

Health Behavior Health Education Student Association Constitution

PREAMBLE

Health Behavior Health Education Students Association (HBHESA) works with students, faculty, and staff within the Department of Health Behavior Health Education (HBHE) in the School of Public Health. HBHESA aims to create an environment amenable to a high quality of learning by serving as a vehicle through which HBHE students can communicate with departmental administration on policies affecting their academic and professional interests. HBHESA will also foster social cohesion amongst the HBHE cohorts.

ARTICLE I – Name

The name of the organization is Health Behavior Health Education Students Association, henceforth referred to as HBHESA.

ARTICLE II – Purpose

The purpose of HBHESA is to act as a liaison between HBHE students, faculty, and staff as well as communities outside of the University.

ARTICLE III – Membership

Section 1. HBHESA is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender specific organizations. Upon joining the organization, all members agree not to undermine the purpose or mission of HBHESA.

Section 2. HBHESA members consist of any and all students currently enrolled in the Masters Program in the Department of HBHE in the School of Public Health.

ARTICLE IV – Officers

Section 1. The officers of HBHESA are the two Co-Chairs, Secretary, Treasurer, two Curriculum Committee Co-Chairs, two Community Engagement Co-Chairs, two Fundraising & Social Co-Chairs, two Publicity & Marketing Co-Chairs, and one DEI Rep.

Section 2. The officers constitute an executive committee. All officers are voting members. Officers are also expected to facilitate events and assist with tasks for HBHESA as needed.

Section 2a. Officers are expected to maintain good attendance which is defined as no more than two absences per semester.

Section 2b. In the event that an officer is absent and misses a meeting, prior to missed meeting they are expected to submit a report surrounding their respective duties to both of the Co-Chairs.

Section 3. The Co-Chairs serve as the HBHE student representatives. They organize and facilitate all HBHE general and officer meetings. The Co-Chairs will attend all HBHE faculty meetings. In the event they cannot attend, they will appoint another HBHESA officer to take their place. One of the Co-Chairs will serve as an authorized signer for the Student Organization Account Services (SOAS), and will complete the requisite training. They will also register and maintain the organization on Maize Pages and MCommunity. They will add new members and remove old members.

Section 4. The Secretary will work with HBHESA Co-Chairs and other officers to ensure that HBHESA officers are notified of meetings. They will assist with administrative tasks such as taking minutes. They will also be tasked with writing and distributing a newsletter about relevant issues and current events.

Section 5. The Treasurer will work with other HBHESA officers to ensure that HBHESA events are appropriately funded. They will establish an account through the SOAS office and attend yearly training through that office. They will organize the appropriate paperwork to ensure receipts are being collected in a timely fashion and that reimbursements are distributed as needed. They will maintain the HBHESA Venmo account.

Section 6. The Curriculum Committee Co-Chairs will represent HBHE student views in working with the HBHE Curriculum Committee to propose changes and revisions to the curriculum; they are required to attend all HBHE Curriculum Committee meetings and to report back to HBHESA. They will serve as a student advocate and will attend yearly steward trainings if available. In the case that the Curriculum Committee Co-Chairs cannot attend the HBHE Curriculum Committee meetings, they will delegate another HBHESA officer to attend in their place.

Section 7. The Community Engagement Co-Chairs will engage HBHESA members in advocacy work, community service, build relationships across the university, and engage in community organizations outside of Ann Arbor (e.g. can work with Flint, Ypsilanti). One of the co-chairs should be a lead or co-lead for a site on SPH Service Day.

Section 8. The Fundraising & Social Co-Chairs are responsible for organizing fundraising and social events (e.g. selling t-shirts (t-shirt designs), yoga, bar crawl, pizza). In collaboration with other HBHESA officers, the Fundraising & Social Co-Chairs will set a yearly fundraising goal during the start of each fall semester. One of the Co-Chairs will be an authorized signer for SOAS and commit to the yearly online training.

Section 9. The Publicity & Marketing Co-Chairs will create flyers for events, manage social media accounts, and make announcements in cohort-wide classes. They will also work with other SPH organizations in marketing events.

Section 10. The DEI Representative serves as a liaison between HBHESA officers and the DEI Committee.

Section 11. The duties of the HBHESA advisors are to meet with HBHESA Co-Chairs on a semester basis and to offer financial assistance when available.

ARTICLE V – Operations

Section 1. Any Masters student in the HBHE department is eligible for HBHESA office.

Section 2. HBHESA will meet on a bi-weekly basis throughout the academic calendar.

Section 3. Officers are nominated at the first meeting after Spring Break (henceforth referred to as the nomination meeting).

Section 3a. Nominations will be taken at the nomination meeting and via Google Forms. Nominees must accept by confirming the nomination by writing a brief statement about his/hers willingness/capabilities for this position. Nominations will be taken for five days, including the day of the nomination meeting. At 12:00am on the 6th day, no further nominations may be made.

Section 4. Only students that will be enrolled the following academic year in the HBHE department are allowed to hold a nominated position.

Section 6. The list of candidates will be emailed to HBHE students and they have a week to vote on Google Forms. The Co-Chairs will count the votes and contact the nominees to confirm their acceptance of the position. After confirmation, the Co-Chairs will announce the results via email to the HBHE department.

Section 7. Those persons not elected will be able to join the officers meeting to contribute to any activities and organizational activities of this group.

ARTICLE VI – Finances

HBHESA will finance its activities through financial support of the department and through fundraising activities.

ARTICLE VII – Constitution Ratification and Amendments

This constitution should be reviewed for amendments every three years or as needed. It may be amended by proposing in writing at any meeting at which 2/3 of the officers are present. Proposed amendments and updated constitution will become effective and ratified following approval of 2/3 of the officers.

ARTICLE VIII – Removal of Membership

Any officer of HBHESA in violation of the HBHESA constitution may be removed from office by the following process: a written request by at least three members of the organization to an anonymous Google form, written notification to the officer of the request, and 2/3 majority vote of the officers and students at the meeting when the request is made verbally by the officer.

General members and officers of HBHESA will be removed once they are no longer enrolled in the Master's of Public Health, Health Behavior Health Education program.

ARTICLE IX – Registration Renewal

HBHESA will re-register with the Michigan Student Assembly on an annual basis, no later than October 1.

HBHESA will return a signed SOAS card no later than October 1.

ARTICLE X – Statement of Compliance

By completing the registration process, we agree to abide by the University's policies. We understand that the organization's registration is contingent on the acceptance of these policies.

These bylaws were adopted on May 27th, 2018 and most recently revised on May 27th, 2018.