

CONSTITUTION AND BYLAWS

Public Health Society at California State University, Bakersfield

ARTICLE I

NAME

Section 1

The name of this organization shall be the Public Health Society (PHS) at California State University, Bakersfield.

ARTICLE II

PURPOSE

Section 1

The primary purpose of this organization is to raise awareness about Public Health issues and Public Health career opportunities. These goals shall be achieved through various club-sponsored activities including, but not limited to, social events, community service and guest speakers.

ARTICLE III

AUTHORITY

Section 1

This organization is a recognized student organization at California State University, Bakersfield and adheres to all campus policies as set forth in the Runner Source student organizations handbook.

Section 3

This organization may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or suspended by a majority vote present at an organization meeting where a quorum is present (advance notice is not required).

Section 4

The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE IV

MEMBERSHIP

Section 1

Membership in the organization shall be open to all those regularly enrolled California State University, Bakersfield students who are interested in membership. There shall be no other requirements for admission to regular membership. Each regular member has equal rights and privileges.

Section 2

Eligibility for membership or appointed or elected student officer positions shall not be limited based on race or ethnicity (including color and ancestry), religion (or religious creed), nationality, citizenship, caste, age, medical condition, genetic information, gender (or sex), gender identity (including transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability. The organization shall have no rules or policies

that discriminate based on race or ethnicity (including color and ancestry), religion (or religious creed), nationality, citizenship, age, medical condition, genetic information, gender (or sex), gender identity (including transgender), gender expression, sexual orientation, marital status, veteran or military status, or disability.

Section 3 This organization shall prohibit all members and officers from engaging in hazing or committing any act that injures, degrades, or disgraces any fellow student.

Section 4 This organization shall comply with Title 5, Section 41301, Standards for Student Conduct.

Section 6 Members shall be required to attend at least 3 of the organization's regularly scheduled meetings.

ARTICLE V **OFFICERS**

Section 1 The officers of the organization shall be the President, Vice President, Treasurer, Secretary, Public Relation, and Outreach Officer. President and Treasurer positions must always be filled. Other positions may be filled as needed.

Section 2 Powers and Duties of Officers:

- a. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization, and shall prepare the agenda for meetings. The President shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large. The President shall appoint all committees and committee chairs. The President shall have such further powers and duties as may be prescribed by the organization.
- b. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of President if the office becomes vacant.
- c. The Treasurer shall handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership. These records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the organization's name, requiring signatures of both the Treasurer and President for authorized disbursements.

- d. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the organization.
- e. Public Relations is responsible for publicizing the organization, and photographing at club events, updating our Instagram and scrapbooks.
- f. Outreach Officer is responsible for reaching out to our community whether it be staff or outside community for opportunities of volunteer events and professional development.

Section 3 Qualifications necessary to hold office in this organization are as follows:

- a. Minimum Academic Qualifications
Students must be matriculated and enrolled at California State University, Bakersfield and maintain a minimum cumulative 2.0 grade-point average. Students must be in good standing and must not be on probation of any kind.
- b. Previous Units Earned
Undergraduate students must have earned at least six units at California State University, Bakersfield during the semester preceding the term when the student takes office. Graduate and credential students must have earned at least three units during this period.
- c. Incumbent Unit Load
Undergraduate students must be enrolled in at least six units per semester while holding office. Graduate and credential students must be enrolled in at least three units per semester while holding office.
- d. Incumbent Maximum Allowable Units
Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students that have accrued more than this number of units will no longer be eligible for minor student government office.

ARTICLE VI

SELECTION OF OFFICERS

Section 1

The President, Vice President, Treasurer, Secretary are elected annually. Public Relations and Outreach Officer are appointed. Elections are held each March and shall take place at a regularly scheduled meeting of the organization at

which a quorum is present. At least one week's notice shall be provided for any meeting at which an election is to be held.

Section 2 Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.

Section 3 The officers shall be elected in this order: President, Vice President, Treasurer, Secretary.

Section 4 Officers shall be elected by majority vote. If no candidate receives a majority vote, a runoff election shall be held between the two candidates receiving the highest number of votes. In the event of a tie, there shall be a revote. If the result of the revote is still a tie, the election shall be decided by the flip of a coin.

Section 5 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.

Section 6 Ratification by a majority vote of the membership is required.

Section 7 Officers shall assume office on the first day of the semester following the election and shall serve through the end of the year (academic year for student organizations, calendar year for Fraternities and Sorority Life organizations).

Section 8 Officers may be recalled from office for cause. To initiate a recall election, a petition signed by one-third of the total number of voting members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 9 If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

ARTICLE VII **MEETINGS**

Section 1 Regular meetings shall be scheduled bi-weekly during the academic year.

Section 2 Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours' notice prior to the meeting time.

Section 3 Business cannot be conducted unless a quorum of the membership is present. A quorum for this organization is defined as a majority of the voting membership.

Section 4 Members must be present to vote. Absentee or proxy voting is not permitted.

Section 5 In order to vote a member must be in good standing. Good standing meaning grade wise, 2.0 or above, required participation or above.

Section 6 When necessary, regular business meetings can be conducted online.

ARTICLE VIII **ADVISOR(S)**

Section 1 The organization shall appoint an individual employed as a faculty or staff member by California State University, Bakersfield to serve as the university advisor to this organization. Auxiliary staff and student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Runner Source student organizations handbook. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 3 If an advisor is deemed to be ineffective by the organization, the advisor(s) may be removed from their role by majority vote of a quorum of the membership at a regularly scheduled meeting. A minimum of seven days' notice must be given prior to such a vote.

ARTICLE XI **FINANCES**

Section 3 This organization can assess the membership for special purposes. Assessments shall be determined by a quorum of the membership at a regularly scheduled meeting

Section 4 Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

Section 5 The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the membership. When financial decisions must be made between meetings, the Executive Committee is authorized to approve expenditures not exceeding \$100.

Section 6 Organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

ARTICLE XII

DISCIPLINE OF MEMBERS

Section 1

All complaints alleging violations of the Student Conduct Code, Title 5, section 41301, et seq., shall be investigated pursuant to CSU Executive Order 1098 and/or 1097 (in cases involving allegations of discrimination, harassment, retaliation, sexual misconduct, dating or domestic violence, or stalking). Investigations and other proceedings under CSU Executive Orders 1098 and 1097 shall be conducted by campus administration, not student organizations, and this organization shall refer any complaints alleging subject matters covered by CSU Executive Orders 1098 and 1097 to the campus Dean of Students office or other designee for investigation and resolution.

Section 2

Complaints that do not warrant review under CSU Executive Order 1098 and/or 1097 should be brought to the attention of the President, Advisor, or Executive Committee or the Dean of Students office. A written charge may be filed with the Executive Committee or the Dean of Students office. That Executive Committee or the Dean of Students office shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee or the Dean of Students office shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours' notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee or the Dean of Students office shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee or the Dean of Students office shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedies.

Section 3

The membership shall review the hearing report in executive session, and the member accused of misconduct shall have an opportunity to rebut the information in the report. After providing a statement to the membership, the member accused of misconduct shall leave the room for the remainder of the deliberations.

Section 4

The membership shall vote first on whether the member has engaged in misconduct. If by a two-thirds vote, the membership determines that misconduct has occurred, the membership shall then by a two-thirds vote, determine appropriate sanction(s). The accused member shall be immediately notified of the outcome.

Section 5

By a two-thirds vote, the membership may reinstate a member who has been suspended or expelled.

ARTICLE XIII

AMENDMENTS

Section 1

Proposed amendments to these bylaws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon. The Executive Committee and/or Bylaws Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.

Section 2

Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3

A copy of any amendments to these bylaws must be submitted to the Office of Student Involvement at California State University, Bakersfield within two weeks after adoption.

ARTICLE XIV

DISPERSAL OF ORGANIZATION ASSETS

Section 1

In the event PHS should become defunct, all funds are to be turned over to Community Preventive Health Collaborative (CPHC) to be donated. A club is considered defunct if it is unchartered for 18 months, or six months if the club is a class club (eg. Class of 20XX).

Section 2

In the event PHS should become defunct, all physical assets are to be turned over to Community Preventive Health Collaborative (CPHC) to use or sell.

ARTICLE XV

RATIFICATION

President has reviewed the constitution with a majority of members and has received majority approval to make this the official governing document of the organization.

Adopted On:

Aug 31, 2022

Date


Jesse V. Jaime (Aug 31, 2022 08:04 PDT)

Organization President/Chair Signature

Sep 7, 2022

Date


Andrea Lopez (Sep 7, 2022 08:17 PDT)

Organization Advisor Signature

Sep 7, 2022

Date


Rubicelia Alvarez (Sep 7, 2022 09:12 PDT)

Director of Student Involvement