

**MACON STATE COLLEGE  
ASSOCIATION OF HEALTHCARE EXECUTIVE STUDENTS  
(MSAHES)**

**CONSTITUTION**

**ARTICLE I – NAME AND PURPOSE**

A. The name of this organization shall be the Macon State Association of Healthcare Executive Students (MSAHES).

B. The mission of this organization is to:

- a. encourage excellence in the field of Healthcare Administration,
- b. promote the Health Services Administration Program at Macon State College,
- c. develop a network with local and regional Health Services Executive groups that will encourage academic and career opportunities,
- d. provide opportunities for student involvement, recognition, and presentation of the Health Services Administration profession, and
- e. provide opportunities for meaningful interaction among Health Services Administration students, faculty, and staff.

C. This organization will support the mission of Macon State College and will subscribe to the policies and procedures of the University System of Georgia and Macon State College.

**ARTICLE II - MEMBERSHIP**

A. Any regularly enrolled Macon State College student who has a minimum academic load of three (3) hours per semester may be eligible for membership in this organization.

B. Associate membership may be bestowed upon persons who show interest in participating in Health Services Administration (HLSA) courses electively. Associate member status is valid for only one semester.

C. Honorary membership may be bestowed upon persons approved by a simple majority vote of the members attending a regular meeting.

D. Honorary and associate members are not eligible to vote, or to hold office, and are not liable for the payment of dues.

E. Membership will not be denied based on factors of race, national origin, sex, age, religion or disability.

**ARTICLE III - OFFICERS**

Section 1. The officers of this organization shall be the President, Vice-President, Secretary, Treasurer, Parliamentarian and Member-at- Large.

Section 2. The President will preside at all meetings, call meetings, appoint committees, and have general supervision of the organization affairs. He/She shall be responsible for all property held under the name of this organization and shall be accountable for the inventory thereof.

2

Section 3. The Vice-President will assume the responsibility of the President in case of his/her absence and will be the Program Chairman.

Section 4. The Secretary will keep an accurate record of the proceedings of meetings. The Secretary will answer all correspondence and submit clippings and reports to the state and campus newsletters periodically.

Section 5. The Treasurer will collect all dues and assessments of members pay bills sanctioned by the organization and keep financial records to report at each regular meeting.

Section 6. The Parliamentarian will be responsible for making sure meetings are conducted by Roberts' Rules of Order.

Section 7. A Member-at-Large will be designated on a volunteer basis to inform evening student members of scheduled events and meetings.

Section 8. A student must maintain a 2.0 cumulative GPA to be eligible to serve as an officer. Officers must be officially accepted into the HLSA program.

Section 9. There will be at least one faculty advisor from Macon State College, who must be a member of the MSC Academic Council and be approved by the Executive Committee of the Academic Council.

#### **ARTICLE IV**

##### Election of Officers

Section 1. Officers for the upcoming academic year will be elected at the last regular meeting of the current academic year and will be installed at the first regular meeting of the subsequent year.

Section 2. Candidates must be majors in the HLSA program in good standing with the organization and with Macon State College.

Section 3. Nominations for officers will be accepted from the floor at the last regular meeting of the calendar year.

Section 4. Officers will be elected at the last meeting by secret ballot. The majority of the members present will elect the officers.

Section 5. The faculty advisor will count and verify all votes and the results.

Section 6. In cases where the officers cannot complete their terms, new officers will be elected to fill the vacancies at the next regular meeting. Should the office of

3

the President be vacated, the Vice-President will become the President and the office of the Vice-President will be filled by the elective process.

#### **ARTICLE V**

##### Meetings

Section 1. There will be one regular meeting during the months of September, October, November, January, February, March and April held on a date, time and location to be determined by the President and coordinated and confirmed through the Office of Student Life.

Section 2. The President, with a minimum of 48 hours notice, may call special meetings.

Section 3. Meetings may be postponed only if agreement is made between the advisor(s) and officers with proper notification to members.

#### **ARTICLE VI**

##### Fees and Assessments

Section 1. Dues, to cover running expenses, will be \$10.00 per member per semester.

Section 2. Meetings and special assessments may be levied upon members only by a simply majority vote of members present at any regular meeting.

#### **ARTICLE VII**

##### Committees

Section 1. The standing committees in this organization are:

a. Executive Committee – This committee is composed of the officers

and the faculty advisor(s). This committee handles all minor business arising between meetings.

b. Program Committee – This committee will plan and supervise all programs and social activities for the organization and will assure compliance with the policies of the Office of Student Life and Macon State College. The Vice-President is the chairperson of this committee.

Section 2. Non-standing committees may be established at the discretion of the President.

### **ARTICLE VIII**

By-laws

Section 1. This constitution may be supplemented with by-laws that pertain to the above articles.

4

Section 2. A copy of all by-laws will be provided to the Office of Student Life.

### **ARTICLE IX**

Amendments/Supplements

Section 1. A written notice may be presented to the membership at a regular meeting to amend or supplement any part of this constitution. The proposed amendment/supplement will be voted upon no sooner than the next regularly scheduled meetings.

Section 2. An amendment/supplement must receive two-thirds majority vote of all members in good standing.

### **ARTICLE X**

Ratification

Section 1. This constitution is subject to the approval of the proposed student membership, the Macon State College Student Government Association, the Office of Student Life and the Dean of Students.

This constitution approved by SGA 1/24/11