

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
STUDENT GOVERNMENT ASSOCIATION**

CONSTITUTION

Article I: Name

The name of the body of student representatives (Senators) shall be named the Student Government Association (SGA).

Article II: Purpose

The Student Government Association is a body of students elected by their respective classes duly appointed with the tasks of: promoting, coordinating, and directing student affairs and activities affecting the Texas Tech University Health Sciences Center; acting to voice student concerns to the TTUHSC Faculty and Staff; encourage interdisciplinary communication and participation among the individual schools that compose TTUHSC.

Article III: Duties and Power of the Senate

- A. The Student Government Association will advocate for the student body and liaise between the TTUHSC student body and the faculty and staff.
- B. The Student Government Association and its respective Senators will represent the TTUHSC student body as pertains to activities and other matters involving, but not limited to, representation on institutional committees.
- C. The Student Government Association will acknowledge, communicate with, coordinate and assist with student organizations within the TTUHSC system.

Article IV: Membership & Structure

- A. The Student Government Association shall represent all student body populations within the TTUHSC community.
- B. The SGA will be composed of duly elected students from each school that comprise the TTUHSC community.
- C. Numerical representation ratios shall be in accordance with SGA bylaws.
- D. An Executive Council shall preside over all activities of the SGA and shall be composed of the following four officers:
 - a. President,
 - b. Vice President of Communications,
 - c. Vice President of Operations,
 - d. Vice President of Finance

Article V: Officers

- A. Election Thereof

- a. Elections will be held according to the procedures outlined within the SGA bylaws.
 - b. Senators in good academic and senatorial standing consistent with the SGA bylaws may run for any of the four officer positions and may win election for the position for which they are running by a majority vote in the SGA Senate.
 - c. Eligibility to run includes one year experience in the SGA Senate with all attendance, community service, and SGA awareness requirements met.
 - d. New officers must be elected annually by the SGA Senate body, no later than the last Senate meeting of the Spring Semester.
 - e. Incumbent officers are limited to two terms of service and must run for reelection annually.
 - f. Any Senators desiring to run for office must submit an intent to run form to the Executive Council no later than two weeks prior to the election date.
 - g. Newly elected Executive Officers will be inducted at the TTUHSC Student Government Association Awards and Installation Banquet on the last Friday in April.
- B. Resignation from Office
- a. President
 - i. In the event that the president resigns before the end of a term, the Vice President of Communications may assume the responsibilities of the office of President with approval of the SGA Senate by majority vote.
 - b. Vice Presidents
 - i. In the event that one of the vice presidents resigns before the end of a term, the President shall appoint, within one week of the vacancy, a suitable replacement from the Senate.
 - ii. The appointment of the new Vice President must be confirmed via majority vote in the SGA Senate no later than 30 days after the appointment.
 - iii. The Senator filling a vacated Executive Officer position must be in good academic and senatorial standing consistent with the SGA bylaws.
- C. Officer Descriptions and Duties
- a. President
 - i. Shall represent the official opinion of the student body at TTUHSC when requested to do so to persons outside the Student Government Association. The President shall do so by vote of the Student Senate, if necessary.
 - ii. Shall preside over Senate meetings.
 - iii. Shall represent the Student Body of TTUHSC at all business or social functions or appoint a representative to do so.
 - iv. Shall call meetings, both special and regular, of the Student Senate.
 - v. Shall supervise the appointment and establishment of Senate committees,
 - vi. Shall hold regular meetings with the SGA advisor and members of the administration.
 - vii. Shall serve on Institutional Committees as needed.
 - viii. Shall attend all of Board of Regents Meetings, Foundation Board, and others as required by TTUHSC Administration.

- ix. Shall chair the Student Regent and Texas Higher Education Coordinating Board selection committee for TTUHSC. In the event that the president wishes to apply for the student regent, they must designate a Vice President to chair the committee.
- x. In the event of a deadlock over senate issues, the President shall cast the deciding vote.
- b. Vice President of Communications
 - i. Shall preside over SGA Senate meetings when the President is absent and will assume the role of President upon vacancy.
 - ii. Shall serve on Institutional Committees as needed.
 - iii. Shall oversee the Public Relations Committee and Social Committee
 - iv. Shall maintain communications with the TTUHSC External Relations Office.
 - v. Shall assign senators to committees.
 - vi. Shall have the power to appoint individuals to Standing Committees in the case of a vacant seat, or whenever a Senator is not part of any Standing Committee
 - vii. Shall coordinate the purchasing and distribution of SGA apparel and promotional items.
 - viii. Shall organize the Senator Training with the VP of Operations.
- c. Vice President of Operations
 - i. Shall oversee the recording of the minutes of SGA meetings and posting them on the SGA website.
 - ii. Shall ensure the SGA minutes are delivered no later than 2 days after a scheduled SGA meeting to the student body. The method of distribution of minutes shall be decided by the VP of Operations and can include direct email or delegation of the task to Senators, or other appropriate means.
 - iii. Shall manage all the papers, records, communications, and correspondence sent by and received by the SGA.
 - iv. Shall maintain the record of the annual requirements as outlined in the bylaws.
 - v. Shall oversee the Operations Committee and the Community Service Committee
 - vi. Shall maintain and regulate attendance records of all Senate meetings.
 - vii. Shall serve on Institutional Committees as needed.
 - viii. Shall monitor activities of voting members to ensure a quorum and the ability of the Senate to conduct business.
 - ix. Shall assist executive council on Senate Constitution changes.
 - x. Shall be responsible for conducting senate elections if not already conducted by the schools and/or programs.
 - xi. In the case that no individuals run for office from a particular school, the VP of Operations will petition the respective Executive Student Affairs Working Group Representatives.
- d. Vice President of Finance
 - i. Shall receive and disperse SGA funds with the approval of the Executive Council.

- ii. Shall serve on Institutional Committees as needed.
 - iii. Shall oversee the Senate Finance Committee and Scholarship Committee
 - iv. Shall present the HSC Student Budget to the Student Services Fees Committee.
 - v. Shall meet with the President and Treasurer of every student organization to discuss budgetary concerns as needed.
 - vi. Shall oversee all other financial responsibilities deemed necessary by the Executive Council.
 - vii. Shall hold meetings with the SGA advisor and administration as needed.
- D. General Officer Expectations
- a. All Executive Officers are held accountable by the Director of Student Life. Any officer deemed by the Director of Student Life to be in dereliction of their duties, or in violation of the Student Code of Conduct, shall meet with the Director of Student Life and may be subject to review by the Office of Student Life for possible removal.
 - b. All Executive Officers must maintain good academic standing as outlined in Article VI, Section c in order to continue in office.
- E. et alii
- a. Executive Officers may continue serving at the end of their term for a year as At-Large Senators with all the duties, rights and privileges of an SGA Senator, excluding voting.
 - i. The purpose of At-Large Senators is to improve overall student body representation.
 - ii. There is no limit to the number of At-Large Senator seats.
 - iii. At-Large Senators must maintain current TTUHSC enrollment and be in good academic standing and must abide by SGA by-laws.
 - b. These positions are to be re-evaluated annually by the SGA President and Director of Student Life.
 - c. All At-Large Senators are exempt from community service and SGA awareness responsibilities.

Article VI: Committees

- A. Lubbock
- a. Standing Committees
 - i. Standing Committees shall be populated annually according to the Bylaws by duly elected Lubbock Senators on a volunteer or appointment basis as determined by the VP of Operations.
 - ii. All Standing Committees shall be chaired by a current member of the relevant committee.
 - iii. Committee Chairs shall be appointed by the members of each committee no later than the second meeting of the SGA in an academic calendar year.
 - iv. Every effort should be made to ensure all Standing Committees shall have at least one senator from each of the campuses.

- b. Social Committee
 - i. Shall coordinate and publicize the social functions of the Student Government Association on the Lubbock campus including but not limited to the following:
 - 1. Annual Holiday Extravaganza
 - 2. SGA Awards Banquet
 - ii. Shall coordinate with Regional Senators regarding cross-campus Student Government Association social functions.
 - iii. Shall coordinate with the Director of Student Life and Executive Council on all SGA sponsored social events.
 - iv. Shall report on a weekly basis to the VP of Communications.
- c. Public Relations
 - i. Shall be responsible for coordinating the TTUHSC SGA, and other, related announcements with the Daily Toreador.
 - ii. Shall organize and oversee all SGA Awareness events.
 - iii. Shall maintain tracking of all SGA Awareness credits for all Lubbock Senators and determine Senator standing based on SGA Awareness compliance.
 - iv. Shall make announcements through Student Services regarding SGA, and other events.
 - v. The Chair shall report to the VP of Communications as needed and coordinate with the VP of Communications to determine Senator standing.
- d. Community Service
 - i. Shall be responsible for researching, scheduling and conducting all community service events.
 - ii. Shall coordinate and publicize the community service functions of the Student Government Association on the Lubbock campus.
 - iii. Shall maintain a record of all community service attendance and events in which Senators participate.
 - iv. The Chair shall report as needed to the VP of Operations, and coordinate with the VP of Operations to determine Senator standing.
- e. Finance Committee
 - i. Shall be comprised of 6 individuals as follows:
 - 1. Shall be overseen by the VP of Finance who will act as coordinator but shall have no voting power in the committee.
 - 2. In order to ensure equitable disbursement of SGA special projects funds, the Finance Committee shall be populated by one Senator drawn from each School (School of Medicine, School of Health Professions, School of Nursing, Jerry H. Hodge School of Pharmacy, Graduate School of Biomedical Sciences).
 - ii. Shall discuss, approve and disperse allotted special projects funds to all registered student organizations in an equitable manner.
 - iii. In the event that there is a deadlock within the committee in regard to any issue, the VP of Finance shall cast the deciding vote.

- iv. In the event that there is a deadlock, and the VP of Finance is deciding on funding pertinent to their respective school or a registered organization in which they are a member, then the President shall be called on to cast the deciding vote.
- f. Scholarship Committee
 - i. Shall be comprised of 6 individuals as follows:
 - 1. Shall be overseen by the VP of Finance who will act as coordinator but shall have no voting power in the committee.
 - 2. In order to ensure equitable disbursement of scholarship funds, the Scholarship Committee shall be populated by one Senator drawn from each School (School of Medicine, School of Health Professions, School of Nursing, Jerry H. Hodge School of Pharmacy, Graduate School of Biomedical Sciences).
 - ii. Shall coordinate with the Alumni Office and/or Student Services in all efforts to fund-raise for and coordinate scholarships and events including but not limited to:
 - 1. The TTUHSC Student Endowment Scholarship Fund.
 - 2. The Annual Phonathon presentation.
 - iii. Shall determine the recipients of the TTUHSC Student Endowed Scholarship, excluding the dean's awards.
 - iv. Shall plan and organize the event to award the Double T Scholarship.
- g. Operations Committee
 - i. Shall be overseen by the VP of Operations.
 - ii. Shall be populated in accordance with SGA By-Laws.
 - iii. Shall be responsible for assisting the VP of Operations in administering all SGA elections.
 - iv. One member on a weekly rotating basis shall assist in maintaining the SGA calendar.
 - v. One member on a weekly rotating basis shall record meeting minutes and report them to Student Services.
 - vi. Shall debate any and all changes made to the SGA Constitution prior to alterations being brought before the floor of the Senate.
- A. Ad-Hoc Committees
 - a. Shall be formed by the Executive Council on a situational basis.
 - b. Shall be populated by no more than 7 Senators on a volunteer or appointment basis.
 - c. Shall be terminated at the end of the academic year or at the project's completion, whichever is first.
 - d. Shall determine internally a chairperson prior to any other discussions.

Article VII: Speakers

- A. Any Executive Council member or Senator of the SGA, TTUHSC student, TTUHSC Faculty or staff, may present themselves to speak before the SGA floor or may bring a third party to the SGA floor to speak.

- B. All speakers must be approved by the Executive Council no later than 3 days prior to a scheduled SGA meeting.

Article VIII: Disbursal of Organization Funds

- A. The Student Government Association will be required to vote on and pass an annual disbursal to student organizations, as presented by the VP of Finance
- B. A 2/3 vote is required on the SGA Senate floor to pass the disbursal of organization funds.

Article IX: Meetings

- A. The Executive Council shall determine all meeting dates prior to the start of the academic year.
- B. Meetings shall be held twice monthly on the agreed-upon dates unless otherwise specified.
- C. All meetings shall be open to the public.
- D. Committee meetings shall be held as often as necessary to conduct their respective duties and business.
- E. Quorum must be present (2/3 of active, voting Senators) in order to conduct business and for voting purposes.

Article X: Constitutional Amendments

- A. Proposed amendments must be submitted to the President and the VP of Operations no less than 2 weeks prior to its introduction to the Senate.
- B. Proposed amendments may be brought to the SGA President by any Executive Officer or Senator in good standing.
- C. Amendments shall be introduced to the Senate and all discussions and voting shall be postponed until the following meeting.
- D. Amendments and By-Law changes must be approved by two-thirds majority vote.
- E. All voting shall be conducted in accordance with Robert's Rules.
- F. Shall become effective immediately upon ratification.

Article XI: Inter-Semester Functions

- A. The Executive Council shall serve as the active Senate between semesters.
- B. The Executive Council shall not have the power to enact changes to the Constitution during the inter-semester periods.
- C. The Executive Council shall not have the power to decide on the distribution of SGA monies during inter-semester periods.

Article XII: Oath of Office

All elected Senators and Executive Officers shall take the following oath upon being installed, to be administered by the President or an individual appointed by the

President:

"I do hereby solemnly swear that I will faithfully execute the duties of my office and will to the best of my ability preserve, protect, and defend the Constitution of the Student Government Association of the Texas Tech University Health Sciences Center and the rules and regulations thereof."