



CONSTITUTION
OF THE
PUBLIC HEALTH GRADUATE STUDENT
ORGANIZATION
OF
EAST CAROLINA UNIVERSITY
BRODY SCHOOL OF MEDICINE

Last Updated 05.08.2020

ARTICLE ONE

Name

The name of this organization shall be the Public Health Graduate Student Organization of East Carolina University, hereinafter referred to as PHO.

ARTICLE TWO

Purpose

The purposes of this Council shall be to serve as the unified voice of the Master of Public Health and Doctor of Public Health graduate student body of East Carolina University. The PHO shall also promote and support the Master of Public Health/DrPH program in the continuous advancement of its standards. In addition, if funds permit, PHO will aid in the advancement of students' studies through sponsorship of educational trips at both state, regional, and national conferences. Lastly, the PHO will facilitate camaraderie and unity among students through organized events, service opportunities, research, and community outreach.

ARTICLE THREE

Membership

Section 1. Membership in PHO shall be open to Master of Public Health students and DrPH students, faculty, and staff. Membership shall also be open to dual degree MD/MPH and DMD/MPH students.

Section 2. PHO will not unlawfully or illegally discriminate against any one person or group. Membership shall not be restricted on the basis of race, color, creed, national origin, religion, gender, age, sexual orientation, disability, or veteran status.

Section 3. Dues shall be twenty dollars per semester or thirty dollars for the entire school year. Dues shall be paid to the PHO Treasurer, or the Vice-President if the Treasurer is not present, by the second PHO general body meeting assembly of that semester. While it is understood that some students will participate without paying dues, official membership and membership rights are defined by payment of dues.

Section 4. Membership privileges include voting rights via general body meetings or absentee ballots, conference funding, cords for graduation, and no cover charge for PHO-funded events. You must be a member to also attend PHO-sponsored events. If not a member, a fee set by the Executive Board will be imposed. Non-members may be required to RSVP in advance to attend certain PHO-sponsored events.

Section 5. Active member status is defined as attending at least 2 general body PHO meetings a semester, involvement in at least one PHO-approved service event, and one PHO-approved social event. Graduation cords will be awarded to active members who fulfill these requirements during the 2 consecutive semesters prior to graduation.

- A. Exceptions are made on a case to case basis for the General Body Meeting requirement. Common exceptions include:
- a. Internship or program requirements
 - b. Distance Education students
 - i. As long as a video or phone option (ie. WebEx) is available for meetings, Distance education students may not be excused from meeting attendance, or from the service or social event requirement. A distance education service/volunteer form distributed by PHO and completed by the volunteer work coordinator at the service event of the DE students' choosing will count towards involvement in one service event. A distance education social form distributed by PHO and completed by the student can also be used to note attendance at a public health conference, symposium, networking event, or webinar to count towards involvement in one social event.
 - c. Work-related obligations- signed documentation required
 - i. A letter from a supervisor or manager with an official signature indicating that a student is working during a PHO event and other similar forms of documentation.
 - d. University excused absence

ARTICLE FOUR

Officers

Section 1. The PHO Executive Council shall consist of a President, Vice President, Secretary, Treasurer, Historian, Student Liaison, and First Year Representative. All officers shall be responsible to the President.

Section 2. Newly elected PHO Executive Board will set the times and dates of the Executive Board meetings. The PHO Executive Board is required to meet at least once a month.

Section 3. All officers shall serve a one-year term expiring at the end of the spring semester. Upon retirement from office, each officer shall turn over to their successor all records of the organization in his/her possession. All officers shall hold active member status throughout their term.

ARTICLE FIVE

Elections

Section 1. Nominations shall be made at the PHO meeting prior to the elections meeting. Nominations may also be made via email to the Secretary and shall be closed one week before elections. In the event that a position does not receive a nomination, the executive board reserves the right to open that position to “on-the-spot” nominations during the general body meeting.

Section 2. A simple majority of the quorum established at the business meeting regarding election will be required to elect each officer. This vote must be a secret ballot.

Section 3. Elections for PHO officers shall be held at least one month prior to the last day of exams in the Spring semester.

Section 4. In order to run for a PHO Executive Board position, the candidate must have been an active member in PHO the semester prior to running for office. The candidate must also have at least 6 completed course hours in the MPH program in order to be eligible. If these requirements are not met, the candidate may be eligible to run for a committee chair position. These requirements do not apply to the PHO Executive Board position of the First-Year Representative (they are encouraged to run for election during the first semester of the start of the MPH/DrPH program).

Section 5. The PHO Faculty advisor will be voted on by PHO membership at the end of the school year by a simple majority of the quorum.

Section 6. PHO Committee Chairs will be voted on by the PHO membership by the second general body meeting of the school year by a simple majority of the quorum.

ARTICLE SIX

Committees

Section 1. Both standing and ad hoc committees shall be appointed from members of PHO by the President as necessary.

Section 2. Standing committees include: Fundraising, Social, Service, and Constitutional.

- A. Fundraising Committee- The duties of the Fundraising Committee will be to organize fundraising events, research funding opportunities, and assist the Treasurer as requested.
- B. Social Committee – The duties of the Social Committee will be to research and organize social events, recreational activities, and any non-service or research function. The committee shall offer at least 2 social events per semester.
- C. Service Committee – The duties of the Service Committee will be to research and organize service events for PHO members. All service events must be related to public health, as deemed by the committee. The committee shall offer at least 3 service events per semester. At least one service event per semester must directly impact the eastern North Carolina community.
- D. Constitutional Committee – The Constitutional Committee will be comprised of the PHO Executive Board members. The committee shall review the PHO constitution at the start and close of every academic school year.

Section 3. Each committee shall have a committee chair to oversee all meetings and fulfillment of committee duties. A committee co-chair may also be created on an as-need basis as deemed by the committee chair.

- A. Committee chairs must have been in the MPH program for at least a semester at the time of election. If no one interested in the position meets this qualification, first semester program members will be considered for the position.
- B. Committee chairs shall fulfill duties as outlined in Chapter 4 of the Statutes.

ARTICLE SEVEN

Hazing

Section 1. PHO, in keeping with ECU's expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

Section 2. PHO opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual or recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individual's freedom of thought and choice.

According to N.C. Gen. Stat. § 14-35, it is unlawful for any student in attendance at any university, college, or school in this State to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group." Any violation of this section shall constitute a Class 2 misdemeanor. Any violation of this section shall constitute a Class 2 misdemeanor.

Section 3. It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and PHO if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of PHO to educate the membership of this policy.

ARTICLE EIGHT

Amendments

Section 1. Amendments to the PHO constitution may be proposed by any member or duly ad hoc committee of PHO.

Section 2. Amendments must be proposed in writing and submitted to the Secretary 48 hours prior to a regularly scheduled meeting. The President can make an exception if he/she feels it is necessary.

Section 3. Proposed amendments shall be adopted during a PHO meeting.

Section 4. Amendments to the Constitution must be made by a vote of two-thirds of the current PHO membership during a regularly scheduled PHO General Body Meeting.

Section 5. Amendments to the Statutes must be made by a vote of two-thirds of the current PHO membership during a regularly scheduled PHO General Body Meeting.

ARTICLE NINE

Ex-Officio Members

Both the Masters of Public Health Department Chair and Vice-Chair, as well as the PHO Advisor, shall be ex-officio members of PHO.

ARTICLE TEN

Constitutional & Statute Changes

Section 1. A constitutional committee shall be appointed to update the constitution at the close of every academic year.

Section 2. Amendments to the PHO Constitution and/or Statutes must be made public to all members of PHO, and will be adopted by the procedure outlined in Article Seven.

ARTICLE ELEVEN

Absentee Voting

An absentee ballot can be cast if a member cannot attend a general body meeting where voting occurs. To cast an absentee ballot, the member must e-mail their vote or use any other electronic form (Google Form, etc.) to the Student Liaison student e-mail at least 1 hour prior to the general body meeting.



STATUTES
OF THE
PUBLIC HEALTH GRADUATE STUDENT
ORGANIZATION
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EAST CAROLINA UNIVERSITY
BRODY SCHOOL OF MEDICINE

Last Updated 5.21.2019

CHAPTER ONE

Membership

Members of PHO shall receive notice of meetings from the PHO Secretary one week in advance of all meetings. Included will be the agenda for the meeting prepared by the President.

CHAPTER TWO

Duties of the Executive Board

Section 1. Duties of the Executive Board

- A. A member of the executive board shall act as the North Carolina Public Health Association (NCPHA) representative for East Carolina University, as needed. If no one can act in this capacity, it is the president's job to delegate someone to this task.
- B. One member of the executive board or committee chair is required to be at every service and social event offered throughout the semester
 - a. The executive board member who attends service events is required to get a list of all PHO members present and report those present to the Service Chair to present to the Vice Presidents in his/her monthly reports.

Section 2. Duties of the President

- A. The President shall preside at PHO meetings and shall, in conjunction with the members of PHO, take appropriate action to fulfill and promote the purposes of the organization.
- B. The President shall serve as the PHO correspondent to the Masters of Public Health student body, faculty, and administration.
- C. The President is also a member of all internal PHO committees.
- D. The President has the authority to make executive decisions during emergency situations.
- E. The President shall serve on the Health Sciences Leadership Council (HSLC) and is responsible for attending monthly meetings, but may delegate this task to Student Liaison or First-Year Representative, or another Executive Board member if those mentioned positions are not filled.
- F. The President shall attend monthly GPSS meetings to provide updates for PHO on funding, but may delegate this task to Student Liaison or First-Year Representative, or another Executive Board member if those mentioned positions are not filled.
- G. The President shall work with the Student Liaison on handling Student Grievances as outlined in Chapter 7 of the Statues.

Section 3. Duties of the Vice President

- A. The Vice President shall preside at PHO meetings in the absence of the President and shall serve as the President if the president resigns or is otherwise unable to serve,

pending election to fill vacancy.

- B. The Vice President shall fulfill the duties of the president, bearing all responsibilities and privileges, in the president's absence on all designated committees.
- C. The Vice President shall serve as head of all PHO committees and oversee all reports compiled by committee chairs and present those to the Executive Board.
- D. The Vice President shall arrange all meeting speakers.
- E. The Vice President shall receive attendance at Service Events from the Service Chair and report attendance to the Secretary for entry into BlackBoard, OrgSync, or Excel spreadsheet stored on the official PHO Google Drive.

Section 4. Duties of the Secretary

- A. The Secretary shall prepare and distribute minutes for all PHO members.
- B. The Secretary shall notify all PHO members about meetings and serve as the custodian for all PHO records and PHO affiliated correspondence.
- C. The Secretary is responsible for maintaining accurate records of quorum, attendance and voting history of each PHO member.
- D. The Secretary shall be responsible for maintaining the pho@ecu.edu email and the PHO Engage page (if it is still in use).
 - a. All emails and announcements should be sent through the pho@ecu.edu email

Section 5. Duties of the Treasurer

- A. The Treasurer shall be responsible for designing the PHO budget in conjunction with the PHO Executive Board.
- B. The Treasurer shall be responsible for preparing and distributing PHO treasury reports.
- C. The Treasurer shall collect and approve budget requests and reimbursements for approval of the PHO Executive Board.
- D. The Treasurer shall serve as the liaison between PHO and the Graduate & Professional Student Treasurer.
- E. The Treasurer is responsible for maintaining all records of fundraising activities.
- F. The Treasurer shall work with the Fundraising Chair on all fundraising events.

Section 6. Duties of the Historian

- A. The Historian is responsible for maintaining all PHO historical records.
- B. The Historian will be in charge of documenting and photographing all PHO-sponsored events, broadcasting events on PHO social media, creating marketing materials, and maintaining the department's website. If the historian cannot be present at an event, another executive board member shall photograph the event.
- C. The Historian will act as an additional voice in the transition of Executive positions at the end of the academic school year to facilitate smooth transition from old to new Executive Board.

Section 7. Duties of the Student Liaison

- A. The Student Liaison shall serve as the liaison between PHO and other university organizations.
- B. The Student Liaison shall be in charge of counting absentee ballots before general body meetings.
- C. The Student Liaison shall serve as the 25 Live representative
 - a. Must attend 25 Live training as required
 - b. Must reserve all rooms for PHO activities
- D. The Student Liaison is responsible for annual T-Shirt orders
- E. The Student Liaison shall serve on the HSLC council and is responsible for attending monthly meetings.
- F. The Student Liaison shall work with the President on handling Student Concerns as outlined in Chapter 7 of the Statues.
- G. The Student Liaison shall work with DE students to ensure that they have continued communication within the Department of Public Health.
- H. The Student Liaison shall communicate with faculty to introduce PHO to classes at the beginning of each semester. This may involve visiting classes or recording a video for faculty to share to their classes. Other executive board members shall assist the student liaison with this duty as needed.

Section 8. Duties of the First Year Representative

- A. The First Year Representative shall serve as the liaison between the first-year MPH program students and the second-year program students.
- B. The First Year Representative shall notify the Executive Committee of any comments, suggestions, concerns, or questions that arise among first-year students.
- C. The First Year Representative shall serve on the Health Sciences Leadership Council (HSLC) and is responsible for attending monthly meetings

Section 9. Duties of the Faculty Advisor

- A. The Advisor shall advise any methods to promote the ideals and purpose of the PHO.
- B. The Advisor shall meet regularly with officers and chairpersons to keep current on projects and events.
- C. The Advisor shall serve as a resource person through continued open interaction for PHO group activities and individual performance.
- D. Interpret University policies and regulation and be familiar with organization policies such as Constitution, Bylaws, and protocols.
- E. Keep interest of the MPH students, PHO organization, and University in mind.
- F. Upon the resignation of the advisor, the vacancy shall be filled by a majority vote of quorum of the PHO members. This vote must be a secret ballot during a general body meeting.

Section 10. On-Campus Presence

- A. The positions of President, Treasurer, and Student-Liaison shall be held by students that live in or around Pitt County and/or can commit to coming to campus on a weekly basis

as needed.

- B. The positions of Vice-president, Secretary, and Historian shall be held by students that live within a 50 mile radius to campus and/or can commit to coming to campus 2-3 times per month for meetings and other activities.
- C. This provision shall be evaluated each year and updated to correlate with a growing number of students that are DE.

Section 10. Misfeasance, malfeasance, and nonfeasance of duties are grounds for impeachment. An officer and faculty advisor can be impeached by seventy-five percent (75%) vote of quorum of the PHO membership. This petition must be submitted to the faculty advisor or Chair of the Department of Public Health at least two weeks prior to the vote for impeachment. The vote must be a secret ballot.

CHAPTER THREE

Meetings

Section 1. PHO shall meet no less than once a month on a time and date agreed upon by the PHO Executive Board.

- A. These meetings shall be held routinely on a time and date agreed upon by PHO Executive Board unless emergency meetings are called, which require a three day notice.
- B. The general body meeting agenda shall be sent out to the PHO membership at least 24 hours before the general body meeting by the Secretary.

Section 2. All PHO meetings are mandatory for PHO officers. Excused absences may be requested 24 hours in advance and must be approved by the President.

Section 3. Quorum will be established by a running tally of all due paying PHO members.

- A. Quorum will be the majority of all due paying PHO members.
- B. In the event a due paying member cannot make PHO meetings or does not wish to participate in PHO, they may be removed from quorum.

Section 4. In the event of a tie in voting, or any PHO member calls for Executive Vote, the PHO President shall cast the deciding vote.

CHAPTER FOUR

Committees

Section 1. All committees shall be appointed by the PHO Executive Board. Committee membership is voluntary for PHO members. The committee chair can be removed by the President when deemed necessary, subject to approval by the Executive Board.

Section 2. All committee chairs:

- A. Are not required to attend Executive Board meetings

- B. Shall report to the Vice-President
- C. Propose meeting times for their committee and meet at least 2 times each semester with their committee
- D. Report committee updates the Vice President prior to Executive Board meetings and to the PHO during scheduled meetings
- E. Work with the Treasurer to create/propose any budgets for any events or activities as necessary.
- F. Submit a report at the close of each semester as outlined by the Vice President

Section 3. The list of active committees will be subject to review by the Executive Board at the end of each academic year.

CHAPTER FIVE

Robert's Rules of Order

Robert's Rules of Order shall be used as a guide in proceedings at all meetings of PHO.

CHAPTER SIX

Student Rights and Responsibilities

Section 1. Enumeration of Rights

This Constitution affirms the following right for the members of the Brody School of Medicine Department of Public Health Student Body:

- A. The right of academic freedom
- B. The right to free speech and press
- C. The right to practice and choose freely a religion
- D. The right to assemble freely and peacefully
- E. The right to petition subjects and issues deliberated between faculty and student.
- F. The right to fair and equal treatment for all students charged with any violation of rules governing students, and the right to a fair hearing regarding those accusations.

CHAPTER SEVEN

Student Grievances/Concerns

Section 1. According to the ECU Dean of Students, “a grievance arises when a student believes, based on established administrative policies and procedures, that he or she has been treated in an arbitrary or capricious manner by a University department or a representative of the University.” All students have the right to file grievances with the ECU Dean of Students. However, if any student feels a concern should be handled within the Department of Public Health, PHO shall offer support (defined in Section 4) to any student in the MPH program through the process described herein and after appropriate action has been taken upon the student(s) themselves as described in Section 2. Conflicts that are not related to the MPH Program, Department of Public Health, or PHO, and grades are not covered by the process herein.

Section 2. All concerns will be handled by the Chair of the Department of Public Health. Informal resolution of appeals is always the most desirable approach, and encouraged whenever possible. Before initiating a formal concern with the Chair, the student shall discuss the problem with the person or persons whose actions or decisions are being challenged within fourteen calendar days after the student receives notice of the adverse action or decision. The student is encouraged to document their attempt to address their concern and provide said documentation to the Chair upon filing their concern.

Section 3. In order to file a concern, the student(s) shall email the Chair with “Student Concern” in the subject line and request a time to meet with him/her to discuss it further. Upon meeting with the Chair, the student should be able to describe the specific action or behavior resulting in this concern, the date or period of time and location in which the action or behavior occurred, a listing of any and all individuals who witnessed any part of the incident in dispute, and their attempt to address the issue themselves.

Section 4. PHO Support

If the student would like the support of PHO before, during or after the formal concern process, the student shall notify the Student Liaison and/or the President. All information presented to the Student Liaison or the President will remain confidential.

CHAPTER EIGHT

PHO Conference Support

The PHO offers limited funding for current MPH, MD/MPH, DrPH, and DMD/MPH students to attend professional conferences related to public health. Travel, lodging, registration fees and poster preparation are examples of qualifying expenses. In order for students to be eligible to receive funding, they must be active members of PHO as outlined in Chapter 1 of these Statutes and have paid dues at the time of request and for the semester of travel.