## Article I  Name

Section 1  The name of the organization shall be the Master of Public Health Student Association (hereafter referred to as “MPH-SA” or “the organization”).

## Article II  Purpose

The purpose of this organization is to promote and facilitate professional development, communication, and peer support among graduate students and to serve as liaison between students and faculty to insure the best possible graduate program in the Department of Health Science and Recreation (may be referred to as “the department”).

## Article III  Affiliation

The MPH-SA is not affiliated with any other organizations, state, local, or national.

## Article IV  Membership

### Section 1  
Membership is limited to current classified MPH students in the Department of Health Science graduate program. There are no procedures for selecting members; all qualified students are eligible to join.

### Section 2  
Voting membership is restricted to matriculated, currently enrolled MPH students in the Department of Health Science at San Jose State University.

### Section 3  
At least 80% of all members of the organization must be matriculated, currently enrolled MPH students in the Department of Health Science at San Jose State University.

### Section 4  
Membership in the organization will not be denied to anyone on the basis of race, religion, national origin, age, sex, disability, veteran’s status, or sexual orientation, except as sanctioned by law. The prohibition on discrimination on the basis of gender does not apply to social fraternities or sororities or to other university living groups (Title 5, California Code of Regulations, Section 41500).

### Section 5  
No member of this organization shall engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or
personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Code of Regulations, Title 5, Article 2, Standards for Student Conduct, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

Section 6. This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Article V Officers

Section 1 The officers of this organization will be MPH-SA Chair/Co-Chairs, Treasurer, Convocation Chair, Curriculum Review Co-Chairs, Social Co-Chairs, Peer Mentorship Chair, CPHA-N Board Representative Chair, SOPHE / APHA Liaison Chair, Faculty Liaison, Fundraising Chair, Public Relation Chair, and other committee chairs as deemed necessary by the organization and faculty of the department.

Section 2 The term of office for each officer shall be at least one year.

Section 3 Vacancies will be filled by appointment.

Section 4 All officers of this organization must be matriculated, currently enrolled students at San José State University. The Chair and Treasurer of this organization must maintain a minimum overall 2.0 grade point average, must be enrolled in at least 6 units, and must be in good standing with San José State University during their term of office.

Section 5 All officers and advisors of this organization are required to complete an Alcohol Education Training offered by Student Involvement.

Article VI Duties of Officers

Section 1 The Chair/Co-Chairs shall preside at meetings, name all special committees, recruit committee chairs, and act as liaison between the organization and faculty of the department.

Section 2 The Treasurer will collect and disburse funds and make financial reports as related to MPH-SA money and fundraising needs.

Section 3 The Peer Mentor Chair/Co-Chairs shall coordinate the peer mentor program by recruiting peer mentors and then pair mentees with mentors.
Section 4 Convocation Chair/Co-Chairs shall coordinate the Health Science Department Spring Convocation, including securing location, confirming speakers, planning reception and other entertainment, convene task force or committee if needed, coordinate fundraising activities, and share responsibility with faculty for all aspects of Convocation planning.

Section 5 The Curriculum Review Chair/Co-Chairs shall coordinate with the Health Science Department Chair the review, analysis, and report write-up of five to seven MPH classes per semester.

Section 6 The Social Chair/Co-Chairs shall plan and promote informal social events on an on-going basis during the academic year. At minimum, Social Chairs/Co-Chairs are responsible to hold a minimum of one social event each semester.

Section 7 The SOPHE / APHA Chair shall promote the annual SOPHE & APHA public health conferences to students, including provide general information about conference (i.e. dates, location, cost, and overview of conference), assist in the coordination of travel and hotel accommodations for the conferences.

Section 8 California Public Health Association - North (CPHA-N) Board Representative shall facilitate communication and represent SJSU on CPHA-N board of Directors, attend monthly meetings via conference call or in-person (in Oakland), write up meetings notes and outcome, and send out via MPH Listserv relevant news and announcements related to CPHA-N.

Section 9 The Fundraising Chair shall be responsible for planning and organizing fundraising strategies for MPH-SA, as well as serving as fundraising advisor/resource to committee chairs.

Section 10 The Public Relations Chair shall be responsible for promoting MPH-SA through a variety of venues such as social media, flyering, events, and other related outlets.

Article VII Nominations and Elections

Section 1 Students are not nominated for office. Any currently enrolled and matriculated MPH student interested in participating in the MPH-SA can hold a position.

Section 2 The MPH Program has a relatively small student body. Therefore, historically there has never been a need to elect officers. Rather, chairs volunteer to work on a committee of interest. When more than one MPH student expresses interest, multiple chairs are allowed.

Section 3 Officers are not elected. The MPH-SA works in committees. New committees can be formed as necessary. Standing committees have been discussed in Article VI. Current MPH-SA officers will solicit and recruit volunteer before the end of their term.
Section 4. The process of officer removal will include a review of the individual’s performance and just cause. The removal process includes a recall/removal election among MPH-SA members. The officer subject to recall will be given the opportunity to present a defense.

Section 5 Vacancies in office will be filled by appointment. Upon term completion, MPH-SA committee chairs are responsible for recruiting and filling the position.

Article VIII Advisors

Section 1. The organization must have a University advisor. This person must hold at least a bachelor’s degree and be employed as a faculty or staff member by San José State University. A Graduate Assistant/Intern may assume the advisor role if approved by the Student Involvement staff.

Section 2. The advisor shall be a non-voting member of the organization.

Section 3. The duties of the advisor shall be:
- Advise and be a resource to the organization’s members and the support the organization’s needs.
- Assist the organization in fulfilling their mission and purpose.
- Assist in the coordination of the organization’s activities.
- Oversee of the organization’s financial standing and all financial transactions using the organization funds.

Article IX Meetings

Section 1 MPH-SA leadership meetings will be held twice semester with the all the committee Chair/Co-Chairs. Meeting will be held at a specified location, at day and times that will vary according to membership availability. The committee chairs may call meetings with their committee members, as needed.

Section 2 The Chair/Co-Chairs or any committee chair may call special meetings.

Section 3 Presence of 40% of the committee chairs shall constitute a quorum.

Section 4 The parliamentary authority of this organization shall be Robert’s Rules of Order, Revised.

Article X Committees
Section 1   The Chair/Co-Chairs has the authority to name committees and committee chairpersons.

**Article XI  Dues, Fees**

Section 1   There will be no collection of membership fees or dues. Membership is free to MPH program students.

**Article XII  Amendments**

Section 1   Any individual member or committee can originate an amendment.

Section 2   A proposed amendment shall be presented by being read in one meeting preceding the vote or posted for two (2) weeks for all to read.

Section 3   Consensus of members present at the meeting shall be required to adopt an amendment.

Section 4   A passed amendment becomes effective immediately.

*Adopted on September 25, 2013.*