Public Health Graduate Undergraduate Associated Students Bylaws

# ARTICLE I: NAME

The name of this organization shall be Public Health Undergraduate-Graduate Associated Students, hereinafter referred to as PHUGAS.

# ARTICLE II: PURPOSE

PHUGAS serves as a medium for student representation and engagement in the shared governance of Western Kentucky University’s Public Health Programs (BSPH and MPH). This representative body will function as an intermediary through which students can deliver feedback, express concerns, connect with other students, and otherwise contribute to the betterment of the public health programs.

# ARTICLE III: MEMBERSHIP

Section 1: All Public Health students, both undergraduate and graduate, at Western Kentucky University are members of PHUGAS by virtue of their student status. No dues will be collected.

Section 2: PHUGAS membership is limited to matriculated students only. Membership is not restricted on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status.

# ARTICLE IV: OFFICERS

Section 1: The officers shall consist of a Feedback Coordinator, an Outreach Coordinator, an Undergraduate Curriculum Committee Representative, and a Graduate Curriculum Committee Representative.

Section 2: The Feedback Coordinator and Outreach Coordinator shall have the power to establish and maintain operation procedures of PHUGAS and call meetings. Both officers will also serve as Governance Committee Representatives and will work closely together to share ideas and plans. When possible, the roles will be filled by one graduate student and one undergraduate student so that both groups have a representative and vote within the Governance Committee. When both roles are filled by the same level of student, the Coordinators will share one vote on the Governance Committee.

Section 4: While each officer has a specific objective or role, they will work together to organize and act upon student feedback.

Section 3: Duties

* The Feedback Coordinator’s objective is to gather student suggestions, complaints, ideas, and opinions. The Feedback Coordinator will monitor discussion boards and email as well as send out surveys, when necessary, to gather any student feedback on program changes that are to be voted on. They will share this feedback with other officers so that each may make informed votes on their respective committees. The Feedback Coordinator is expected to be at one Governance Committee meeting per month during the semesters where they will share feedback and ideas they have gathered. The Feedback Coordinator will submit a comprehensive report of student feedback they’ve gathered at the end of their term.
* The Outreach Coordinator’s objective is to foster students’ connectedness to the program, each other, and WKU. The Outreach Coordinator maintains the PHUGAS Facebook page, helps plan the PHUGAS-sponsored Meet-and-Greet each semester, and sends out virtual postcards to MPH and BSPH students throughout the semesters. The Outreach Coordinator is expected to be at one Governance Committee meeting per month during the semesters where they will share their outreach efforts. The Outreach Coordinator will submit a comprehensive report of their outreach efforts at the end of their term.
* The Undergraduate Curriculum Committee Representative will serve as the voice for undergraduate Public Health students on the Undergraduate Curriculum Committee. This representative should be an undergraduate student. *The Undergraduate Curriculum Committee Representative is expected to be at one Undergraduate Curriculum Committee meeting per month during the semesters.*
* The Graduate Curriculum Committee Representative will serve as the voice for graduate Public Health students on the Graduate Curriculum Committee. This representative should be a graduate student. *The Graduate Curriculum Committee Representative is expected to be at one Graduate Curriculum Committee meeting per month during the semesters.*

# ARTICLE V: ELECTIONS

Section 1: The Feedback Coordinator, Outreach Coordinator, Undergraduate Curriculum Committee Representative, and Graduate Curriculum Committee Representative shall be elected by members of PHUGAS to serve a term of one year, beginning upon completion of Spring semester finals and ending at the completion of the next Spring semester’s finals. Elections shall be held in the final 30 days of the Spring semester; this ensures the Outreach Coordinator time to plan the next semester’s Meet-and-Greet. Officers shall be elected by means of a virtual ballot, sent out to all PHUGAS members after nominations close.

Section 2: Nominations of candidates for PHUGAS officer positions shall be submitted to the PHUGAS advisor by any PHUGAS member within fifteen (15) days of nominations opening. Nominees for officer positions must be or plan to be PHUGAS members by the time their term would begin.

Section 3: Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those PHUGAS members who submit votes.

Section 4: Vacancies occurring in any of the elected offices shall be officially filled by vote following the occurrence of such a vacancy. This election procedure shall be the same as the normal election procedure.

# ARTICLE VI: MEETINGS

Section 1: General membership meetings shall be held at the discretion of PHUGAS officers. Notice of meetings must be given to all PHUGAS members in the timeliest manner possible.

Section 2: PHUGAS officers shall communicate regularly, either via meetings at their discretion or via email.

Section 3: At any meetings of the membership at large, those members present shall constitute a quorum. On any vote or ballot, a majority of those voting shall carry that vote.

# ARTICLE VII: PROPERTY

Officers shall act as trustees for all property of PHUGAS.

# ARTICLE VII: AMENDMENTS OF THE BYLAWS

The Bylaws of PHUGAS can be amended by the officers subject to the approval by members through majority votes. At least ten (10) days notice of the vote shall be given to the membership.

# ARTICLE IX: RECORDS

All Records of the PHUGAS shall be kept in a central location by the advisor.

# ARTICLE X: PLEDGE

The members of PHUGAS pledge to abide by the rules and regulations of the university as a condition to initial and continued registered status.

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Adopted: 11/10/17 Revised: 3/9/21