:
 1. A contact list of all MPHSO officers (email addresses and phone numbers)
 2. Minutes of each monthly meeting in an appropriate format
 3. Agenda for each monthly meeting in an appropriate format

4. MPHSO bylaws
 5. Other MPHSO communications as required
- B. Send thank-you cards to those individuals / organizations who donate items / money / time to the organization
 - C. Organize the MPHSO's documents in an orderly fashion
 - D. Create a paragraph or summary of necessary information relevant to his or her office to facilitate the transition of the office to the newly elected Co-Secretary
 - E. Other tasks as assigned by the President or Vice-President
 - F. Submit minutes to the faculty advisor and MPH coordinator for posting on the MPH Student Organization shared drive.

Section 6: Responsibilities of the Treasurers:

Each Treasurer shall execute the following responsibilities:

- A. To develop the annual budget, with assistance from other officers, for presentation to the MPHSO
- B. To monitor budget expenditures and report them to the MPHSO on a monthly basis
 1. Deposits money into a safekeeping account (Kansas City campus) or a MPHSO account within the Preventive Medicine and Public Health Department (Wichita campus)
 2. Makes authorized withdrawals from the organization's account
- C. Each semester fill out form to request food funding from the Student Governing Council (SGC)
 1. Attend SGC meeting when requesting food money (KC campus)
- D. Other tasks as assigned by the President or Vice-President
- E. Shall communicate with newly elected Treasurer to facilitate the transition of the office and responsibilities to the newly elected officer.

Section 7: Responsibilities of the Communications Director:

The Communications Director shall execute the following responsibilities:

- A. Serves as the contact person for students interested in joining MPHSO
- B. Actively involved in recruitment for the organization
- C. Serve as internet liaison when communicating in real-time with the MPHSO – other campus
- D. Communicate with newly elected Communications Director to facilitate the transition of the office to the newly elected officer
- E. Other tasks as assigned by the President or Vice-President

Section 8: Responsibilities of the KPHA Liaison:

The KPHA Liaison shall execute the following responsibilities:

- A. Encourage active participation by MPH students in the Kansas Public Health Association (KPHA). This can be accomplished through a number of different avenues, including but not limited to the following:
 1. Encourage students to attend or present at the annual KPHA conference
 2. Acquire funds to apply towards conference student enrollment fees

3. Coordinate with the KPHA student caucus to disseminate information pertaining to KPHA student association
 4. Organize events at the KPHA conference designed to bolster network connections between KU-MPH students and public health professionals, especially KU-MPH alumni
- B. Communicate with newly elected KPHA Liaison to facilitate the transition of the office to the newly elected officer

Section 9: *Responsibilities of the Student Advisor:*

The Student Advisor shall execute the following responsibilities:

- A. Serve as point-of-contact for MPH students
- B. Represent and address any concerns of the general MPH student population
- C. Communicate with newly elected Student Advisor to facilitate the transition of the office to the newly elected officer

ARTICLE VI: FUNDS and BUDGETS

An estimated budget will be developed annually by the Treasurers and other officers. This proposed budget may be periodically revised as needed. The budget is established by the treasurers and other officers and will be submitted to the MPHSO faculty advisor.

ARTICLE VII: MEETINGS

Section 1:

Meetings of the MPHSO shall be held once per month during the scholastic year. Meetings shall be scheduled to avoid established class times. Formal meetings shall be held in accordance with Robert's Rules of Order, Revised.

Section 2:

Meetings shall be held by a written notice sent to members at least three (3) days prior to the meeting date. Meetings shall be called by the President and notices sent by the Secretary.

Section 3:

Any change, cancellation, or postponement of a meeting time or place may occur by direction of the President and the other officers. Written notice must be sent no less than three (3) days prior to the meeting date. Notification by telephone, email, or personal communication must be made no less than twenty-four (24) hours prior the meeting date.

Section 4:

The agenda shall be drawn up by the President with the assistance of other officers and will be prepared and distributed, along with the minutes of the previous meeting, to all MPHSO members.

Section 5:

The vote of the simple majority of the MPHSO present at a meeting in which there is a proposed act, measure, motion, or amendment shall decide the action of the MPHSO.

Formal voting shall be accomplished in the following manner:

1. Established meeting format is public attendance and / or participation via a real-time forum (such as teleconference, live web chat, or videoteleconference) to accommodate the Wichita MPHSO branch
2. Upon calling the vote, attending members and distance participants (via real-time forum) will vote in the following manner:
 - a. Secretaries at each location will tally votes and give tally to each respective internet liaison; the liaisons will exchange voting results and a final, total tally of all votes will be computed.
3. Parties who will be absent from an upcoming meeting may email or contact the Executive council with concerns and comments regarding an upcoming agenda or action item.

Section 6:

The MPHSO shall have one combined group meeting (to include both Kansas City and Wichita members) per semester. Possible venues for this meeting include the KPHA conference and the Kansas City and Wichita campuses.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended by a favorable simple majority vote of the MPHSO. Proposed changes in the bylaws of the MPHSO shall be submitted in writing for consideration at a regularly scheduled meeting. An official vote to accept or reject said proposal shall be called no earlier than the next scheduled meeting.