

Article I: Name

The body of the student representatives (Senators and the Executive Council) shall be named the Student Government Association (SGA). Henceforward, the collective TTUHSC El Paso Student Government Association will be referred to as the SGA and the Executive Council shall be EC.

Article II: Purpose

The SGA is charged with the tasks of: promoting, coordinating, and directing student affairs and activities affecting the Texas Tech University Health Sciences Center (TTUHSC) El Paso; acting to voice student concerns to the TTUHSC El Paso Faculty and Staff; encourage interdisciplinary communication and participation among the individual schools that compose the TTUHSC El Paso.

Article III: Duties and Power of the Senate

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

Article IV: Organization

- A. The SGA shall make a strong and continuous effort to represent all student body populations within TTUHSC El Paso.
- B. The SGA will be composed of duly elected students from each school that comprise the TTUHSC El Paso.
- C. Numerical representation ratios shall be in accordance to SGA by-laws.
- D. An Executive Council (EC) shall preside over all activities of the SGA and shall be composed of the following four officers.
 - 1. President
 - 2. Vice President of Communications
 - 3. Vice President of Operations
 - 4. Vice President of Finance

Article V: Officers

- A. Executive Council (officers) are elected in addition to the senate representatives from each school.
- B. Election thereof
 - a. Senators and Executive Council and respective student council members in good standing attending at the TTUHSC El Paso campus may run for any of the four officer positions and may win election to the position for which they are running by a majority vote of the SGA. Both Senators and EC members vote for the EC positions in April. The eighteen members who served their term will vote for the upcoming year's EC members.

- i. The candidate must win majority vote with at least 25% of total votes.
 - ii. In case of a tie, then run-off election will be held with the candidates who tied for first.
 - iii. If 25% of votes are not obtained, but there is not a tie for first, then persons with first & second highest number of votes will be rerun.
 - b. Eligibility to run includes one year experience in the SGA Senate or respective Student Council officers with all attendance, community service and SGA awareness requirements met.
 - i. The TTUHSC Gayle Greve Hunt School of Nursing is excluded from this one year experience requirement. Instead, any period of experience on the Nursing Student Association or TNSA will qualify for eligibility. (In order to meet this requirement, it is possible for two nursing students to run simultaneously for the EC; one will serve the first half, and the other will serve the second half after shadowing the first.)
 - c. New officers must be elected annually by the SGA Senate and EC bodies in April no later than the last Friday of April of each year.
 - d. Incumbent officers are limited to two terms of service and must run for re-election annually.
 - e. The outgoing EC shall set the date of the election of new council members with one month notice to the senate. Any student (meeting requirements stated above) desiring to run for office must submit a letter of intent to run to the EC no later than two weeks prior to the election date.
 - f. For the inaugural academic year, 2015-2016, the SGA taskforce will function as the EC/SGA with the president of the Medical Student Council (Year 2 president) functioning as the president of SGA. This will not count as one of the two terms of service. Elections in April will constitute the first term.
- C. Resignation from Office**
- a. President
 - i. In the event that the president resigns before the end of a term one of the Vice Presidents may assume the responsibilities of the office of President with approval of the SGA Senate and EC 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 EC position must be in good academic and SGA Senate standing.
 - iv. An interim appointment would not count toward the 2 term limit if it occurs after the winter break.
- D. Officer Description and Duties**
- a. President
 - i. Shall represent the official opinion of the student body at TTUHSC El Paso when requested to do so to persons outside the SGA. 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 El Paso at all business or social functions or appoint a representative to do so
 - iv. Shall call meetings, both special and monthly, of the Student Senate.
 - v. Shall supervise the appointment and establishment of Senate committees,
 - vi. Shall hold quarterly meetings with the SGA advisor and members of the administration.
 - vii. Shall serve on the Student Service Fee Advisory Committee.
 - viii. Shall attend and present progress reports at all of Board of Regents Meetings and others as required by TTUHSC El Paso Administration.
 - ix. Shall chair the student regent selection committee during TTUHSC El Paso student regent terms. In the event that the president wishes to apply for the student regent, they must designate a Vice President to chair the committee.
 - x. Does not vote on issues before the SGA. However, 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.
 - ii. Shall oversee all committees and have monthly meetings with committee heads.
 - iii. Shall serve as chair for PR and Social Committee
 - iv. Shall maintain communications with TTUHSC El Paso Institutional Advancement and Alumni relations office.
 - v. Does not vote on issues before the SGA.
 - c. Vice President of Operations
 - i. Shall be responsible for the recording of the minutes of SGA meetings and posting them on the SGA website.
 - ii. Shall conduct all EC correspondence.
 - iii. Shall keep all the papers, records, communications and correspondence sent by and received by the SGA.
 - iv. Shall chair the Operations Committee.
 - v. Shall maintain and regulate attendance records of all Senate meetings.
 - vi. Shall monitor activities of voting members to ensure a quorum and the ability of the Senate to conduct business.
 - vii. 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 task to Senators, or other appropriate means.
 - viii. Shall assist executive council on Senate Constitution changes.
 - ix. Shall coordinate the population of all Standing Committees in accordance with current SGA By-Laws.
 - x. 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.
 - 1. Shall meet with EC concerning said appointments.
 - xi. Shall meet with the Chairs of the Community Service and Public Relations committees on a monthly basis and work with them to evaluate senator standing.
 - xii. Does not vote on issues before the SGA.
 - d. Vice President of Finance
 - i. Shall receive and disperse SGA funds with the approval of Executive Council.
 - ii. Shall serve on the Student Health Fee Advisory Committee, as needed.
 - iii. Shall chair the Senate Finance Committee.
 - iv. Shall present the HSC Student Budget to the Assistant Vice President for Student Services. Shall oversee all other financial responsibilities deemed necessary by the Executive Council.
 - v. Shall hold meetings with the SGA advisor and administration as needed.
 - vi. Does not vote on issues before the SGA.
- E. Et al.
 - a. All executive officers are subject to the authority of the Assistant Vice President of Student Services (AVPSS). Any officers deemed by the AVPSS to be in dereliction of their duties or in violation of the Student Code of Conduct are subject to being removed from office by the Assistant Vice President of Student Services.
 - b. All executive officers must maintain good academic standing in order to continue in office.
 - c. Executive Officers may continue serving at the end of their term 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 El Paso enrollment and be in good academic standing and must abide by SGA by-laws.
 - iv. These positions are to be re-evaluated annually by the SGA President and Director of Student Services.
 - d. All at-large senators are exempt from community service and SGA awareness responsibilities.

Article VI: Senators

- A. El Paso
 - a. Election thereof

- i. Senators shall be elected annually at a time designated by the respective schools' student Councils but after the EC elections in April. They shall be elected by majority vote of their class in order to represent the interests of their respective classes in the SGA Senate.
 - ii. In order to run for election, candidates must be in good academic standing.
 - iii. The numbers of Senators elected from each class shall be composed of 18 members drawn from each TTUHSC El Paso School (8 from Paul L. Foster School of Medicine, 6 from Gayle Greve Hunt School of Nursing and 4 from Graduate School of Biomedical Sciences). These numbers are selected in order to represent each class or cohort from each school.
 - iv. In the case that no individuals run for office from a particular class, the VP of Operations will petition the respective program's faculty to appoint senators.
 - v. Senators are considered elected representatives of their class for the same term as the other members of their respective student councils.
- b. Filling of Vacated Senate Seats
- i. In the event that a Senator chooses to vacate their seat before the end of term, then the VP of Operations shall have the authority to run a special election within 30 days in order to fill the vacant seat.
 - ii. Resignation without notification shall be deemed as un-honorable and the senator that vacates a seat without notice will not receive recognition upon graduation.
 - iii. Any Senator who does not fulfill their obligations until the end of their term shall not receive recognition upon graduation.
- c. Description
- i. Members of the Student Senate shall be entrusted by the constituency to represent the interests of their respective school as well as the general interest of the TTUHSCEP student body.
 - ii. Each Senator is entrusted to advocate for TTUHSCEP students in all affairs and holds the duty of publicizing and debating student concerns during the SGA sessions.
 - iii. All members of the SGA must be registered students at TTUHSCEP with a GPA of 2.5 or better current and cumulative. Students without a numeric GPA must be considered "passing" or "in good academic standing" by their respective program both current and cumulative.
- d. Duties and Attendance
- i. Senators are required to attend all SGA meetings and are allowed two total unexcused absences per year. Absences may be excluded based on conflicting class and clinical rotations. All other absences will be considered unexcused, unless decided otherwise by the Executive Council.
 - ii. Following the second unexcused absence, the offending Senator will be notified by the Vice President of Operations that they must meet with the EC prior to the next consecutive SGA meeting.
 - iii. Senators will abide by all the regulations stated in the Senate By-Laws.
 - iv. Each Senator will be required to participate in a minimum number of community service events/hours as designated by the EC and as organized by the Community Service Committee.
 - v. Each Senator will be required to participate in a minimum of SGA awareness events/hours as designated by the EC as organized by the Public Relations Committee.
 - vi. Each Senator will be required to serve on one of the standing committees, and may serve on any ad-hoc committees as they are formed.
 - vii. Senators found delinquent in their attendance, community service or SGA awareness requirements shall be deemed to be in bad standing and must meet with the EC on an agreed-upon date to discuss appropriate consequences. Consequences may include dismissal from the SGA and/or a letter to the dean of their respective school.
 - viii. Senators that are in bad standing at the end of the academic year are ineligible to return as a senator the following year, or to run for reelection.

Article VII: Committees

A. El Paso - Standing Committees

- a. Standing Committees shall be populated annually according to the By-Laws by duly elected El Paso Senators on a volunteer or appointment basis as determined by the VP of Operations.

- b. All Standing Committees shall be chaired by a current member of the relevant committee, unless chaired by an EC member as described herein.
 - c. 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.
 - d. Social Committee
 - e. Public Relations and Social Committee
 - i. Shall be responsible for coordinating with TTUHSCEP SGA, and other, related announcements, via the Tech View.
 - ii. Shall organize and oversee all SGA Awareness events.
 - iii. Shall maintain tracking of all SGA Awareness credits for all El Paso Senators and determine Senator standing based on SGA Awareness compliance.
 - iv. Shall make announcements through Student Services regarding SGA, and other, events.
 - v. Shall coordinate and publicize the social functions of the SGA on the El Paso campus.
 - vi. Shall coordinate with Assistant VP of Student Services and Executive Council on all SGA sponsored social events.
 - vii. The Chair shall report on a monthly basis to the VP of Operations, and coordinate with the VP of Operations to determine Senator standing.
 - f. Community Service
 - i. Shall be responsible for researching, scheduling and conducting all community service events.
 - ii. Shall coordinate and publicize the community service functions on the El Paso campus.
 - iii. Shall maintain a record of all community service attendance and events in which Senators participate.
 - iv. The Chair shall report on a monthly basis to the VP of Operations, and coordinate with the VP of Operations to determine Senator standing.
 - g. Finance and Scholarship Committee
 - i. Shall be comprised of 4 individuals as follows:
 - 1. Shall be chaired by the VP of Finance.
 - a. The VP of Finance shall act as an overseer and coordinator but shall have no voting power in the committee.
 - 2. In order to insure equitable disbursement of SGA special projects funds, the Finance Committee shall be populated by Senators drawn from each El Paso School (1 from Paul L. Foster School of Medicine, 1 from Gayle Greve Hunt School of Nursing and 1 from 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 regards 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 his respective school or a registered organizations in which he is a member, then the President shall be called on to cast the deciding vote.
 - v. Shall coordinate with the Alumni Office and/or Student Services in all efforts to fund-raise for and coordinate scholarships and events
 - h. Operations Committee
 - i. Shall be chaired 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 monthly rotating basis shall assist in maintaining the SGA calendar.
 - v. One member on a monthly 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.
- B. El Paso Ad-Hoc Committees**
- a. Shall be formed by the EC on a situational basis.

- b. Shall be terminated at the end of the academic year or at the project's completion, whichever is first.
- c. Shall determine internally a chairperson prior to any other discussions.

Article VIII: Petitions from the student body

- A. The SGA will hear concerns from students on a petition basis in a first-come first-served manner.
- B. Petitions concerning changes in SGA organization, representation ratios, creation of student organizations with the desire to be funded via the SGA, and other actions that affect the TTUHSCEP system at large must be presented to the EC with signatures of 10% of the student body no later than 2 weeks prior to presentation for vote at the SGA floor.
- C. All other petitions must be presented to the EC, without the need for signatures, no later than 2 weeks prior to presentation for vote at the SGA floor.
- D. Petitions shall be presented to the SGA senate meeting by the author of the petition.
- E. A 2/3 vote on any petition is required for action to be taken by the SGA in regards to that petition.
- F. Upon hearing the presentation of any petition, the Senators will have the opportunity to vet via question or other investigatory process the petition and the author of that petition.
- G. The EC will determine whether any petitions that are presented as 'emergencies' reach the SGA floor if presented less than two weeks prior to a meeting date.

Article IX: Speakers

- A. Any EC member or Senator of the SGA, TTUHSCEP student, TTUHSCEP 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 X: Meetings

- A. The EC shall determine all meeting dates prior to the start of the academic year.
- B. Additional meetings that may need to be called shall be announced at least two weeks ahead of time.
- C. Meetings shall be held at least quarterly on the agreed-upon dates.
- D. All meetings shall be open to the public.
- E. Committee meetings shall be held as often as necessary to conduct their respective duties and business.
- F. Quorum must be present (2/3 attendance) in order to conduct business and for voting purposes

Article XI: Constitutional Amendments

- A. Proposed amendments must be submitted to the President and the VP of Operations no later than 3 days 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.
- G. The constitution is required to be re-evaluated for amendment at least bi-annually.

Article XIII: Inter-semester Functions

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

Article XIV: 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 El Paso and the rules and regulations thereof."