

# PREVENTIVE MEDICINE AND COMMUNITY HEALTH GRADUATE STUDENT ORGANIZATION

## BYLAWS

### Article I: Name

- 1.1 The name of the organization shall be the Preventive Medicine and Community Health Graduate Student Organization, hereinafter referred to as "the Organization".

### Article II: Purpose

- 2.1 The Organization is a non-profit, educational association, which exists to foster the development and growth of graduate students enrolled in the Graduate Program in Preventive Medicine and Community Health (PMCH) at the University of Texas Medical Branch at Galveston (UTMB). The Organization shall serve to disseminate pertinent information among the Membership and to further the interests of the Membership by promoting participation in University affairs. Activities shall include, but are not limited to, inviting guest speakers, honoring PMCH graduate students and program faculty, and assisting the PMCH program faculty in orientation and recruitment initiatives. The Organization shall work cooperatively and collaboratively with the faculty members of the Graduate Program in PMCH to achieve these goals.

### Article III: Membership

- 3.1 Membership shall be open to students, faculty and staff of the University of Texas Medical Branch (UTMB) at Galveston regardless of age, socioeconomic status, disability, ethnic or national origin, gender, marital status, political orientation, religion, race, sexual orientation, or veteran's status.
- 3.2 There are four designations of Membership: (a) Regular Membership, (b) Special BBSC Membership, (c) Open Membership, and (d) Ex-officio Membership.
  - (a) Regular Membership. Regular Membership is open to all students who are declared members of the Graduate Program in Preventive Medicine and Community Health. Regular Members shall have the privilege of the floor and full voting rights.
  - (b) Special BBSC Membership. Special BBSC Membership is open to students who are enrolled in the Basic Biomedical Sciences Curriculum and are supportive of the Organization's stated aims. Special BBSC Members shall have the privilege of the floor but not the right to vote.
  - (c) Open Membership. Open Membership is open to all other students at the University of Texas Medical Branch at Galveston. Open Members shall have the privilege of the floor but not the right to vote.

- (d) Ex-officio Membership. Ex-officio Membership is open to all faculty members and the Program Coordinator of Graduate Program in Preventive Medicine and Community Health. Ex-officio Members shall have the privilege of the floor but not the right to vote.

#### **Article IV: Officers**

- 4.1 Officers. There shall be 4 officers: (a) Chair, (b) Vice Chair, (c) Treasurer, and (d) Secretary.
  - (a) The Chair. The Chair shall serve as the head of the Organization, preside over regular meetings, coordinate group activities, and communicate with the Membership on all matters. The Chair shall serve as the chief spokesperson for the Organization and shall act as a liaison between the Membership and the UTMB administration. In case the Chair resigns, the Vice Chair shall become the Interim Chair, and the term of office of the Interim Chair shall be consonant with the original term as the Chair. The Interim Chair shall appoint an Interim Vice Chair, and the term of office of the Interim Vice Chair shall be consonant with the term of the Interim Chair.
  - (b) The Vice Chair. The Vice Chair shall assist the Chair and preside over meetings in the absence of the Chair. In case the Vice Chair resigns, the Chair shall appoint an Interim Vice Chair, and the term of office of the Interim Vice Chair shall be consonant with the original term of the elected Vice Chair.
  - (c) The Treasurer. The Treasurer shall oversee all monies secured and held by the Organization and shall maintain an official record of all expenditures. Responsibilities shall include, but are not limited to, maintaining the budget, assisting the Membership in securing reimbursement for personal expenditures related to the activities of the Organization, and representing the Organization to the UTMB Student Government Association Budget Committee. When the Treasurer is not available, only the Chair or the Faculty Advisor may access monies belonging to the Organization. In case the Treasurer resigns, the Chair shall appoint an Interim Treasurer, and the term of office of the Interim Treasurer shall be consonant with the original term of the elected Treasurer.
  - (d) The Secretary. The Secretary shall take the minutes of the regular and special meetings and shall distribute the minutes to the Membership. The Secretary shall also assist the Chair in facilitating information exchange and correspondence. In case the Secretary resigns, the Chair shall appoint an Interim Secretary, and the term of office of the Interim Secretary shall be consonant with the original term of the elected Secretary.
- 4.2 Officer Terms. The terms of office of the Chair, Vice Chair, Treasurer and Secretary shall be for one year, beginning on May 1<sup>st</sup> and ending on April 30<sup>th</sup>. No office shall be subject to term limits.
- 4.3 Initial terms. Selected upon formation of the Organization in Spring 2004, officers will serve until April 30, 2005 to ensure that all official paperwork has been completed and the initial path has been paved for the operation of the Organization.

- 4.4 Elections. The Chair, Vice Chair, Treasurer and Secretary shall be elected by a majority of the popular vote of all Regular Members.
- (a) The Nominations Committee shall solicit candidates in March for the offices of Chair, Vice Chair, Treasurer and Secretary, and a ballot shall be provided to all Regular Members.
  - (b) Candidates for any office must meet the requirements for Regular Membership and must be in good academic and disciplinary standing at the University of Texas Medical Branch at Galveston.
  - (c) Elections will be held each April with the new officers presiding over the first regular meeting in May.
  - (d) Elections for the Chair and Treasurer will occur on odd-numbered years and elections for the Vice Chair and Secretary will be held on even-numbered years. These timings will take effect starting with officers elected in Spring 2005, upon completion of the interim officer term.

#### **Article V: Student GPC Representatives**

- 5.1 Student representatives from each discipline within PMCH (PMCH, Clinical Sciences, Public Health) will be elected each year to the Graduate Policy Committee with terms beginning October 1<sup>st</sup> and ending September 30<sup>th</sup>.
- 5.2 Election. Student representatives to the GPC will be elected at a regular meeting in September by a majority vote of Regular Members in attendance.
- 5.3 Recall. Any objections to the integrity and/or performance of a student representative to the GPC must be placed on the agenda to be discussed at a regular meeting with concurrent notification of the student representative. The student representative in question will have a chance to respond to any complaints at the soonest regular meeting. Recall of a student representative will require a majority vote of Regular Members in attendance at the first regular meeting after the student representative in question has had a chance to respond to complaints.

#### **Article VI: Faculty Advisor**

- 6.1 The Faculty Advisor shall be designated as an Ex-officio Member and may serve as a signatory on official forms when other authorized representatives are not available. The Faculty Advisor must be a faculty member of the Graduate Program in PMCH.
- 6.2 Faculty Advisor Selection. A candidate for the position of Faculty Advisor shall be elected at a regular meeting in September by majority vote of the Regular Members of the Organization present at the meeting. The Chair shall formally invite the elected candidate to serve as Faculty Advisor, and if the elected candidate declines the invitation to serve as Faculty Advisor, a new vote shall be taken at a subsequent meeting. Nominations for the Faculty Advisor candidate shall be

accepted from any Regular Member, and nominees may be added to the list of prospective candidates at any time during this process until an elected candidate accepts the invitation.

- 6.3 Faculty Advisor Term. The term of the Faculty Advisor will be for two years, beginning on October 1<sup>st</sup> and ending on September 30<sup>th</sup>. The position of Faculty Advisor is not subject to term limits. (A continuing Faculty Advisor must be re-elected every other year in September by majority vote of the Regular Members of the Organization present at the meeting.)
- 6.4 Initial terms. Selected upon formation of the Organization in Spring 2004, the Faculty Advisor will serve until September 30, 2005 to ensure that all official paperwork has been completed and the initial path has been paved for the operation of the Organization.

### **Article VII: Meetings**

- 7.1 Regular meetings. There shall be regular meetings of the Organization at which time pertinent subjects shall be discussed. Any subject may be introduced by any Member present with the permission of the Chair (or Vice Chair when presiding in the Chair's absence). Regular meetings shall be called by the Chair or by the Vice Chair with the consent of the Chair.
- 7.2 Special Meetings. Special meetings may be called at any time to address issues of concern to the Membership. Special meetings shall be called by the Chair or by the Vice Chair with the consent of the Chair.
- 7.3 Committee Meetings. The chair of any standing committee or ad hoc committee shall call meetings of that committee as required without the approval of the Chair.
- 7.4 Officers Meetings. Officers may meet at any time to discuss any issues pertinent to the operation of the Organization. Officers meetings shall be called by the Chair, or by the Vice Chair with the consent of the Chair.

### **Article VIII: Committees**

- 8.1 Standing Committees. There shall be three standing committees: (a) the Social Program Planning Committee, (b) the Volunteer Committee, and (c) the Nominations Committee.
  - (a) Social Program Planning Committee. The Program Planning Committee shall comprise any number of Regular, Special, or Ex-officio Members. This committee shall plan social activities for the year, incorporating suggestions from the Membership. Committee members shall elect a chair that reports to the Membership on committee progress and recommendations.
  - (b) Volunteer Committee. The Volunteer Committee shall comprise any number of Regular, Special, or Ex-officio Members. This committee shall plan

volunteer activities for the year, incorporating suggestions from the Membership. Committee members shall elect a chair that reports to the Membership on committee progress and recommendations.

- (c) Nominations Committee. The Nominations Committee shall be chaired by the Vice Chair and shall comprise any number of Regular Members appointed by the Vice Chair. The Nominations Committee shall include the PMCH Program Coordinator (or another Ex-officio Member appointed by the Vice Chair when the PMCH Program Coordinator is not available). The Nominations Committee shall be responsible for soliciting nominations and conducting the election of the incoming officers, student representatives to the Graduate Policy Committee (GPC), and the faculty advisor to the PMCH-GSO. Ballots shall be counted and recorded by the PMCH Program Coordinator (or other Ex-officio Member) who must certify election results.

- 8.2 Ad Hoc Committees. Ad hoc committees may be formed as needed for a particular task or to address issues of concern to the Membership. Ad hoc committees shall comprise volunteers from the Membership interested in the committee topic. Ad hoc committee members shall elect a chair that reports to the Membership on committee progress and recommendations.

#### **Article IX: Amendments**

- 9.1 Amendments shall be made to these Bylaws by a 2/3-majority vote of the Regular Members of the Organization present at the meeting and/or via electronic mail.
- 9.2 Amendments may be proposed by any Regular Member. Proposed amendments must be submitted to all Regular Members in writing at least 14 days prior to voting.

#### **Article X: Ratification**

- 10.1 These Bylaws shall take effect upon ratification by a 2/3-majority vote of the Regular Members of the Organization present at a meeting and/or via electronic mail.
- 10.2 In the event that these Bylaws are amended by the procedures outlined in Article VIII, the amended bylaws shall supercede all previous bylaws upon ratification by a 2/3-majority vote of the Regular Members of the Organization present at the meeting and/or via electronic mail.

#### **Article XI: Grievances**

- 11.1 In the case that any member of the Organization has a complaint against another member of the Organization or has concerns about any actions taken by the Organization, the member shall follow the policies outlined in the Graduate School of Biomedical Sciences Student Handbook.

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Frank Lemus, Pre-Doctoral Student  
Interim Chair,  
Preventive Medicine and Community Health Graduate Student Organization

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Date

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Patricia Blair, Pre-Doctoral Student  
Interim Vice Chair,  
Preventive Medicine and Community Health Graduate Student Organization

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Date

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Dr. Billy U. Philips, Ph.D., Professor  
Interim Faculty Advisor,  
Preventive Medicine and Community Health Graduate Student Organization

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Date