**Public Health Graduate Undergraduate Associated Students**

**Bylaws**

**ARTICLE I: NAME**

The name of this nonprofit organization is the Public Health Undergraduate-Graduate Associated Students, hereinafter referred to as PHUGAS.

**ARTICLE II: PURPOSE**

PHUGAS serves as a medium for student representation and engagement in the shared governance of Western Kentucky University’s Public Health Programs (BSPH and MPH). This representative body will function as an intermediary through which students can deliver feedback, express concerns, and otherwise contribute to the betterment of the public health programs.

**ARTICLE III: OBJECTIVES**

1. To identify the needs and concerns of public health students and to bring that information to the attention of public health faculty and other program decision makers.
2. To facilitate the election of student representatives (both graduate and undergraduate) as voting members of programmatic committees within the governance structure of the public health programs.

3. To facilitate interaction among students, alumni, faculty, and administration in the Department of Public Health.

4. To provide a forum for student discussion of and contribution to policies, curriculum development, and other aspects of the public health programs that affect students both directly and indirectly.

5. To engage the student body in the planning and implementation of activities that contribute to the ongoing improvement of the public health programs. Such activities could include but are not limited to student recruitment, opportunities for career development, and processes related to accreditation.

**ARTICLE IV: OFFICERS**

Section 1: The four (4) officers of PHUGAS shall be Graduate President, Undergraduate President, Vice-President, and Secretary.

Section 2: All officers of PHUGAS shall be elected by the membership at large through a ballot (vote).

Section 3: All Officers of PHUGAS shall be elected for a maximum term of two (2) years by the membership at large through a ballot (vote).

Section 4: The newly elected officers shall be installed at the (last) May meeting and shall assume duties within thirty (30) days thereafter.

Section 5: Duties of Officers

 Presidents: The Graduate and Undergraduate Presidents shall serve as chief administrative officers of / for PHUGAS and shall possess broad discretionary and delegatory powers to act as deemed necessary and proper to carry out the business of PHUGAS at both Graduate and Undergraduate level.

 Vice-President: The Vice-President shall act in the capacity of the Graduate President in the absence of the Graduate President. The Vice-President shall also fill the unexpired term of the Graduate President should the latter office become vacant.

 Secretary: The Secretary shall see that: minutes of meetings are recorded and retained; such other duties are incident to the office are carried out. If the Secretary’s position should become vacant, the members at large shall appoint a Secretary via ballot vote.

**ARTICLE V: MEETINGS**

Section 1: At annual and special meetings of the membership at large of PHUGAS those members present shall constitute a quorum. On any vote or ballot, a majority of those voting shall carry that vote.

**ARTICLE VI: ELECTION PROCEDURE**

Section 1: Nominations shall be submitted to PHUGAS members to fill the expiring term of each officer.

Section 2: A list of the nominees shall be distributed to the membership at large of PHUGAS Chapter at least thirty (30) days prior to the closing on nominations.

Section 3: After nominations are closed, a ballot shall be made and distributed thirty (30) days prior to the May (last) meeting. Said ballots shall contain the alphabetical listing of names of all nominees to fill the expiring terms of the officers of PHUGAS and shall be accompanied by a brief biological sketch of each nominee.

Section 4: Any current member of PHUGAS shall be eligible for nomination and election to office and shall be allowed to cast one (1) vote.

Section 5: The office of the Graduate President and Vice-president shall be occupied by a graduate student. The office of the Undergraduate President shall be filled by an undergraduate student. The office of Secretary shall be free for both graduate and undergraduate students.

Section 6: Ballots are to be returned within thirty (30) days to the advisor or co-advisor. In order to be valid, the ballot must be returned to the advisor or co-advisor signed, and the name of the signee must be legible.

**ARTICLE VII: FISCAL YEAR**

The fiscal year of PHUGAS shall begin on June 1st each year and end on May 31st of the following year

**ARTICLE VIII: HEADQUARTERS**

The Headquarters of PHUGAS shall be located in Western Kentucky University’s Department of Public Health; the main office address is Academic Complex room 133.

**ARTICLE IX: CERTAIN MATTERS REFERRED TO OFFICERS**

Section 1: All motions and resolutions adopted at any annual or special meeting of PHUGAS and involving matters shall be referred to the Officers of implementation.

Section 2: The Officers shall have full power of PHUGAS in all matters and its Secretary shall submit an annual report of its actions to the membership at large.

**ARTICLE X: DUES**

All public health students (BSPH and MPH students) are members by virtue of their student status. Therefore, no dues will be collected.

**ARTICLE XI: COMMITTEES APPOINTED BY THE PRESIDENT**

Section 1: The President shall have the power to appoint ad-hoc committees necessary or desirable for the operation of PHUGAS. Standing committees will be created as needed, by majority vote.

**ARTICLE XII: RULES OF ORDER**

Business sessions of PHUGAS shall be conducted in accordance with Robert’s Rules of Order, except as where otherwise specified.

**ARTICLE XIII: PROPERTY**

Officers shall act as trustees for all property of PHUGAS.

**ARTICLE XIV: AMENDMENTS OF THE BYLAWS**

The Bylaws of PHUGAS can be amended by the Officers subject to the approval by members through majority votes. At least ten (10) days notice of the vote shall be given to the membership.

**ARTICLE XV: RECORDS**

All Records of the PHUGAS shall be kept in a central location by the faculty advisor.

**ARTICLE XVI: MEMBERSHIP**

PHUGAS membership is limited to matriculated students only. Membership is not restricted on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation or veteran status.

**ARTICLE XVI: PLEDGE**

The members of PHUGAS pledge to abide by the rules and regulations of the university as a condition to initial and continued registered status.

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Adopted: 11/10/17 Revised: 2/14/18