CONSTITUTION OF THE INDIANA UNIVERSITY SCHOOL OF PUBLIC HEALTH-BLOOMINGTON STUDENT GOVERNMENT

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ARTICLE I. PURPOSE

Section A. NAME
The name of this assembly shall be the Indiana University School of Public Health-Bloomington Student Government, herein referred to as the SPH-B SG. This student government will represent the student body of School of Public Health-Bloomington at Indiana University, herein referred to as SPH-B.

SPH-B SG is comprised of representatives of all departments of the School of Public Health-Bloomington, specifically:
- Applied Health Science (AHS)
- Environmental Health (EH)
- Epidemiology & Biostatistics (EBio)
- Kinesiology (K)
- Recreation, Parks, & Tourism Studies (RPTS)

Section B. MISSION STATEMENT
The purpose of the SPH-B SG is to represent the SPH-B student body, advocate for students’ academic interests, and present academic and professional opportunities for students within the SPH-B and the larger Indiana University community. The SPH-B SG seeks to facilitate cohesion among the students, faculty, administration, and departments within the school. In addition, the SPH-B SG hopes to foster peer mentorship and act as an entity through which students can
collaborate and create an active community within the SPH-B. The SPH-B SG seeks to be a liaison between faculty, staff, and students.

Participation in this organization must be without regard to arbitrary consideration of such status and characteristics as age, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, sexual identity, or service in the military.

Section C. STATEMENT OF UNIVERSITY COMPLIANCE
This organization shall comply with all Indiana University regulations and local, state, and federal laws.

Section D. ANTI-HAZING POLICY
Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent.

Section E. PERSONAL GAIN CLAUSE
This organization, if raising funds, shall ethically raise and distribute profits from such organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members not receive compensation directly from for-profit companies if acting as a representative of a student organization.

ARTICLE II. DEFINITION OF MEMBERSHIP

Section A. STUDENTS
1. The membership for this organization will come from the Indiana University, Bloomington campus student body, as defined by the Indiana University Code of Students Rights, Responsibilities, and Conduct (http://www.iu.edu/~code/). Membership includes degree seeking students within the SPH-B, as well as students that are academically affiliated through minors, certificates, and other endorsements with the SPH-B.
2. Eligible members will include undergraduate and graduate students with part-time or full-time enrollment status, as defined by the school, at Indiana University and principally within the SPH-B.
3. Eligibility for Student Representative Council will consist of full-time enrolled Indiana University students that are undergraduate and graduate Majors within the SPH-B.

Section B. AUTHORITY OF THE STUDENTS WITHIN SPH-B
Students of the SPH-B, in line with the Indiana University Code of Student Rights, Responsibilities, and Conduct (http://www.iu.edu/~code/) shall have the power and authority to:

1. To pursue majors, minors, certificates, and other endorsements based personal interests, future goals, and professional needs.
2. To enroll in courses that upholds the intent and integrity of Indiana University and the SPH-B as a place of learning.
3. To form organizations, groups, and other bodies based on their professional, social, cultural, and civic interests.
4. To vote for their departmental representation within the SPH-B SG.

ARTICLE III. DEPARTMENT REPRESENTATIVE COUNCIL OF THE STUDENT GOVERNMENT

The Department Representative Council, or referred to as Council, operate as the executive board of the SPH-B SG shall consist of a member from each of the five departments within the SPH-B (AHS, EH, Ebio, K, RPTS). From these members a vote based on Robert’s Rule of Order shall be taken to determine officers with specific duties: President, Vice President, Treasurer, Secretary, and Community Liaison alongside (2) Faculty Advisors, and (2) Faculty Support Members. Members of the Council must be full-time students, as defined by the SPH-B, seeking a primary degree within the SPH-B.

Section A. DEPARTMENT REPRESENTATIVE COUNCIL
The Department Representative Council shall consist of at least the following student representation:

1. One graduate student and one undergraduate student representative from the Department of Applied Health Science
2. One and no more than two graduate student representative(s) from the Department of Environmental Health
3. One and no more than two graduate student representative(s) from the Department of Epidemiology and Biostatistics
4. One graduate student and one undergraduate student representative from the Department of Kinesiology
5. One graduate student and one undergraduate student representative from the Department of Recreation, Park, and Tourism Studies

Any graduate or undergraduate student enrolled in the School of Public Health-Bloomington covered under this Constitution may be elected or appointed as a Department Representative, with the following exception

a. No Department Representative may represent multiple departments
If, at any time, the School of Public Health-Bloomington recognizes a new department, or ceases to recognize one of the departments listed in this section, the Department Representative Council of the SPH-B SG shall immediately convene for the purpose of amending this article.

Section B. DEPARTMENT REPRESENTATIVE COUNCIL APPOINTMENT GUIDELINES

1. Nomination. The process of nomination for Council appointments include: student department nomination, self-nomination, or nominations from the specific departments within the SPH-B.

2. Application Review. The Council will come to consensus on submitted nominees for SPH-B SG Council election, with the option of inviting faculty or professional staff for consultation.

3. Election. All SPH-B degree-seeking students will be eligible to vote in the SPH-B SG Department Representative Council election. A two-thirds majority vote of the votes cast.

4. Timeline. Nomination, election, and appointments will be started during the Fall Academic Semester and completed, no later than the end of January of the Spring Semester.

5. Dissemination of Election Results The election results will be disseminated to the SPH-B student body, faculty, and administration by electronic communication or paper flyer by the Monday following the last day of the accepted ballots. In the event of a tie, a vote by the sitting SPH-B SG Council will determine the winner based on a simple majority of 50% + 1.

6. Grievance. In the case of election results being contested by a candidate or voter the Council shall meet with this student to address those concerns in a timely manner.

Section C. ATTENDANCE REQUIREMENTS

A. Attendance by Department Representative Council Officers is required for all scheduled meetings.

B. The SPH-B SG Secretary must be notified about any planned absences in advance.

C. Allowance for virtual attendance will be at the discretion of the President and Vice-President.

ARTICLE IV. MEETINGS OF THE DEPARTMENT REPRESENTATIVE COUNCIL AND SPH-B STUDENT GOVERNMENT

Section A. COMPOSITION & FREQUENCY OF MEETINGS

1. Department Representative Council Meetings. There shall be at least six regular meetings of the SPH-B SG each calendar year. The specific dates for the regular
meetings shall be set by the Department Representative Council. Indiana Code 5-14-1.5 Chapter 1.5 Public Meetings (Open Door Law) shall be applied.

2. **Student Body Regular Meetings.** Regular meetings of the SPH-B SG, in whole or in part, may either be called by the President of the SPH-B SG, or by a majority vote of the Department Representative Council. The specific time and date for a regular meeting of the SG will be set by the President or Council and will be held on the first and third Fridays of each month between the hours of 10:00 am and 5:00 pm for a duration of one hour.

3. **Special Meetings.** Special meetings of the SPH-B SG, in whole or in part, may either be called by the President of the SPH-B, or by a majority vote of the Department Representative Council. The specific date for a special meeting of the SG will be set by the President or Council and will be held within three (3) weeks of the call which will be set by a quorum of student representatives.

4. **Report on the State of the SPH-B SG.** A report on the state of the SPH-B SG from the Department Representative Council to the SPH-B community at large shall be presented annually in the month of September.

5. **Notice of SPH-B SG Meetings.** The Student Services Liaison shall notify each member of the SPH-B SG via electronic communication at least one week in advance of the date of a special or regular meeting, except in the case of an emergency as declared by the Presiding Officer or member of the Council.

6. **Department Representative Council Meeting Attendance.** A simple majority of 50%+1 of the council members of the SPH-B SG shall constitute a necessary quorum for meeting, discussion of items, and voting.

**ARTICLE V. SPH-B & ACADEMIC COUNCIL COMMITTEE REPRESENTATION**

**Section A. ACADEMIC COUNCIL STANDING & AD HOC COMMITTEES**

Students should participate in appropriate aspects of school governance including the provision of student perspectives on instruction, research and service opportunities, field experiences, and career counseling and placement services. The SPH-B SG shall appoint student representatives as Community Liaisons on officially recognized SPH-B Academic Council Standing and Ad Hoc Committees to ensure that student voice, perspective, and issues have a formal process to be heard and addressed. The intention for this involvement with the faculty is necessary for accomplishing the goals and objectives set forth by the SPH-B SG to more formally serve the School of Public Health-Bloomington student body. These Academic Council Standing and Ad Hoc Committee representatives will be responsible for reporting monthly to the Department Representative Council of the SPH SG. Membership of these committees shall be open to all...
members of the SPH-B SG. One Community Liaison shall serve on the following Academic Council Standing Committees shall be:

1. Graduate Studies (must be a graduate student)
2. Undergraduate Studies (must be an undergraduate student)
3. Academic Fairness
4. Diversity & Inclusion
5. Student Affairs
6. Teaching & Learning
7. Public Health Advisory Board
8. Budget & Planning
9. Public Health Leadership (must be a member of MPH Student Association - MPHSA)

Please refer to the description of each Standing Committee within the SPH-B Academic Council Constitution & By-Laws. At times, there may be Ad Hoc Committees formed by the SPH-B Academic Council that will require or need a student representative. As such, it is important for the SPH-B SG and SPH-B Academic Council to be in constant contact if the need arises.

Section B. ADVISORY BOARDS
The SPH-B through the Presiding Officer or the Academic Council may request a student representative to serve on various advisory boards (e.g. Dean’s Advisory Board, and Public Health Community Advisory Board). This service will be similar to the representation on Academic Council Standing Committees.

ARTICLE VI. COMMITTEES

Section A. STANDING COMMITTEES
The SPH-B SG shall establish officially recognized standing committees that are necessary for accomplishing the goals and objectives set forth by the SPH-B SG to serve the School of Public Health-Bloomington student body. The chair(s) of such committees shall be elected by the Department Representative Council and attending members SG from the student body. Membership of these committees shall be open to all members of the SPH-B SG. Standing committees shall be:

1. Academic and Career Services
2. Alumni Relations
3. Campus Engagement
4. Faculty Relations
5. Graduate/Undergraduate Mentorship
6. Scholarship Opportunities
Voting on activities or initiatives of the standing committees shall follow Robert’s Rules of Order and will follow a simple majority of 50%+1 of attending members.

Section B. AD-HOC and SUB-COMMITTEES
Ad-hoc committees may be formed by the SPH-B SG with the approval of the Department Representative Council as needed to achieve the goals and objectives set forth by the SPH-B SG. The chair will be elected by a majority vote of the SPH-B SG members and membership will be open to all members of the SPH-B SG.

ARTICLE VII. AMENDMENTS TO THE CONSTITUTION
A full revision, that changes the principles and operating guidelines of the SPH-B SG, requires the following of the process of amendment:

Section A. AMENDMENTS
1. Vote Required for Adopting Amendments. A two-thirds majority vote of the Department Representative Council shall be required for adoption of an amendment of the Constitution.
BY-LAWS OF THE INDIANA UNIVERSITY SCHOOL OF PUBLIC HEALTH-BLOOMINGTON STUDENT GOVERNMENT

ARTICLE I. PREAMBLE

In order to discharge more effectively the authority and responsibility to represent the SPH-B student body, advocate for students’ academic interests, and present academic and professional opportunities for students within the SPH-B and the larger Indiana University community, the SPH-B SG of the Indiana University School of Public Health – Bloomington (SPH-B) draws these bylaws.

ARTICLE II. AUTHORITY OF THE DEPARTMENT REPRESENTATIVE COUNCIL

The Department Representative Council shall consist of the following:

1. President
   a. Schedule and preside over all general and Council meetings
   b. Serve as a liaison to the SPH-B SG faculty advisors and staff, including attending faculty meetings and any other relevant meetings as appropriate
   c. Supervise SPH-B SG leader positions and coordinate activities in conjunction with the executive officers
   d. Assure leader positions are filled
   e. Meet regularly with the Faculty Advisors
   f. Coordinate budget with the Treasurer
   g. Attend SPH-B SG-wide meetings
   h. Coordinate with the Faculty Advisors, Dean, and relevant contacts to ensure compliance with the SPH-B SG policies at all times.

2. Vice President
   a. Coordinate and run all SPH-B SG elections
   b. Assist the President in all SPH-B SG matters, including presiding over meetings in the absence of the President and proxy for the President at other meetings at the President's request.
   c. Coordinate purchases and distributions made by the SPH-B SG.
   d. Coordinate voting for any awards as indicated by the Council.

3. Treasurer
   a. Represent the SPH-B SG on any finance committee
   b. Maintain an accurate accounting system of SPH-B SG revenues and expenditures, including coordinating reimbursement activities, maintaining
monthly financial statements, and maintaining a positive working relationship with the Dean's office to conduct monetary correspondences

c. Aid in developing budget for the following year in conjunction with the President and any committees requiring a budget
d. Review any monetary requests by student organizations and report them to the President for review and approval by SPH-B SG and the Faculty Advisor
e. Report to the SPH-B SG the budget balances on a regular basis
f. Assist committee members with paperwork to procure funds.
g. Supervise and conduct merchandise sales and ordering as needed.

4. Secretary
   a. Prepare agenda and post announcements for each general SPH-B SG meeting
   b. Prepare SPH-B SG meeting minutes and disseminate to SPH-B student body
c. Ensure SPH-B SG e-mail and voicemail accounts are checked a minimum of twice per week and that replies are made in a timely manner
d. Update and maintain an SPH-B SG leader list
e. Update and maintain the SPH-B SG website with the webmaster or communications committee and the President
f. Supervise distribution of any materials/documents to current and new SPH-B SG Department Representative Council.
g. Maintain an SPH-B SG guide for reference.

5. Community Liaison
   a. Acts as a liaison between Student Services, Career Services, and all other student serving departments of SPH-B.
b. Coordinates the selection and appointment of students for the SPH-B Committees of the Academic Council (with the exception of the Committee on Research & Creative Activity, Committee on Service & Engagement, Committee on Centers & Institutes, Committee on Community Engagement & Workforce Development, Committee on Appointments, and Faculty Grievance Committee).
   i. Undergraduate Student Representatives (2): Two undergraduate student representatives serving on the SPH-B Undergraduate Studies Committee, one serving as the primary representative and the other as an alternate
   ii. Graduate Representatives (2): Two graduate student representatives serving on the SPH-B Graduate Studies Committee, one serving as the primary representative and the other as an alternate.
   iii. Graduate Representatives (2): Two graduate student representatives serving on the SPH-B Committee on
Teaching & Learning, one serving as the primary representative and the other as an alternate.

iv. Undergraduate and/or Graduate Representatives (2): Two student representatives serving on the SPH-B Diversity & Inclusion Committee, one serving as the primary representative and the other as an alternate.

v. Undergraduate and/or Graduate Representatives (2): Two student representatives serving on the SPH-B Student Affairs Committee, one serving as the primary representative and the other as an alternate.

vi. Undergraduate and/or Graduate Representatives (2): Two student representatives serving on the SPH-B Academic Fairness Committee, one serving as the primary representative and the other two as an alternate due to the need to recuse oneself if the grievance is coming the representatives department.

vii. Undergraduate and/or Graduate Representatives (2): Two student representatives serving on the Public Health Advisory Board, one serving as the primary representative and the other as an alternate.

viii. Undergraduate and/or Graduate Representatives (2): Two student representatives serving on the Academic Council Budget & Planning

ix. Graduate Representatives (2): Two student representatives serving on the Public Health Leadership (must be members of MPHSA), one serving as the primary representative and the other as an alternate.

x. Additional Representatives: Based on the function of the Standing and Ad Hoc Committee of the Academic Council and need for student voice and representation (e.g. Dean’s Advisory Board and Public Health Community Advisory Board).

In addition to the voting student representatives, faculty shall have an ongoing role within the SPH-B SG as advisors and support.

6. Faculty Advisors from SPH-B (2): Two representatives from the full-time faculty appointed by the Office of the Dean of SPH-B and Presiding Officer for the SPH-B. The purpose of faculty advisors will be to provide input and insight for student governance, student programming, and liaison and communication with faculty and administration. Their expectation to advise the SPH-B SG will be the attendance of at least one advisor at
each meeting, special meeting, or retreat of the SPH-B SG (not committee meetings, programs, events), faculty signatures for campus forms, regularly availability via email, office hours, phone, and during the transition period from the old and newly elected SPH-SG. Due to the role of faculty governance at Indiana University and their appointment by the Office of the Dean of SPH-B and Presiding Officer for the SPH-B, the two faculty advisors have a vote in the affairs of the SPH-B SG. However, their vote does or should not ever constitute a significant portion of a majority vote or simple majority vote. In the event of smaller deliberations (5 student members or less), only one faculty advisor’s vote shall be counted.

7. Faculty Supportive Members from SPH-B (2): Two representatives from the full-time faculty and/or staff appointed by the Office of the Dean of SPH-B and Presiding Officer for the SPH-B. The purpose of faculty supportive members will be to provide input and insight for student service and careers service related ideas, issues, or efforts. Their expectation to support the SPH-B SG will be as needed and during the transition period from the old and newly elected SPH-SG.

Section B. POWERS OF THE DEPARTMENT REPRESENTATIVE COUNCIL

1. The Department Representative Council shall have the power and authority to:
   a. Oversee those duties and individuals over which they are granted jurisdiction under this Constitution, or by further act of the Legislature of the SPH-B SG.
   b. Consult with the SPH-B SG President on matters of policy affecting the carrying out of his or her duties
   c. Conduct the affairs of the SPH-B SG on behalf of the entire Legislature, as provided for in this Constitution, the SPH-B SG bylaws or by further act of the Legislature of the SPH-B SG.
   d. Authorize expenditures from the accounts of the SPH-B SG or other Student Activity Fee fund in accordance with Standing Rules established by the SPH-B SG Department Representative Council and Indiana University Monetary Code.

ARTICLE III. AMENDMENTS TO THE BYLAWS

Section A. RATIONALE FOR AMENDING

Bylaws explain the operations of the Department Representative Council of the SPH-SG, its committees, and other official bodies of the SPH-B SG. Due to the fluid nature of those bodies of the SPH-B SG, the process to amend the Bylaws is different than the process of amending of the Constitution. A call for amendments may be initiated by a majority vote of the Council, a petition from the majority of voting members within committees of Council (Standing and Ad Hoc) or petition from voting members of another official body of the SPH-B SG. Amendments are placed on the Council agenda as a discussion item of a regularly occurring meeting. A vote
by the Council, can be taken at the next scheduled meeting after a 30-day period. Council members must show evidence of discussing the proposed Bylaw amendment with the faculty within their respective departments within the 30-day period showing respect to the current Robert’s Rules of Order and Indiana Code 5-14-1.5 Chapter 1.5 Public Meetings (Open Door Law) (See http://www.in.gov/legislative/ic/2010/title5/ar14/ch1.5.html).

Areas that necessitate the call and vote for amending the Bylaws are as follows:
1. The development of an Ad hoc Committee of SPH-B SG that requires inclusion within the Bylaws.
2. The formation of a new Standing Committee of SPH-B SG that requires inclusion within the Bylaws.
3. A change in the description of a Standing Committee of SPH-B SG that requires a change of the description within the Bylaws.
4. The dissolution of a Standing Committee of SPH-B or other official body of SPH-B that requires the removal of the committee from the Bylaws.
5. The general grammatical updating, altering, editing of words, phrases, and sentences within the Bylaws.

A full revision, that changes the principles and operating guidelines of the Council, of the Bylaws requires the following of the process of amendment as described within Article VIII of the Constitution.

Section B. AMENDMENTS TO BYLAWS
1. Vote Required for Adopting Amendments. A simple majority of 50% +1 vote of the Department Representative Council shall be required for adoption of an amendment of the Bylaws.