

# **The Constitution & Bylaws**



UNIVERSITY OF ARKANSAS  
FOR MEDICAL SCIENCES

## **Master of Health Administration Student Organization**

*Current September 2016*

# Master of Health Administration Student Organization

## ARTICLE I: NAME OF ORGANIZATION

This committee shall be known as the Master of Health Administration Student Association of the University of Arkansas for Medical Sciences, hereafter referred to as the MHASA.

## ARTICLE II: PURVIEW AND MISSION

### SECTION A: Purpose of MHASA

The purpose of the organization shall be:

- (a) To provide student led organization of academic, professional and social affairs for MHA students of the University of Arkansas for Medical Sciences,
- (b) To promote student led philanthropic endeavors benefitting the communities of the Little Rock metro area,
- (c) To serve as a liaison between the student body and administration of the Master of Health Administration program, bringing to the forefront the issues and concerns of students in MHASA.

### SECTION B: Mission of the MHASA

- (a) **Mission.** Our mission is to promote and organize the academic, professional and social initiatives of the members of MHASA, while providing communal benefit through philanthropic activity.
- (b) **Vision.** Our vision is to foster an environment of academic, professional, social and philanthropic excellence for all MHASA members.
- (c) **Core Values.** Excellence, Education, Service

### SECTION C: Code of Ethics

The MHASA follows the Code of Ethics of the University of Arkansas for Medical Sciences.

## **ARTICLE III: Executive Committee**

### **SECTION A. Term Limits**

1. A term is defined as the period between elections.
2. Terms for all executive positions are an academic year.
3. The term limits for all executive committee positions are one term.

### **SECTION B. President**

There shall be a 2<sup>nd</sup> year President of the MHASA.

1. The responsibilities of the President shall be:
  - (a) Acting as the official representative of the MHASA to the administration of UAMS and MHA faculty,
  - (b) Presiding over all meetings of the MHASA and draft or approve all supplementary materials
  - (c) Approving of all planned activities of the social and philanthropic committees.
  - (d) Communicating all activities and objectives of the MHASA to the membership,
  - (e) Ensuring that all orders and resolutions enacted by MHASA are carried into effect,
  - (f) Calling special meetings upon request of thirty percent of the membership or upon the request of the faculty of the MHA program,
  - (g) Taking any other approved action necessary to the performance of his/her duties and responsibilities under this constitution, and
  - (h) Maintain non-voting member status at the MHASA meetings, unless in the event of a tie.

### **SECTION C: Vice President**

There shall be a 2<sup>nd</sup> year Vice President of the MHASA.

1. The responsibilities of the Vice President shall be:

- (a) Acting as the official representative of the MHASA to the MHA faculty in the absence of the President
- (b) Assisting the President in fulfilling the overall responsibilities of executive order
- (c) Calling and presiding over all the MHASA meetings in the absence of the President,
- (d) Taking any other approved action necessary to perform his/her duties and responsibilities, and
- (e) Maintaining voting member status at the MHASA meetings.

#### **SECTION D: Philanthropy/Fundraising Officer (PFO)**

There shall be a 2<sup>nd</sup> year Philanthropy/Fundraising Officer of the MHASA.

1. The responsibilities of the PFO shall be:
  - (a) Controlling fundraising agenda and monetary needs related to approved actions of the MHASA,
  - (b) Managing an approved budget and rollover amount,
  - (c) Ensuring that the MHASA performs at least one philanthropy event each semester (twice per term),
  - (d) Keeping the MHA program abreast on local fundraising/philanthropy events that could potentially become an interest for involvement,
  - (e) Leading organization efforts to secure the means for successful philanthropy/fundraising events
  - (f) Taking any other approved action necessary to perform his/her duties and responsibilities, and
  - (g) Maintaining voting member status at the MHASA meetings.

#### **SECTION D: Treasurer**

There shall be a 1<sup>st</sup> year Treasurer of the MHASA.

1. The responsibilities of the Treasurer shall be:
  - (a) Collecting membership dues of all the MHASA members,
  - (b) Assisting the PFO with any tasks deemed appropriate to fulfilling our philanthropy/fundraising efforts

- (c) Taking any other approved action necessary to perform his/her duties and responsibilities,
- (d) Maintaining voting member status at the MHASA meetings.

#### **SECTION E: Social Officer**

There shall be a 2<sup>nd</sup> year Social Officer of the MHASA.

1. The responsibilities of the Social Officer shall be:
  - (a) Organizing and coordinating all social events in which the MHASA participates in,
  - (b) Keeping members of the MHASA abreast on social events within UAMS or the community at large,
  - (c) Maintaining strong communication with students faculty and staff of the MHA program regarding social events,
  - (d) Taking any other approved action necessary to perform his/her duties and responsibilities, and
  - (e) Maintaining voting member status at the MHASA meetings.

#### **SECTION F: Secretary**

There shall be a 1<sup>st</sup> year Secretary of the MHASA.

1. The responsibilities of the Secretary shall be:
  - (a) Taking and distributing meeting minutes,
  - (b) Taking any other approved action necessary to perform his/her duties and responsibilities, and
  - (c) Maintaining voting member status at the MHASA meetings.

#### **SECTION G: Associations Representative**

There shall be a 1<sup>st</sup> year Associations Representative for the MHASA.

1. The responsibilities of the Associations Representative shall be:
  - (a) Coordinating and organizing the ACHE mentorship program,
  - (b) Acting as the liaison between the MHASA and the AHEF, and local MGMA chapter

- (c) Distributing relevant information related to ACHE, MGMA, an all other professional organizations to the MHASA membership.
- (d) Taking any other approved action necessary to perform his/her duties and responsibilities, and
- (e) Maintaining voting member status at the MHASA meetings.

#### **SECTION H: Communications Officer**

There shall be a 1<sup>st</sup> year Communications Officer for the MHASA.

1. The responsibilities of the Communications Officer shall be:
  - (a) Acting as the liaison between the current MHA student body and the MHA/MHSA alumni,
  - (b) Taking the lead on publishing the newsletter, updating the program's Facebook, and any other form of communicating with the public,
  - (c) Assisting our faculty representative in maintaining an association website,
  - (d) Taking any other approved action necessary to perform his/her duties and responsibilities, and
  - (e) Maintaining voting member status at the MHASA meetings.

#### **SECTION I: Part-Time Student Representative**

There shall be a 1<sup>st</sup> or 2<sup>nd</sup> year Part-Time Student Representative of the MHASA.

1. The responsibilities for the Part-Time Student Representative shall be:
  - (a) Acting as the liaison between part-time and full-time students,
  - (b) Bringing forth any part-time student specific problems or suggestions to the attention of the MHASA membership,
  - (c) Taking any other approved action necessary to perform his/her duties and responsibilities, and
  - (d) Maintaining voting member status at the MHASA meetings.

### **ARTICLE IV: MEETINGS**

## **SECTION A: Time and Location**

1. Meetings will be held at least once every month. The meeting time and location will be set by the President. The meeting time is subject to change by the President if necessary.
2. Special Meetings may be called upon in request of 30 percent of the voting members of the MHASA or upon request of the MHA faculty.

## **SECTION B: Conducting Meetings**

1. All meetings shall be conducted in accordance with Robert's Rules of Order
2. A 1/3 quorum must be met at the beginning of any meeting before any business can be conducted.

## **SECTION C: Attendance**

1. The Executive Committee and Committee Chairs shall not miss more than 3 meetings during their year term. Those that miss more than 3 unexcused meetings will be subject to removal by a 2/3 vote of the voting members of the MHASA.

# **ARTICLE V: ELECTIONS AND APPOINTMENTS**

## **SECTION A: Nominations for the MHASA Executive Committee**

1. Nominations for Executive Positions
  - (a) The MHASA nominations and elections are coordinated by the attending faculty. Nominations will begin the first week of each fall semester, followed by elections within the first month of the fall semester.
  - (b) Nominated candidates must meet all criteria for service on the MHASA executive committee.

# **ARTICLE VI: Impeachment**

Impeachment of the members of the MHASA Executive Committee and Committee Chairs shall be as follows:

1. The members of the Executive Committee or may be impeached for any of the

following charges:

- (a) Misplacing or misuse of MHASA funds
- (b) Usurpation of the powers of the MHASA
- (c) Any personal conduct unbecoming of a member of MHASA

2. Impeachment procedures:

- (a) A majority vote of the voting membership of MHASA shall be sufficient to bring the member to trial before the general membership of the MHASA.
- (b) The highest ranking MHASA member not on trial shall act as the chairman of the trial while members of the MHASA are being tried on the impeachment charges.
- (c) Impeachment requires a three-fourth vote of the voting membership of MHASA which shall be by secret ballot.

## **ARTICLE VII: FUNDING**

- 1. The MHASA will not fund for guarantor for MHASA members (gifts, business cards, handouts, etc.)
- 2. The MHASA will not fund for travel, lodging or registration for conferences.
- 3. The MHASA will not fund for alcohol or any illegal substances that are in violation of the UAMS code of ethics.
- 4. Membership dues are set at \$25 per term and are due at the first held meeting.

## **ARTICLE VIII: AMENDMENTS**

This constitution shall be amended by the following procedures:

- 1. An amendment may be proposed by a majority vote of the voting membership of the MHASA.
- 2. A proposed amendment shall be ratified at any general election or at a special election called for that purpose at least seven days after notification of the proposal.
- 3. The amendment shall be ratified by a two-thirds (2/3) majority of the votes cast



in the election.