

**BYLAWS**  
**West Virginia Public Health Association:**  
**Student Affiliate Section**

ARTICLE I: NAME

The name of this affiliate group shall be West Virginia Public Health Association Student Affiliate Section, hereinafter referred to as “the Affiliate” or “this Affiliate.”

ARTICLE II: OBJECT

This Affiliate’s object shall mirror that of the parent organization, the West Virginia Pubic Health Association.

*Section 1.* To promote a better understanding of the concepts of community health with a special emphasis upon prevention of illness and promotion of well-being.

*Section 2.* To extend membership in the Affiliate to include groups as well as individuals who have as one of the objectives the promotion of better health.

*Section 3.* To assist the State Department of Health and Human Resources, the West Virginia Public Health Association, and West Virginia colleges and universities in determining local attitudes, needs, and resources.

*Section 4.* To hold one or more meetings monthly, for the purpose of planning events, bringing prominent speakers to address the membership, and for other educational reasons.

ARTICLE III: MEMBERS

*Section 1.* There shall be two (2) classes of membership. The classes will be full-time student and part-time student.

*Section 2.* Any student shall be eligible for membership who is engaged in the practice of public health, either directly or indirectly, or who is interested in the advancement of public health.

*Section 3.* Applicants shall make application in writing on forms provided for this purpose and accompanied by the required membership fee. Applications shall be submitted to the West Virginia Public Health Association membership committee.

*Section 4.* The dues of full members shall be \$25 *per calendar year* if paid by the first day of April, increasing to \$35 thereafter. First year members may pay up to the annual meetings without penalty for late payment.

*Section 5.* Members whose dues have not been paid by the opening day of the annual meeting shall cease to be a member of the Affiliate.

*Section 6.* A member in good standing is a member who has paid their current dues.

*Section 7.* A former member of the Affiliate may be reinstated upon payment of the current annual dues.

*Section 8.* Any member of the Affiliate may be suspended or expelled from the Association for improper conduct as may be determined by the Affiliate Officers.

*Section 9.* A member who has been suspended or expelled by the Affiliate may appeal to the Affiliate at its next monthly meeting provided they have filed due notice with the chair at least ten (10) days prior to the monthly meeting. The case shall be heard in full by the membership. The vote of the Affiliate on such occasion shall be by “secret ballot” for “confirmation of the findings of the Affiliate Officers”. A majority of the votes cast will decide the question.

*Section 10.* A full-time student is an individual enrolled as a full-time student in a public health related discipline as an undergraduate or graduate student in an accredited college or university. A part-time student member is an individual enrolled as a part-time student in a public health related discipline as an undergraduate or graduate student in an accredited college or university.

## ARTICLE IV: OFFICERS

*Section 1.* The elected officers of the Affiliate shall be the two (2) co-chairs, a secretary, a treasurer, and a marketing/media chair. One (1) co-chair will serve as a delegate to the Executive Council annual meeting. All officers shall take office at the end of the university's spring semester.

*Section 2.* Elected officers shall serve a term of one (1) school year, beginning and ending at the end of the university's spring semester.

*Section 3.* Nominees for offices may be self-nominated or nominated by another member of the Affiliate.

*Section 4.* All members in good standing may run for office and vote in annual elections.

*Section 5.* Voting will take place via anonymous ballots, in either paper or electronic form. Write in candidates will be accepted.

*Section 6.* If any member of the Affiliate Officers departs from the State of West Virginia, ceases to attend a university or college of West Virginia, and/or is unable to personally attend meetings of this Affiliate and fulfill the responsibilities of his or her office, that person shall cease to be an officer of the Affiliate. Officers shall be required to attend seventy-five (75) percent of meetings and events.

*Section 7.* Duties of officers:

- a) Two (2) co-chairs shall be responsible for presiding over and leading monthly meetings. Furthermore, one (1) co-chair shall be required to attend the West Virginia Public Health Association's annual meeting as representative of the Affiliate. The co-chairs shall be responsible for managing committees and events. In the case of death or resignation of one chair, the other chair shall serve the remainder of the term alone. In the event of death and/or resignation of both chairs, the secretary will act as chair until the next monthly meeting, where one (1) or two (2) chairs shall be nominated and elected.

- b) The secretary shall be responsible for keeping monthly meeting minutes and disseminating copies to current Affiliate members. The secretary shall also keep record of attendance and manage membership applications and dues. The secretary shall handle any budgetary/financial responsibilities of the Affiliate. The secretary shall schedule meetings and serve as communication liaison between officers and members. In the event of death or resignation of the secretary, the marketing/media chair will serve as secretary until the new monthly meeting, where a new secretary election will be held.
- c) The marketing/media chair will be responsible for all publicizing related to the Affiliate. The chair shall advertise upcoming events for the Affiliate. The marketing/media chair will also be responsible for recruiting new members to the Affiliate and communicating with these prospective members. This chair will create and maintain social media accounts for the Affiliate; specifically Facebook and Twitter. In the event of the death or resignation of the marketing/media chair, the secretary will perform these responsibilities until the next monthly meeting, where a new marketing/mediate election will be held.
- d) Other officer/leadership appointees will perform tasks as assigned by the co-chairs.

#### ARTICLE V: MEETINGS

*Section 1.* The monthly meetings of the Affiliate shall be held at such a date and time as decided by the Affiliate's officers.

*Section 2.* Members must attend fifty (50) percent of meetings per semester to remain in good standing within the Affiliate.

*Section 3.* At least two-thirds (2/3) of total membership in good standing must be present to hold a vote. A majority is required to pass any motion.

## ARTICLE VI: COMMITTEES

*Section 1.* Committees shall be created as deemed necessary by the Affiliate Officers.

*Section 2.* Each committee shall have a chair who will oversee the operations and responsibilities of the committee. The committee chair shall deliver an update regarding the committee's activities at each monthly meeting.

## ARTICLE VII: AFFILIATION

The West Virginia Public Health Association Student Affiliate shall be affiliated with the West Virginia Public Health Association, Inc.

## ARTICLE VIII: AMENDMENT TO BYLAWS

These bylaws may be amended at any monthly meeting of the Affiliate by a two-thirds (2/3) vote of the members present and entitled to vote, provided that notice of the proposed amendment has been submitted in writing to the Affiliate Officers for consideration, and emailed to all members at least thirty (30) days prior to the voting date.