BYLAWS OF THE
STUDENT HEALTHCARE ASSOCIATION

EFFECTIVE SEPTEMBER 2014
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INTRODUCTION

The Student Healthcare Association (SHA) is a student organization supporting the future healthcare professionals in accomplishing their goal by expanding their horizon, facilitating networking opportunities and imparting knowledge and information that would help them to understand the potential in the healthcare sector. It is composed of staff advisors, student officers, and a student body. SHA helps create connections between the students and healthcare organizations through meetings and conferences. Its mission is to enable these connections and strengthen them to create Global leaders.

BYLAWS

I. Name – Western Kentucky University – Student Healthcare Association (SHA)

II. Article I – Purpose
   A. “Our mission is to facilitate substantial connections among students and professionals and to develop global leaders in all healthcare sectors.”
   B. SHA’s purpose is to connect students with each other and with professionals in order to participate in and create meaningful healthcare incentives within the university, throughout the community, and throughout the nation.
   C. Goals:
      • Create connections among WKU students throughout all healthcare degree programs.
      • Create connections between WKU healthcare students and healthcare professionals.
      • Collaborate with other student organizations and organizations within the community to make a positive impact on healthcare.
      • Provide SHA students with meaningful and significant experiences that will further their education and careers.

III. Article II – Membership

   Explain how one may join (Eligibility) and how, at any given point in time, you will know who the members are (Good Standing). Be sure to specify any special requirements or skills necessary for participation, such as GPA, etc. Examples:

   A. Any full-time or part-time WKU student who has expressed an interest in the activities of the club and has paid club dues on time.
   B. Any full-time or part-time WKU student who has attended at least 5 club events (meetings, social activities, lectures, and volunteer activities).
C. Any full-time or part-time WKU student who has read the organization’s bylaws and paid membership dues deemed by the organization.
D. To be an active member, students must attend no fewer than 5 organizational events between club meetings, social events, speaking events, and volunteering opportunities.

IV. Article III – Governance

Section I – Officers
A. President
• Presides over meetings of the organization and calls special group meetings
• Facilitates executive board meetings
• Maintains contact with organization advisor, organization alumni, affiliated university and national organizations
• Represents the organization to the University and serves as the spokesperson for the organization
• Serves as a secondary signatory on financial accounts
• Assists all executive officers
• Provides follow-up to organizational tasks
• Represents organization at official functions
• Remains fair and impartial during organizational decision making process
• Provides encouragement and motivation to fellow officers and organizational members

B. Vice President
• Assumes the duties of the President in his/her absence
• Services as an ex-officio member of standing committees
• Directs constitutional updating and revisions
• Facilitates the election of officers
• Recruits new members
• Represents organization at official functions
• Remains fair and impartial during organizational decision making process
• Performs other duties as directed by the President

C. Secretary
• Obtains appropriate facilitates for organization activities
• Keeps a record of all members of the organization
• Prepares an agenda with the President for all meetings
• Notifies all members of meetings
• Keeps the organization informed of both organizational and university business
• Keeps and distributes minutes of each meeting of the organization
• Maintains attendance in all meetings
• Serves as the organizations recognition and appreciation coordinator
• Prepares and files any report required with Treasurer
• Handles all official correspondence of the organization
• Collects organizational mail from the advisor when mail is received
• Represents organization at official functions
• Remains fair and impartial during organizational decision making process
• Performs other duties as directed by the President

D. Treasurer
• Is selected for position by Organizational Advisor
• Is familiar with accounting principles and policies
• Serves as the primary signatory on financial accounts
• Serves as the chair of the finance committee
• Pays organizational bills and collects organizational dues
• Maintains organizational records, storage, and office
• Keeps all financial records of the organization
• Prepares an annual budget, all budget requests for funds, and submits financial records to members
• Maintains a financial history of the organization.
• Provides advisor with a financial summary at the end of the year
• Advises members on financial matters (i.e. vendors, ticket selling matters)
• Prepares purchase orders, requisition forms, or supply requests
• Coordinates fundraising drive and solicitations
• Maintains an inventory of all equipment and its condition
• Represents organization at official functions
• Remains fair and impartial during organizational decision making process
• Performs other duties as directed by the President

E. Activities Coordinator
• Develops, plans and promotes varied activities and events that benefit the student body.
• Collaborates with other officers to form an assessment plan regarding the effectiveness of activities.
• Consults with student members, presents proposals for the approval of financial support of events and activities.
• Maintains files pertaining to the duties of this office
• Plan, organize, coordinate, and supervise various educational, recreational, social, and cultural student events.
• Assist student government, student clubs and their sponsors in planning and organizing campus activities
• Participate in the development of marketing strategies to promote activities and services to maximize student involvement in the association
• Represents organization at official functions
• Remains fair and impartial during organizational decision making process
• Performs other duties as directed by the President

F. Assistant Activities Coordinator
• Develops, plans and promotes varied activities and events that benefit the student body.
• Collaborates with other officers to form an assessment plan regarding the effectiveness of activities.
• Consults with student members, presents proposals for the approval of financial support of events and activities.
• Maintains files pertaining to the duties of this office
• Assists with maintaining an abundance of guest speakers in relation to the size of the organization
• Plan, organize, coordinate, and supervise various educational, recreational, social, and cultural student events.
• Assist student government, student clubs and their sponsors in planning and organizing campus activities
• Ensures and maintains educational diversity in order to better benefit the range of majors in the organization
• Participate in the development of marketing strategies to promote activities and services to maximize student involvement in the association
• Represents organization at official functions
• Remains fair and impartial during organizational decision making process
• Performs other duties as directed by the President

G. Undergraduate Student Class President
• Assists SHA President during regularly scheduled and special called meetings
• Assists SHA President with any organizational staff
• Serves as a liaison between Organizational Officers and Organizational Advisor
• Represents Organizational Advisors at SHA Board Meetings
• Serves as a contact for Undergraduate students inquiring about the HCA program or SHA.
• Informs undergraduate students and SHA members of opportunities for Internships or Networking Opportunities available.
• Represents Organization, the Public Health Department, and the University at official events.
• Remains fair and impartial during the organizational decision making process.
• Provides encouragement and motivation to fellow officers and organization members.

H. Graduate Student Class President
• Assists SHA President during regularly scheduled and special called meetings
• Assists SHA President with any organizational staff
• Serves as a liaison between Organizational Officers and Organizational Advisor
• Represents Organizational Advisors at SHA Board Meetings
• Serves as a contact for Graduate students inquiring about the MHA program or SHA.
• Informs graduate students and SHA members of opportunities for Internships or Networking Opportunities available.
• Responsible for ensuring that Marketing of SHA and all SHA related events are handled in an effective and timely manner.
• Represents Organization, the Public Health Department, and the University at official events.
• Remains fair and impartial during the organizational decision making process.
• Provides encouragement and motivation to fellow officers and organization members.

Failure to fulfill the responsibilities appointed to each officer is grounds from removal from position.

Section II – Officer Elections
Define how officers are nominated and the procedure by which they will be voted into office.

A. Nominating Method
• Officers can be nominated from the floor during a meeting or through privately submitted nominations
• Nominated students must submit their resume to the SHA Executive Board to be considered as a contestant in the election
• The treasurer position must be nominated by an organizational advisor
• Voting will take place at the meeting immediately following the nomination meeting.
• Students running for office must have at least one year education left to complete

B. Voting Procedure
• Quorum: at least fifty percent of SHA members must be present at the meeting for the vote to be valid
• How a Vote Carries: A plurality (the largest percentage of votes) is sufficient to elect an officer.

C. Counting and Handling of Votes
• The counting and handling of the ballots will be the responsibility of the President and the advisor. If the President is running for office, the responsibility will fall to the next ranking officer who is not on the ballot

Section III – Terms of Office
A. April – Elect new officers for all positions
B. May – New officers shadow old officers and prepare for next year’s agenda
C. June – New officers assume office, plan for new membership recruitment, set goals with other officers, etc.
Section IV - Vacancies in Officer Positions
A. If a vacancy should occur in any officer position, the position will be filled immediately. The vacancies will be filled as follows:
   • Vacancy in President’s position-Position will be filled by the current Vice President
   • Vacancy in Vice President’s position-Position will be filled by the VP runner-up as determined in the April election meeting.
   • Vacancy in Secretary’s position-Position will be filled by the Secretary runner-up as determined in the April election meeting.
   • Vacancy in the Treasurer’s position-Position will be filled by the Treasurer runner-up as determined in the April election meeting.
   • Vacancy in the Activities Coordinator position-Position will be filled by the Activities Coordinator runner-up/Activities Team Member as determined in the April election meeting.

Section V - Removal of Members and Officers
A. Removal of Members: A member may not be removed arbitrarily. Grounds for member removal include:
   • a significant amount of unexcused absences from meetings/activities, violation of rules explained in the Student Handbook or failure to abide by the policies of SHA, and conduct unbecoming the organization.
B. Reasons for Removing Officers:
   • Officers are expected to fulfill all responsibilities of their offices and those of standard membership. Failure to fulfill the responsibilities of his or her office is grounds for removal.
C. Procedure for Removing Members and Officers:
   • Minimum due process must be followed: The accused person must be provided written charges and an opportunity to defend him/herself in the presence of all of the officers and the SHA advisor.

V. Article IV – Meetings
A. Student Healthcare Association will meet monthly.
B. Meeting times will be determined by a vote at the first meeting at the start of the year.
C. Members will be notified if the time of regular meetings needs to be changed or if there needs to be a special meeting by an email from the president of the association.
D. Members must attend at least FIVE meetings and/or events (fund-raisers, social events, etc.). If a member cannot participate, an officer should be contacted and informed BEFORE the time of the event.
E. There will be monthly officer meetings, and four out of the five officers must be present for meeting to be official.
F. Fifty percent of the members will constitute a quorum. If fifty percent of SHA
G. Members are not present for a meeting, the organization cannot conduct official business that affects the other members.
H. Fifty percent of members present at a meeting must vote for an action to carry and be in effect for the organization.

VI. Article V - Finances
Funds may be generated from Student Government Association allocations (in May of each year for the following academic year), from membership dues and from fund-raisers.

Section I – Dues
If dues are to be collected from members, there must be a stated process and time for determining the amount of the dues.

A. The dues will be decided by a vote from a minimum of 3 officers on the executive committee and the advisor.
B. Membership fee (dues) should be turned in to an officer by the date of the second meeting (in October).
C. For 2013-14, the dues are: $10 for each semester. Members may also pay $20 for the full year.

Section II – Fundraising
A. Fundraisers must be approved in advance by the advisors and appropriate university personnel, and all raised funds must be deposited into SHA’s on-campus account. SHA will get approval from the university before soliciting businesses in the community or other external constituents, such as parents, alumni, etc.
B. All members should assist with fundraising to the best of his or her ability in order to benefit the association.

VII. Article VI - Advisors

Section I: Advisors
A. Dr. William Mkanta
   Academic Complex 127C
   (270) 745-5260
   william.mkanta@wku.edu

B. Dr. Gregory Ellis-Griffith
   Academic Complex 137
   (270) 745-3076
   gregory.ellis-griffith@wku.edu
Section II: Duties
To reserve rooms, vans, etc., an advisor must sign appropriate forms. An advisor is also required to attend or find a person approved by the university to attend out-of-town events in which the student organization participates. The advisor's role is not to run the organization, but to give advice to members and officers and to facilitate an experience rich in opportunities for intellectual, cultural and personal growth.

VIII. Article VII - Amendments
Any proposed amendment to the bylaws should be addressed during the monthly meeting. The membership must vote on any changes. Members will have appropriate time to consider changes before a vote is taken on their approval. A quorum is sufficient to pass any change or amendment.

IX. Article VIII - Parliamentary Authority
The standard rules used during the association’s meeting are as follows. The association is free to modify them or find another suitable process that encourages fairness and participation, unless the bylaws state otherwise in later revisions.

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that......") A second motion must then also be made (raise your hand and say, "I second it."). After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion
on the floor is voted on immediately.

6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.