

# **The University of New Mexico Health Sciences Center Health Sciences Students Council**

## ***Constitution***

*Reviewed February 2023*

***Preamble:*** The student of the Health Sciences Center, in order to more adequately serve the needs of the Health Sciences Students, promote interdisciplinary cooperation, further academic and professional excellence and to provide an efficient forum for student involvement and representation, establishes this Constitution for the Health Sciences Student Council.

### **ARTICLE ONE: Name and Objectives**

SECTION 1: The organization shall be known as the Health Sciences Students Council, hereinafter abbreviated as HSSC.

SECTION 2: The objectives of the HSSC shall be to:

- A. Promote interdisciplinary communication and cooperation among all students of the UNM HSC Schools and programs
- B. Facilitate and encourage student representation and communication
- C. Act as a liaison between students and Health Sciences administration, faculty and staff

### **ARTICLE TWO: Organizational Structure**

SECTION 1: The organization shall be composed of a HSSC Membership and an Executive Committee.

SECTION 2: The HSSC membership shall include one representative per HSC program and one additional representative per each one hundred students from these programs recognized by the HSSC. No one individual shall represent more than one program at the HSSC Sessions and each representative shall have one vote.

SECTION 3: All HSSC members' qualification for representation shall be verified by their respective schools' or programs' administration.

SECTION 4: HSSC bylaws shall define the allotment of representation.

SECTION 5: The HSSC Executive Committee shall be composed of five members as

follows:

- A. President
- B. Vice President
- C. Vice President of Outreach
- D. Secretary
- E. Treasurer

SECTION 6: Any student currently enrolled in any UNM-HSC program shall be eligible to run for the Executive Committee positions.

SECTION 7: Members of the Executive Committee shall be directly elected by attaining the most number of votes cast by the HSSC representatives.

### **ARTICLE THREE: HSSC Membership**

SECTION 1: The HSSC Members shall:

- A. Uphold and enforce the Constitution and Bylaws of the HSSC
- B. Promote interdisciplinary cooperation among HSC schools and programs
- C. Propose, debate and approve amendments to HSSC Constitution and Bylaws as defined by the HSSC Constitution and Bylaws
- D. Participate in HSSC sponsored events
- E. Represent their respective schools or programs

### **ARTICLE FOUR: The Executive Committee**

SECTION 1: The President of the HSSC shall:

- A. Uphold and enforce the Constitution and Bylaws of the HSSC
- B. Serve as the Chief Executive of the HSSC
- C. Conduct and preside over HSSC Sessions
- D. Cosign the HSSC checks with the HSSC Treasurer
- E. Represent the students of the UNM-HSC
- F. Perform all administrative duties deemed proper and necessary for the effective functioning of the HSSC
- G. Cast the tie breaking vote in case of even vote on both sides of an issue before the Council
- H. Appoint members to advise and assist in the execution of the prescribed duties.
- I. Exercise such powers and perform such duties as defined by the Constitution and Bylaws of the HSSC

SECTION 2: The Vice President of the HSSC shall:

- A. Uphold and enforce the Constitution and Bylaws of the HSSC
- B. Serve as chair of the HSSC Steering Committee
- C. Assume the Office of the HSSC President in his/her absence, removal or resignation
- D. Assist the HSSC President in executive decisions and proper functioning

of the HSSC

- E. Perform all administrative duties deemed proper and necessary for the effective functioning of the HSSC

SECTION 3: The Vice President of Outreach of the HSSC shall:

- A. Uphold and enforce the Constitution and Bylaws of the HSSC
- B. Serve as Co-President of UNM IHOP, and uphold his or her duty as co-president outlined in the constitution and bylaws of UNM IHOP
- C. Act as a liaison between UNM IHOP and HSSC, inform HSSC of IHOP happenings
- D. Ensure continuity of IHOP ambassador recruitment
- E. Maintain the HSSCs online presence (Facebook, Instagram, website, etc.)
- F. Perform such duties as deemed customary to the Office of the Vice President of Outreach

SECTION 4: The Secretary of the HSSC shall:

- A. Uphold and enforce the Constitution and Bylaws of the HSSC
- B. Serve as chair of the DEI Committee
- C. Keep record of all HSSC activities and membership
- D. Record the Minutes of the HSSC Sessions
- E. Publish meeting minutes to HSSC website
- F. Take roll at the HSSC Sessions
- G. Perform such duties as deemed customary to the Office of the Secretary and as the HSSC President may direct

SECTION 5: The Treasurer of the HSSC shall:

- A. Uphold and enforce the Constitution and Bylaws of the HSSC
- B. Serve as Chief Financial Officer of the HSSC and chair the Finance Committee
- C. Keep record of all the HSSC financial matters and maintain HSSC accounts
- D. Authorize the disbursement of funds within the scope of the HSSC
- E. Cosign the HSSC checks with the President
- F. Report to the President or the HSSC Membership on the HSSC financial affairs when asked
- G. Perform any and all duties deemed customary to the Office of the Treasurer

## **ARTICLE FIVE: Committees**

SECTION 1: The Council shall form standing committees for Finance, Interprofessional Cooperation, Steering and Elections and the members of these committees shall be current members of the Council. Members of each committee shall be appointed by the President and approved by a majority vote of the council.

SECTION 2: The Finance Committee shall be

- A. Chaired by the HSSC Treasurer
- B. Comprised of a maximum of three members and have no more

- than two representative member per program
- C. Established to investigate budget requests and make recommendations on the budget of the HSSC government.
- D. Referred legislation concerned with finance
- E. Responsible for the HSC North Campus Food Pantry Funds, operations, and updates.

Section 3: The Diversity, Equity, and Inclusion (DEI) Committee Shall be

- A. Chaired by the HSSC Secretary
- B. Comprised of a maximum of three members and have no more than two representative member per program
- C. Responsible for promoting and fostering an environment in the Health Sciences Center that enables diverse student perspectives on inclusivity, equity, and justice.

Section 4: The Steering Committee shall be

- A. Chaired by the HSSC Vice President
- B. Comprised of a maximum of three members and have no more than two representative member per program
- C. Established to investigate all legislation not allocating HSSC funds
- D. Responsible for evaluating all Presidential appointments and making recommendations to the Council

SECTION 5: The Elections Committee shall be

- A. Chaired by a Presidential Appointment
- B. Comprised of at least 3 HSSC members and have no more than one representative member per program with no conflicts of interest.
- C. Responsible for organizing the HSSC election in accordance with Article VI.

## **ARTICLE SIX: Elections**

SECTION 1: The elections shall be held anytime within the last two weeks of the month of April each year or by the 2nd to last HSSC meeting, whichever comes first.

SECTION 2: The HSSC Election Committee shall coordinate and administer elections.

SECTION 3: The day and method of all elections shall be announced at least 14 days in advance.

SECTION 4: At least three days prior to the announced election date, all prospective candidates shall submit to the Election Committee: their proof of enrollment in any HSC school or program and a single powerpoint slide showing their intention to run for a HSSC Executive Committee position along with a short biography and their goals for the HSSC. All candidates will be required to speak to the HSSC council of representatives prior to casting votes. Any HSC student may run for any and all of the officer positions. They will be considered independently.

SECTION 5: The candidacy for Officer positions will be open to the HSC student body. The voting body will be the HSSC representatives. The Candidates for the respective Officer positions with the majority of votes will be declared the winners. In the case of a tie, the Executive Committee will cast the deciding vote. In the instance of an additional tie, the faculty advisor shall cast the deciding vote.

SECTION 6: No student shall serve on the Executive Committee for more than one year during their time at the HSC.

#### **ARTICLE SEVEN: Amendments**

SECTION 1: Any of HSSC members may propose amendments to the Constitution and Bylaws.

SECTION 2: The ratification of proposed amendments to the HSSC Constitution shall require the *two-thirds majority* vote of the HSSC Membership.

SECTION 3: The ratification of the proposed amendments to the HSSC Bylaws shall require a simple *majority vote* of the Membership present at the Session. Upon the simple majority affirmative vote of the Membership the President of the HSSC may sign the proposed amendment into Bylaw or may veto it. The HSSC Presidential approval or veto may be overridden by the two-thirds majority vote of the Membership present at the Session.

#### **ARTICLE EIGHT: Quorum**

SECTION 1: In order to conduct all the official business during the HSSC Session, a quorum of at least *two members* of the Executive Committee and *one third* of the HSSC representatives shall be present.

#### **ARTICLE NINE: General Provisions**

SECTION 1: Any provision in the HSSC Constitution or Bylaws shall be deemed null and void if found to be in contradiction with the Laws of the United States of America, the State of New Mexico and or the Policies of the University of New Mexico.

SECTION 2: The HSSC shall not make Bylaws that are in contradiction with any of the Articles of the HSSC Constitution.

SECTION 3: Any and all matters not defined in the HSSC Constitution and Bylaws shall be decided upon by general consensus.

#### **ARTICLE TEN: Terms**

SECTION 1: The Fiscal Year for HSSC shall be from the noon on the first day of May each year until noon on the first day of May the following year.

SECTION 2: The members of the HSSC Executive Committee shall serve one-year terms, regardless of position, which shall be the same as the Fiscal Year.

#### **ARTICLE ELEVEN: Removal from HSSC**

SECTION 1: Reasons for removal of any HSSC member, the President of the HSSC or any other member of the Executive Committee shall include but not be limited to the following:

- A. Unethical conduct deemed detrimental to the welfare or interests of the Students of the Health Sciences Center at the University of New Mexico
- B. Repeated failure to comply with the Constitution and Bylaws of the HSSC
- C. *2 absences* from HSSC meetings without providing 48 hours notice to the President with extenuating circumstances being excused at the discretion of the executive committee. The secretary or other Executive Committee member shall inform the HSSC when a member has reached the number of allotted absences.

SECTION 2: The removal from HSSC of the aforementioned members shall require two- thirds majority vote of the Membership.

#### **ARTICLE TWELVE: Ratification**

SECTION 1: This HSSC Constitution, as stated, shall be deemed ratified upon the affirmative vote of the two-thirds majority vote of the initial HSSC membership.

SECTION 2: Upon ratification this HSSC Constitution shall take effect immediately and shall be enforced by the authority of the HSSC.

ADOPTED THIS DAY OF IN ACCORDANCE WITH THE ARTICLE OF RATIFICATION