



# **THE IOWA STUDENT ASSOCIATION OF HEALTHCARE LEADERS**

## **CONSTITUTION AND BYLAWS**

Ratified September 2023

### **ARTICLE I**

#### **Name and Origin**

##### Section 1: Name

The name of this organization shall be the Iowa Student Association of Healthcare Leaders (ISAHL).

##### Section 2: Origin

The ISAHL shall be housed in the University of Iowa Department of Health Management and Policy within the College of Public Health. The ISAHL shall serve as a student-driven organization associated with the American College of Healthcare Executives (ACHE) Higher Education Network and with the Iowa Association of Healthcare Leaders (IAHL), the local chapter of ACHE.

### **ARTICLE II**

#### **Mission and Non-Discrimination Policy**

##### Section 1: Mission Statement

Create a student-driven environment to develop and empower future leaders in the health administration profession through education, service, and connection.

##### Section 2: Non-Discrimination Policy

In no aspect of its programs shall there be any difference in treatment of persons on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S veteran, service in the U.S military, sexual orientation, gender identity, associational preferences, or any other classification which would deprive the person of

consideration as an individual. The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons. Eighty percent (80%) of this organization's membership must be composed of University of Iowa students.

### **ARTICLE III Structure**

#### Section 1: Composition of the Executive Board

The Executive Board shall consist of a President, Vice President of Professional Development, Vice President of Finance, Vice President of Civic Responsibility, Vice President of Member Engagement, and Fundraising Chair. Two (2) First-Year MHA Representatives shall act as liaisons between the Executive Board and the first-year MHA cohort in a non-voting capacity. One (1) EMHA Representative shall act as a liaison between the Executive Board and the first- and second-year EMHA cohorts in a non-voting capacity. Neither an executive board member or representative shall be permitted to hold more than one position in the organization at any one time, nor hold an elected position on the University of Iowa Master of Health Administration Student Leadership Council.

#### Section 2: Duties

- a. President. The President shall be responsible for effective leadership and organizational management of the IS AHL, assisting in the coordination and oversight of activities, and ensuring that the mission statement is effectively pursued. The President shall facilitate all-member and extraordinary meetings, oversee all elections, ensure that decisions are made in an equitable and democratic manner, maintain the continuity of record, and set the amount to be paid in annual membership dues. A minimum of three (3) all-member meetings shall take place during the academic year. The President shall serve as the primary representative and spokesperson of the IS AHL to the Master of Health Administration Program Director and Head of the Department of Health Management and Policy, and as a liaison to the Master of Health Administration Student Leadership Council to allow for better communication, collaboration, and diversification of events between organizations. The President shall appoint all committees, serve as an ex-officio member of all committees, and delegate duties not provided for in this Constitution and Bylaws.
  
- b. Vice President of Professional Development. The Vice President of Professional Development shall be responsible for identifying and organizing workshops, seminars, and professional development events that support members in gaining professional knowledge, honing leadership abilities, and fostering personal growth through collaboration with industry professionals, alumni, and faculty. The Vice President of Professional Development shall serve as a liaison between ACHE of Iowa and the IS AHL and is responsible for participating in ACHE of Iowa board meetings. A minimum of one (1) professional development event

shall occur each month during normal academic sessions, except as determined by the Executive Board.

- c. Vice President of Finance. The Vice President of Finance shall be responsible for all monies received and spent by the IS AHL, and shall, in partnership with the President, direct funding reimbursements to members for costs associated with ACHE Congress. The Vice President of Finance shall develop an annual budget to be reported at the at the first all-member meeting of the academic year and shall report on the financial status of the IS AHL at the request of the Executive Board. Disbursement of any funds shall require the authorization of the Vice President of Finance and the President. Any expenditure exceeding \$200 shall be approved by the Vice President of Finance and the President, and in consultation with the Faculty Advisor.
- d. Vice President of Civic Responsibility. The Vice President of Civic Responsibility shall strive to build strong community partnerships and develop initiatives that address social determinants of health, promote diversity, equity, and inclusion, and encourage active participation in philanthropic activities. The Vice President of Civic Responsibility shall serve as a liaison between the IS AHL and the broader community. A minimum of one (1) civic responsibility event shall occur each month during normal academic sessions, except as determined by the Executive Board.
- e. Vice President of Member Engagement. The Vice President of Member Engagement shall be responsible for the development and coordination of social events and opportunities through outreach, programs, and initiatives. The Vice President of Member Engagement shall create and review social media content across platforms to authentically and consistently engage the IS AHL members, the Department of Health Management and Policy, and alumni. A minimum of one (1) member engagement event shall occur each month during normal academic sessions, except as determined by the Executive Board.
- f. Fundraising Chair. The Fundraising Chair shall be responsible for seeking, creating, and implementing fundraising opportunities to finance events benefiting the three pillars of the IS AHL membership. The Fundraising Chair shall monitor and support fundraising efforts to be sure that donors are acknowledged appropriately, fundraising efforts are cost-effective, and events meaningfully support the Mission. A minimum of one (1) fundraising event shall occur each year.
- g. First-Year Representatives. Two (2) First-Year Representatives shall serve as liaisons between the Executive Board and the first-year MHA cohort in a non-voting capacity. Representatives shall attend Board meetings and events as able and may be assigned miscellaneous duties by the Executive Board. Election to the position of First-Year Representative does not guarantee a position on the Executive Board the following year; all individuals seeking an executive board

position must fulfill general membership requirements and follow standard election procedure (See Article VI, Section 2).

- h. EMHA Representative. The EMHA Representative shall serve as a liaison between the Executive Board and the first- and second-year Executive MHA cohorts to foster collaboration, mentorship, and professional development opportunities. They will work closely with both the cohorts and the Executive Board to ensure effective communication and engagement. The EMHA Representative shall attend Board meetings and events as able and may be assigned miscellaneous duties by an Executive Board member.

### Section 3: Order of Succession

If an executive board member cannot perform their duties for a significant amount of time, those duties shall be assumed according to the following order of succession: President, Vice President of Professional Development, Vice President of Finance, Vice President of Civic Responsibility, Vice President of Member Engagement, and then Fundraising Chair. The board member, or the Executive Board as appropriate to the circumstances, shall decide when to invoke this section until the Board member is able to resume their responsibilities, or an appropriate election can take place (See Article VIII, Section 3).

### Section 4: Faculty Advisor

- a. The Faculty Advisor shall be a faculty member in the Department of Health Management and Policy at the University of Iowa and shall have sufficient knowledge of the goals and objectives set forth by the Department. The Faculty Advisor shall be an active member or faculty associate of ACHE.
- b. The Advisor shall attend Executive Board meetings as a non-voting member and shall provide professional guidance and administrative assistance in the preparation of programs and events held or supported by the IS AHL during their term.
- c. The Executive Board shall elect the Advisor annually. The Board shall solicit nominations from general members at the end of the spring semester, and the Advisor shall be elected by the last day of September except under extenuating circumstances. Advisors may hold consecutive one-year terms.
- d. The President shall notify the Master of Health Administration Program Director upon election of a new Faculty Advisor prior to the last day of September.

### Section 5: Terms of Office

Terms of office shall last one year in congruence with the fiscal year, June 1 to May 31. Executive Board members elected outside of the established election window shall serve only the

remainder of the term of the individual for which they replace. Terms of office for First-Year Representatives and the EMHA Representative shall be for one academic year.

## **ARTICLE IV Membership**

### Section 1: Eligibility and Membership Requirements

- a. General Membership. Any University of Iowa graduate student within the Department of Health Management Policy shall be eligible for general membership and voting privileges in the IS AHL upon paying membership dues.

General members must attend at least three (3) all-member meetings, three (3) professional development events, three (3) civic responsibility events, and three (3) member engagement events (hereby known as “pillars of membership”) during the academic year to retain general membership status and be nominated for and hold an executive board position.

Members that are unable to meet these requirements will be ineligible for a refund for their paid membership dues and shall be ineligible for funding reimbursement from the IS AHL towards costs associated with ACHE Congress, except in extenuating circumstances as determined by the Executive Board.

EMHA Membership. Any Executive MHA student within the Department of Health Management Policy at the University of Iowa shall be eligible for EMHA membership in the IS AHL upon paying EMHA membership dues. EMHA members must attend at least three (3) events in any pillar of membership, with a maximum of one (1) all-member meeting counting towards fulfillment of this requirement, during the academic year to be eligible for partial funding reimbursement from the IS AHL towards costs associated with ACHE Congress.

- b. Trial Membership. Any University of Iowa graduate student within the Department of Health Management Policy interested in applying for membership may attend two events or meetings prior to pursuing general membership without paying dues, unless attendance at the event or meeting creates an onerous burden on the IS AHL, as determined by the Executive Board. Trial memberships may be suspended with a majority vote (51%) of the Executive Board.
- c. Honorary Membership. Any individual, except a regularly enrolled graduate student in the Department of Health Management and Policy, who, because of deep professional interest in health administration and in solidarity with the mission of the IS AHL, shall be eligible to be nominated and appointed as an Honorary Member by a majority vote (51%) of general members. Honorary members must pay dues upon appointment and are ineligible to vote, be nominated for or hold an executive board position, or receive funding reimbursement from the IS AHL towards costs associated with ACHE Congress.

Honorary memberships may be suspended with a majority vote (51%) of the Executive Board.

Section 2: Dues

The President shall determine annual dues for members. Dues shall be collected from prospective members at the beginning of the academic term, and membership shall be valid for a full year. Dues shall be paid by the last day of September except under extenuating circumstances as determined by the Executive Board. The Executive Board shall pay membership dues.

Section 3: Termination of Membership

- a. Members. If a member engages in behavior that is determined to be detrimental to advancing the mission of the IS AHL, is egregiously delinquent in paying dues, violates the by-laws of the IS AHL, or violates the University of Iowa Code of Student Life and/or MHA Handbook, the member may be removed through a majority vote (51%) of the Executive Board in consultation with the Faculty Advisor.
- b. Executive Board. Any elected Board member or Representative may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the Constitution and Bylaws, failure to perform duties, or any behavior that is detrimental to advancing the mission of the IS AHL, including violations of the University of Iowa Code of Student Life and/or MHA Handbook.
  - i. The Executive Board may act for removal upon a two-thirds (2/3) affirmative vote in consultation with the Faculty Advisor. General members in good standing may call for the removal of an executive board member upon a two-thirds (2/3) affirmative vote of no confidence.
  - ii. In the event of removal, an election shall be held during an all-member meeting within two weeks of the date of removal to fill the position; duties shall be assumed in the order of succession (see Article III, Section 3). Should a Board member be removed from their position outside of the fall or spring academic semester, duties shall be assumed in the order of succession until the student body reconvenes and the appropriate election process can take place.
- c. If the reason for member termination cannot otherwise be shared with members (e.g., while an investigation is pending), the Executive Board, in consultation with the Faculty Advisor, may upon a majority vote (51%) temporarily suspend a member or executive officer.
- d. Any general member or member of the Executive Board whose membership in the IS AHL is terminated is ineligible for a refund for their paid membership dues

and shall be ineligible for funding reimbursement from the IS AHL towards costs associated with ACHE Congress.

Section 4: Voluntary Withdrawal

- e. Any member of the IS AHL, at any time, can voluntarily withdraw membership from the organization. Individuals shall be ineligible for a refund for their paid membership dues and shall be ineligible for funding reimbursement from the IS AHL towards costs associated with ACHE Congress, except in extenuating circumstances as determined by the Executive Board.
- f. Any executive board member may resign at any time by delivering a notice of such resignation via email to the President and Faculty Advisor, or in the case of the resignation of the President, to the Vice President of Professional Development. An election shall be held during an all-member meeting within two weeks of the date of resignation to fill the position; duties shall be assumed in the order of succession (see Article IV, Section 3). Should a Board member resign from their position outside of the fall or spring academic sessions, duties shall be assumed in the order of succession until the student body reconvenes and the appropriate election process can take place.

**ARTICLE V**  
**Meeting Requirements, Quorum, and Voting**

Section 1: Meeting Requirements

- a. The IS AHL shall have a minimum of three all-member meetings during the academic year at such time and place to be determined by the President. Extraordinary meetings may be called as requested by the President, a majority (51%) of the Executive Board, or five general members, and will occur within two weeks of the date of request, except under extenuating circumstances.
- b. The Executive Board shall ensure an adequate number and variety of professional development, civic responsibility, and member engagement events take place throughout the academic year. All events which are required to fulfill the pillars of membership will conclude no later than March 1. Events taking place outside of the academic year may be applied towards fulfillment of membership pillars for the forthcoming academic year at the discretion of the Executive Board.

Section 2: Quorum

A quorum for the conduct of all-member and extraordinary meetings shall be a majority (51%) of general members and a majority (51%) of Board members. A quorum for the conduct of Executive Board meetings shall be two-thirds (2/3) of Board members.

Section 3: Voting

- a. Each general member, upon paying dues, has one (1) vote.
  - i. Members of the Executive Board shall not cast votes on matters that have previously been deliberated upon and voted upon during executive board meetings.
- b. Votes to elect representatives or executive board members may only be cast by members of the nominee's respective cohort(s).
- c. All votes involving general members, unless with sufficient notice as determined by the President, shall be cast during all-member meetings via written ballot or electronic submission. There shall be no absentee or proxy voting without prior written permission of the President. All voting activity must conclude within predetermined voting window.
- d. Tiebreaker. In the case of a tie, for matters not pertaining to the election of representatives or board members, a second vote will be held. First-Year general members (MHA or EMHA students) shall be the only individuals allowed to vote. If a second tie occurs, the President shall flip a coin to determine the winner.

**ARTICLE VI**  
**Nominations and Elections**

Section 1: Nominations

- a. The Executive Board shall solicit nominations for the First-Year MHA and EMHA Representative positions in the fall semester and expiring executive board positions in the spring semester.
- b. Nominations, including nominations submitted electronically, shall be collected no less than two weeks before the meeting in which elections will be held.
  - i. All students in their first year of the MHA program are eligible to be nominated for a First-Year Representative position.
  - ii. All students in the EMHA program are eligible to be nominated for EMHA Representative.
  - iii. Only general members in good standing, having fulfilled all pillars of membership, may be nominated for positions on the Executive Board.
  - iv. Eligible individuals may be nominated for more than one position. Eligible individuals may nominate themselves. Nominees may run unopposed.

- c. Individuals who have received nominations shall be notified via email no less than one week before the meeting in which elections will be held. Nominees retain the right to accept or decline the nomination at will and shall inform the President of their decision within 72 hours.

Section 2: Elections

- a. Elections will occur in a double-phased voting process. The first vote will include all nominated candidates. The two candidates that receive the highest number of votes will move to the second round. In the second voting round, the nominee that receives the majority (51%) of votes will be elected.
  - i. Elections for executive board positions will be conducted in the order of succession.
  - ii. Should an individual who accepts nominations for multiple positions be elected, they will be removed from consideration for positions later in the ballot.
- b. Elections for the EMHA Representative. Elections shall be conducted using an electronic ballot distributed by the President. The voting window shall remain open for one (1) week; no ballots shall be collected after the voting period ends.
- c. Tiebreaker. In the case of a tie, a runoff vote will be held for the candidates receiving the highest number of votes. First-Year general members shall be the only individuals allowed to vote in the runoff. If a second tie occurs, the President shall flip a coin to determine the winner.

**ARTICLE VII**  
**Finances**

Section 1: Fiscal Year

The fiscal year for the IS AHL will begin June 1 and end May 31. All transactions shall be accounted for according to the fiscal year for which it belongs. The budget for the previous year shall be reconciled through May 31. The budget for the upcoming year shall go into effect on June 1.

Section 2: Financial Clause

The IS AHL is required to deposit all receipts in and make disbursements through the Student Organization Business Office, Fraternity Business Services, or Recreational Services. Upon dissolution, state money and mandatory student fees revert to the granting organization. Inactive organizations will be considered dissolved after five years of no account activity. Revenue generated dollars or “00 funds” must be divided as stated in this Constitution and carried out by our leadership. Our organization’s remaining revenue generated dollars or “00

funds” will be divided or disbursed to the University of Iowa College of Public Health, Health Management and Policy Department. If this organization has dissolved and revenue generated dollars or “00 funds” have not been divided as stated in this Constitution by 5 years from last account activity, funds in our “00 account” will revert to an account specified for this purpose within student government(s). These funds will then be available for distribution through student government(s) guidelines in accordance with University of Iowa policy.

Section 3: Checkbook Policy

The IS AHL credit card and financial accounts will be held at the Student Organization Business Office at the University of Iowa. Only the President, the Vice President of Finance, and the Faculty Advisor shall have access to the IS AHL credit card and financial accounts.

Section 4: Alcohol & Drug Policy

Under no circumstances may the IS AHL funds be used to purchase alcohol or drugs. The IS AHL shall encourage students to be cognizant of both their professional and civic responsibility when it comes to alcohol consumption and drug use at events, on and off campus.

**ARTICLE VIII**  
**Ratification and Amendments**

Section 1: Ratification

This Constitution shall have been presented to all general members in good standing and shall be ratified by a two-thirds (2/3) majority vote.

Section 2: Amendments to the Constitution and Bylaws

- a. Amendments to the Constitution and Bylaws of the IS AHL shall be proposed in writing to the Executive Board not less than two weeks prior to the all-member or extraordinary meeting at which amendments will be considered for approval. Any General or EMHA Member in good standing may propose amendments.
- b. Voting to repeal or amend this Constitution and Bylaws shall require a two-thirds (2/3) vote of general members in good standing.
- c. All amendments or changes to this Constitution and Bylaws shall be reflected in an updated document submitted to the University of Iowa Office of Leadership, Service, and Civic Engagement by the President and shall be made available to any individual via Engage and the College of Public Health website.