

APHA-SA Bylaws

Article I: Name

The name of this organization shall be the Student Assembly of the American Public Health Association (APHA-SA).

Article II: Purpose

The purpose of the Student Assembly is to be a student-led international organization within the American Public Health Association (APHA) where students and professionals can organize and pursue common goals and interests. APHA-SA is dedicated to enhancing students' educational experiences and professional development by providing information, resources, and opportunities through communication, advocacy, and networking. APHA-SA will accomplish this by:

1. Increasing student representation in APHA;
2. Developing and disseminating educational and professional development resources;
3. Creating, encouraging, and promoting opportunities for student involvement within APHA-SA, APHA, and other health-related organizations;
4. Providing and sustaining vehicles for communication;
5. Identifying, prioritizing and advocating for student and public and health-related policy issues;
6. Facilitating networking among students and professionals.

Article III: Objectives

The objectives of the APHA-SA shall be to:

1. Encourage the exchange of ideas, experiences, and information between students and others engaged in public health;
2. Encourage and facilitate the dissemination of information on awards and educational or employment opportunities to students;
3. Facilitate communication between APHA-SA members, primarily through electronic media.
4. Recruit students nationally and internationally from public health schools, programs, and other health related academic institutions to become student members of the APHA;
5. Facilitate leadership development among APHA student members;
6. Encourage student involvement in APHA governance;
7. Sponsor and co-sponsor award competitions for student papers;
8. Sponsor and co-sponsor sessions at the APHA Annual Meeting;
9. Promote a continuing dialogue on public health student curricula;
10. Develop, promote, and advocate public health policies and positions;
11. Encourage publication of student papers in the AJPH.

Article IV: Membership

1. The APHA-SA is an organization composed of individual members.
2. Individual membership is automatically granted to all individuals who are APHA student members, as defined by APHA membership categories.
 1. Individual membership is granted to non-student APHA members who pay annual APHA-SA dues.
3. Membership for APHA student members will begin with the payment of APHA dues and end with the discontinuance of APHA student membership.
4. Student Assembly primary individual members are entitled to vote in all matters presented to the general membership by the Executive Board unless otherwise stated in these bylaws.
5. Individual membership may be revoked by a two-thirds vote of the Executive Board for violating the letter or spirit of the APHA-SA or APHA bylaws, codes, rules, or policies.

Article V: Officers

1. There shall be seven officers: Chair, Chair-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, and the Immediate Past Chair.
2. Elections shall be held annually for Chair-Elect, Secretary-Elect, and Treasurer-Elect.
3. Only individuals can hold office.
4. The term of each office shall be one year.
5. No one shall serve more than one term in any one office, with the exception of the Chair-Elect completing the term of a vacated Chair. The same premise is applied to the Treasurer-Elect and Secretary-Elect positions.
6. Officers can be removed by a two-thirds majority of the Executive Board and Committee Chairs voting that the Officer be removed from office for any reason.

Article VI: Election of Officers

1. Coordination of all elections shall be the responsibility of the Nominations Committee.
2. Nomination Procedure
 1. The Nominations Committee shall solicit nominations for elected positions for a period of at least two weeks from all APHA-SA members in good standing.
 2. The Nominations Committee shall select exactly two prospective candidates for each position who are members in good standing of the APHA-SA.
 3. The Nominations Committee shall consider the following factors when selecting prospective candidates:
 1. Experience with APHA-SA committees, programs, and services.
 2. Gender, racial, and ethnic diversity.
 3. Time commitment and work ethic.

4. Ability to develop and execute effective plans and strategies as part of a team.
5. Ability to fulfill/comply with participation agreement.
6. Leadership potential.
7. Current, recent, or future student status.
8. Regional geographic balance of represented schools.

9. The Nominations Committee shall submit the slate of candidates to the Executive Board, the APHA staff liaison, and prospective candidates prior to the deadline established by APHA.

3. Election Procedure

1. The Chair of the Nominations Committee will preside over election proceedings.
2. Candidates who seek an office and do not win are not eligible for other offices in the same election year, unless a vacancy arises.
3. Elections shall be held via mail and electronic media prior to the Annual Meeting.
4. All APHA-SA members in good standing at the close of nominations, with the exception of the Immediate Past Chair, are eligible to vote once for each office in the election.
5. Each candidate shall complete and submit the APHA Nomination Form with a candidate statement of up to 200 words to the Chair of the Nominations Committee
6. Not less than ninety days after the annual meeting, the Nominations Committee shall submit to the APHA-SA membership and APHA staff, either by mail or by publication in an official publication of the Association, the names of two or more members as nominees for the appropriate APHA-SA offices. There shall be at least two nominees for each position
7. If submitted within thirty days after such publication, the Nominations Committee shall add to the list any additional nominations which carry the signature of at least twenty-five members in good standing of the APHA-SA.
8. APHA-SA Elections will be coordinated by APHA's third-party election vendor. Electronic ballots will be sent to all members with current email addresses, members without an email or an incorrect email will be sent a paper ballot.
9. A candidate shall receive a majority of the votes cast to be declared the winner.
10. In the event of a tie, a run-off election will occur electronically or at the Annual Meeting.
11. New terms shall begin and old terms shall expire at the close of annual meetings.

Article VII: Executive Board

1. The Executive Board shall conduct the affairs of the APHA-SA in all things and may exercise all other powers and do all such things as the APHA-SA authorizes between Annual Meetings of the APHA-SA.
2. The Executive Board shall consist of the Chair, Chair-Elect, Secretary, Secretary-Elect, Treasurer, Treasurer-Elect, and the Immediate Past Chair.
3. All members of the Executive Board shall be members in good standing of the APHA-SA.
4. All actions of the Executive Board shall be in accordance and conformity with the bylaws, purposes, and policies of the APHA-SA.
5. The Executive Board shall meet monthly during each calendar year, in person or via telephone, or as called by the Chair or Chair-Elect, or at the written request of two Executive Board members.
6. Four members of the Executive Board shall constitute a quorum for the purposes of conducting business. No meeting shall continue if quorum is lost.
7. Executive Board members who have declared a conflict of interest on a particular question will be counted in determining a quorum.
8. Executive Board meetings shall be open to all Standing Committee Chairs.
9. While reasonable efforts will be made to achieve consensus of decision among Executive Board members, questions arising at any meeting of the Executive Board will be decided by a majority vote.
10. Only Executive Board members may vote on Executive Board deliberations. The presiding Chair shall not have voice or vote except to break a tie.

Article VIII: Standing Committees

1. There shall be eleven Standing Committees: Communications Committee, Finance Committee, Program Committee, Nominations Committee, Membership Committee, Action Committee, Advancement Committee, Development Committee, Mentoring Committee, Opportunities Committee, and Diversity Committee.
2. There shall be four Standing Sub-Committees: Abstracts Sub-Committee of Program Committee, Campus Liaison Program Sub-Committee of the Advancement Committee, Newsletter Sub-Committee of Communications Committee, and Website Sub-Committee of Communications Committee.
3. Chairs of all Standing Committee, Sub-Committees and Ad Hoc Committees shall be appointed by the Chair with majority approval of the Executive Board.
4. Committee membership shall be available on a voluntary basis to all members in good standing, unless otherwise stated in these bylaws.
5. Other ad-hoc committees shall be designated by the Chair or Executive Board as needed, circumstance, and membership suggestions direct.
6. Appointed Committee Chairs can be removed by the Chair with the majority approval of the Executive Board and Committee Chairs.
7. Vacant appointed Committee Chairs shall be replaced by the Chair with the majority approval of the Executive Board.

Article IX: Representation on APHA Boards and Committees

1. There shall be one (1) APHA-SA representative, to the APHA Executive Board, the APHA Governing Council, the APHA Intersectional Council, the APHA Committee on Affiliates, the APHA Action Board, the APHA Education Board, the APHA Science Board, the *American Journal of Public Health* (AJPH) Editorial Board, *The Nation's Health* Advisory Committee, and the APHA Program Planning Committee.
2. Each official representative shall submit an annual report of his/her activities on said board or committee to the Executive Board prior to the first APHA-SA business meeting at the APHA Annual Meeting.

Article X: Advisory Board

1. The Advisory Board shall:
 1. be composed of accomplished public health leaders and professionals;
 2. provide guidance, advice, and support to the APHA-SA and its members; and
 3. promote the APHA-SA among outside interests.
4. Advisory Board members shall be appointed by the Chair and approved by the Executive Board.
5. Each Advisory Board member will serve for a three-year term and may be reappointed an unlimited number of times.
6. Advisory Board members serve only in an advisory capacity for APHA-SA Board or Executive Board matters or business and have no voting privileges in APHA-SA business

Article XI: Awards

The APHA-SA recognizes accomplishments through the presentation of awards to individuals and/or organizations based on defined criteria. Nominations for award recipients are processed by the Nominating Committee, and recommendations are forwarded to the Executive Board for approval. Awards are presented at the Annual Meeting.

1. The Mentor of the Year Award shall be presented annually to a mentor who has contributed unselfishly to the growth and development of a mentee.
2. The Friend of the Student Assembly Award shall be presented annually to an individual who has been very influential in the success of APHA-SA activities, programs, or initiatives. Recipients are recognized for their contributions to the advancement of APHA-SA.

Article XII: Funds

1. All disbursements drawn on funds of the APHA-SA shall be in conformity with approved annual budgets and in conformity with APHA and APHA-SA bylaws, policies, and procedures.

2. No member of the Executive Board, Advisory Board, or of any APHA-SA committee shall receive remuneration drawn from the funds of the APHA-SA.
3. Internal and external audits of expenditures and income shall be conducted upon the request of the Executive Board or the Advisory Board or APHA.

Article XIII: Amendments

1. These bylaws shall only be amended at the Annual Meeting of the Student Assembly or as suggested by a unanimous vote of the APHA-SA Executive Board.
2. Proposed amendments shall be submitted in writing to the Executive Board at least 30 days prior to the Annual Meeting of the APHA-SA or a deadline set by unanimous decision of the APHA-SA Executive Board.
3. Proposed amendments shall be circulated to the membership at least 14 days prior to the Annual Meeting of the APHA-SA where they will be considered, or to the deadline for voting as determined by the APHA-SA Executive Board
4. Proposed amendments shall receive at least a two-thirds vote of eligible members to be considered adopted
5. Proposed amendments will be voted on by eligible members present at the Annual Meeting of the APHA-SA where they are considered, or by electronic ballot if the proposed amendments are considered outside of the annual meeting.
6. Adopted amendments shall go into effect immediately unless otherwise stated.

Article XIV: Parliamentary Authority

The rules contained in the latest edition of Robert's Rules of Order Revised shall govern the Student Assembly in all cases except when they are inconsistent with the Bylaws of the APHA-SA.

The Bylaws were adopted by the membership of the Student Assembly by an electronic vote on , XXX, Washington, DC.

These bylaws were adopted after the restructuring of the Public Health Student Caucus to form the American Public Health Association Student Assembly.

APHA