

**THE JOHNS HOPKINS BLOOMBERG SCHOOL OF PUBLIC HEALTH**  
**CONSTITUTION OF THE STUDENT ASSOCIATION**

**Preamble**

We, the students of the Johns Hopkins Bloomberg School of Public Health, in order to protect and advocate for the unique and varying interests of all members of the Student Association; to give the Student Association greater voice within the School, the community, and beyond; to facilitate intellectual exchange and educate through seminars, conferences, events and activities; to organize social events and activities to foster the development of camaraderie and collegial relationships among members of the Student Association; to allow the School community to benefit from the diversity and experiential wealth of the Student Association through various events and activities; and to foster an ethic of public service within the Student Association by facilitating and encouraging community service and public health advocacy among Student Association members; do hereby ordain and establish this Constitution for the Student Association of the Johns Hopkins Bloomberg School of Public Health.

**Article I. Student Association**

1. **Membership.** Members of the Student Association shall be all the individuals having the status of full-time or part-time students at the Johns Hopkins Bloomberg School of Public Health (the School).
2. **Special Members.** Students present on campus but without direct affiliation to the School, postdoctoral fellows, special students limited, and students on leaves of absence shall be excluded from membership in the Student Association. However, upon their request to the Student Assembly, interested students from the excluded groups can be granted membership in the Student Association.
3. **Rights.** Members of the Student Association shall enjoy the following rights in relation to the Student Assembly:
  - (i) to vote in Student Assembly elections.
  - (ii) to be candidates for positions on the Student Assembly.
  - (iii) to be appointed as student representatives to the committees of the Student Assembly, School and/or University.
  - (iv) to raise issues for consideration and appropriate action.
  - (v) to petition the Student Assembly to undertake specific action.
  - (vi) to be treated equally regardless of gender, sexual orientation, race, religion, nationality, disability, and political or other opinion.
4. **Responsibilities.** Members of the Student Association shall not discriminate on the basis of gender, sexual orientation, race, religion, nationality, disability, or political or other opinion.

**Article II. Establishment of the Student Assembly**

The Student Assembly shall be the governing board of the Student Association. The Student Assembly shall consist of the duly elected and/or appointed members as detailed in Article IV.

**Article III. Purpose of the Student Assembly**

The interests of the students of the School shall be represented, preserved and promoted by the Student

Assembly in accordance with this Constitution. The Student Assembly shall exist to:

- (i) protect the rights of students in relationship to the School and the University;
- (ii) formulate policies and regulations on behalf of the Student Association;
- (iii) represent the Student Association by electing and/or appointing all student representatives to School, University, multi-institutional, state, national and international committees and agencies;
- (iv) act as a communication channel between students and the School and University;
- (v) offer educational and intellectual opportunities and enrich student life by providing a forum for student expression and communication; and
- (vi) act as a liaison between registered student groups and the School and represent the interests of such groups within the school.

#### **Article IV. Composition of the Student Assembly**

1. **Voting Members.** The Student Assembly shall include the following voting members:

- (i) Student Assembly Executive Officers, including –
  - (a) President (1);
  - (b) President-Elect (1);
  - (c) Treasurer/Vice-President for Finance and Appropriations (1);
  - (d) Vice-President for Communications and External Affairs (1);
  - (e) Vice-Presidents for Community Affairs and Public Health Promotion (2);
  - (f) Vice-Presidents for Elections (2);
  - (g) Vice-Presidents for Honors and Awards (2);
  - (h) Vice-Presidents for Quality of Life (2);
  - (i) Vice-Presidents for Social and Cultural Affairs (2); and
  - (j) Vice-President for Student Groups (1).
- (ii) Other Student Assembly Officers, including –
  - (a) Members-at-large (20);
  - (b) One Departmental Representative from each of the School's departments;
  - (c) One representative from the part-time MPH program.

2. **Non-Voting Members.** The Student Assembly may admit non-voting representatives from the Faculty Senate or other relevant bodies to act as liaisons with the Student Assembly.

#### **Article V. Powers and Duties of the Student Assembly**

1. **Funding.** The Student Assembly shall fund events and activities in accordance with relevant Student Assembly By-Laws.

2. **Awards.**

- (i) The Student Assembly shall give awards annually on behalf of the Student Association.
- (ii) The Student Assembly By-Laws shall detail the awards to be given, the procedure for obtaining award nominations from the Student Association, and the procedure for granting awards.

3. **Student Groups.** The Student Assembly shall have the power to recognize student groups organized among members of the Student Association.

4. **By-Laws, Guidelines, and Standing Orders.** The Student Assembly shall have the power to enact Student Assembly By-Laws (By-Laws), Student Assembly Guidelines (Guidelines), and Standing Orders of the Student Assembly (Standing Orders) in accordance with Article XVI for the execution of its constitutional duties.

#### **Article VI. Powers and Duties of Student Assembly Officers**

1. **In General.** All Student Assembly Officers shall fulfill their duties and responsibilities as laid out in this Constitution, the By-Laws, and any relevant Guidelines.

2. **Student Assembly Meetings.** Student Assembly members are expected to attend all Student Assembly Meetings, and failure to attend meetings may amount to removal by neglect under Article XII (1).

3. **President.** The President shall –

- (i) represent or delegate representation of the Student Association and the Student Assembly to School, University, local, state, national, and international agencies and organizations;
- (ii) sign official documents on behalf of the Student Assembly;
- (iii) preside over Student Assembly meetings; and
- (iv) serve as the chairperson of the Executive Committee and as an *ex officio* member of standing and *ad hoc* committees of the Student Assembly.

4. **President-Elect.** The President-Elect shall –

- (i) preside over Student Assembly and Executive Committee meetings in the absence of the President;
- (ii) serve as an *ex officio* member of standing committees and *ad hoc* committees of the Student Assembly;
- (iii) serve as the Student Assembly's office manager;
- (iv) assume the duties of other Student Assembly Executive Officers when there are vacancies in those officer positions.

5. **Treasurer.** The Treasurer shall –

- (i) act as Vice-President for Finance and Appropriations and chair the Finance and Appropriations Committee;
- (ii) be responsible for the finances and financial records of the Student Assembly; and
- (iii) prepare budget proposals and budget execution reports to present to the Student Assembly.

6. **Vice-President for Communications and External Affairs.** The Vice-President for Communications and External Affairs shall –

- (i) chair the Communications and External Affairs Committee;
- (ii) ensure that Student Assembly meetings are properly documented;
- (iii) maintain all relevant records; and
- (iv) consolidate transition records and make them available to incoming officers.

7. **Vice-Presidents for Community Affairs and Public Health Promotion.** The Vice-Presidents for Community Affairs and Public Health Promotion shall chair the Community Affairs and Public Health Promotion Committee.

8. **Vice-Presidents for Elections.** The Vice-Presidents for Elections shall –

- (i) chair the Elections Committee, unless if candidates in the following election; and

- (ii) act as liaisons between the MPH class and the Student Assembly, the MPH Office and the School in their capacity as MPH Co-Officers.

9. **Vice-Presidents for Honors and Awards.** The Vice-Presidents for Honors and Awards shall chair the Honors and Awards Committee.

10. **Vice-Presidents for Quality of Life.** The Vice-Presidents for Quality of Life shall chair the Quality of Life Committee.

11. **Vice-Presidents for Social and Cultural Affairs.** The Vice-Presidents for Social and Cultural Affairs shall chair the Social and Cultural Affairs Committee.

12. **Vice-President for Student Groups.** The Vice-President for Student Groups shall –

- (i) chair the Student Groups Committee;
- (ii) serve as a liaison between registered student groups and the School; and
- (iii) serve as a non-voting member of the Finance and Appropriations Committee.

13. **Other Officers.** Members-at-Large and other voting representatives shall actively serve on at least two standing committees.

#### **Article VII. Executive Committee**

1. **Membership.** The Executive Committee shall be composed of President, President-Elect and Vice-Presidents of the Student Assembly, and one *ex officio* member. Should the previous year's president still be a member of the Student Association, he or she shall hold the *ex officio* seat. In the event that the previous year's president is not a member of the Student Association, any former president still a member of the Student Association may fill the *ex officio* seat or it will remain vacant.

2. **Powers and Duties.** The Executive Committee shall –

- (i) plan the agenda of the General Meetings of the Student Assembly;
- (ii) call for extraordinary meetings of the Student Assembly if necessary;
- (iii) consider on its own initiative problems of interest to the School, discuss them with appropriate members of the Student Association, Administration and/or Faculty, and make recommendations to the Student Assembly;
- (iv) ensure the implementation of decisions of the Student Assembly.

3. **Transfer of Documents and Records.** The officers of the outgoing Executive Committee shall ensure that all relevant documents and records are transferred to the appropriate officers of the incoming Executive Committee prior to convocation.

#### **Article VIII. Committees**

1. **Standing Committees of the Student Assembly.**

- (i) The Standing Committees of the Student Assembly shall be –
  - (a) the Communications and External Affairs Committee;
  - (b) the Community Affairs and Public Health Promotion Committee;
  - (c) the Elections Committee;
  - (d) the Finance and Appropriations Committee;
  - (e) the Honors and Awards Committee;
  - (f) the Quality of Life Committee;

- (g) the Social and Cultural Affairs Committee; and
  - (h) the Student Groups Committee.
- (ii) **Membership.**
- (a) **Voting Members.** Voting members shall consist of voting members of the Student Assembly.
  - (b) **Non-Voting Members.** Student Association members may serve as non-voting members on standing committees of the Student Assembly.
  - (c) **Minimum Membership.** Each Committee must have at least three members, unless otherwise stipulated elsewhere in the Constitution or in the By-Laws. In the event that any committee has fewer than three members, the President will appoint members to the committee from among the Student Assembly; the President, with the advice and consent of the Student Assembly, may appoint any member of the Student Association to serve as a voting member on a committee.
- (iii) **Independent Actions by Committees.** Any committee may act independently on behalf of the Student Assembly on issues within the purview of that committee, as long as the action is approved by the majority of voting members and it does not include the endorsement of the Student Assembly outside the confines of the school.
- (iv) **Committee Purposes and Responsibilities.**
- (a) **Communications and External Affairs Committee.**
    - (i) The purpose of the Communications and External Affairs Committee shall be to establish and maintain channels of communication between the Student Assembly, the Student Association, and the different offices of the School.
    - (ii) The Communications and External Affairs Committee shall –
      - (1) maintain, update and implement improvements to communication systems in use by the Student Assembly, including the website, mailing lists, listservs and social media accounts;
      - (2) serve as a liaison between the Student Assembly and the Information Technology offices of the School;
      - (3) propose and promote improved avenues of information exchange between the Assembly, the students, and administrative offices of the School.
  - (b) **Community Affairs and Public Health Promotion Committee.**
    - (i) The purpose of the Community Affairs and Public Health Promotion Committee shall be to interact with students, faculty and staff interested in working to promote health and health awareness in both the school and the local community.
    - (ii) The Community Affairs and Public Health Promotion Committee shall –
      - (1) work with student groups, faculty, staff, and the administration to support and/or develop the infrastructure that will allow the Student Association to better connect with the local community;
      - (2) organize and/or facilitate events that provide opportunities for students to engage in, collaborate with, and/or learn about the local community;
      - (3) serve as liaisons between the Student Association and relevant institutes, student groups, and students interested in health promotion, health awareness and community issues;
      - (4) organize and/or facilitate events that focus on health promotion, targeting the Student Association, the School and/or the local community.
  - (c) **Elections Committee.**

- (i) The purpose of the Elections Committee shall be to oversee elections and referendums for the Student Assembly.
  - (ii) The Elections Committee shall be responsible for Student Assembly elections in accordance with the By-Laws.
- (d) **Finance and Appropriations Committee.**
- (i) The purpose of the Finance and Appropriations Committee shall be to oversee the Student Assembly budget execution and to manage appropriations through the Student Group Event Fund.
  - (ii) The Finance and Appropriations Committee shall –
    - (1) monitor budget execution and produce recommendations to the Student Assembly as needed;
    - (2) be charged with all financial matters of the Student Assembly concerning fundraising activities;
    - (3) appropriate funds for student group events and activities according to the By-Laws
- (e) **Honors and Awards Committee.**
- (i) The purpose of the Honors and Awards Committee shall be to ensure proper recognition of exceptional members of the student body, staff and faculty of the School, as well as to manage the Student Conference Fund.
  - (ii) The Honors and Awards Committee shall –
    - (1) oversee allocation of awards as stipulated in the By-Laws;
    - (2) manage the Student Conference Fund;
    - (3) be responsible for the annual auction and other fundraising activities for the Student Conference Fund.
- (f) **Quality of Life Committee.**
- (i) The purpose of Quality of Life Committee shall be to promote the wellness and wellbeing of the student body of the School and propose interventions as needed.
  - (ii) The Honors and Awards Committee shall –
    - (1) actively solicit feedback from the Student Association on non-academic quality of life issues and propose and promote solutions to such issues.
    - (2) organize and/or facilitate events that promote wellness and wellbeing.
- (g) **Social and Cultural Affairs Committee.**
- (i) The purpose of the Social and Cultural Affairs Committee shall be to organize social and networking events targeting the entire Student Association and provide opportunities for cultural exchanges within the School and beyond.
  - (ii) The Social and Cultural Affairs Committee shall –
    - (1) plan social and cultural activities for the Student Association;
    - (2) provide opportunities for exchange between the School's student body and student bodies of other schools of the University.
- (h) **Student Groups Committee.**
- (i) The purpose of the Student Groups Committee shall be to oversee the process of student group recognition by the Student Assembly and to liaise between the Student Assembly and the different student groups.
  - (ii) The Student Groups Committee shall –
    - (1) identify the leaders of each student group and maintain relevant contacts

- (2) be a source of information for planning student group activities and funding opportunities
- (3) organize and/or facilitate events to introduce student groups to the Student Association, faculty or the School's leadership
- (4) manage and review applications for new student groups
- (5) promote student group activities.

2. **Ad Hoc Committees of the Student Assembly.** *Ad Hoc* Committees of the Student Assembly may be created upon the recommendation of the President and/or Executive Committee and approval by the Student Assembly. Members of *ad hoc* committees shall be appointed by the Student Assembly.

#### **Article IX. Terms of Office**

1. **Terms of Office.** For those elected in the Spring, terms of office shall last from convocation to the subsequent convocation. For all other members, terms of office shall last from election to convocation.
2. **Term Limits.** All Student Assembly members shall be eligible for re-election. No executive officer shall serve more than two consecutive terms in the same office.

#### **Article X. Elections**

1. **Eligibility.** Anyone who is a member of the Student Association shall be eligible to run for a Student Assembly position if –
  - (i) he or she will continue to be a member of the Student Assembly throughout the term of office for the desired position; and
  - (ii) he or she is confident that he or she will be able to perform all the duties of the desired position.
2. **Election Procedures.** Procedures for soliciting nominations, conducting elections, and counting ballots shall be detailed in the By-Laws.

#### **Article XI. Vacancies**

1. **Executive Officers.** Vacancies among executive officer positions of the Student Assembly shall be filled by candidates selected from the Student Assembly by a two-thirds vote of the Student Assembly. In the event that no candidate receives two-thirds of the vote, the voting shall be repeated. If no candidate receives two-thirds of the vote again, a candidate shall be elected with a simple majority in a third vote.
2. **Members-at-Large.** Vacancies in member-at-large positions of the Student Assembly shall be filled by the candidate(s) with the next highest number of votes, according to the official tally of the general election. If no candidate(s) is(are) available, the Executive Committee shall propose to the Student Assembly a procedure for the appointment of a member from the Student Association as member-at-large, or the Student Assembly shall decide by a two-thirds vote of the members present and voting that a position may remain unfilled.
3. **Departmental Representatives.** Vacancies in the departmental representative positions shall be filled by the departments. If no candidates are available, the position may remain unfilled.

#### **Article XII. Removal of Members**

1. **Removal by Neglect.**

- (i) **Members-at-Large and Departmental Representatives.** Absence of a Member-at-Large or a Departmental Representative without good cause from any three consecutive regular Student Assembly meetings shall constitute grounds for removal by the President, who shall report the removal at the next General Meeting. "Good Cause" shall be considered to include functions for the Student Assembly, academic evaluations, unavoidable academic commitments, and unavoidable personal emergencies.
- (ii) **Executive Officers.** Absence of an Executive Officer without good cause from any three consecutive regular Executive Committee meetings, General Meetings, or combination thereof shall constitute grounds for removal by the President, who shall report the removal at the next General Meeting. "Good Cause" shall be considered to include functions for the Student Assembly, academic evaluations, unavoidable academic commitments, and unavoidable personal emergencies.
- (iii) **Committee Responsibilities.** Members' failure to actively serve on their respective standing committee(s) without good cause shall constitute grounds for removal by the President, who shall report the removal at the next General Meeting. "Good Cause" shall be considered to include functions for the Student Assembly, academic evaluations, unavoidable academic commitments, and unavoidable personal emergencies.

2. **Removal by Vote.** Any member may be removed by a two-thirds vote of the members of the Student Assembly, upon receipt of a petition signed by at least 10% of the Student Association or 51% of the Student Assembly. All members must be notified of the Student Assembly's intent to ask for a member's removal at least one week prior to the date of such a meeting.

3. **Dissolution of Student Assembly.** Removal of the entire Student Assembly may be requested by a petition signed by at least 25% of the Student Association. In this case, a School-wide referendum shall take place within one month. If the petition is approved by a majority of the Student Association voting in the referendum, the Student Assembly shall be dissolved. Within one month new elections shall take place, supervised by a task force of seven student representatives of the Student Association named by the School's Administration.

### **Article XIII. Meetings**

1. **Quorum.**

- (i) At least 51 percent of the elected members shall constitute a quorum of the Student Assembly and Executive Committee.
- (ii) Meetings may be held in the absence of a quorum of the Student Assembly or Executive Committee, but no voting may take place.

2. **Voting.** Any motion before the Student Assembly shall be adopted by an affirmative majority vote of those members present unless otherwise stated in the constitution.

3. **Frequency of Meetings.** The Student Assembly and Executive Committee shall have at least one regular meeting every month, excluding intercessions and Summer Term.

4. **Adding Items to the Agenda.** Any member of the Student Association may request that certain issues of concern be included in the agenda of a Student Assembly meeting. The request shall be submitted to the Executive Committee no less than one day before its planning meeting. In case of emergency, requests may be submitted to the Vice-President for Communications or directly to the Student Assembly. In these cases, the request shall be included in the agenda upon a majority vote of the Student Assembly.

5. **Special Meetings.**



- (i) Special meetings of the Student Assembly may be called by the Executive Committee and/or written request of 11 members of the Student Assembly to the President. Members of the Student Assembly should be notified at least one day before the special meeting.
- (ii) Special meetings of the Executive Committee may be called by the President or any three members of the Executive Committee.

6. **Emergency Decisions.** In case of an emergency, when there is no time to call a special meeting or obtain quorum of either the Student Assembly or the Executive Committee, the President and at least three of the executive officers of the Student Assembly may make a decision, which will have temporary effect until it is voted on by the Student Assembly in the next regular meeting.

#### **Article XIV. Records**

1. **Definition.** Records shall include, but are not limited to, agendas, minutes, committee membership, attendance at meetings, the Student Assembly Constitution, By-Laws, Standing Orders, Guidelines, Student Group constitutions, year-end and transition records and reports, and all financial records.

2. **Privacy.** Maintenance and availability of all records shall adhere to School policies and all relevant Laws, particularly in regards to protecting confidential information.

3. **Keeping of Records.** The Vice-President for Communications and External Affairs shall be responsible for consolidating and maintaining all Student Assembly records.

4. **Availability of Records.** All records of the Student Assembly shall be available to all members of the Student Association upon their request.

5. **Committee Records.** Each Standing Committee Chair shall maintain agendas and minutes of all Committee meetings and shall record all decisions, events, and transactions.

6. **Transition Records.**

- (i) Each Executive Officer and Standing Committee Chair shall provide to the Vice-President for Communications and External Affairs with all records and reports related to his or her role in the Student Assembly by the end of the year.
- (ii) Each Executive Officer and Standing Committee Chair shall prepare a year-end summary detailing all activities, decisions, and lessons learned as it relates to his or her role in the Student Assembly. When possible, each Executive Committee Officer shall meet with his or her counterpart for the next year, provide him or her with their year-end summary, and answer questions as needed. Each Executive Officer and Standing Committee Chair shall provide his or her year-end summary to the Vice President for Communications and External Affairs.

#### **Article XV. Finances**

1. **Budget.** A proposed line-item budget shall be prepared by the Treasurer and approved by a majority vote of Student Assembly members according to the Student Assembly By-Laws.

2. **Amendments to Budget.** Amendments may be made to the budget by a majority vote at a Student Assembly meeting following a one-week review of proposed amendments.

3. **Funding Sources.**

- (i) Funds shall be allocated to the Student Assembly by the School administration.
- (ii) The Student Assembly shall be empowered to raise all funds deemed necessary and proper in accordance with the rules and regulations of the School.

## Article XVI. By-Laws, Standing Orders and Guidelines

### 1. **By-Laws.**

- (i) **In General.** The By-Laws of the Student Assembly shall constitute binding law governing the activities of the Student Assembly and its members in their official capacities.
- (ii) **Passing and Amending By-Laws.** Any member of the Student Assembly may propose a By-Law or an amendment to existing By-Laws. The proposed By-Law or Amendment shall be circulated among members of the Student Assembly a minimum of one week before the Student Assembly meeting at which it will be considered. Adoption of the proposed By-Law or amendment to the By-Laws shall require an affirmative vote by two-thirds of the voting members of the Student Assembly present at the meeting.

### 2. **Standing Orders.**

- (i) **In General.** Standing orders shall constitute the parliamentary code in the conduct of all official meetings of the Student Assembly and the Executive Committee.
- (ii) **Passing Standing Orders.** Any member of the Student Assembly may submit proposed Standing Orders to the Student Assembly or the Executive Committee. Adoption of the proposed Standing Order shall require an affirmative vote of two-thirds of the voting members of the Student Assembly present at the meeting.

### 3. **Guidelines.**

- (i) **In General.** Student Assembly guidelines shall serve as explanatory, non-binding documents elucidating the procedures and rules set down in this Constitution and the By-Laws.
- (ii) **Passing Guidelines.** Guidelines shall be drafted or revised by *ad hoc* committees created under Article VIII (2). The completed guidelines shall be distributed to all members of the Student Assembly.

## Article XVII. Amendments

1. **Full Constitutional Review.** The Executive Committee may propose a full review of this Constitution. The procedure for adopting the constitutional revisions shall be as follows:

- (i) The proposed revisions shall be circulated to the Student Assembly at least one week prior to the Student Assembly meeting at which they are to be presented.
- (ii) The Student Assembly shall approve the proposed revisions for presentation to the Student Association by an affirmative vote of two-thirds of the voting members of the Student Assembly.
- (iii) The Student Assembly shall circulate the approved revisions among the Student Association at least two weeks prior to the regular election or special referendum at which the Student Association will vote on the constitutional revisions. Adoption of such full revision shall require an affirmative vote by two-thirds of the Student Association members voting in that regular election or special referendum.

### 2. **Amendments.**

- (i) **Amendments Proposed by Members of the Student Assembly.** Amendments may be proposed by members of the Student Assembly. The procedure for adopting a constitutional amendment shall be the same as the procedure for adopting a full constitutional review in Article XVII (1).
- (ii) **Amendments Proposed by Members of the Student Association.** Amendments may also be proposed by a petition signed by 100 students or more. For the proposed amendment to be considered, a member of the Student Association shall present the signed petition to the President of

the Student Assembly. The signatures on the petition shall be verified by the Elections Committee. Once the signatures are verified, the proposed amendment shall be circulated among the Student Association at least two weeks prior to the regular election or special referendum at which the Student Association shall vote on the proposed constitutional amendments. Adoption of such amendments shall require an affirmative vote by the two-thirds of the Student Association members voting in that regular election or special referendum.

#### **Article XVIII. Governance**

The Student Assembly shall be governed by this Constitution, the Student Assembly By-Laws, and the rules and regulations of the School and Johns Hopkins University. In the event of conflict, the rules and regulations of the School and Johns Hopkins University shall take precedence, followed by this Constitution.