

**San Diego State University  
College of Health and Human Services Council  
BYLAWS**

**ARTICLE I**

**NAME**

**Section 1**

The name of this organization shall be the College of Health and Human Services College Council (CHHSC) at San Diego State University (SDSU).

**ARTICLE II**

**PURPOSE**

**Section 1**

The purposes of this organization are to promote the interest of the students within the College of Health and Human Services (CHHS), to develop articulated procedures for organizing and coordinating interdisciplinary student participation within the CHHS, to develop and promote effective representation of the students in the CHHS to SDSU and to other student groups, and to develop and maintain systems of communication in order to act upon professional and non-professional issues affecting the students of the CHHS.

**ARTICLE III**

**AUTHORITY**

**Section 1**

**The CHHSC shall serve as the governing student council for the College of Health and Human Services and derives this authority from the Dean of the college.**

**Section 2**

This organization is a recognized student organization at SDSU and adheres to all campus policies as set forth in the *SDSU Student Organization Handbook*.

**Section 3**

The rules contained in the most recent version of *Robert's Rules of Order, Newly Revised* shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

**ARTICLE IV**

**MEMBERSHIP**

**Section 1**

Membership in the organization shall be open to those regularly enrolled SDSU students who are declared and/or affiliated with majors in one of the following schools within CHHS:

- A. Speech, Language, and Hearing Sciences – Undergraduate & Graduate

- B. Social Work – Undergraduate, Graduate, & MSW/JD
- C. Nursing – Undergraduate and Graduate
- D. Public Health – Undergraduate, Graduate, MSW/MPH
- E. Exercise and Nutritional Sciences – Undergraduate and Graduate

**Section 2** For new organizations to become recognized and be eligible for funding through our college council they must fulfill the following requirements within their introductory semester:

- A. Contact an executive council officer and provide an overview of the organization including a list of officers and faculty advisor.
- B. Have no more than two (2) unexcused absences at CHHS full council meetings.
- C. Participate in one (1) Council or Philanthropic event during the semester.
- D. Meet approval of the Council.

**Section 3** Eligibility for membership or appointed or elected student officers positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

**ARTICLE V**                      **CLUB/ORGANIZATION REPRESENTATIVES**

**Section 1** Representative must be one of the following three positions within the student organization: president, vice president or treasurer. Exceptions will be made on a case by case basis.

**Section 2** Duties of the club/organization representatives shall include, but are not limited to:

- a. Attend all confirmed CHHSC meetings.
- b. Report to the CHHSC activities within their clubs/organizations.
- c. Be responsible for knowing and understanding the bylaws of the CHHSC.
- d. Cast one vote per representative only, no matter the number of organizations represented.
- e. Find representation for the meeting(s) if the club/organization representative cannot attend a CHHSC meeting.

- f. Represent and give a report on no more than two clubs at a given meeting, unless there are extreme circumstances.

## **ARTICLE VI**

### **EXECUTIVE OFFICERS**

#### **Section 1**

The executive officers of CHHS shall be the President, Executive Vice President, Secretary, Vice President of Finance, AS Representative(s), and Director(s) of Public Relations.

In the event of a vacant executive position(s), currently elected executives will assume the duties of this position(s) until filled.

#### **Section 2**

#### **Powers and Duties of Officers include, but are not limited to:**

1. The President shall:
  - a. Serve as the chief executive officer of the organization.
  - b. Preside at all meetings of the organization.
  - c. Attend all SDSU Academic Affairs Board meetings, or send a representative.
  - d. Be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and the community at large.
  - e. Maintain regular communication with the CHHS Assistant Dean for Student Affairs and CHHSC Officers.
  - f. Promote and organize activities consistent with the stated purpose of the CHHSC.
  - g. Shall serve as interim AS representative in the event that a vacancy shall occur or appoint a representative to fulfill the position until the vacancy is filled.
  - h. Be responsible for knowing and understanding the bylaws of the CHHSC.
  - i. Cast one vote for the CHHSC as an Officer.
  - j. Represent a maximum of one club/organization in addition to the Officer's position and may cast one vote for that club/organization.
  - k. Must be within the major during their elected term; this excludes those considered pre-majors.
2. The Executive Vice President shall:
  - a. Attend all confirmed CHHSC meetings.
  - b. Preside over the CHHSC in the President's absence. In the case of the vacancy of the Presidency, the Vice President shall succeed to the office of the President for the duration of the term.
  - c. Oversee fellow officers of organization to ensure individual duties are completed in a timely manner.

- d. Be responsible for total coordination of the Spring CHHSC Awards Ceremony. This includes, but not limited to, distribution and collection of nomination packets, coordination of voting procedures with Officers and the Advisor, ordering and delivering awards, informing awardees of selection, preparation of script for ceremony, development of program, and planning refreshments. Maintain regular communication with the CHHS Assistant Dean for Student Affairs regarding event.
- e. Be responsible for amending and retrieving approval of the bylaws in accordance with Associated Student's policies.
- f. Be responsible for knowing, understanding, and maintaining the bylaws of the CHHSC.
- g. Cast one vote for the CHHSC as an Officer.
- h. Represent a maximum of one club/organization in addition to the Officer's position and may cast one vote for that club/organization.

3. The Secretary shall:

- a. Attend all confirmed CHHSC meetings.
- b. Record attendance at all CHHSC meetings and report record to the Executive Vice President.
- c. Coordinate with CHHSC President and the CHHS Assistant Dean for Student Affairs regarding current agenda items.
- d. Prepare agenda for each meeting and provide copies for all CHHSC members and have available in public 72 hours before the meeting.
- e. Take minutes of each meeting and prepare them for distribution at the following meeting and to Associated Students. When minutes are required for AS financial purposes, minutes will be prepared as quickly as possible and distributed to each organization.
- f. Work with CHHS Assistant Dean for Student Affairs to collect information for an up-to-date list of student organizations, which includes: name of club, advisor with contact information, current club President with contact information, and purpose of club. If available, time and place of regularly scheduled meetings.
- g. Make available current copies of bylaws to interested parties.
- h. Be responsible for knowing and understanding the bylaws of the CHHSC.
- i. Be responsible for tracking student involvement requirements for graduation chord.
- j. Cast one vote for the CHHSC as an Officer.

- k. Represent a maximum of one club/organization in addition to the Officer's position and may cast one vote for that club/organization.
4. The Vice President of Finance shall:
- a. Attend all confirmed CHHSC meetings.
  - b. Represent the CHHSC at AS Finance Board meetings as needed.
  - c. Coordinate with AS financial personnel an informational meeting for CHHSC members.
  - d. Track expenditures and provide a report to the CHHSC clubs/organizations on the status of their AS accounts, bi-weekly.
  - e. Maintain record of spending plans submitted by each organization.
  - f. Be responsible for fully understanding AS financial policies and serve as a resource person for all CHHSC clubs/organizations.
  - g. Be responsible for knowing and understanding the bylaws of the CHHSC.
  - h. Cast one vote for the CHHSC as an Officer.
  - i. Represent a maximum of one club/organization in addition to the Officer's position and may cast one vote for that club/organization.
  - j. Must be within the major during their elected term; this excludes those considered pre-majors.
5. The Director(s) of Public Relations shall:
- a. Oversee all Public Relation activities within the college council.
  - b. Relay all college council activities to the rest of the College of Health and Human Services at the bi-weekly full council meetings and through mass emails as appropriate.
  - c. Publicize and inform SDSU community of college council events through media means such as, but not limited to, AS council website, press releases, newsletters, brochures, Facebook, email, fliers, posters, and video media.
  - d. Be responsible for one focused philanthropic event per semester. (Refer to Director of Public Relations handbook for resources.)
  - e. Be responsible for collecting community service documentation from student organizations and submitting to Student Life and Leadership.
  - f. Be responsible for designating Public Relations staff to be used at their own discretions with responsibilities such as, but not limited to the following duties:

- i. Responsible for networking and gathering information of events involving and pertaining to students in the College of Health and Human Services.
    - ii. Assisting the director in creating media materials.
    - iii. Assists the director in distributing and publicizing college council activities.
  - g. Cast one vote for the CHHSC as an Officer.
  - h. Represent a maximum of one club/organization in addition to the Officer's position and may cast one vote for that club/organization.
6. The AS Representative shall:
- a. Attend all confirmed CHHSC meetings.
  - b. Attend all Associated Students (AS) meetings.
  - c. Serve as the liaison between CHHSC and AS, reporting all activities and news to both organizations.
  - d. Responsibly represent CHHSC and its best interest when voting at AS Council meetings.
  - e. Be responsible for fully understanding AS general policies and sever as a resource person for all CHHSC clubs/organizations.
  - f. Be responsible for knowing and understanding the bylaws of the CHHSC.
  - g. Coordinate a collaborative effort with the Director(s) of Public Relations to disseminate necessary information regarding a news blog via various media outlets.
  - h. Be responsible for writing resolutions for CHHSC and A.S. when deemed necessary.
  - i. In the case of an AS representative vacancy, the President shall serve as an interim AS rep or appoint a representative to fulfill the position until the vacancy is filled.
  - j. Cast one vote for the CHHSC as an Officer.
  - k. Represent a maximum of one club/organization in addition to the Officer's position and may cast one vote for that club/organization.
  - l. Shall be required to hold a minimum of one open forum per semester for their respective college to voice concerns.

**Section 3**

Qualifications necessary to hold office in the organization are as follows:

All executive officers must hold an overall GPA of 2.0 and be enrolled in at least six units.

Must currently hold a major or be considered a pre-major within the College of Health and Human Services.

**ARTICLE VII**

**SELECTION OF OFFICERS**

- Section 1** The President, Vice President, Secretary, Vice President of Finance, Director of Public Relations, and AS Representative(s), are elected annually. Elections are held at the end of each spring semester and shall take place at a regularly scheduled meeting of the organization at which a quorum is present. At least one week’s notice shall be provided for any meeting at which an election is to be held.
- Section 2** Nominations for officers shall be made at the regular meeting immediately preceding the election. Nominations may also be made from the floor immediately prior to the election for each office. Members may nominate themselves for an office.
- Section 3** Officers shall be elected by majority vote.
- Section 4** Officers shall assume office at the last full CHHSC meeting of the spring semester and serve for one full academic year.
- Section 5** If the position of President becomes vacant as a result of resignation, or ineligibility, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular full council meeting when the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

**ARTICLE VIII**      **MEETINGS**

- Section 1** Incoming officers will determine the time and day of the regular meeting of the CHHSC for the following academic year. CHHSC full council meetings will be scheduled bi-weekly during the academic year.
- Section 2** Any action voted upon by the CHHSC will be determined by the majority.
- Section 3** If a club/organization representative cannot attend a CHHSC meeting, it is the representative’s responsibility to find representation for the meeting. Clubs/organizations are allowed no more than two unexcused absences per semester. If a club/organization has more than two unexcused absences the CHHSC reserves the right to consider the club/organization inactive and may re-allocate any AS funds allocated to the club/organization for the appropriate semester as outlined in Article IX, Section 2 of the bylaws.
- Section 4** If an officer cannot attend a CHHSC meeting, it is the officer’s responsibility to notify the President and Secretary 24 hours before the meeting. If an officer has more than 3 unexcused absences per semester

the executive board reserves the right to appoint a new officer to fulfill the vacancy via vote of no confidence.

**Section 5** Special meetings for extraordinary circumstances may be called by the President or Faculty Advisor, giving members verbal and and/or electronic notice, 48 hours in advance of the meeting. Non-attendance of a special meeting does not count as an absence for attendance/funding purposes.

**ARTICLE IX**                    **DISTRIBUTION OF FUNDS**

**Section 1** The CHHSC Executive Officers are responsible for distributing funds allocated to the CHHSC by the AS Finance Board.

**Section 2** Each club/organization is eligible for AS funds, with submission of their spending plan, completion of one community service project per semester, and completion of one fundraiser, providing regular attendance at CHHSC meetings, with no more than two unexcused absences per semester, plus cooperation and participation in Council activities. In the event a club/organization does not fulfil the requirements for funds the monies will be not be allocated.

**Section 3** The council shall reserve an adequate amount of funds each semester to cover its programs, operating costs, and other expenses.

**Section 4** All monies not otherwise designated shall remain in the Council's unallocated account.

**Section 5** Any funds not spent by the individual club/organization during the fall semester will remain in the organization's allocated funds for the spring semester. Any organization not utilizing any portion of their fall allocation could be subject to revocation of funds.

**Section 6** Individual clubs/organizations can request supplemental funds from the CHHSC. If no supplemental funds are available through the CHHSC, the individual clubs/organizations can request funds from the AS Finance Board, in accordance with their policies.

**Section 7** Club/organization funds shall not be used to purchase or reimburse members for alcoholic beverages.

**ARTICLE X**                    **EXECUTIVE COMMITTEE**

**Section 1** The Executive Committee shall consist of the elected and appointed officers, with the advisor serving as a non-voting member.

**Section 2** The Executive Committee shall meet bi-weekly during the academic year.



- Section 3**                    When necessary, Executive Committee business can be conducted via email.
- Section 4**                    The Executive Committee shall have general supervision of the affairs of the organization between meetings and is authorized to take action when action must be taken prior to the next meeting.
- Section 5**                    The Executive Committee shall report to the membership all actions taken between meetings.

**ARTICLE XI                    COMMENCEMENT INCENTIVE ELIGIBILITY**

- Section 1**                    Any student from the College of Health and Human Services is eligible to receive commencement incentive such as a graduation cord.
- Section 2**                    Incentive eligibility will be based on a point system designed by college council executive officers.
- Section 3**                    Points will consist of attendance at full council meetings, fundraisers, and philanthropic events.
- Section 4**                    “Extra Credit” points will be available for any additional events pending approval from college council executive officers.
- Section 5**                    Events are subject to change per semester, executives will notify students of upcoming events and the opportunity to accrue points throughout the semester and school year.
- Section 6**                    Student must sign in at all events or provide sufficient proof of attendance to receive credit

**ARTICLE XII                    AMENDMENTS**

- Section 1**                    Bylaws may be amended by a 2/3 vote of the CHHSC. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

These bylaws were adopted on Tuesday, March 3, 2009 and most recently revised on Thursday, March 14th, 2013.

Approved and Revised by:

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Allie Raimondo, President

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Donna Daly, Advisor