



Constitution

ARTICLE I: NAME AND PURPOSE

Section A: Name

Part 1. This organization shall be known as UNIVERSITY OF SOUTHERN CALIFORNIA STUDENT HEALTH COUNCIL

Part 2. This organization will use this name or its acronym, SHC, in all publicity materials and correspondence.

Section B: Mission Statement

Part 1. The USC Student Health Council aims to provide our students with the academic, social, and professional skills that are critical for success in the healthcare industry, while acting as a bridge between students and alumni.

Part 2. To also serve as a liaison between the graduate student body of health administration, the USC Health Services Administration Alumni Association, affiliate undergraduate majors, and faculty and staff of the School of Policy, Planning and Development.

Part 3. All activities, social and academic, of this organization must be directed toward this purpose.

ARTICLE II: MEMBERSHIP

Section A: Requirements

Part 1. All currently enrolled Los Angeles and Sacramento graduate health administration majors and combined graduate gerontology/health administration majors are eligible to be members.

Part 2. All currently enrolled affiliate undergraduate majors, other graduate USC students and USC staff, faculty, and alumnae are eligible to be affiliate members.

Part 3. All members are required to abide by the SHC constitution, and must publicly uphold the mission, vision and values of SHC.

Part 4. Membership decisions will not discriminate on the basis of age, race, religion, creed, national origin, ethnicity, gender, disability or sexual orientation.

Part 5. Membership fees will be established each year by the newly elected SHC Executive Board, if deemed necessary.

Section B: Rights

Part 1. All members are eligible to attend all meeting and events of this organization.

Part 2. If a fee is charged to attend a particular event, the membership will establish a fee scale for voting members, non-voting members and others, as appropriate.

Section C: Withdrawal of Membership

Part 1. Members may have their membership withdrawn for failure to adhere to the requirements as stated above.

Part 2. A simple majority vote of the quorum of membership at a regular or special meeting shall be sufficient to withdraw membership

Part 3. Members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

ARTICLE III: OFFICERS

Section A: Elected Officer Titles of the Executive Committee

President
Vice President(s)
Executive Administrator
Finance Chair
Events Chair(s)
Sacramento Liaison(s)
International Student Liaison(s)
GPSS Representative(s)
Alumni Chair & Professional Associations Representative(s)
EMHA Representative

Section B: Appointed Officer Titles of the Executive Committee

Student Liaison(s)
Finance Chair Assistant
Events Chair Assistant
Alumni Chair Assistant
Administrative & Public Relations Assistant
Philanthropy Chair
Inter-Organization Representative

Section C: Duties

Part 1. The **President** shall chair all meetings of SHC and will call special meetings as needed. The president will vote on SHC matters only in case of a tie. The president will serve as a student representative at the USC School of Public Policy, Planning and Development Executive Committee, USC Health Services Administration Alumni Association, the USC Master of Health Administration program Residency Advisory Committee, and any other future committees on an as need basis. The President will guide the organization's vision, mission and goals.

Part 2. The **Vice President(s)** shall chair any ad hoc committees or task force of the organization. The Vice Presidents(s) shall attend, on behalf of the President, the associations/committee meetings mentions in Article III, Section B, Part 1, in the event that the President is unable to attend. The Vice President will assist any elected and appointed board member on as needed basis. The Vice President will work with the Sacramento Liaison to establish and maintain a current directory of Sacramento students who are willing to house Los Angeles students, while students are in session at either campus and vice versa (i.e. intensive courses). The Vice President will develop and administer the Mentor-Mentee program and author the Fall and Spring Newsletter.

Part 3. The **Executive Administrator** will take, record, and file meeting minutes and produce all official correspondence for the organization. The Executive Administrator is responsible for publicity of events including the maintenance of any bulletin boards, email systems and networking websites. The Executive Administrator is responsible in obtaining and maintaining the current graduate student roster of the Health Administration program. The Executive Administrator shall be responsible for the publishing of any newsletter or publications of the organization. The Executive Administrator shall maintain hard and soft copies of all documents that are mailed, faxed, emailed, etc. to passed on to the next year's board.

Part 4. The **Finance Chair** shall maintain records and report on the financial transactions of SHC. The Finance Chair shall be responsible for any merchandise sold on behalf of SHC. The Finance Chair may assemble a fundraising committee if desired. The Finance Chair is responsible for composing fundraising letters, spending reports and reconciling bank statements. The Finance Chair will create the SHC annual budget, as well as deliver a finance report monthly at SHC Executive Board Meetings. The Finance Chair shall receive and record all funds for the Council and maintain current record of funds available. The Finance Chair provide receipts for all income received (the duplicate copy is kept for SHC records and make timely deposits of all funds received. The Finance Chair shall sign checks, proposals, and vouchers, along with the President of SHC. The financial records of the Student Health Council shall be audited at least once a year, and the written report of the financial progress and condition made to the SHC body. Members of the audit committee should never include the current Finance Chair.

Part 5. The **Events Chair** will plan, coordinate and organize all SHC social, academic, and professional activities. The Events Chair will be responsible for being experts on the coordination and execution of events that will reflect the professional image expected of a graduate student organization such as SHC. The Events Chair may establish a committee of students to assist with the planning and organizing of activities. The Events Chair is responsible for working with the Administrative Team to advertise these activities via emails, flyers, the bulletin board in RGL Student Lounge, social networking sites and the SHC web page.

Part 6. The **Sacramento Liaison** shall act as a liaison between MHA students on the Los Angeles and Sacramento campuses. The Sacramento Liaison shall inform all Sacramento MHA students by email of any SHC events or announcements. The Sacramento Liaison shall keep the Sacramento Center

bulletin board updated with the most current SHC information and events. The Sacramento Liaison shall maintain the roster of MHA students willing to house students from the other campus. The Sacramento Liaison shall plan and publicize small events for Sacramento MHA students. The Sacramento Liaison shall work closely with Virginia Kaser, and shall consult with the SHC Executive Board about any events being held at the Sacramento Center.

Part 7. The **GPSS Representative** shall attend GPSS meetings on behalf of SHC. The GPSS Representative shall share SHC announcements with GPSS. The GPSS Representative will take notes at the GPSS meetings and report back to the SHC Executive Board.

Part 8. The **Alumni Chair and Professional Relations Representative** will be responsible for the continuity of the Trojan MHA network as well as professional outreach on behalf of the Student Health Council. The Representative will communicate all SHC updates and events to Alumni, as well as relay any announcements or messages from alumni to current MHA students. The Representative will also be responsible for coordinating the Professional Speaker Event each semester, with the assistance of the SHC Board. The Representative will have the responsibility of updating MHA students about networking events and/or conferences, especially in regards to ACHE, HFMA, etc. This individual will be responsible for contribution and management of the alumni list for graduates of the MHA program.

Part 9 The **eMHA Representative** shall be responsible for maintaining communication between eMHA students and SHC. The representative's primary responsibility shall be to inform SHC regarding eMHA student's availability, interests and opinions regarding SHC activities and attempt to bring students of the eMHA and MHA program closer. The eMHA Representative shall attend SHC meetings as well as help collect and disseminate information pertaining to the eMHA cohorts. The representative will also assist the Vice President in planning for and executing the peer mentor mentee program.

Part 10. The **International Student Liaison** shall be responsible for maintaining communication between international student population of MHA students and SHC. The International Student Liaison will inform SHC about international students' availability, interests, responses and opinions regarding SHC activities, and any comments and/or suggestions proposed by any international students, while keeping those students' identities confidential. The primary responsibility of this position is to represent the ideas and opinions of the international students. The International Student Liaison will attempt to understand and communicate the specific challenges that international students face and will provide aid, guidance, or reference in order to fully integrate the international program with SHC.

Part 11. The **Administrative & Public Relations Assistant** will support the Executive Administrator. The Administrative & Public Relations Assistant is responsible for the publicity of events, including the maintenance of the SHC bulletin board, SHC webpage, Facebook and Twitter Accounts. The Administrative & Public Relations Assistant is responsible for capturing SHC events with pictures and/or video to be used in publications. This Administrative & Public Relations Assistant will assist in recording and preparing meeting minutes, compilation of distribution materials, and other administrative duties. The Administrative & Public Relations Assistant will also work in

conjunction with the Executive Administrator to make sure that all SHC events are publicized and communicated to the appropriate audiences.

Part 12. The **Philanthropy Chair** will organize volunteer and charity events so MHA students will have the opportunity to give back to the community. The Philanthropy Chair will need to develop and maintain networks with charitable organizations in order to coordinate events that maintain the goodwill of the community towards MHA students.

Part 13. The **Inter-Organization Representative** will be responsible for the management of goodwill between SHC and all professional & cultural student organizations on the USC campus. This representative will serve as the essential liaison between SHC and other organizations. The Inter-Organization Representative will lead efforts to expand the networks of the MHA program by connecting with other student organizations through joint events and social and professional mixers.

Part 14. The **Events Chair Assistant** positions will work internally with the various positions to help plan and execute events. These events will include social gatherings, career development/planning, mentor/mentee gatherings, alumni panels, professional speaker event, etc. The Events Chair Assistant will be responsible assisting the Events Chair.

Part 15. The **Alumni Chair Assistant** will be responsible for the continuity of the Trojan MHA network as well as professional outreach on behalf of the Student Health Council. The Alumni Chair Assistant will be responsible for assisting the **Alumni** Chair and Professional Relations Representative in managing relations with Alumni and healthcare professionals.

Part 16. The Executive Committee as a whole has the right to appoint any individuals to chair any special committee or task force.

Part 17. All Executive members, elected and appointed are required to attend all SHC planned activities.

Section C: Requirements for Running for and Holding Office

Part 1. All officers and candidates for office must be currently enrolled USC MHA graduate students.

Part 2. All officers must be voting members of the SHC

Section D: Nominations and Elections

Part 1. Dates of nominations for all offices will be set by the departing officers of the Executive Committee.

Part 2. Any members, in Los Angeles or Sacramento campuses, may nominate any other member, including himself or herself.

Part 3. Elections shall be held via an online voting system (3rd party) to ensure for credibility and accuracy.

Part 4. Elections shall be held prior to the start of finals each Spring Semester, with final dates to be determined by the Executive Committee and Program Directors

Part 5. Nominees may form parties and run together, or may run individually

Part 6. Campaigning will begin the day nominations are closed and end the day of elections

Part 7. Campaigning may consist of flyers, posters (with approval of Program Director and Executive Committee), one email distribution (to be distributed by the Secretary of the SHC Executive Committee), word-of-mouth, and brief candidate presentations in class (with approval of respective Professors). Campaigning is valid in both Los Angeles and Sacramento campuses.

Part 8. Dates and procedure of elections may be modified by the departing officers of the Executive Committee each year with a simple majority vote of the Executive Committee.

Part 9. A simple majority vote from the eligible voting members, from Los Angeles and Sacramento campuses, who cast ballots will be sufficient to elect an officer.

Part 10. The newly elected officers of the executive committee will be announced no later than 14 days after the closing date of voting.

Section E: Removal from Office

Part 1. Officers may be removed from office for failure to perform duties or for violations of membership clause.

Part 2. Officers to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

Part 3. A two-thirds majority of quorum present at a schedule meeting shall be sufficient for removal from the office.

Section F: Terms of Office and Vacancies

Part 1. The term of office will begin no later than 30 days after the date of commencement and the term will last no longer than 12 consecutive months from its starting date.

Part 2. Should a vacancy in office occur, the executive committee shall decide whether to hold another election for the vacant position or appoint a member to fill that position.

Part 3. In the meantime, the Vice President(s) will assume the duties of the President; the Secretary or Treasurer will assume the duties of the Vice President(s); and the duties of the Executive Administrator or Finance Chair will be divided amongst the various officers, should those offices be vacant.

ARTICLE IV: MEETINGS

Section A: The time and dates of any meeting will be established by the current Executive Committee. Notice of meetings must be communicated to all members at least 2 weeks in advance of the meeting.

Part 1. Meetings must occur at least once a month, and may be academic, professional, or social in nature.

Part 2. The Executive Administrator must communicate meeting dates to all first and second year classes

Part 3. The Executive Administrator must publish an email reminder of all events to be distributed to both Los Angeles AND Sacramento campuses.

Section B: To conduct official SHC business at any meeting, one half of the Executive Committee must be present.

Section C. All correspondences shall be made using the USC SHC letterhead.

Part 1. The new board shall update the USC SHC letterhead as needed.

ARTICLE V: AFFILIATIONS

Section A: USC

Part 1. This organization is a recognized student organization at the University of Southern California, but is not a part of the University itself.

Part 2. In all correspondence and business transactions, it may refer to itself as an organization at USC but not as part of USC itself.

Part 3. SHC agrees to abide by all pertinent USC policies and regulations, where USC policies and relations and those of SHC differ, the policies and regulations of USC will take precedence.

Part 4. SHC accepts full financial and production responsibility for all activities it sponsors.

Part 5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval and consent of the Offices of Student Activities, Risk Management and/or General Counsel.

ARTICLE VI: FACULTY/STAFF ADVISOR

Section A: Advisor Requirements

Part 1. As a recognized student organization at the University of Southern California, SHC is required to have an official advisor from the USC faculty and staff.

Part 2. Other persons may serve as special advisors as needed.

ARTICLE VII: BY-LAWS AND AMENDMENTS

Section A: By-Laws

Part 1. By-Laws can be added to this constitution by a simple majority vote of the membership at a meeting of SHC.

Part 2. This constitution takes precedence over any and all by-laws.

Section B: Amendments

Part 1. This constitution can be amended by a two-thirds votes cast by the membership

Part.2. Notification of such a motion must be made to members at least 7 days in advance of the date in which the actual vote is taken.