

# CONSTITUTION OF THE ASSOCIATION OF FUTURE HEALTHCARE EXECUTIVES (AFHE) AT THE OHIO STATE UNIVERSITY

## ***TABLE OF CONTENTS***

ARTICLE I. NAME, OBJECTIVES, AND PROGRAM

ARTICLE II. STATEMENT OF NON-DISCRIMINATION

ARTICLE III. STATUS

ARTICLE IV. MEMBERSHIP

ARTICLE V. VOTING, QUORUM, AND ELECTION OF OFFICERS

ARTICLE VI. OFFICER PROCEDURES, REQUIREMENTS, AND RESPONSIBILITIES

ARTICLE VII. MEETINGS AND STANDING COMMITTEES

ARTICLE VIII. AMENDMENTS

ARTICLE IX. PARLIAMENTARY PROCEDURE

## **ARTICLE I. NAME, OBJECTIVES, AND PROGRAM**

### ***Section 1: Name***

The name of this organization is the Association of Future Healthcare Executives (AFHE) at The Ohio State University.

### ***Section 2: Objectives***

- a. To promote an environment conducive to educational and ethical development of personal, professional, and social skills in a manner that will enhance the attainment of an effective leadership position in health services organizations.
- b. To provide a vehicle for constructive student involvement, recognition, and representation in the profession of health services administration.
- c. To develop a relationship with local and regional health services professional associations (including ACHE, MGMA, HIMSS, HFMA), to enhance academic and career opportunities.
- d. To establish congruence between graduate and professional continuing educational activities to foster a skillful and sensitive approach to health services administration.
- e. To inform members, potential members, and others in the community of the purposes of AFHE, its goals, programs, and benefits.
- f. To provide students, faculty, and professionals related to health services administration a forum for dialogue and collaboration.
- g. To foster professional growth and development through seminars, projects, and other activities.

## **ARTICLE II. STATEMENT OF NON-DISCRIMINATION**

This organization will not discriminate against any person on the basis of gender, race, ethnicity, religion, creed, color, age, handicap, veteran status, or sexual orientation.

## **ARTICLE III. STATUS**

AFHE shall serve as an official organization of The Ohio State University in appropriate matters as prescribed by the University. The organization shall be subject to the official guidelines of the University as published.

## **ARTICLE IV. MEMBERSHIP**

### ***Section 1: Eligibility***

Any graduate student at The Ohio State University shall be eligible for membership.

### ***Section 2: Dues***

Annual dues for members shall be determined by the Executive Board before the first meeting of each academic year. Dues must be paid in order to participate in AFHE sponsored meetings and events.

## **ARTICLE V. VOTING, QUORUM, AND ELECTION OF OFFICERS**

### ***Section 1: Quorum***

A quorum must be present when a decision requires a vote. Matters submitted for a vote shall be decided by a majority.

### ***Section 2: Nominations and Election Procedures***

Positions elected in the Spring are President, Vice President, Treasurer, Second Year Events Coordinator, Information Officer, Professional Development Chair(s), Leadership Development Symposium (LDS) Chair, Diversity Enhancement Chair, and Society of Public Health Students (SPHS) Chair.

Nominations of candidates for Spring elections shall be conducted by peer or self-nomination. Formal announcement of elections and election procedures shall be made prior to election day with sufficient lead time.

A nominated member must confirm their candidacy prior to election day. In the event of one or fewer nominated candidates for any given position, the Executive Board will recommend and approach additional candidates. If a position remains vacant, it can be voted on again during fall elections. In the event of a tie, a run-off vote between the tied candidates will be conducted. The president will conduct the nomination and election process.

Positions elected in the Fall are First Year Events Coordinator, First Year Student Representative, and First year Leadership Development Symposium Chair. Fall elections will follow Spring election procedures.

### ***Section 3: Election Day***

Spring elections shall be conducted no later than one month prior to commencement. Fall elections shall be conducted no later than one month after the start of classes.

### ***Section 4: Impeachment of Officers***

Any officer of the Executive Board may be impeached by a quorum. Circumstances surrounding any action regarding the impeachment of an officer are as follows:

- a. Failure to meet the requirements and/or responsibilities of the represented office.
- b. Failure to comply with The Ohio State University Code of Ethics as related to AFHE and officer responsibilities.
- c. Violation of any student regulations pertaining to The Ohio State University.

## **ARTICLE VI: OFFICER PROCEDURES, REQUIREMENTS, AND RESPONSIBILITIES**

Those students eligible for the Student Organization offices of President, Vice President, Treasurer, Diversity Enhancement Chair, Information Officer, Professional Development Co-Chairs, Second-Year Event Coordinator, Second-Year Promotional Chair, and Society for Public Health Students (SPHS) Representative should have at least one year of involvement in either the Student Organization on a graduate level, or be a graduate student at The Ohio State University with at least a second-year student standing. Elections of these positions take place in Spring Quarter. Those students eligible for the offices of First-Year Event Coordinator, First-Year Member at Large, and First-Year Promotional Chair must be graduate students at The Ohio State University. Elections of these positions take place in Autumn Quarter. Officers are elected and can be impeached by a quorum of the membership as indicated in Article V.

### ***Section 1: President***

The President shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be a member in good standing, with the Student Organization.
- b. Attend full meetings.
- c. Attend the Executive Board meetings.

The President shall undertake duties as follows:

- a. Attend President Training session before deadline to maintain “established” organization status of the University.
- b. Ensure Advisor Training and Treasurer Training are completed, as needed.
- c. Serve on the Executive Board.
- d. Serve as ex-officio member of all committees.
- e. Facilitate the appointment or election of HSMP students as representatives to University and College committees where such representation is appropriate.
- f. Run Spring and Fall elections.
- g. Call and preside over Executive and Full Membership meetings
- h. Designate duties not provided for in the Constitution.
- i. Develop an active relationship with Society of Public Health Students (SPHS) Executive Board leadership.

Historically, it is the President's responsibility and honor to:

- a. Meet regularly with the Health Services Management and Policy Program Director.
- b. Attend all faculty meetings if the President is a student of the Program in Health Services Management and Policy
- c. Deliver welcoming remarks to all incoming Health Services Management and Policy students at the commencement of the academic year.
- d. Communicate the opportunity and seek arrangements for Organization representation at various healthcare events in the community.
- e. Respond to correspondence relating to the student body.

### ***Section 2: Vice President***

The Vice President shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be a member in good standing with the Student Organization.
- b. Attend full meetings.
- c. Attend the Executive Board meetings.

The Vice President shall undertake duties as follows:

- a. Serve as Chair of the Community Service Committee.
- b. Represent the student body on the Alumni phone conferences.
- c. Serve as a liaison with the Alumni Society and the Executive Director of the Alumni Society to promote Organization events and programs.
- d. Assume all duties of the President in the event of the President's absence.
- e. Carry out other responsibilities as assigned by the President.

### ***Section 3: Treasurer***

The Treasurer shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be a member in good standing with the Student Organization.
- b. Attend all meetings.
- c. Attend all of the Executive Board meetings.

The Treasurer shall undertake duties as follows:

- a. Attend Treasurer Training session before deadline to maintain "established" organization status of the University.
- b. Be responsible for applying for both Operating Funds and Programming Funds Requests from the Counsel on Student Affairs (CSA).
- c. Be accountable and responsible for all monies received and spent by the Student Organization which includes dues and organization expenditures.
- d. Be responsible for the maintenance of the Student Organization's account ledger and bank account.
- e. Be responsible for all budgetary functions.
- f. Disbursements require the authorization of the Treasurer and one other officer.
- g. Organize the membership drive and maintain the list of paid members.
- h. Deliver and distribute a report of financial activity quarterly at Executive Board meetings.
- i. Explain reimbursement procedures to officers and facilitate reimbursement.
- j. Coordination of the creation and monitoring of the Fundraising Committee.

#### ***Section 4: Diversity Enhancement Chair***

The Diversity Enhancement Chair must be a member of the College of Public Health Diversity Enhancement Committee. The Diversity Enhancement Chair shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be members in good standing with the Student Organization.
- b. Attend full meetings.
- c. Attend the Executive Board meetings.

The Diversity Enhancement Chair shall undertake the duties as follows:

- a. Serve as liaison between the Diversity Committee of the Alumni Society and the Student Organization.
- b. Serve as a liaison between the College of Public Health Diversity Enhancement Committee and the Student Organization.
- c. Coordinate diversity-promoting events.
- d. Provide input to the faculty and Alumni Society regarding diversity-related curriculum.
- e. Serve as an overall champion for diversity within the Student Organization.

#### ***Section 5: Information Officer***

The Information Officer shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be members in good standing with the Student Organization.
- b. Attend full meetings.
- c. Attend the Executive Board meetings.

The Information Officer shall undertake duties as follows:

- a. Maintain the Student Organization Web Page, by committee or as an individual, according to needs of the Student Organization and the talents of its membership.
- b. Post full meetings and events at least one week in advance on designated communication channels.
- c. Post full meeting minutes.
- d. Archive summaries of Organization activities, events, meetings, and programs.
- e. Serve as e-mail facilitator for members of the Student Organization.
- f. Take attendance at all full meetings and events as well as maintain contact information for speakers and guests in attendance.
- g. Prepare, maintain, and distribute monthly calendars of events for the Student Organization.
- h. Prepare reports as requested by the President.

#### ***Section 6: Professional Development Chairs***

Professional Development Chairs facilitate educational sessions regarding general health administration with a focus on hospital and health systems as well as health policy. The aforementioned sessions should correlate with the interests of the current membership and/or trends in healthcare. Chairs also serve as liaisons with local healthcare organizations and professional societies (e.g. Greater Ohio Healthcare Leaders Forum (GOHLF); Medical Group Management Association (MGMA)).

The Professional Development Chairs shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be members in good standing with the Student Organization.
- b. Attend full meetings.

- c. Attend the Executive Board meetings.

The Professional Development Chairs shall undertake duties as follow:

- a. Develop networking activities in which Student Organization members may interact with individuals representing the professional healthcare organizations in Central Ohio.
- b. Coordinate meetings with health administration professionals within the greater Columbus and Ohio areas.
- c. Inform and educate members of the Student Organization about the various networking and professional development activities available for students pursuing a career in health services management.
- d. Coordinate events and schedule with the Professional Development Coordinator of the Division of HSMP.
- e. Serve as a liaison between Student Organization members and healthcare leaders in Central Ohio.
- f. Professional Development Chairs may voluntarily organize a professional development committee that shall be responsible for organizing informational and educational programs to present to the membership of the Student Organization. These programs are intended to complement the curriculum of the HSMP program.

***Section 7: First and Second Year Event Coordinators***

The Event Coordinators shall each meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be members in good standing with the Student Organization.
- b. Attend full meetings.
- c. Attend the Executive Board meetings.

The Event Coordinators shall undertake the duties as follows:

- a. Coordinate and delegate equal responsibility between First Year and Second Year Event Coordinator for the year.
- b. Develop a social calendar for each quarter.
- c. Plan, organize and attend social events.
- d. Plan a wide variety of activities that will appeal to a majority of members.
- e. Facilitate the integration of first- and second-year Health Services Management and Policy students, PhD students, CPH students, and part-time students as well as the integration of Health Services Management and Policy students with those students of other academic departments.
- f. Assume primary responsibility for the End of the Year Party.
- g. Assume primary responsibility for the Holiday Party.

***Section 8: First and Second Year Leadership Development Symposium Chairs***

The Leadership Development Symposium Chairs shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be a member in good standing with the Student Organization.
- b. Attend full meetings.
- c. Attend the Executive Board meetings.

The Leadership Development Symposium Chairs shall undertake duties as follows:

- a. Be responsible for the organization of annual Leadership Development Symposium designed to bring campus-wide and community-wide visibility to the OSU HSMP Program.
- b. Form appropriate committees to support the event as needed including marketing and sponsorship.
- c. Coordinate identification of topics of interest, the search for appropriate speakers, and other key activities in the development of the event.
- d. Maintain extensive documentation of the development and progress of event planning process.

***Section 9: First Year Representative***

The First Year Representative shall meet the following requirements in order to assume and continue with the responsibility of said office:

- a. Be members in good standing with the Student Organization.
- b. Attend full meetings.
- c. Attend the Executive Board meetings.

The First Year Representative shall undertake the duties as follow:

- a. Serve as a liaison between the first year and second year students.
- b. Serve as the student representative on the Graduate Studies Committee.
- c. Work in collaboration with the entire Executive Board and assist other Executive Board members as needed.

***Section 10: Society of Public Health Students (SPHS) Representative***

The Society of Public Health Students (SPHS) Representative shall meet the following requirements in order to assume and continue with the responsibility of said office:

- d. Be members in good standing with the Student Organization.
- e. Attend full meetings.
- f. Attend the Executive Board meetings.

The Society of Public Health Students (SPHS) Representative shall undertake the duties as follows:

- a. Work to ensure the coordination and promotion of AFHE and SPHS programs and events.
- b. Actively attend all SPHS meetings and share information with AFHE.
- c. Contribute to the shared calendar of events for AFHE and SPHS.

## **ARTICLE VII. MEETINGS AND STANDING COMMITTEES**

***Section 1: Meetings***

- a. General Meetings

The organization shall have a minimum of one general membership meeting per quarter during the academic year to be held on a date decided by the Executive Board. Other meetings may be called as requested by the President. The President will post notices on the AFHE website prior to the meeting.

- b. Executive Board Meetings

The Executive Board shall meet no less than once a quarter during the academic year.

## ***Section 2: Standing Committees***

Chairpersons of the standing committees are designated below. Participation on any of the standing committees will be on a voluntary basis. All members are eligible and encouraged to participate. Duties for the standing committees shall include, but are not limited to, the following:

a. Executive Board

The Executive Board is charged with the responsibility, leadership, and governance of the actions and any public or private representations of AFHE. The Board shall be chaired by the President.

b. Community Service Committee

The Community Service Committee is responsible for planning and coordinating volunteer activities of the organization. The Vice President serves as chair of this committee. Volunteer activities are intended to support community-based healthcare organizations and/or the individuals served by such organizations, while helping to develop student members' understanding of community-based healthcare. The Committee is responsible for assessing the needs and interests of AFHE membership, identifying community organizations, and planning activities accordingly.

## **ARTICLE VIII. AMENDMENTS**

Amendments to the Constitution for AFHE shall be proposed to or by the Executive Board in writing. Amendments must be voted on during a General Meeting and a quorum must be present.

## **ARTICLE IX. PARLIAMENTARY PROCEDURE**

Robert's Revised Rules of Order shall constitute the parliamentary authority in all matters not covered by the AFHE.

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