These bylaws establish the Student Association at the University of Texas School of Public Health and the procedures for the conduct of its business. While the School of Public Health Student Association hopes to provide a mechanism for expressing the concerns and interests of students at the School’s Regional Campuses and fostering communication and collaboration between students at all the campuses, these bylaws in no way govern the conduct of business for the student associations or governance organizations at those campuses.

ARTICLE 1: Name
The name of this organization shall be the Student Association (SA) at the School of Public Health (or SPHSA).

ARTICLE 2: Purpose
A. To promote mutually supportive two-way communication within and between the student body, faculty, staff, and administration at the school and institutional levels,
B. To improve the quality of student life through a variety of social activities, and
C. To foster opportunity for student involvement in special events and to promote service to the community at large.

ARTICLE 3: Membership
Section 1: Student Membership
A. All registered students in good standing at the School of Public Health (“SPH” or “UTSPH”) at the University of Texas Health Science Center at Houston (“UTHSC-H”) are members of the Student Association.
B. All student members are eligible to vote in general and committee elections and to hold office.
C. Membership shall be open to University of Texas School of Public Health students, regardless of race, color, national origin, religion, sex, sexual orientation, age, disability or veteran status.

Section 2: Advisory Membership
The UTSPH dean shall appoint one representative from the faculty to the Student Association annually to serve the Student Association as Faculty Advisor. The second member is the Director of Student Affairs.

A. The Faculty Advisor
1. The faculty advisor should be selected from the Faculty Council and functions to facilitate and maintain communication between the dean and faculty and the Student Association.
2. This representative shall serve a one-year renewable term, rotated among the majors.

B. The Director of Student Affairs
1. The Director of Student Affairs or designee shall serve the Student Association as the Administrative Advisor and may serve an indefinite number of terms.
2. He/she functions to facilitate and maintain communication between the dean and UTSPH administration and the Student Association and to assist with and provide administrative support necessary to forward the work of the Student Association.
3. Both the Administrative and Faculty Advisors shall have privileges of the floor.

ARTICLE 4: Student Association Executive Board
Section 1: Definition
The Student Association Executive Board (the “Executive Board”) shall direct the general policy of the Student Association and shall be the governing body of the Student Association with the power to act on all matters for the best interests of the student body consistent with the provisions of these bylaws, including but not limited to calling meetings of the membership, the filling of vacancies in offices, and authorization of expenditures.

Section 2: Composition:
The Executive Board shall be a twenty-one (21) member committee composed of the elected officers, council representatives, and deputy directors. No person shall hold more than one voting position on the Executive Board at any given time.

A. Elected Officers – The twelve (12) elected positions of the Executive Board are the:
   1. Executive Director
   2. Associate Director
   3. Administrative Director of Public Relations
   4. Administrative Director of Social Activities
   5. Administrative Director of Community Involvement
   6. Administrative Director of Records
   7. Financial Director
   8. Student Concerns Representative
   9. Three (3) Student Inter Council Representatives
   10. New Student Liaison
(12 voting members)
B. Council Representatives – The elected board shall solicit and request candidates for these positions as needed:
   1. Academic Council
   2. Research Council
   3. Practice Council
   4. IT Council
   5. School-Wide Curriculum Committee
   6. Texas Medical Center Student Affairs Advisory Council (6 voting members)
      a. Each candidate must be approved by the elected board.
      b. The representatives of these committees are representatives for the Student Association to their respective councils.
      c. It is highly recommended that an alternate, who is not a member of the Executive Board, also be named at that time who can step in as the committee’s representative if necessary.

C. Deputy Directors – The elected board may solicit and request candidates for deputy director positions as deemed necessary, which may include but are not limited to a:
   1. Deputy Director of Public Relations
   2. Deputy Director of Social Activities
   3. Deputy Director of Community Involvement (3 voting members)

Section 3: Responsibilities:
All members of the Executive Board should participate in all meetings of the Executive Board and the activities of their respective committees as described here or in Article 5 and provide regular reports of their committee’s activities.

A. Executive Director (ED) – The ED shall be the voice of the Student Association in all matters pertaining to the organization and shall represent the students of the School at official SPH or UTHSC-H functions. The ED meets with the Operations Committee and co-chairs that Committee. The ED will preside over the Executive Board meetings.

B. Associate Director – The Associate Director shall assume the duties of the Executive Director in his/her absence and serve as co-chair of the Operations Committee.

C. Administrative Director of Public Relations (ADPR) – The ADPR is responsible for creating and disseminating promotional materials for all SA-sponsored events. The ADPR is the co-chair of the Communications Committee. The ADPR will also work directly with the ADSA due to the intensity of these two positions.

D. Administrative Director of Social Activities (ADSA) – The ADSA serves as the co-chairperson of the Student Activities Committee. The ADSA will work directly with the ADPR since these two jobs are very time consuming. The Social Activities are planned, managed and arranged for by this director.

E. Administrative Director of Community Involvement (ADCI) – The ADCI shall seek out and promote community service opportunities in the greater community as well as within UTHSC-H. The ADCI serves as the co-chairperson of the Student Activities Committee.

F. Administrative Director of Records (ADR) – The ADR shall prepare and distribute the minutes from all Student Association or Executive Board meetings and is responsible for
maintaining records of such meetings and Student Association activities. The ADR is the co-chair of the Communications Committee.

G. Financial Director – The Financial Director shall prepare a budget for the Student Association based on the planned SA activities for the coming year with the assistance of the ADSR and ADPR and the Finance and Project Funding Committee which he/she also chairs if it is constituted. He/she shall also present a financial report at each meeting of the Executive Board, a summary report at the General Assembly each semester, and oversee the expenditure and disbursement of Student Association funds.

H. Student Concerns Representative (SCR) – The SCR is to establish a stronger student voice at the Student Association level, including any concern, personal or affecting a majority of the student body, related to the SPH student experience. The Student Concerns Representative reports to the Executive Board and helps develop solutions to student concerns, usually involving Student Affairs.

I. Student Inter Council (SIC) Representatives – The SIC Representatives contribute to the quality of student life at UTHealth by participating in the development and implementation of policies and procedures affecting students; providing funds to support special projects of other student organizations; representing student interests on external and internal committees; improving communication among the schools through the publication of an SIC newsletter, UTHealth Student Pulse; and planning and implementing activities that address the special needs of students.

J. New Student Liaison – The goal of the New Student Liaison is to ensure that the student experience at UTSPH is positive. The New Student Liaison Student facilitates communication between the Student Association and incoming classmates on student-related issues. The New Student Liaison provides information to incoming students about resources available to them. An important part of this is to help integrate students into the School of Public Health by familiarizing them with the division through tours and seminars (if needed) and by encouraging new students to attend Student Association activities that foster interaction among students in the school. New Student Liaison should attend all orientation days and open houses, if possible.

K. Council Representatives – The council representative(s) selected for the Academic, Research and Practice Council and the School-Wide Curriculum Committee shall serve in advisory capacities to the SPHSA Executive Board and to the respective Council.

1. Academic Council Representative – Solicits student input and provides a forum for student discussion regarding matters relating to the academic and admissions policies and standards of the UTSPH; conveys the students’ interests, concerns, and recommendations to the dean and to the UTSPH Academic Council.

2. Research Council Representative – Solicits student input and provides a forum for student discussion regarding matters relating to the UTSPH Research Council; conveys the students’ interests, concerns, and recommendations to the dean and to the UTSPH Research Council, which coordinates research-related issues, promotes and facilitates research and research administration, and oversees research compliance policies. Research Council Representative will also serve as the Chair person for Research Day. Chair will be responsible for recruiting committee members and providing oversight of the event.

3. Practice Council Representative – Solicits student input and provides a forum for student discussion regarding matters relating to the UTSPH Practice Council;
conveys the students’ interests, concerns, and recommendations to the dean and to the UTSPH Practice Council, which defines public health practice as it relates to faculty and student research, proposes public health practice content for academic degree programs, promotes practice-based teaching and practice-based research, and fosters effective practice activities among the faculty and between the faculty and community organizations.

4. IT Council Representative – Develops vision and strategic direction for shared information and communication technologies for entire university. Also reviews and prioritizes projects that align with UTH SPH Information Technology (IT) strategy. The Information Technology Council serves as the primary advisory body for IT strategic planning, policy development, and service review for the university. Responsible for the maintenance of UT SPHSA website such as updating the online calendar with events, updating current officer information and photos, etc.

5. School-Wide Curriculum Committee Representative – Conveys the students’ interests, concerns, and recommendations to the dean and to the UTSPH School-Wide Curriculum Committee, which approves the curricula of new courses and evaluates current courses on a cycling basis.

6. Texas Medical Center Student Affairs Advisory Council Representative - Fosters information exchange as well as collaboration on ideas and joint projects or programs in the Texas Medical Center. Student representatives of the academic institutions and Chief Academic Officers meet to address issues that arise on campus and facilitate collaboration among member institutions.

Section 4: Eligibility to Hold Office
A. All student members of the Student Association are eligible to serve on the Executive Board unless the student has been removed from an Executive Board position in any previous academic year during his/her tenure at the UTSPH.
B. The candidates for Executive Director must have been a member of the Executive Board for the academic year prior to candidacy.

Section 5: Terms of Office
A. All elected members of the Executive Board shall serve for one year.
B. Terms begin on the first day of May and ending on the last day of April of the following year.
C. No member may serve in the same elected position for more than two consecutive terms. The single Inter-Council representative who is elected for a two-year term originally, may be elected as a Student Inter-Council representative for a one year term.
D. All recruited members of the Executive Board (specifically representatives on the Academic, Research and Practice Councils) are encouraged to serve at least for 2 years due to the steep learning curve on joining these committees.

Section 6: Vacancies
A. Succession – In the event that the office of Executive Director becomes vacant during the term of office, the Associate Director shall become the Executive Director for the remainder of the term.
1. When a vacancy occurs in the office of Associate Director, Administrative Director Public Relations, Administrative Director Social Activities, Financial Director, or Student Inter Council representatives, the Executive Board shall call a special election to fill the office for the remainder of the respective term.
2. If a vacancy should occur for any of the committee chairpersons, the alternate committee chairperson (if the committee has been constituted) shall serve as their representative to the Executive Board and become the new chairperson and the committee shall select a new alternate. If there is no committee the board will solicit a new representative.
3. If a vacancy should occur for any of the Regional Campus representatives, the alternate for that campus shall serve as the representative for the remainder of the term and a new alternate representative appointed.

B. Resignation – Any member of the Executive Board may resign by submitting a letter to the Executive Director and both Advisors.
1. Should the Executive Director choose to resign from his/her office, the letter of resignation should be given to the Associate Director and both Advisors.
2. Upon receiving such a letter, it shall be read into the minutes at the next meeting by the Executive Director (or Associate Director) and the position declared vacant.
3. Members who graduate or leave school during their term of office are expected to tender their resignation within thirty (30) days.

C. Grievances and Removal from Office – Any member of the Executive Board may be removed from office by an affirmative vote of two-thirds of the Executive Board at a regularly scheduled meeting.
D. Grounds for removal from office include, but are not limited to:
1. The failure to adequately fulfill the duties of office for any reason or as demonstrated by the member’s absence at all Executive Board or committee meetings in two consecutive months,
2. Knowingly misrepresenting the Student Association, or
3. Conducting business on behalf of the Student Association when not so authorized.

E. Grievances against a member of the Executive Board may be presented in written form by any student member of the Student Association. Copies are presented to: Executive Director and both of the advisors as well as to the student who the complaint is lodged against.
F. Personal complaints will go through a mediation process with the Executive Director, both advisors, and all involved parties no later than 30 days after the incident.
G. In the event that the Executive Director is named in the grievance issue, it should be presented to the highest-ranking member of the Executive Board not named in the grievance who will also chair that portion of the meeting at which the issue is acted upon.
H. Grievances shall be distributed to all members of the Executive Board at least five days prior to the regularly scheduled meeting at which the issue is to be acted upon. Should a grievance be presented less than five days before the next regular meeting of the Executive Board, the issue will not be acted upon until the first regular meeting following.
I. While Executive Board members named in a grievance issue are encouraged to attend this meeting, their presence is not necessary for action to be taken. The unnamed members of the Executive Board may impose any lesser penalty or take other appropriate action in lieu of removal from office where deemed warranted.
J. In the event of a two-thirds* affirmative vote for removal from office, the position will immediately be declared vacant. (*2/3 of all filled positions. Does not include members on any type of leave of absence or vacant positions).
K. The impeached member shall be barred from participation as a candidate in subsequent Student Association elections during his/her tenure at UTSPH.

ARTICLE 5: Committees
Section 1: Ad hoc Committees
A. The Executive Director shall have the authority to appoint ad hoc committees on any of a variety of issues as necessary.
B. Such functioning committees shall be dissolved automatically on April 30th of each year but may be reappointed by the incoming Executive Director.

Section 2: UTSPH and UTHSC-H Committees
The Executive Director shall respond to requests from the UTSPH dean or chairperson of the faculty, president of the UTHSC-H, and Student Inter Council seeking names of student representatives to serve on standing and special committees. SPHSA representatives to the Admissions Committee and Alumni Association are currently recruited under this article.

Section 3: Student Association Standing Committees
A. Membership –
   1. Membership on Student Association Standing Committees is open to all members of the Student Association who are interested in that committee’s topic area and are willing to actively participate in that committee’s activities.
   2. Each committee shall maintain and post a list of active members.
B. Definitions and General Responsibilities –
   1. The standing committees of the Student Association MAY INCLUDE the Operations Committee, Student Activities Committee, Communications Committee, Finance and Project Funding Committee, Academic Affairs Committee, Practice Council Committee, and Research Council Committee.
   2. Each standing committee shall provide a report to the Student Association monthly.
C. The Operations Committee –
This committee is co-chaired by the Executive Director and Associate Director and oversees the administrative operations of the Student Association. The duties of this committee include, but are not limited to:
   1. Planning the meetings
   2. Proposing amendments to and upholding the bylaws of the Student Association
   3. Presiding over all student elections at the School
4. Directing the selection and presentation of the:
   a. John P. McGovern Award for Outstanding Teaching
   b. James Emerson Award for the Outstanding Teaching Assistant (TA of the Year)

D. Student Activities Committee –
   This committee is co-chaired by the Administrative Directors of Social Activities and Community Involvement and shall oversee the planning of student activities for the student body of the School of Public Health and the UTHSC-H as a whole. Its duties include but are not limited to:
   1. Promoting social life at the UTSPH with an emphasis on school interaction
   2. Promoting service to the UTSPH, UTHSC-H, and Greater Houston Communities

E. Communications Committee –
   This committee is co-chaired by the Administrative Directors of Public Relations and Records and shall oversee the documentation of Student Association activities and the public relations of the Student Association to the student body of the School of Public Health and the UTHSC-H. Its duties include, but are not limited to:
   1. Managing the Blackboard site
   2. Publicizing Student Association activities, meetings, and events
   3. Improving communication between the UTSPH and the UTHSC-H

F. Finance and Project Funding Committee –
   This committee is co-chaired by the Financial Director of the Student Association and another member selected by the committee. It manages the financial operations of the Student Association. The duties of this committee should include, but are not limited to:
   1. Making recommendations regarding the disbursement of Student Association funds for Student Association sponsored activities
   2. Maintaining historical records concerning the Student Association’s finances
   3. Reporting the financial situation of the Student Association at the beginning and end of each year

ARTICLE 6: Meetings
Section 1: General Assembly
A. Definition
   The Student Association as a whole shall meet in General Assembly once each semester.
   1. A General Assembly session may be called at any time by a majority of the Executive Board or at the written request of twenty-five or more student members of the Student Association given to the Executive Director or the Associate Director.
   2. Upon receipt of such a request, the Executive Director and Associate Director shall schedule the General Assembly within fifteen school days but held on a regular school day and with at least five days advance notice.
   3. All members of the Executive Board are expected to participate in the General Assembly.
4. The Executive Director shall preside over the assembly.
5. All other members shall summarize the semester’s activities for their respective committees.
6. In the case of a General Assembly called as a special session, the summary of each committee’s activities may be omitted from the agenda and the other members of the Executive Board shall assist and advise the Executive Director at the General Assembly.

B. Rules of Order
The most recent revision of Robert's Rules of Order shall be the parliamentary authority of the General Assembly.

C. Voting
Any matter requiring the vote of the Student Association that arises during the General Assembly shall be referred to the Executive Board for referendum.

D. Agenda
A preliminary agenda for the General Assembly shall be prepared by the Executive Board with the help of the Operations Committee and should be posted 72 hours prior to the Assembly.

E. Minutes
The minutes of the General Assembly shall be kept by the Administrative Director and posted on the web site within one week of the Assembly. Any corrections to the minutes are to be made at the next regular meeting of the Executive Board. After the next Executive Board meeting, a note shall be added to the minutes regarding the approval of the minutes by the Executive Board.

F. Visitors
Visitors may attend or make presentations at the General Assembly upon invitation of the Executive Director. Current students are not considered visitors as they are members of the Student Association.

Section 2: Executive Board Meetings
A. Regular Meetings
The Executive Board shall meet monthly at the discretion of each member. All regular meetings are open to all Student Association members.

B. Special Meetings
1. A special meeting of the Executive Board may be called by the:
   a. Executive Director
   b. Written request of a majority of the Executive Board membership, or
   c. Written request of ten or more student members of the Student Association.
2. Such written request should be given to the Executive Director or the Associate Director.
3. Upon receipt of the request for a special meeting, the Executive Director and Associate Director shall schedule the special meeting within ten school days but held on a regular school day and with at least 72 hours advance notice.
4. Special meetings may be open to the membership or held in executive session, subject to the collective discretion of the Executive Director, Associate Director, and both Advisors, or by a majority of the Executive Board.
C. Quorum
1. A quorum shall be defined as two-thirds of the Executive Board membership from the UTSPH in Houston.
2. In the event that a committee chairperson cannot attend an Executive Board meeting, that committee’s alternate chairperson should represent the committee at the meeting.
3. In such a case, the alternate chairpersons for the Operations Committee, Student Activities and Public Relations Committee, and Finance and Project Funding Committee should represent the committee but do not need to fulfill the other responsibilities of the absent member.

D. Rules of Order
The most recent revision of Robert's Rules of Order shall be the parliamentary authority for Executive Board meetings.

E. Voting
1. Unless otherwise requested, voting shall be done by a show of hands of the entire executive board except the Executive Director.
2. The Executive Director votes only in case of a tie.
3. A written ballot may be requested at any time by any member of the Executive Board.
4. Agenda
   a. The agenda for regular meetings shall include the call to order, introduction of guests, determination of the presence of a quorum, approval of minutes of the previous meeting, committee reports, unfinished business, new business, invitation for concerns to be voiced from the gallery, announcements, and adjournment.
   b. The agenda for special meetings may omit all items except the call to order, introduction of guests, determination of the presence of a quorum, and adjournment so that the primary business of the meeting is the purpose of the special meeting itself.
   c. A preliminary agenda for regular or special meetings should be posted 24 hours prior to the meeting and amendments to the agenda may be made at the beginning of the meeting.
5. Minutes
   a. The minutes of all Executive Board meetings shall be kept by the Administrative Director and posted within one week of the meeting on the website and by e-mail to the Executive Board members.
   b. Any corrections to the minutes are to be made at the next regular meeting of the Executive Board.
   c. After the next meeting, a note shall be added to the minutes regarding the approval of the minutes by the Executive Board.
6. Visitors
   a. Visitors may attend or make presentations at Executive Board meetings upon invitation of the Executive Director.
   b. Current students are not considered visitors as they are members of the Student Association.
Section 3: Committee Meetings
A. Regular Meetings
Each standing committee of the Student Association shall meet monthly at a regular meeting time established and posted at the beginning of each semester. All committee meetings are open to all Student Association members.
B. Special Meetings
A special meeting of a standing committee may be called by the Committee Chairperson, the Alternate Committee Chairperson, or at the written request of a majority of the committee membership. Such written request should be given to the Committee Chairperson or Alternate Committee Chairperson. Upon receipt of the request for a special meeting, the Committee Chairpersons shall schedule the special meeting within seven school days but held on a regular school day and with at least 72 hours advance notice.
C. Quorum
A quorum shall be defined as two-thirds of the active membership list as defined in Article V.
D. Agenda
A preliminary list of discussion topics for regular or special meetings should be posted 24 hours prior to the meeting and amendments to the agenda may be made at the beginning of the meeting.
E. Minutes
The minutes of all standing committee meetings shall be kept by the Committee Chairperson or his/her designate and posted within one week of the meeting. Any corrections to the minutes are to be made at the next regular meeting of the committee. After the next meeting, a note shall be added to the minutes regarding the approval of the minutes by the committee.
F. Visitors
Visitors may attend or make presentations at meetings of the Student Association Standing Committees upon invitation of the respective committee chairperson.

ARTICLE 7: Finance and Budget
Section 1: Operating Funds
A. Operating funds for the Student Association come from a portion of the Student Services Fees collected each term through the registration process.
B. The portion designated for use by the Student Association shall provide the source of funds for the budgetary planning and fiscal operation of the Student Association plus 25% of the previously unused funds of previous years.

Section 2: Financial Obligations
No financial obligations shall be incurred by any Executive Board member or standing committee except as authorized within the annual budget or by special action approved by the Executive Board.

Section 3: The Fiscal Year
The fiscal year shall conform to the academic year.
ARTICLE 8: Elections
Section 1: General Elections
A. A Student Association general election shall be held no later than very early April to decide the elected members of the Executive Board.
B. Such elections shall be administered by both of the Associate Directors and the Operations Committee according to the voting procedures outlined in these bylaws.
C. Special terms for the 3 Student Inter-Council representatives: One representative shall be elected for a 2 year term and two representatives shall be elected for a one year term.
D. Voting in general elections may be by either written or electronic ballot but not in combination. The election outcome for each position shall be determined by a plurality vote (the candidate receiving the most favorable ballots).

Section 2: Committee Selections
The chairpersons to the committees and the alternate chairpersons for all of the standing committees shall be approved by the elected board. The Associate Director or a designate from the Operations Committee shall oversee this process for each committee.

Section 3: Nominations
A. Nominations for Executive Board members shall follow the process outlined in the Student Association By-Laws.
B. The nominations period for elected positions shall be two weeks prior to the general election. Nominations for those Executive Board members selected from within a standing committee shall be made at the same meeting as the election.
C. Any Student Association member may nominate a potential candidate, including self-nominations. All nominations must be confirmed with the nominee.

Section 4. Special Elections
A special election may be held at any time as necessary and shall follow the same procedures as electing the member through a general or committee election.

ARTICLE 9: Student Referendums
A. Any Student Association member may request a referendum on issues pertaining to students by presenting such a request in writing to the Executive Director at least two days prior to a regularly scheduled meeting of the Executive Board.
B. The issue of a referendum shall be placed on the agenda for the next regular meeting of the Executive Board and a majority of the voting members shall vote to hold the referendum.
C. The referendum will then be held in accordance with the procedures for a general election as outlined in Article 7.
D. The referendum shall be passed if approved by a two-thirds majority of those students voting.
Article 10: Jurisdiction
The Student Association Executive Board shall be advisory to the dean of the UTSPH.
   A. It may elaborate a position or positions on matters within the school, including
      regional campuses, or on matters generated within the Student Association.
   B. Its recommendations, if any, shall be forwarded to the dean of the UTSPH or the
      appropriate designate in writing.

Article 11: Amendments
Section 1: Bylaws
   A. Amendments to these bylaws may be proposed by a written petition of at least fifty
      student members of the Student Association.
   B. Such proposed amendments must be submitted for inclusion on the agenda and for
      distribution to the Executive Board at least ten days prior to the meeting in which the
      proposals are to be considered.
   C. The issue of amending the bylaws shall be placed on the agenda for the next regular
      meeting of the Executive Board and a majority of the voting members shall vote to
      consider the amendment.
   D. The proposal for amending the bylaws shall then be posted for all Student Association
      members to consider and two weeks to allow for the open discussion.
   E. The amendment shall then be put to a vote two either on Bulletin Board or paper ballot
      but not both; to be decided by Executive Board.
   F. Amendments to the bylaws shall be adopted by a two-thirds majority vote of the
      Student Association membership voting.