

LSU Health

NEW ORLEANS

School of Public Health

Undergraduate Association for Public Health
Practice

Constitution

2022

"To serve and represent all Bachelor's of Science in Public Health students"

**Constitution of the Louisiana State University Health Sciences Center, New Orleans
School of Public Health
Undergraduate Association for
Public Health Practice**

Preamble

We, the undergraduate students of the Louisiana State University Health Sciences Center New Orleans(LSUHSC) School of Public Health (SPH), in order to develop and further academic achievement; maintain a high standard of ethics; ensure consistency and cohesion in the regulation of the student body; promote understanding among students, faculty, administration and alumni; coordinate student activities of the SPH; provide a forum for student expression; and guide all current and future students in the LSUHSC tradition of excellence in scholarship and public service, do hereby proclaim a self-governing organization and do adopt this constitution.

Mission

LSUHSC's Undergraduate Association for Public Health Practice (APHP) empowers our students to attain academic and professional achievements through a diverse scope of interest, networks, and commitment.

Article 1: Name and Graphics Standards, Membership, and Composition

Section 1: Name and Graphics Standards

The name of this organization shall be the Undergraduate Association for Public Health Practice at Louisiana State University Health Science Center, New Orleans (APHP).

To adhere to uniformity outlined by the visual standards in the guidelines of the Chancellor-approved [LSU Health Graphics Standards Manual](#), the APHP logo usage options are as follows:



Color variations to these logos may only appear in the official LSU colors (purple, gold, black, white, and gray) outlined in the LSU Health Graphics Standards Manual.

Section 2: Membership

All enrolled undergraduate students in Louisiana State University Health Science Center School of Public Health shall be collectively called the Senate, and individually, the Senators, of the APHP

Section 3: Composition

The APHP shall consist of the Executive Committee Officers, Committee Chairs, Committees, and the Senate.

Article 2: Executive Committee Officers

Section 1

The Executive Committee Officers of the APHP shall consist of the President, Executive Vice President, Vice President of Community Service, Vice President of Professional Development, Vice President of Social Affairs, Vice President of University Affairs, Treasurer, and Secretary.

Section 2

Positions and responsibilities of the Executive Committee Officers are listed below.

A. President

1. Schedule and preside over all general and the Executive Committee Officer meetings
2. Serve as a liaison to the LSUHSC's SPH faculty and staff, including attending faculty meetings and any other relevant meetings as appropriate
3. Supervise APHP leader positions and coordinate activities in conjunction with the Executive Committee Officers
4. Assure Executive Committee positions are filled
5. Meet regularly with the APHP Faculty Advisor
6. Coordinate annual budget development and the budget review process with the SPH APHP Treasurer
7. Attend LSUHSC SPH APHP meetings
8. Coordinate with the Faculty Advisor, Deans, and relevant contacts to always ensure compliance with the LSUHSC policies
9. Act as webmaster to APHP webpage and website
10. Provide oversight to APHP committees
11. Maintain APHP electronic and physical archives
12. Provide or maintain respective APHP Executive Committee position training manual and appropriate training to successor

B. Executive Vice President

1. Coordinate and run all APHP elections
2. Assist the President in all APHP matters, including presiding over meetings in the absence of the President and proxy for the President at other meetings at the President's request
3. Coordinate purchases and distributions made by the APHP
4. Coordinate voting for any awards as indicated by the Dean and SPH APHP Executive Committee
5. Supervise and conduct merchandise sales and ordering as needed
6. Provide oversight to APHP committees at the President's request
7. Provide oversight to all sitting vice presidents
8. Provide or maintain respective APHP Executive Committee position training manual and appropriate training to successor

C. Vice President of Community Service

1. Serve to keep the student body aware of and recruit student volunteers for community projects
2. Facilitate at least two (2) APHP community service events per semester
3. In coordination with the Treasurer, oversee funds allotted for community projects
4. In coordination with the Vice President of Social Affairs, serve as a coordinator or organizer of combined social and community service projects as needed
5. Provide or maintain respective APHP Executive Committee position training manual and appropriate training to successor

D. Vice President of Professional Development

1. Coordinate all professional development aspects of the APHP including but not limited to speaker or lecture series, workshops, alumni events, university or school research opportunities, and related topics
2. In coordination with the Treasurer, host fundraisers for professional development events as needed
3. In coordination with the Treasurer, oversee funds allotted or raised for professional development affairs
4. In coordination with the School of Public Health and Dean's Office, maintain an updated contact list of school alumni
5. Provide or maintain respective APHP Executive Committee position training manual and appropriate training to successor

E. Vice President of Social Affairs

1. Coordinate all social aspects and events of the Student Government Association including but not limited to beginning and end of semester events, seasonal parties, graduation celebrations, receptions, and related affairs
2. Facilitate at least two (2) APHP social events per semester
3. In coordination with the Treasurer, host fundraisers for social events as needed
4. In coordination with the Treasurer, oversee funds allotted or raised for social affairs
5. In coordination with the Vice President of Community Service, serve as a coordinator or organizer of combined social and community service projects as needed
6. In coordination with the School of Public Health, provide the student body with a calendar of relevant events at each monthly APHP meeting or in each monthly APHP newsletter
7. Provide or maintain respective APHP Executive Committee position training manual and appropriate training to successor

F. Vice President of Student Affairs

1. Coordinate all Student Government Association affairs outside of the purview of the SPH, including but not limited to orientation introductions, advocacy measures, and tutoring resources.
2. In coordination with the university at large, provide students with a calendar of relevant events via email or at each monthly APHP meeting

3. Provide or maintain respective APHP Executive Committee position training manual and appropriate training to successor.

G. Treasurer

1. Represent the APHP on any finance committee
2. Maintain an accurate accounting system of APHP 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
3. Aid in developing budget for the following year in conjunction with the President and any committees requiring a budget
4. Review any monetary requests by student organizations and report them to the President for review and approval by APHP and the Faculty Advisor
5. Report to the APHP the budget balances on a regular basis
6. Assist committee members with paperwork to procure funds
7. Provide or maintain respective APHP Executive Committee position training manual and appropriate training to successor

H. Secretary

1. Prepare agenda and post announcements for each general Undergraduate Association for Public Health Practice meeting.
2. Prepare APHP meeting minutes and disseminate them to APHP and all undergraduate students.
3. Obtain the Executive Faculty Meeting minutes from the Dean's Office and disseminate them to the Executive Committee and Senate (Two different sets of meetings)
4. Ensure APHP e-mail accounts are checked a minimum of twice per week and that responses are provided in a timely manner
5. Update and maintain APHP Executive Committee, APHP Committees, and the Senate contact lists
6. Update and maintain the APHP website with the webmaster or communications committee and the President
7. Maintain a copy of the constitution & by-laws for reference.
8. Provide or maintain respective APHP Executive Committee position manual and appropriate training to successor

Article 3: Committees and the Senate

Section 1: Standing Committees

APHP shall establish officially recognized standing committees that are necessary for accomplishing the goals and objectives set forth by APHP to serve the student body. These committees can be formed by amendment to this constitution. The chair(s) or respective vice president to oversee the committee will be elected by a majority of the Senate. The number of chairs will be determined by the President. Membership of these committees will be open to all members of the Senate and at the discretion of the chair or respective vice president. The chair or respective vice president must obtain approval from the Executive Committee Officers and the Faculty Advisor to deny any student membership.

- A. Faculty Assembly Curriculum Review Committee (2 Representatives; 1 First Year BSPH, 1 Second Year BSPH)
- B. Faculty Assembly Grievance Committee (2 Representatives, 1 alternate representative)
- C. School of Public Health Peer Advocate Liaison Program (3 Representatives, 1 alternate representative)
- D. School of Public Health Diversity Committee (3 Representatives, 1 alternate representative)
- E. School of Public Health Evaluation Committee (2 Representatives; 1 First Year BSPH, 1 Second Year BSPH, 1 alternate representative)
- F. School of Public Health Technology Committee (1 Representatives, 1 alternate representative)
- G. School of Public Health Research Committee (1 representative, 1 alternate representative)
- H. Student Government Association Community Service Committee
- I. Student Government Association Professional Development Committee
- J. Student Government Association Social Affairs Committee
- K. Student Government Association Student Affairs Committee
- L. APHP Recruitment Committee – this would be a committee in which student representatives meet with faculty and LSU Online staff to discuss recruitment topics.

Section 2: Ad-Hoc and Sub-Committees

Special purpose committees and ad-hoc sub-committees may be formed at the discretion of the parent committee and in consultation with the President and the Faculty Advisor. Such formation shall be voted on by the Executive Committee Officers. The chair will be elected by a majority of the voting student body and attend regular meetings of the APHP. Membership of these committees will be open to all students and at the discretion of the chair. The chair must obtain approval from the Executive Committee Officers and the Faculty Advisor to deny any student membership.

Section 3: The Senate

All enrolled undergraduate students in Louisiana State University Health Science Center School of Public Health shall be collectively the Senate, and individually the Senators, of the APHP. The Senate shall within the area of student authority act as follows: Legislate on matters concerning students and student affairs, including university policy and community affairs; propose and make recommendations by a two-thirds vote of those present at a constituted meeting for legislation or appropriation of APHP funds; and adopt rules and procedures not outlined in this constitution as necessary for the orderly conduct of the Senate.

Article 4: Elections/Appointments

Section 1: Timing and Period of Service

Elections shall occur once a year in the two (2) months prior to the month of spring commencement to ensure adequate training. When a full term is not met, a call for

nominations to fill that position must be made within three (3) weeks of the receipt of written confirmation of vacancy. Executive Committee Officers will be expected to serve a minimum of one (1) complete academic year including the summer, fall, and spring terms following the term in which they were elected. When one is elected mid-term, they are only to fill the position until the end of that specific term.

No officer may serve more than two (2) academic years in the same elected position.

Section 2: Election of Chairs

Elections of chairs should occur within a week of the first APHP meeting of the year in the fall semester. Nominations will be accepted, and voting will take place at the meeting. In the following week, the newly elected chairs should submit a written letter of acceptance and a write-up of their intent as the chair of the committee.

Section 3: All APHP Executive Committee Officers and chairs of the APHP will be elected.

Section 4: Election Guidelines (Executive Committee Officers)

Nominations and elections shall be conducted by the Vice President. In cases where the Vice President is vacant, the Secretary shall work in collaboration with the President to conduct elections.

Executive Committee Officers will be expected to serve a minimum of one (1) complete academic year including the summer, fall, and spring terms following the term in which they were elected. When one is elected mid-term, they are only to fill the position until the end of that specific term. Executive Committee Officers will be expected to be enrolled in courses at the New Orleans campus for the entire duration of their tenure: the summer, fall, and spring term following the term in which they were elected.

All registered students will be eligible to participate and vote in APHP nominations and elections.

An Election Day Meeting will be held on the second to last APHP meeting of the spring semester. At least one month prior to the Election Day Meeting, there will be a call for nominations to last two (2) weeks. Nominations may be submitted by any student of the BSPH to the APHP at the Election Day Meeting or electronically. Nominees will be given the following week to accept the nomination and submit a written platform for the position. Nominees will be given the following week to campaign. The SPH student body will be given the following week after campaign week to vote and will vote for their chosen nominee by electronic or online poll. The voting will take place during the week immediately following the campaign week.

The Vice President shall ensure that nomination and election periods are advertised to the student body through multiple sources in a timely manner and shall also coordinate a forum for students to address candidates if necessary.

The total election period will last four (4) weeks. All election proceedings will be

conducted by the Vice President and overseen by the Faculty Advisor.

A nominee will be considered elected by a majority of the voting student body.

In the event of a tie, a vote of the APHP Executive Committee Officers and APHP Faculty Advisor will determine the winner.

The student body, faculty, and administration shall be notified of the election results the week following the vote. All updated officer information will be provided.

In the case of election results being contested by a candidate or voter, the Executive Committee Officers and the Faculty Advisor shall meet with this student to address those concerns in a timely manner.

In the case of a grievance or complaint regarding the APHP nomination, campaigning, voting, or election processes, the Executive Committee Officers and the Faculty Advisor shall meet with the individual to address the grievance or complaint in a timely manner.

Article 5: Meetings

Section 1: Meeting Schedule and Speaking Privileges

The Executive Committee Officers will hold a minimum of four (4) general meetings per semester. General meetings shall be called by the president.

General meetings shall be open to all current LSUHSC SPH students, faculty, prospective students, alumni, and invited guests.

The Senate shall have the same speaking privileges as the Executive Committee Officers.

General meetings shall be scheduled between 8:00 AM and 8:00 PM on a school day and at a mutually convenient time to be determined by the President.

The Executive Committee Officers, Senate, and student body shall be notified of APHP meetings.

Special meetings may be called by the Executive Committee Officers. Such meetings shall be announced by the Secretary at least 24 hours prior to the meeting and shall state the purpose of the meeting.

The APHP Executive Committee Officers shall meet every month, as determined by the President.

Section 2: Attendance

If an APHP Executive Committee Officer, chair, or representative has three (3) unexcused absences from general meetings, that individual will be removed from office for the remainder of that term.

Attendance requirements for members of committees will be determined by the chair or respective vice president of that committee and approved by the President.

Attendance requirements for representatives on committees will be determined by the bylaws governing the committee on which they sit.

Section 3: Governance and Meeting Procedures

The Rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the APHP in all cases to which they are applicable and in which they are consistent with this Constitution and any special rules that the APHP may adopt. The President shall preside over all APHP general and Executive Committee meetings. Should the President be absent, the Vice President shall preside over these meetings.

Questions of parliamentary procedure or constitutional interpretation shall be addressed by the Secretary.

The order of business at general meetings shall be similar to the following:

- Call to Order
- Officer Reports/Old Business
- Committee Reports/Old Business
- New Business
- Advisor Reports
- Announcements/Kudos
- Adjournment

All motions and legislation require a simple majority vote to pass.

Only APHP Executive Committee Officers, chairs, and the Senate members present apart from the President will vote. In the event of a tie, the President will hold the deciding vote. The meeting must contain a Quorum, defined as a majority (50% + 1) of all the Executive Committee Officers, chairs, and the Senate members, to pass any legislation.

Article 6: Student Organization Recognition and Support

Section 1: Recognition

LSUHSC's undergraduate SPH students may form a student organization and receive recognition by the University and the APHP. Such students must follow guidelines as dictated by the University to initiate and maintain a recognized organization. The period of recognition by APHP is given for a one (1) year period and reviewed by the Executive Committee Officers at the beginning of each academic year.

One officer from each student organization should be present at each APHP general meeting, as appropriate.

Section 2: Support

All recognized student organizations in good standing, within the school, may request funding from the APHP. Requests for funds must be made in writing before a general APHP meeting where they are to be voted on by the APHP Executive Committee Officers.

Article 7: Finances/Requests

Section 1: Budget Allocation

Within the first month of the semester or of its formation, each APHP committee must submit a budget proposal to the Treasurer of the APHP including all events planned for the semester and accurate cost estimates for each program.

The Treasurer will review each proposal, and then present them to the Executive Committee Officers within one (1) week to approve or deny each budget proposal contingent upon the adoption of any recommendations made by that body. A majority of the Senate must then approve the decisions of the Executive Committee Officers.

Within two (2) weeks of budget submission, the Treasurer shall follow-up with each committee to review the approved budget proposals with them.

Events or programs not included in the initial budget proposal for the semester may be proposed to the Executive Committee Officers a minimum of two (2) weeks prior to the event date and must be approved by the Senate.

Section 2: Request for Payment Reimbursement or Funding or

Section 2.1: Request for funding for APHP committees

The Executive Committee Officers shall submit requests for payment a minimum of two (2) weeks prior to their event or program.

If the request for payment is for a new vendor never used by the APHP, then a W-9 tax exempt form must be submitted with the request.

Requests for payment shall include a copy of the invoice, the vendor or company name, address, phone number, tax exempt number, the date of the program, and the date of the invoice. If the request for payment is for personal reimbursement, social security numbers and original receipts must also be provided.

Requests for payment may only be submitted for programs that have been approved by the Executive Committee Officers.

Section 2.2: Request for funding for student organizations

Student organizations shall submit requests for funding within the first month of each semester or of its formation.

Within two (2) weeks of the funding request, the Executive Committee Officers must meet to approve or deny contingent upon the adoption of any suggestions. The Senate must also approve the request

Section 3: Conference Reimbursement

Costs associated with attending conferences and or lectures relating to Public Health may be partially reimbursed. Funds may be requested for topics outside of this scope at the discretion of the Executive Committee Officers. Students shall request such reimbursement in a timely manner and through appropriate application processes, as indicated by the APHP, the University, and any financial committee. The APHP shall work to procure additional such funding for students, as appropriate. Decision of whether a specific conference shall be reimbursed and to what extent shall be decided by a majority of the voting student body at a general APHP meeting. The requester shall be notified of the decision in a timely manner.

Article 8: Impeachment / Resignation

Section 1

An Executive Committee Officer of the APHP may be removed from office by the Executive Committee Officers for gross neglect of duty, a violation of either the Honor Code or the Code of Student Conduct or/and intentional violation of this Constitution or at the discretion of the Dean.

Section 2

The President shall coordinate all claims of impeachment and bring claims before the Senate at any next APHP meeting. The officer shall be removed by a two-thirds (2/3) majority vote of the Senate.

Claims of impeachment shall include a written letter signed by one (1) member of the Executive Committee Officers, two (2) members of the Senate, or a written petition signed by 20% of the student body.

Should the President be considered for impeachment, then the Vice President shall coordinate all claims.

Section 3

An Executive Committee Officer may resign from office provided they submit a letter of resignation at a minimum of 4 weeks prior to the resignation date. This will allow time for the APHP to fill the office in accordance with the APHP constitution Article 4: Section 1 - When a full term is not met, a call for nominations to fill that position must be made within three (3) weeks of the receipt of written confirmation of vacancy.

Article 9: Amendments

Section 1

Amendments to this Constitution may be brought to vote by any member of the student

body and/or officer of the APHP at any time throughout the academic year. Amendments shall be ratified by a two-thirds (2/3) majority vote of the APHP Executive Committee and the Senate. The Faculty Advisor shall be apprised of any such amendment.

Article 10: Dissolution Clause

Section 1

In the event of dissolution of the APHP the residual assets of the organization shall be distributed to the SPH Discretionary Account within LSUHSC-NO Foundation.

Last Revision: 07/11/2022