

**THE JOHNS HOPKINS BLOOMBERG SCHOOL OF PUBLIC HEALTH**  
**BY-LAWS OF THE STUDENT ASSEMBLY**

**Title I. Student Association Special Membership**

1. Students present on campus but without direct affiliation to the School, postdoctoral fellows, special students limited and students on leaves of absence must make a written request to the Student Assembly in order to obtain Student Association membership.
2. Nonresident students, postdoctoral fellows, special students limited and students on leave of absence will be granted full membership in the Student Association by a majority vote of the Student Assembly.
3. Once granted, membership of nonresident students, postdoctoral fellows, special students limited, and students on leave of absence in the Student Association will be in effect until convocation of the academic year in which the student has been specially recognized.

**Title II. Election Procedures**

1. **Spring Elections.**
  - (i) Spring Elections shall be held by the end of April.
  - (ii) The President-Elect, the Treasurer, one of each of the Vice-Presidents with the exception of the Vice-Presidents for Elections and half of the members-at-large shall be elected in the spring.
  - (iii) The Student Assembly shall ratify the results of these elections before convocation.
2. **Summer Elections.**
  - (i) The Vice-Presidents for Elections / MPH Co-Officers shall be elected in the Summer Election.
  - (ii) The Summer Election shall be held by the end of July.
  - (iii) Only MPH students may vote in the Summer Election.
  - (iv) The summer elections will be managed by a specially appointed Elections Committee that will operate for these elections only.
3. **Fall Elections.**
  - (i) The remaining Vice-President and member-at-large positions shall be elected by the Student Association in the Fall Elections.
  - (ii) Fall Elections shall be held by the last week of September.
4. **Nomination Procedures.**
  - (i) **In General.** Candidates may be nominated by other student(s) or may nominate themselves.
  - (ii) **Eligibility.** A member of the Student Association is eligible to run for office only if he/she:
    - (a) Will be a member of the Student Association for the entire term of office (e.g. no leaves of absence).
    - (b) In the case of Spring Elections, a student completing a degree in May, but returning again as a student in the Fall, may run for office.
  - (iii) **Nominations.**
    - (a) *Duration of Nomination Period.* Nominations must be open for 4 to 7 days prior to the final ballot.

- (b) *Acceptance of Nominations.* Acceptance of nominations must be confirmed in writing by nominees prior to the preparation of the ballot.
- (c) The nomination acceptance form shall include a question regarding Executive candidates' interest in being considered for a Member-at-Large position in the event that he/she fails to win the election for the executive position.
- (d) Multiple Nominations.
  - (i) Students nominated for more than one position shall be asked by the Election Committee to choose one candidacy for the election ballot.
  - (ii) A student may appear on the ballot for one position only.

5. **Campaigning.**

- (i) Candidates shall be encouraged to limit campaigning to personal communications. Campaigning by candidates using official school channels and resources (including but not limited to flyers, bulletin boards, school-wide, department-wide or student group listservs or e-mail lists, and announcements during class-time) shall be strongly discouraged. Campaigning on the activities-I and student-I listservs is strictly forbidden. In addition, any use of university resources for campaigning purposes that may violate official university policies may be referred to the appropriate university authorities.
- (ii) All candidates shall be informed of the campaigning guidelines upon their acceptance of their nomination. The student body will also be notified at least once of the election guidelines during the week of nominations.
- (iii) The election committee shall review any infringements of guidelines and university policies and shall have the power to remove any candidate from the election.
- (iv) The election committee shall provide a forum to publicize official candidates and their statements. The scope of such a forum shall be at the discretion of the election committee, however the committee will strive to make the process as fair as possible to all candidates.

6. **Election procedures.**

- (i) **Election Duration.** The elections shall be held over the course of 4 to 7 days.
- (ii) Voter Eligibility.
  - (a) Each member of the Student Association shall have one vote.
  - (b) The roster of current full-time and part-time students shall be obtained from the Registrar and shall serve as the official list of Student Association members eligible to vote, to which shall be added those students who were granted membership as provided in the Student Assembly Constitution, Article I Section 2.
- (iii) **Secret Ballots.** All ballots shall be secret.
- (iv) **Voting Procedures.**
  - (a) *Web ballot.*
    - (i) Elections will be conducted using a web ballot.
    - (ii) If a web ballot is not feasible, the Election Committee will propose an alternate to be approved by the general student assembly.
  - (b) *Counting Ballots.* Each candidate shall receive the total number of votes counted in favor of said candidate either specifically or as a write-in candidate for a given position
  - (c) *Tie.*
    - (i) In the event of a tie, there will be a run-off election between the top two candidates.

- (ii) The run-off election must be conducted within one week of the original election. No write-ins will be accepted in the run-off election.
- (d) *Transfer of votes.* Votes of candidates for an executive position who are not elected to that position and who expressed an interest in holding a position as a Member-at-Large as stipulated in the Student Assembly Bylaws Title II Section 2 subsection (iii) shall be transferred to votes for the candidate as a Member-at-Large only in the event that there are not sufficient candidates to fill all Member-at-Large positions.
- (e) *Write-in votes.*
  - (i) Write-in votes shall be accepted. There will be one write-in vote option for each position on the ballot.
  - (ii) Write-in votes shall be counted in the same manner as votes for candidates on the ballot.
  - (iii) In the event that a write-in candidate receives the greatest number of votes, the election committee shall ask the candidate whether he/she wishes to accept the Office and, if so, to complete the Participation Agreement. The write-in candidate will be officially named to the office only if he/she accepts the Office and consents to the Participation Agreement.
- (v) **Records.** Records of all elections proceedings, including nominations, statements, voting results, must be maintained for at least 2 years. Vote tallies shall be available to any member of the Student Association upon request. Requests should be presented in writing to the chair of the Election Committee.

**7. Departmental Representatives.**

- (i) Each department shall select one Student Association member to serve as a Departmental Representative by the last week of September.
- (ii) It shall be the responsibility of the President or someone on his/her behalf to contact departmental student coordinators, to address departmental student orientation meetings or to use any other appropriate procedure to assure departmental representation.
- (iii) The departments shall decide on the procedure for selection of the representatives.
- (iv) Departmental representatives must be students in any of the programs of their respective departments.

**Title III. Committees**

**1. Function.** The Standing Committees of the Student Assembly, as described in the Student Assembly Constitution, Article IX Section 1 subsection (i) shall function to execute the decisions of the Student Assembly and to act on behalf of the Student Assembly in accordance with the specific purpose of each committee, as described in Constitution Article IX Section 1 subsection (iv).

**2. Meetings.**

- (i) All standing committees shall meet no less than once per calendar month. The schedule of committee meetings must be posted by the last week of October. Changes in the meeting schedule must be posted and notification must be sent via e-mail to all regular committee members at least 10 days prior to either the former scheduled date or the rescheduled date, whichever is earlier.
- (ii) All committees shall have a policy of open meetings, and any member of the Student Association shall be permitted to attend. Closed sessions may be held if approved by a two-

thirds majority vote of the committee members with voting privileges (Paragraph 5) and when such a closed session is necessary to protect the privacy or rights of individuals. The chair of the committee shall keep a record of topics discussed at any closed meeting, and shall submit the record at the next regular Student Assembly meeting.

**3. Reporting of activities.**

- (i) One person on each committee shall be selected to record minutes for each committee meeting, whether the meeting be a regularly scheduled one or a special meeting. Copies of the minutes shall be posted and made available to any members of the Student Association within 3 business days of the committee meeting.
- (ii) Committees may be asked to provide a report of activities and/or a summary of topics discussed at the general Student Assembly meetings. Committees may also request time to discuss activities or topics at the general Student Assembly meeting by submitting a request to be placed on the agenda to the VP for Communications no less than 10 days prior to the meeting.

**4. Membership & Voting.**

- (i) Any member of the Student Association may serve on any Student Assembly committee. Members of the Student Association who are not voting members of the Student Assembly may be granted voting rights on the committee if approved by a two-thirds vote of current committee members with voting privileges. This voting right shall only extend to votes held within the committee, and not to general Student Assembly votes or votes in other committees. Voting rights granted to non-Student Assembly members may be revoked at any time by a two-thirds vote of all other committee members with voting privileges.
- (ii) Procedures for deciding quorum and voting on committee issues shall be decided by each committee Chair, who shall make such procedures known no later than the second committee meeting of the year and shall abide by them for the duration of the year unless an alteration is approved by a unanimous vote of committee members with voting privileges.

**Title IV. Appropriations and Funding**

1. **In General.** The Student Assembly shall solicit and appropriate funds in accordance with the Student Assembly Constitution, these Bylaws and JHSPH policies.

**2. Definitions.**

- (i) **General Fund.** This is the entire initial allocation of funds received by Student Assembly from the School.
- (ii) **Student Group Events Fund.** These funds are part of the General Fund and are to be used solely for the purpose of funding activities and events coordinated by recognized Student Groups that are open to the entire general body of the Student Assembly.
- (iii) **Student Group Administrative Fund.** These funds are part of the General Fund and are available to Student Groups for organizational and operational functions.
- (iv) **Discretionary Fund.** All revenue will be placed into the Discretionary Fund.

**3. General Fund.**

- (i) **Budget.** An annual line-item budget will be approved by the Student Assembly for the following fiscal year by the last general meeting of the academic year in May.
  - (a) Approval of the budget requires a majority vote.

- (b) The Finance and Appropriation Committee, upon consultation with the Executive Committee, will distribute the proposed budget to the Student Assembly at least one week prior to the meeting where the Budget will be voted upon.
  - (c) No less than 33 percent of the General Fund will be budgeted for the Student Group Events Fund and the Student Groups Administrative Fund, combined.
  - (d) Modifications may be made to the budget with a majority vote of the Student Assembly.
  - (e) In failing to approve the budget in May, the budget for the previous academic year is automatically replicated for the new one until the first general meeting of the new year, where a mandatory discussion and vote on the budget will take place.
- (ii) **Appropriations.** Appropriations will be made by the Finance and Appropriations Committee based on the approved budget.

4. **Student Group Events Fund.**

- (i) **Budget.** The Student Groups Events Fund (the Fund) will be a line item of the General Fund budget to be approved according the Bylaws Title IV Section 3.
- (ii) **Appropriations.**
  - (a) *In General.*
    - (i) A maximum of 10 percent of the Fund may be appropriated during the summer term and 45 percent during the fall semester (first and second terms and winter intercession); the remainder may be appropriated during the third and fourth terms. Upon recommendation of the Finance and Appropriation Committee, in accordance with Paragraph (2) below, this allocation structure may be altered for the current fiscal year by a two-thirds majority vote of the Student Assembly.
    - (ii) The Fund shall only be appropriated to recognized Student Groups for events and activities open to the entire Student Association and will only be appropriated on an event-by-event basis.
  - (b) **Role of the Finance and Appropriations Committee.** The Finance and Appropriations Committee (the Committee) shall have primary responsibility for the appropriations of funds from the Student Group Events Fund. The Committee shall only appropriate funds for events where the eligibility criteria and requirements of these bylaws are clearly met in accordance with Paragraph (1).
  - (c) **Duty and Responsibility of Student Groups.** Student Groups are responsible for complying with the application procedures, advertising requirements, financial documentation requirements, and event follow-up activities specified in these bylaws.
  - (d) **Eligibility for Appropriations.**
    - (i) Funds shall be only appropriated for events and activities by eligible student groups (Paragraph 5).
    - (ii) Funds shall only be appropriated for eligible events and activities (Paragraph 6).
    - (iii) Funds shall be appropriated taking in consideration the guidelines indicated in Paragraph 10 and Appendix 1.
  - (e) **Eligible Student Groups.** For a student group's event or activity to be eligible for appropriations, the student group must be recognized by the Student Assembly as an official JHSPH student group. A student group's eligibility for event and activity appropriations may be limited in accordance with Title 5, Paragraphs 3 and 4.
  - (f) **Eligible Events and Activities.**
    - (i) No appropriations will be made for events that have already occurred.

- (ii) Appropriations will not be made for events and activities that benefit only the members of the student group (e.g., food or refreshments for group meetings).
  - (iii) Appropriations will not be made for awards or gifts for student group members.
  - (iv) Scholarships are not eligible for appropriations from the Fund.
  - (v) Appropriations will not be made for events or activities that conflict with a Student Assembly meeting or a Student Assembly event.
  - (vi) The Finance and Appropriations Committee may decide, on a two-thirds majority vote, to waive the requirements on paragraphs i) and/or v) upon extenuating circumstances.
- (g) ***Procedure for Requesting Student Group Event Appropriations.*** A student group seeking appropriations for an event or activity shall follow the following procedure:
- (i) The group shall submit a Funding Application to the Treasurer via e-mail no later than the first day of the month in which the budget shall be appreciated.
  - (ii) Should the Committee solicit so, the group shall send a representative to the Committee meeting at which the budget request will be heard to give an overview of the event, address Committee concerns and answer questions.
  - (iii) Should the group wish to appeal the decision of the Committee, it shall communicate so to both the Treasurer and the Vice President of Student Groups; the matter will then be discussed on the following Executive Committee meeting. In case of unfavorable outcome of this primary appeal, the student group can present a second appeal in a general body meeting; the Student Assembly President will then act as the point of contact to ensure the inclusion of this item in the meeting's agenda.
  - (iv) Groups receiving less than the requested amount of funding because of problems or concerns raised by the Committee may amend their Funding Application to resolve all problems and concerns and submit a new Funding Application to be considered at the next Committee meeting.
- (h) ***Evaluation of Funding Requests by the Committee.***
- (i) The Committee shall review a funding request at the meeting following submission of the Funding Application
  - (ii) Prior to this Committee meeting, the Vice President of Student Groups, upon solicitation by the Treasurer, shall note any failures by the Student Group to comply with Student Assembly Policies in accordance with Title 5, Paragraphs 3 and 4.
  - (iii) The Committee shall review the Funding Application and determine whether the application falls within the requirements under this Section.
  - (iv) The Funding Application shall be referred to the Executive Committee whenever the Committee is unsure as to whether the eligibility requirements were met or the Committee feels that the application should be considered by the Student Assembly for other reasons. The Executive Committee will either choose to issue its opinion to the Committee or further refer the matter to a general body meeting.
  - (v) The funding request shall be denied if the eligibility requirements under this Section are not met.
  - (vi) The Committee may decide to grant an approval of the funding request conditional on changes to be explained and indicated to the applicant.
  - (vii) In all Committee votes concerning Funding Applications, Committee members who also serve on the board of the student group seeking funding shall not vote.

- (viii) The Treasurer shall report to the Student Assembly at each Student Assembly general meeting an overview regarding all new Funding Applications and all new Committee actions regarding Funding Applications.
- (i) **Factors to be Considered in Evaluating Funding Applications.**
- (i) The following criteria will be used to prioritize funding requests:
- (1) Educational/Academic value of event.
  - (2) Cultural value of event.
  - (3) Community service civic engagement.
  - (4) Social value.
  - (5) Level of estimated interest/need for event.
- (ii) Additional consideration will be granted based on the following:
- (1) High number of participants expected
  - (2) Event involves more than one department or campus
  - (3) Creative innovation, planning and design of event
  - (4) Well written proposal, with detailed budget
  - (5) Sought funding from additional sources
  - (6) Collaboration with other student group(s)
  - (7) SA funding critical to event (other funding streams unavailable)
  - (8) Group has been active during the year and past years
- (iii) The following will count against groups receiving funding:
- (1) Funding request application is incomplete, poorly written or does not have budget itemized with those items the group is requesting SA funds for clearly marked.
  - (2) Budget has not been minimized (*i.e.* exorbitant amounts listed for items or other expenses listed that are deemed unnecessary for the success of the event.)
  - (3) Other, obvious potential sources of funding were not considered
  - (4) Funding already received by the group from the Student Assembly equals or exceeds an amount determined by the Student Assembly at the onset of the year to be a reasonable limit for a single group for that year.
- (j) **Eligible Line-items.** The general guideline on eligible line-items and respective maximum amount to be allocated by the committee is detailed on Appendix 1. Other considerations are as follows:
- (i) Events will only be funded if they are open to all students
  - (ii) Groups are asked to provide the goods/services themselves or from inexpensive sources, whenever possible.
  - (iii) Groups proposing to exceed the amounts listed on Appendix 1 will be asked to consider charging a small, non-prohibitive fee to participants.
  - (iv) Expenses for other goods/services not listed in Appendix 1 will be determined on a case-by-case basis. Groups seeking expensive services should not expect to have the full amount funded by the Student Assembly, and should seek outside funding.
  - (v) The rental of art, furniture or materials from off-campus vendors for an event shall only be considered if it is deemed pivotal to the success of the event.

- (vi) The purchase of books, equipment, furniture, art or other materials will only be considered if the group can show that they will be used for other group activities in the future. Purchased materials must be stored at the School either by the student group (if appropriate space is available) or by the Student Assembly (conditional of adequate authorization).
  - (vii) Fees for items or services that will only benefit group members, or that will be donated, contributed to charity or will only benefit persons not participating in the event, will not be funded.
- (iii) **Advertising Requirements.** If funds are appropriated for an event or activity, the student group must:
- (a) name the JHSPH Student Assembly as a sponsor on all advertisements and announcements;
  - (b) advertise the event or activity over the activities-I listserv the week prior to the event and the week of the event;
  - (c) post all advertisements in English.
- (iv) **Event Follow-up.** If funds are appropriated for an event or activity, the student group must submit all required documentation as requested by the Treasurer; details shall be provided in the *Reimbursement Guidelines*, which is distributed by the Treasurer upon request.

#### 5. **Student Group Administrative Fund.**

- (i) **Budget.** The Student Group Administrative Fund will be a line-item of the General Fund budget to be approved according the Bylaws Title IV Section 3.
- (ii) **Appropriations.** Each Student Group will have discretion over the use of the Administrative Fund with the following stipulations:
  - (a) The Fund is meant for meetings, events, and activities that are intended for Group members only.
  - (b) The Administrative Fund should not be used to supplement funds appropriated via the Student Groups Events Fund.
  - (c) **Role of the Finance & Appropriations Committee.** The Committee will process all Budget Action Forms at the request of the Student Group as long as they meet the above criteria and other Student Assembly and School reimbursement procedures and protocol.
  - (d) **Role of the Student Group.** The Student Group must notify the Treasurer upon spending money from the Administrative Fund and must follow standard reimbursement procedures.

#### 6. **Discretionary Fund**

- (i) **In General.** The Discretionary Fund shall be used as a source of funding for unforeseen expenditures and an account for unexpected surplus revenue.
- (ii) **Budget.** There will be no preset budget for the Discretionary Fund.
  - (a) All revenues from Student Assembly events will be deposited into the Discretionary Fund.
  - (b) In the event of a surplus revenue, the additional funds shall remain in the Discretionary Fund and be available in the following fiscal year.
- (iii) **Appropriation.** Funds may be appropriated from the Discretionary Fund with a majority vote of the Student Assembly.



## **Title V. Student Groups**

1. **General.** Student Groups should augment the educational experience and/or quality of life of members of the Student Association through the organization of extra-curricular activities pursuant with each group's Statement of Purpose. Student Groups represent only themselves, they **do not** represent the Johns Hopkins Bloomberg School of Public Health or the Student Assembly

### **2. Rights and Responsibilities**

#### (i) Rights

- (a) Any member of the Student Association shall have the right to organize a student group and apply to the Student Assembly for formal recognition of the group in accordance to the procedures outlined in Paragraph 3.
- (b) Recognized student groups in good standing (defined as not being on suspended status, as described below) shall have the following rights:
  - (i) To have access to resources designated for the use of recognized Student Groups including, but not limited to:
    - (1) Ability to reserve rooms within the Wolfe St. Building and Hampton House building for group meetings or events;
    - (2) A Group e-mail account;
    - (3) A group webpage;
    - (4) Use of the Student Events Calendar
    - (5) Use of the Student Assembly Student Group Resource Room for group-related work or storage;
    - (6) Inclusion in all general Student Group fairs
  - (ii) To organize and execute activities to take place in the Wolfe Street Building and Hampton House building involving persons not associated with the group and/or the School following approval of such activities by the office of Student Affairs;
  - (iii) To advertise group meetings and/or approved activities in accordance with rules set forth by the School;
  - (iv) To apply for funding from the Student Assembly and/or the Johns Hopkins Alumni Association for approved group activities. (Applications made to the Student Assembly for funding will only be considered after the Group President *and* Treasurer have signed releases verifying they have read and understood the Student Assembly funding guidelines and reimbursement guidelines.);

#### (ii) Responsibilities

- (a) In order to remain in good standing, recognized groups must meet the following requirements:
  - (i) Membership and leadership in the group must be open to all members of the Student Association, and at least one officer position must be filled by a member of the Student Association of the School of Public Health at all times;
  - (ii) The majority of the activities of the Group should be held at the East Baltimore Campus unless there are justifiable reasons why most activities must be held elsewhere;
  - (iii) The group must abide by all University and Student Assembly regulations with regards to activity approvals, fund-raising, solicitation and advertising;
  - (iv) Group membership and activities shall not exclude or dissuade participation based

on gender, sexual orientation, race, religion, nationality, disability or political or other opinion, nor shall group activities be of a nature considered inappropriately discriminatory, hate-based or incendiary.

- (v) The Group must have a constitution on file that provides at minimum a statement of purpose, procedures for election of new leadership, provisions for officer positions consisting of at least a President or Coordinator and a Treasurer, and a faculty advisor;
- (vi) The group must not make claims to represent the JHSPH or the Student Assembly;
- (vii) The Group must maintain communications with the Student Assembly Vice President for Student Groups, including at minimum:
  - (1) Submission of an updated list of officers by the end of the first month of the academic year. Groups that hold elections after the first month of the academic year or newly approved Groups must submit an updated list of officers within 2 weeks of elections;
  - (2) Submission of an updated group constitution by the end of the first month of the academic year. Newly approved Groups must submit a constitution within 2 weeks of approval;
  - (3) A reasonably updated webpage, including at minimum the Group Statement of Purpose or Mission Statement and contact information;
  - (4) Reasonably prompt response to communication from the Student Assembly or Administration of the School, defined as response or action taken within 2 weeks of receipt of communication;
  - (5) Attendance by at least one group officer at any mandatory group meetings or training sessions as communicated by the VP for Student Groups.

### 3. **Procedure for Recognition.**

- (i) **In General.** Only groups whose mission statement and proposed activities are deemed to be of interest and value to members of the Student Association and whose goals are not already being adequately addressed by existing student groups shall be recognized.
- (ii) **Application.** Applications for recognition must be made by submission of a completed Student Assembly New Group Application Form to the VP for Student Groups. Applications may be submitted at any time during the academic year, but must be received no less than 10 days before a regularly scheduled Student Assembly meeting to be placed on the agenda for that meeting.
- (iii) **Approval Procedure.** Once an application has been placed on the Student Assembly meeting agenda, at least one group representative must be present at the Student Assembly meeting for the application to be reviewed. The applicant will be designated no less than two minutes to describe the proposed group to the Assembly. The decision to approve the application for formal recognition shall be decided by a majority vote.

### 4. **Suspension or revocation of recognized status**

- (i) Definitions
  - (A) *Suspended status.* A group on suspended status shall be deprived of its usual rights and privileges as defined in Paragraph 2 Section (i) for as long as it remains on suspended status. This means that, while on suspended status, a group cannot reserve rooms or host events in the Wolfe St. or Hampton House buildings or apply for funding. Groups may request reinstatement as described in Paragraph 4 section (iii). Any events planned

or rooms reserved at the time that a group is placed on suspended status shall be cancelled or postponed, unless it is decided by a majority vote of the Student Group committee to allow such arrangements to be kept.

- (B) *Revocation of recognized status.* A group which has had its recognized status as an official student group revoked permanently loses all of the rights and privileges of an official student group as defined in Paragraph 2 Section (i). Groups may not request reinstatement. Groups may reapply for recognition by following the procedures outlined in Paragraph 3 only if it can be demonstrated that the group has obtained new leadership, defined as at minimum a new President and new Treasurer. Any events planned or rooms reserved at the time that official recognition of a group is revoked shall be immediately cancelled.
- (II) Procedures for suspension or revocation
  - (a) The VP for Student Groups may place a group on suspended status whenever any of the responsibilities outlined above are not being met. The VP for Student Groups is required to inform the Student Group, the members of the Student Group Committee and the members of the Executive Committee of the Student Assembly whenever a Group has been placed on suspended status.
  - (b) If a recognized Student Group remains on suspended status for eight consecutive weeks, or is placed on suspended status more than twice in any academic year, the Student Assembly shall revoke official recognition of the group.
  - (c) A student group which believes it was placed on suspended status in error may appeal the suspension in writing to the Student Group Committee. The Committee will review and vote on all such appeals at its next regularly scheduled meeting. Unfavorable decisions may be appealed in writing to the general Student Assembly, which will vote on the appeal at its next regularly scheduled meeting.
- (iii) Reinstatement Procedures
  - (a) A group which has been placed on suspended status may request reinstatement of privileges at any time by submitting a letter to the Vice President of Student Groups outlining the steps that have been taken to amend the grievances set against the group. In the event that the VP for Student Groups is unavailable, the request may be submitted to the Student Assembly President or VP for Communications.
  - (b) The request shall be reviewed at the next meeting of the Student Group Committee, and the decision to reinstate the Group shall be made by a majority vote of the committee. The time between submission of the request and the committee meeting shall not count towards the eight week limitation as outlined in Section (ii) subsection 2.
  - (c) Groups have the right to appeal an unfavorable decision to the Student Assembly and be heard at the next regularly scheduled Student Assembly meeting.

## 5. Group Penalties

- (i) Failures on the part of Student Groups to fulfill their responsibilities as specified in Paragraph 2 section (ii) and with regards to funding shall be assigned 'points' in accordance with severity, with points being distributed as follows:
  - (a) Groups will accrue one point for the following infractions:
    - (i) Failure to submit complete documentation, consisting of all appropriate Budget Action Forms, Receipts, etc, to the SA Treasurer or other designated individual within one month of an event.
    - (ii) Cost overrun, defined as money spent above the amount specified on the Funding

- Application following approval by the Finance and Appropriations Committee.
- (iii) Unauthorized budget modification, defined as money spent on any line item on the Funding Application not approved by the Finance and Appropriations Committee.
  - (iv) Failure to comply with requirements of award, such as failure to advertise an event properly, failure to recognize SA on advertisements, failure to make event open to all students at JHSPH.
  - (v) Failure to request and adequately label and organize items for storage in the Student Assembly Office or Student Group Resource Room.
  - (vi) Failure to reserve the Student Assembly Office for group meetings and leave the office in a cleanly state following meetings.
  - (vii) Make a claim to represent JHSPH and/or Student Assembly on group materials or event advertising.
- (b) Groups will be placed on suspended status for the following infractions, following review by the Student Group Committee:
- (i) Intentional misrepresentation of information on the Funding Application including, but not limited to, misrepresentation of the goals, format, audience or agenda of the event, or purposeful exaggeration of the estimated costs for any line item.
  - (ii) Intentional misrepresentation of information on the Student Assembly New Student Group Application or Group Constitution including, but not limited to, misrepresentation of the statement of purpose, election procedures, or other information expressly included by the group, or dishonest attribution of the faculty advisor.
  - (iii) Unauthorized signing of a contract
  - (iv) Deliberate discrimination based on gender, sexual orientation, race, religion, nationality, disability or political or other opinion, or holding group activities of a nature considered inappropriately discriminatory, hate-based or incendiary.
- (c) The Student Group Committee may also assign points for infractions not outlined in Paragraph 5 Section (i) subsections 1 and 2 on a case by case by a majority vote of the committee.
- (ii) Points shall be assigned by the VP for Student Groups, who shall inform the Student Group receiving the point(s) and the Student Assembly Treasurer whenever a group has received a point. The VP for Student Groups is *required* to assign a point when any of the above situations has occurred *including instances when Student Assembly was informed ahead of time that the situation would occur*. It is up to the Student Group to appeal the point if circumstances existed that should have excused the group from receiving the point.
- (iii) Penalties
- (a) The first point shall serve as a warning.
  - (b) Accrual of 2 or more points will result in implementation of penalties upon review by the Student Group Committee. Penalties will be determined on a case-by-case basis during the Student Group Committee meeting and with consultation with the Student Assembly President and Treasurer when needed. Penalties could include, but are not limited to,
    - (i) Reduction in amount of funding a group is able to request for events
    - (ii) Inability of the group to apply for funding for a specified duration
    - (iii) Prohibition from holding any group events
    - (iv) Inability to utilize resources and rooms provide to groups by the Student Assembly

- (c) Accrual of 3 points will result in the group being placed on suspended status, following review by the Student Group Committee.
- (iv) **Appeals**
  - (a) Student Groups reserve the right to appeal any point(s) or penalties assigned by submitting a written document and any supporting information to the VP for Student Groups. The Student Groups Committee and, in cases of points resulting from funding violations, the Student Assembly Treasurer, shall review all such appeals at their next regularly scheduled meeting and make a response to the Group within 3 days of the meeting.
  - (b) Appeals will be reviewed at the next scheduled Student Group Committee meeting.
  - (c) Student Groups reserve the right to make a secondary appeal of the decision of the Student Group Committee by submitting a written document and supporting information to the Student Assembly, to be voted on at the next regularly scheduled Student Assembly meeting.
  - (d) All points and penalties will remain in effect until the Student Group Committee, or Student Assembly in the case of a second appeal, has voted upon the appeal.
- (v) **Procedures**
  - (a) If the group has received a funding penalty, the approved amount for each line item on the funding request shall be decreased by the appropriate amount, as determined by the Student Group Committee and Student Assembly Treasurer per Paragraph 5 Section (iii). In the case where a Student Group has more than one funding application submitted at any meeting, and a penalty was applied to only one Funding Application, the penalty will be applied to the application with the earlier submission date, or, in the case of more than one application with identical submission dates, the application with the earlier event date.
  - (b) Assigned points remain on a Student Group record and continue to accrue throughout each budget year. Points are removed from all Student Group records on the 1<sup>st</sup> day of the new budget year.
  - (c) Groups that have not applied for Student Assembly funds but have spent money in excess of their budget resulting in a debit from the Student Assembly account shall accrue points in accordance with the "Unauthorized budget modifications" criteria detailed above.
  - (d) Groups shall be notified that they have received reduced funding whenever a penalty has been applied. Student Groups may not appeal a penalty in funding. All appeals must be made with regards to the points that led to the penalty.
  - (e) Violations that meet more than one of the criteria listed in Paragraph 5 Section (i) shall have points assigned for each criterion that was met. An example is a statement on the funding application that the event will be open to all JHSPH students when it is not, thereby qualifying as a misrepresentation on a funding application *and* a failure to comply with the conditions of the award.

## **Title VI. Awards**

1. **Awards to be Granted.** The Student Assembly shall give the following awards at a minimum on behalf of the Student Association each year. New awards may be awarded at the discretion of the Student Assembly.

- (i) Advising, Mentoring, and Teaching Recognition Awards
  - (ii) Staff Recognition Awards
  - (iii) Student Recognition Awards
  - (iv) Teaching Assistant Recognition Awards
  - (v) Golden Apple Awards
  - (vi) Student Conference Fund
2. Procedure for Seeking Nominees.
- (i) Nominations for exceptional students, staff, and faculty shall be solicited from the Student Association no later than the last week of March. Nominations will be open for a period of one week. Nominations must include a description of the activities of the nominee and the reasons for the nomination.
  - (ii) Once nominations and testimonials have been collected, the Awards Committee shall review submissions and confirm eligibility of nominees for the awards for which they have been nominated.
  - (iii) The Awards Committee will be responsible for notifying all eligible nominees of their nomination in writing no later than the first day of the Spring election.
3. **Procedure for Selecting Award Recipients.** Awards committee will a priori decide on a publicized method of selecting awardees. There must be an objective component to evaluate testimonials, such as a point system, in addition to subjective evaluations. Awards that are to be voted upon will follow the same voting rules as student assembly elections. Awards committee members are ineligible to evaluate nominees in any category for which they are nominated.
4. **Records.** As with election proceedings and results, all testimonials, awards committee minutes/proceedings, and results will be saved for at least three years. Award recipient names will be stored permanently. The Chair of the awards committee will pass these records on to the President-Elect to store with other annual reports.
5. Advising, Mentoring and Teaching Recognition Awards
- (i) **In General.** The Advising, Mentoring, and Teaching Recognition Awards are granted for excellence among faculty and instructors not necessarily related to instruction of a specific course.
  - (ii) **Eligibility.** All faculty members and course instructors at the Johns Hopkins Medical Institutions are eligible to receive Advising, Mentoring, and Teaching Recognition Awards. Faculty who have received an award in the past two years are not eligible.
  - (iii) **Excellence.** Examples of areas of excellence include but are not limited to excellence in advising, mentoring, or teaching and excellence in improving education or quality of life at the School.
  - (iv) **Number of Awards.** Up to ten awards shall be granted per year.
  - (v) **Selection of Award Recipients.** The Awards Committee shall select up to ten award recipients based on the testimonials submitted by nominators.
6. Staff Recognition Awards
- (i) **In General.** The Staff Recognition Awards shall be awarded to staff persons who have gone beyond what would normally be expected in their respective roles and have, by virtue of their effort and work, made a significant contribution to improving the quality of life at the school and in the community.

- (ii) **Eligibility.** Any staff member at the Johns Hopkins Bloomberg School of Public Health, or a staff member at the Johns Hopkins Hospital/University who otherwise interacts with the School of Public Health students on a daily basis, who has not received this award in the previous three years is eligible.
  - (iii) **Number of Awards.** Up to five awards shall be granted per year as follows:
    - (a) Two awards are reserved for staff affiliated with academic departments.
    - (b) Two awards are reserved for staff affiliated with non-academic departments or offices.
    - (c) The fifth award may be given to any staff member regardless of department or office affiliation.
  - (iv) **Selection of Award Recipients.** The Awards Committee shall select up to five award recipients based on the testimonials submitted by nominators.
7. Student Recognition Awards
- (i) **In General.** The awards should go to students who have, by virtue of their effort and work, made a significant contribution to improving the quality of life at the School and in the community.
  - (ii) **Eligibility.** Any student enrolled during the academic year shall be eligible for the Student Association selected awards with the exception of the Student Assembly officers for that academic year.
  - (iii) **Number of Awards.** Up to five awards shall be granted per year as follows:
    - (a) Two awards are reserved for Student Association selection.
    - (b) Three awards are reserved for Awards Committee selection.
  - (iv) **Selection of Award Recipients.** Award recipients shall be selected as follows:
    - (a) Two awards recipients shall be selected by the Student Association in the spring election. These are mandatory awards.
    - (b) If the Awards Committee decides there are up to three more exceptional nominees for the Student Recognition Award that were not selected by the Student Association in the Spring election, they may opt to select one to three award recipients on the basis of the testimonial(s) for and contributions of the nominee during the academic year. These are optional awards.
8. Teaching Assistant Recognition Award.
- (i) **In General.** The awards should go to Teaching Assistants who have demonstrated excellence in and dedication to teaching.
  - (ii) **Eligibility.** All individuals who have worked as a teaching assistant for any course offered by the Johns Hopkins Bloomberg School of Public Health during the current academic year or during the 4<sup>th</sup> term of the previous academic year are eligible.
  - (iii) **Number of Awards.** Up to two awards shall be granted per year.
  - (iv) **Selection of Award Recipients.** The Awards Committee shall select up to two award recipients based on the testimonials submitted by nominators.
9. Golden Apple Awards.
- (i) **In General.** The Golden Apple awards shall be presented to faculty members each year for excellence in teaching.
  - (ii) **Eligibility.**
    - (a) Only current Johns Hopkins Medical Institutions faculty teaching courses at the Johns

Hopkins Bloomberg School of Public Health are eligible for Golden Apple Awards.

- (b) Faculty members are not eligible the three years immediately following receipt of a Golden Apple Award.
- (iii) **Number of Awards.** Four awards shall be granted per year, one for each category of on-site class size: small, medium, and large, and one for internet-based courses. The Awards Committee shall determine the number of students deeming a class size small, medium, or large for each academic year. The committee shall also propose a method for adjusting for the enrollment size of internet-based courses before voting for the awards begin.
- (iv) **Selection of Award Recipients.** Award recipients shall be selected by the Student Association in the Spring election.

#### 10. Student Conference Fund Award

- (i) **In General.** The Student Conference Fund covers expenses directly related to the applicant's attendance at a conference associated with public health. The award goes first to pay for conference registration. Any leftover funds may be used to cover travel and housing costs. Up to a maximum of \$250 will be covered for conference related expenses; however, the award amount is subject to be increased or decreased based on availability of funds that year in the Student Conference Fund
- (ii) **Eligibility.** Any student enrolled at JHSPH in either a masters or doctoral degree program and who has an assigned academic advisor in the School of Public Health (or with a joint appointment in the School of Public Health) is eligible for this fund with the exception of all Student Assembly officers for that year. International students, part-time students and distance students are all eligible given they meet the enrollment criteria stated. Funding for Post-docs is not currently available.
- (iii) **Number of Awards.** The Student Conference Fund is supported by funds raised through the Student Assembly's auction. The number of awards granted per year will depend on the amount of funds raised in the annual Student Assembly Auction. The Awards Committee will be responsible for organizing the auction that will occur each year.
- (iv) **Selection of Award Recipients.** All applications are screened for eligibility, and then awardees are selected randomly in a lottery fashion. All complete applications will be checked to verify student enrollment and conference date and focus. Those applications that are deemed to be eligible for the fund will be numbered and submitted to a committee consisting of student volunteers and one faculty advisor. Random selection will be performed to select those applications that will receive funding (using a list of randomly generated numbers). Up to half of the funding will be reserved for students who have never before attended a professional conference or who have submitted an abstract or been chosen to present at the conference. The Awards Committee will be responsible for advertising and administrating the Student Conference Awards, including the selection process. For further details, visit Student Assembly website.

### **Title VII. Community Service Grant**

1. **Function.** The Community Service Grant provides financial support to Student Assembly sponsored student groups seeking support to conduct community projects in Baltimore City.
2. **Oversight.** The Community Service Grant fund is disbursed by the Student Assembly Community Affairs Committee.
3. **Notice of and Advertising Funding Opportunities.** Funds available through the Community



Service Grant fund are to be advertised through (1) the Vice President of Student Groups and (2) the Vice President of Community Affairs.

- (i) All notices of funding opportunities will be relayed to the student body and sponsored student groups via notices through (1) the email system of the Bloomberg School of Public Health at least three weeks prior to the application deadline.

4. **Budget.** Funds for annual use will be provided through a separate line item of the General Fund budget to be approved in accordance with the Bylaws Title IV Section 3. Grant funds will be available annually and may be supplemented by additional funds raised through Student Assembly fundraising activities.

5. **Eligible Applicants.** All Student Assembly recognized student groups are eligible to apply for and receive funds.

- (i) Student groups not recognized by the Student Assembly are not eligible to apply for and receive funds.
- (ii) Projects for which students receive academic credit shall be ineligible for funds.
- (iii) Community service projects applied for in the applications must occur after the Grant award deadline. Projects that have already occurred by the deadline will not be considered for funding.
- (iv) Community service projects receiving funding through this Community Service Grant are ineligible from receiving funding from the Student Assembly Student Group Events Fund.

6. **Award Cycle.** Grant awards will be provided at least twice per academic calendar year.

- (i) Timing of the award cycles will be left to the discretion of the Community Affairs Committee.
- (ii) Student groups will be notified of the status of their application within 1 week of the Community Affairs decision, not more than 1 month after the application deadline.
- (iii) The chair of the Community Affairs Committee shall inform the Student Assembly Treasurer of awarded grants and their amounts within 1 week of the Community Affairs Committee's decision.

7. **Number of Annual Awards.** There is no maximum or minimum number of Community Service Grants available per academic year, though every attempt shall be made to support as many projects as possible.

- (i) Student groups may apply for a suggested maximum of \$500 for a given community service project.
- (ii) Projects over \$500 require approval from the full Student Assembly.
- (iii) The Community Affairs Committee shall in its deliberative capacity maintain the discretion to fund a portion of or the full amount of requested funds for a given project.

8. **Application Procedure and Requirements.** Each application for funding support must include the following components.

- (i) Title page.
  - (a) Include the name of any collaborating organization(s), name of the community service project, and listing of participating individuals who will serve as primary points of contact for questions regarding the application and project.
- (ii) Body of the application.
  - (a) Summary of the applying student group including a mission statement, goals, and recent activities of the organization.

- (b) Description of the proposed community service project, including the number of people who will be directly involved from JHSPH, major purpose of the project activities, major steps or activities of the project, goals of the proposed project, timeline of project, and potential dates.
- (c) Line item budget and brief description of the use of funds being requested.
- (d) Description of the engaged community group(s), organization(s), or communities who will be impacted and benefited from the community service project.

**9. Evaluation of Funding Applications.** All applications will be reviewed concurrently and systematically by the Community Affairs Committee based on a structured review. The following guidelines will be used to prioritize funding requests.

- (i) Complete budget application to include all required elements.
- (ii) Potential impact and benefit to the community.
- (iii) Educational and academic value of the community service project.
- (iv) Innovativeness of the proposed project.
- (v) Feasibility of implementing and completing the project within the academic calendar year.
- (vi) Proposed use of funds are within the confines of the expenditures articulated in Section 10 subsection c of this Title.

**10. Use of Funds.** Student groups may only employ received funds toward costs incurred that are directly related to the execution and completion of the approved community service project.

- (i) Awarded funds must be utilized by receiving student groups during the academic year in which the funds are awarded.
- (ii) All funds must be spent on the line items for which they were allocated by the Community Affairs Committee, as identified in the approved project's budget.
- (iii) Funds may be used for:
  - (a) Direct service use
  - (b) Training materials
  - (c) Material goods (e.g. office supplies, books, building materials)
  - (d) Volunteer professional associated travel
  - (e) Other directly service-related goods or services, including transportation
  - (f) Food or food-related costs (up to \$100)
- (iv) The Student Group must notify the Student Assembly Treasurer upon spending money allocated by the Community Affairs Committee, and follow standard reimbursement procedures.

**11. Final Outcomes Reporting Requirements.** All student groups receiving Community Service Grant funding as outlined in this Article must complete a final report to the JHSPH Student Assembly Community Affairs Committee. Those failing to submit a final report are subject to the same Student Group penalty system as outlined in the Student Assembly Bylaws (Title V. 4. Group Penalties).

- (i) The report must be submitted to the Committee by the end of the fourth quarter during the academic year in which the award was granted.
- (ii) The final report must include the following components:
  - (a) Summary of major activities of the service project
  - (b) Delineation of major use of funds to the project activities

- (c) Summary of student organization involvement and academic and enrichment benefit to members
- (d) Summary of benefit to the community in which the project was completed.

(e)

**APPENDIX 1**

<b>GUIDELINES - APPROPRIATIONS FOR STUDENT GROUPS EVENTS</b>		
<b>Item</b>	<b>Max Amount</b>	<b>Comments</b>
<b>Food &amp; Drink</b>		
Food, Snacks	\$2/person; \$400/event cap	Food choice(s) must accommodate most common dietary restrictions.
Food, Meals	\$8/person; \$1,600/event cap	
Drinks, non-alcoholic	\$2/person; \$400/event cap	Water must be provided.
Drinks, alcoholic	\$3/person; \$300/event cap	(c) Any event at which alcohol is served must also provide nonalcoholic beverages and food.
Food & Drink during trips	\$2/person/meal; \$6/person/day cap; \$300/day cap	
<b>Advertising</b>		
at JHSPH	\$50	
at JHSPH + other campuses	\$120	
Banners	\$150 (every 5-year period)	Banners must be reusable (meaning no dates or other information that would limit the use of the banner to one occasion only should be printed on them), and must be kept by either the group or by the Student Assembly.
<b>Speaker Fees/Contracted Services</b>		
Honorariums	\$1,000/speaker	If both a speaker fee and an honorarium are requested, the combined limit remains at \$1,000/speaker.
Speaker Fees	\$1,000/speaker	
Instructor/Trainer Fees	\$150/instructor/day; \$1,000/event cap	
<b>Travel Expenses (for Participants)</b>		
Bus	75% of rental cost; \$1,000/event cap	
Other transportation	75% of per person cost; \$75/person cap; \$1,000/event cap	
<b>Travel Expenses (for Speakers)</b>		
Airfare	\$500/speaker	Groups must either buy a refundable ticket or purchase insurance for the ticket so that some funds may be recovered if the speaker cancels after the ticket has been purchased.
Train	\$300/speaker	
Taxi	\$50/speaker/day;	

	\$100/speaker cap	
Driving	indexed to the current IRS per mile business driving rate for US taxpayers	
Parking	indexed to the per-day current cost of a visitor pass for the Washington Street	
Hotel	\$120/speaker/night; \$240/speaker cap	
Meals	\$40/speaker/day; \$80/speaker cap	
<b>Support Services</b>		
Security	As determined by Parking & Security Services	If the event occurs off-campus, these same rates will serve as reference.
Housekeeping	As determined by the Housekeeping office	
Audiovisual	As determined by the Audiovisual Technology Support	
<b>DJ/Bands</b>		
DJ	\$500/event	
Live music	\$1,000/event	
<b>Decorations</b>		
Decorations	(a) \$1/participant; \$300/event cap	Funding will only be granted for decorations for events in which decorations are critical to the success of the event (holiday events, dances or cultural events may require decorating, whereas a seminar or speaker event generally does not).
<b>Gifts &amp; Handouts</b>		
Gifts to be distributed to the participants	\$2/participant; (b) \$200/event cap	
Education/Informational material	\$2/participant; \$400/event cap	
<b>Other Items</b>		
Rental/Licensing for Movie Screening	\$500/event	
Office Supplies	\$50/event	
Club, pool, room rentals off-campus; Park permits	\$300/event	