

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
STUDENT GOVERNMENT ASSOCIATION

BYLAWS

Section Article I: Representation

- A. Representation is based on current enrollment re-evaluated each Spring, determined as follows:
 - a. Each school's enrollment will be obtained from the Fact Book each Spring.
 - b. Distance education enrollment will be subtracted from the total enrollment for each school.
 - c. The percentage of total in-person enrollment for each school will be divided in $\frac{1}{2}$ then rounded down.
 - d. The resulting numbers will reflect the following year Senate seats per school.
 - e. Distance education students will receive 10 Senate seats.
- B. School
 - a. GSBS : 3
 - b. School of Health Professions
 - i. Laboratory Sciences & Primary Care
 - 1. Molecular Pathology : 1
 - 2. Physician Assistant : 2
 - 3. Clinical Laboratory Sciences : 1
 - ii. Rehabilitation Sciences
 - 1. Athletic Training : 1
 - 2. Occupational Training : 1
 - 3. Physical Therapy : 3
 - 4. Rehabilitation Sciences : 1
 - iii. Speech, Language, & Hearing Sciences
 - 1. Audiology : 1
 - 2. Speech, Language, & Hearing Sciences : 3
 - 3. Speech Language Pathology : 1
 - c. School of Medicine
 - i. MS1 : 3
 - ii. MS2 : 3
 - iii. MS3 : 3
 - iv. MS4 : 3
 - d. School of Nursing
 - i. Traditional BSN : 9
 - e. School of Pharmacy
 - i. Dallas : 4
 - ii. Amarillo : 3
 - iii. Abilene : 2
 - iv. Lubbock : 1
 - f. Distance Education : 10
 - i. Includes:

1. GSBS: Public Health Certificate
2. SHP: Clinical Counseling & Mental Health programs, Healthcare Management & Leadership programs, Physical Therapy, Post-Professional Doctor of Occupational Therapy, and Transitional Doctor of Physical Therapy
3. SON : all programs other than Traditional BSN

Article II: Responsibilities & Requirements of Senators

A. Responsibilities

- a. Senators of the Student Senate shall be entrusted by the constituency to represent the interests of their respective school and campus as well as the general interest of the TTUHSC student body.
- b. Mandatory attendance at each bimonthly meeting. In the event a Senate member must miss a meeting, he/she must submit an absence request form.

B. Requirements

a. Attendance

- i. Senators will be allowed 2 total unexcused absences per year, to include Senate meetings and committee meetings.
- ii. Following the second absence, the Senator will be notified in writing by the VP of Operations.
- iii. Upon the third absence, the Senator will meet with the Executive Officers to determine appropriate action.
- iv. The attendance policy may be waived, by discretion of the Executive Officers, for Senators with special professional commitments.

b. Duties

- i. Each Senator is entrusted to advocate for TTUHSC students in all affairs and holds the duty of publicizing and debating student concerns during the SGA sessions.
- ii. Senators will abide by all the regulations stated in the Senate Constitution & Bylaws.
- iii. Each Senator will be required to participate in a minimum number of community service events/hours as designated by the Executive Officers and as organized by the Community Service Committee.
- iv. Each Senator will be required to participate in a minimum of SGA awareness events/hours as designated by the Executive Officers and as organized by the Public Relations Committee.
- v. 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.
- vi. Each Senator will be expected to participate in the production of legislation as designated by the Executive Officers.

c. Academic Standing

- i. All Senators of the SGA must be registered students at TTUHSC with a GPA of 2.5 or better current and cumulative. Students without a numeric

GPA must be considered "passing" by their respective program both current and cumulative.

C. Ethical Standards

- a. Senators must represent the Student Government Association and Texas Tech University Health Sciences Center in a positive light at all times.
- b. Senators are expected to act in manner consistent with the expectations outlined in the TTUHSC Student Code of Conduct and the Senator Contract.
- c. Senators must always treat their fellow members or officers with respect .
- d. Senators must uphold the Values-Based Culture of one team, kind hearted, integrity, visionary, and beyond service.

D. Accountability & Removal Process

- a. Any Senator or Officer can submit a member in violation of the organization purpose, requirements, constitution, or university policy to the Executive Officers.
- b. Once an Officer receives the violation, it will be reviewed at the next Executive Officers meeting.
- c. If the Executive Officers find the violation creditable, then they will schedule a time for the Senator to come speak to the Executive Officers about the violation.
- d. After the meeting with the Senator in question, the Executive Officers will take a vote on whether to move forward with a warning, probation or removal process. A unanimous vote is required to move the process forward. The Executive Officers can also identify there was no violation and there is no need to move forward with an accountability process.
 - i. Warning – There is sufficient evidence to find a Senator in violation but not enough to warrant probation or removal. Warning will include documenting and emailing notice of warning to members.
 - ii. Probation – There is sufficient evidence to find a Senator in violation and the member will not be considered in good standing for a set amount of time to be determined by the Executive Officers. Senators on probation will not be able to vote or participate in SGA activities or events during the period of time determined by the Executive Officers.
 - iii. Removal – There is sufficient evidence to find a Senator in violation and the violation or behavior is severe enough to warrant removal. Senators removed from the Senate are prohibited from holding a seat in the future and will not graduate with SGA honors or distinctions.
 1. If the vote passes to move the process forward for removal, the Senator will be given the option to appeal the decision before the Senate.
 - a. A two-thirds vote is required to remove a Senator.
 - i. If the vote passes, the Senator will be removed.
 - ii. If the vote does not pass, the Senator will not be removed and will instead be placed on probation.
 - b. If the Senator is not present at the meeting where the vote took place, they should be notified of the vote within 24 hours.

Section Article III: Senator Election Procedures

A. School Breakdown – See Section I : Representation

- B. The Election process shall be headed and organized by the VP of Operations, in coordination and agreement with the Executive Officer team and the Office of Student Life.
- C. A timetable shall be constructed and followed to determine deadlines for the election process. The process must include, but is not limited to, creating the following dates and deadlines:
 - a. Determine the date of the Senator Orientation/Leadership Seminar (for example, the third Saturday of September). All other dates will be constructed, retroactively, from this Orientation date.
 - b. In more than one six weeks prior to the Orientation date (for example, earlier than the first Saturday of August), the following documents must be created:
 - i. A roster must be constructed listing all vacant and occupied seats, organized per school, program, and year or level.
 - ii. A senator application form on the SGA HSC Net page, collecting information including but not limited to:
 1. The applicant's first, middle, and last name.
 2. The applicant's preferred full name
 3. The applicant's TTUHSC R#.
 4. The applicant's TTUHSC email address.
 5. The applicant's personal phone number.
 6. The applicant's school, program, and year or level.
 7. The applicant's campus location.
 8. A brief essay (5-6 sentences) detailing introducing the applicant and detailing why the applicant is running for the senator position.
 9. A photographed headshot of the senator which will be presented to their class upon voting.
 - c. At least six weeks prior to the Orientation date, emailed invitations must be sent to all TTUHSC students to announce vacant seats. Applications will run for two weeks (up until four weeks before the orientation date). The email should include:
 - i. An introduction for the Student Government Association and our mission.
 - ii. The standing senators for that program or class, and the number of vacant seats for that program or class.
 - iii. An invitation to apply for vacant senator seats, as well as a URL link to the HSC Net senator application page, the deadline to apply (at least four weeks prior to the Orientation date), and a disclosure that students must be in good academic standing to apply.
 - d. A reminder email for Senator applications should be sent one week prior to the applications deadline, as well as one day prior to the application deadline.
 - e. Following the application deadline (at least four weeks prior to the orientation date), an election form must be created on HSC Net within 2-4 days. The election form should include:
 - i. The first page, which prompts students to fill in their R#, select their program along with the year or level, and select their campus location.

- ii. Subsequent pages, which will be redirected to by the first page, which include each applicant sorted in alphabetical order by last name, and presented as a single-option selection. Applicant entries should include:
 - 1. The applicant's preferred full name.
 - 2. The applicant's headshot.
 - 3. The applicant's application essay.
 - iii. For cases where the number of applicants do not exceed the number of vacant seats for a particular program or class:
 - 1. In the case where there are exactly as many applicants as there are vacant seats for that program or class, the applicants all win the seats by default.
 - 2. In the case where there are less applicants than vacant seats for that program or class, the applicants win by default, and an additional text input should be present on that page instructing voters to write-in a nomination. Any nominations, as well as the number of empty seats, will be presented to that program's ESAW contact to directly fill in seats over the semester, as early as possible.
 - f. The election should run for at most one week (ending three week prior to the orientation date).
 - g. Winners of each program's election, by plurality vote, must be notified by email, and asked if they accept the senator seat.
 - h. In the case of ties, a run-off election ballot (only listing tied contenders for vacant seat(s)) must be created and emailed out to the corresponding class(es) one week prior to the orientation date, running for at least four days. Winners of the run-off election must be promptly notified by email and asked if they accept the seat.
 - i. At least two weeks prior to the orientation date, all programs with newly-filled senator seats must be notified of their new senators.
 - j. At least two weeks days prior to the orientation date, all sitting senators must be emailed an invitation to the senator orientation/leadership seminar.
- D. All senators, new and returning, shall be documented by the VP of Operations. Documents tracking senator point requirements, senator attendance, and senate breakdown by program shall be created by the VP of Operations.