

# **Bylaws of the Health Science Graduate Association**

## ***Section 1: Student Officers***

1. The President and Vice-president shall be the Executive Officers of the HSGA and shall preside over all meetings of the HSGA. They shall be ex-officio members of all standing committees.
2. The Treasurer shall collect and receive all funds paid to the HSGA and shall deposit them in the official depository.
  1. The Treasurer, in conjunction with the Executive Board, will have final approval of all HSGA expenditures. The Treasurer will sign all checks.
  2. The Treasurer will abide by all Policies and Guidelines set down by the Funding Board (Student Advisory Committee on University Budget).
  3. The Treasurer is responsible for educating her/his successor on the obligations of this position.
  4. The Treasurer will keep the accounts and books which at all times must be open to inspection by the Executive Officers or Executive Board, Funding Board, or any authorized auditor.
  5. The Treasurer will make reports at the monthly meetings of HSGA and at other times as the Executive Officers or Executive Board may direct.
3. The Secretary shall keep the records of the membership and the minutes of the meetings of the HSGA and the Executive Board. S/he shall make a report at the meetings of the HSGA and at such time as the Executive Officers or the Executive Board may direct.
4. The Student Representative to the Committee on Graduate Education shall be a liaison between the faculty and graduate students and will report to the Committee on Graduate Education and the HSGA.
5. The Webmaster will be responsible for updating and maintaining all electronic communication modalities including the HSGA website, Facebook fan page, and email list serv.
6. The Social Chair will be responsible for promoting good will, encouraging interaction between graduate students and organizing social events promoting interaction between HSGA members, the University of Cincinnati community, and the Greater Cincinnati community at large.
7. The Community Service Chair will be responsible for promoting good will among the Cincinnati community as well as organizing and executing service events

## ***Section 2: Election***

1. Elections will be held during spring quarter or as needed by departure of existing officers.
2. Officers shall be elected from among all HSGA members as defined in Article III by a majority vote of those persons casting ballots. In the event that a person is elected to an office who is not a current voting member as defined in Article III, 3.2, then that person's department still retains only two (2) votes on official HSGA business.
3. Officers will take office at the beginning of Fall Quarter (or at meeting following election if replacing existing officer) and will be a voting representative for their department/graduate

program for their term of office.

4. The office of President will be assumed the following year by the Vice-president without election. For this reason, candidates for Vice-president are elected for two (2) years of service as Executive Officers.

### ***Section 3: Executive Board***

1. The Executive Board shall be composed of the elected officers of the HSGA, except for the Social Chair, Webmaster, and Community Service Chair
2. The Executive Board shall determine the policies and the activities of the HSGA, approve the budget and have general management of the HSGA.
3. The Executive Board shall meet at the call of the Executive Officers, including during summer.

### ***Section 4: University Advisor***

1. The University Advisor shall be elected by a majority of all voting members present.

### ***Section 5: Special Committees***

1. Special committees may be established as needed by the Executive Board.
2. Volunteers from the general (voting and non-voting) membership may serve on such committees.

### ***Section 6: Meetings***

1. Meetings shall be held at such places as determined by the general membership.
2. The place of the monthly meeting of the HSGA shall be given with at least one (1) week notice.
3. Half of the voting members are required to conduct official business at all meetings. Each graduate program student group must have at least one elected/appointed representative present at each monthly meeting to maintain “active” status. Any group that misses one general meeting will be considered “on probation”. If any group remains on probation for 2 or more consecutive academic quarters, that group will be considered “inactive”. Inactive groups will not be recommended by HSGA to receive GSGA funding for travel or grants. If an elected representative cannot attend, a substitute can be sent. Any group can regain “active” status by being present for all meetings for 3 consecutive academic quarters.
4. Meetings shall be open to all members, voting and non-voting.
5. All matters coming before the HSGA that require the approval of the membership, including the election officers, shall be carried by the majority vote of the voting members present providing that a quorum is present, except for business specified in the constitution or by-laws that require a specific number, i.e., ratification, etc.

### ***Section 7: Revenue***

1. Revenue from general fees and sources other than those defined in this section may be raised as determined by the Executive Board and approved by HSGA, along with approval of the appropriate University office.

2. The disbursement of said revenue shall be determined by the Executive Board with the approval of the HSGA and in accordance with University policies.
3. The Treasurer shall be responsible for the accountability of this organization's monies, and shall report to the Executive Board and the HSGA.
4. Fundraising: Revenues may be generated by this organization or by subcommittees of this organization. Profits will be dispersed (per quarter) as follows:
  1. 50% of total profits will be reserved directly to HSGA general accounts. These monies are to be used primarily for social events and to maintain residual financial resources.
  2. 50% will be split between Graduate Programs who have volunteered to participate in each fundraising activity. The split will be determined based on hours worked per month by each group, and will be determined with the input of the Treasurer, the Executive Officers, and those groups of concern.

### ***Section 8: Impeachment***

1. A member of the Executive Board is petitioned and reason for removal is stated.
2. The Executive Board shall notify officers and call a special meeting.
3. The Membership shall be notified at least one week prior to the grievance meeting.
4. At the meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.
5. Removal from office shall require a vote of three-fourths ( $\frac{3}{4}$ ) of all voting members.

### ***Section 9: Vacancy of Office***

1. In the case of resignation or removal of any officer, an election will be held to replace the officer. If the office of President is vacated, the Vice-president shall assume Presidency and a new Vice-president shall be elected.
2. The Executive Officers shall call for an election within fourteen (14) days after the vacancy of any office.
3. Election shall be conducted as stated in the by-laws.

### ***Section 10: Rules of Order***

1. "Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

### ***Section 11: Amendments of By-laws***

1. Amendments to these by-laws may be proposed by any member and shall be voted upon at the current or next meeting of the HSGA following notice of such proposed amendment to the voting members.
2. Amendments to these by-laws shall be by the affirmative vote of three fourths ( $\frac{3}{4}$ ) of all voting members from active departments/graduate programs

## ***Section 12: Amendment to the Constitution***

1. Proposed amendments to the constitution shall be submitted to a member of the Executive Board prior to the meeting in which the amendment will be discussed. The amendment will be voted on at that meeting or by no later than the next meeting providing the required number of voting members are present.

## ***Section 13: Membership***

1. A department/graduate program will be considered inactive if it is placed on and remains on probation for more than 2 consecutive academic quarters. (See Section 6, Meetings). [one academic year].
2. To regain active status, an inactive group must be present at all meetings for 3 consecutive academic quarters. Petitions to the Executive Board will also be considered for reinstatement of inactive groups
3. A proxy vote may be submitted in writing to a member of the Executive Board when a voting representative can not attend a meeting.