

1 **COMMITTEE ON STUDENT AFFAIRS**

2 **HEALTH PROFESSIONS STUDENT GOVERNMENT PROCEDURES AND POLICIES**

3 **STUDENT COUNCIL**

4 The committee on Student Affairs is a committee of the UIC Faculty/Student Senate and is composed of
5 faculty, student and administrative staff members appointed by the Senate. The Committee is responsible for
6 recommending policies for the supervision and guidance of extracurricular activities. It also serves in an advisory
7 capacity to the Dean of Student Affairs, who is the Administrative Officer responsible for all extracurricular
8 activities.

9 **STUDENT GOVERNMENT CONSTITUTION**

10 **Article I. Organization**

- 11 A. The Classes of each college shall be organized as basic governing units.
12 B. Each college or school shall have a Student Council representing the Classes.
13 C. There shall be one Health Professions Student Council representing the students of all colleges and
14 schools.

15 **Article II. Purpose and Powers**

- 16 A. Purpose
17 1. Classes. To promote the welfare of the students in the respective Classes.
18 2. Student Councils. To provide for student representation, to coordinate the activity programs of the
19 Classes where feasible, and to act as the liaison organization between the students and faculty.
20 3. Health Professions Student Council, hereafter referred to as the Health Professions Student
21 Council, the Council, or HPSC. To promote general welfare of all health professional students. To
22 coordinate the programs of the Students councils, to act as the liaison organization between the
23 student governmental groups and the Chicago Illini Union Board, to appoint students to University
24 and campus-wide committees, and to represent the interests of the health professional student
25 body to the Board of Trustees of the University and all other State and Federal agencies whose
26 actions affect the well-being of the health professional student body.
27 B. Powers
28 1. The Classes, Student Councils, and the Health Professions Student Council shall exercise such
29 powers of student government as may be conferred upon them by the Dean of Student Affairs in
30 consultation with the Senate Committee on Student Affairs. Each Council may develop its own
31 Constitution subject to the approval of the Dean of Student Affairs.

32 **Article III. Membership**

- 33 A. Classes. Every full time student in a college organized by Classes shall be a member of a Class
34 organization. Each Class organization shall have a minimum of four elected officers. These officers
35 may include but are not limited to President, Vice President, Secretary, Treasurer, and two elected
36 student council persons whose positions may or may not be fulfilled by the class officers.
37 B. Student Councils. The Student Councils shall be composed of the regularly elected Class
38 Councilpersons, The Class President or Chairperson, the Class Vice-President or Vice-Chairperson,
39 and it is recommended the immediate past President of each class. Each member shall have one vote in
40 Council decisions.
41 C. Health Professions Student Council
42 1. The Health Professions Student Council shall be composed of:
43 a. Executive board members of the Health Professions Student Council
44 b. Two representatives, appointed by each of the following:
45 1. College of Applied Health Sciences
46 2. College of Dentistry
47 3. College of Medicine (one voting/one non voting member)

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4. College of Pharmacy
 5. Graduate College of Nursing
 6. School of Public Health
 7. Undergraduate College of Nursing
 8. University Medical Student Council (one voting/one non-voting member)
2. Attendance policy:
 - (a) a. 2 representatives from each college must attend each meeting.
 - (b) b. In the event of a representative not being able show, it is the representative's responsibility to contact the secretary with the name/or names who will proxy.
 - c. The proxy cannot be an executive board member, nor can it be a representative from another college. (ie. Pharmacy cannot double as Pharmacy and Public Health).
 3. Each member and college must be "in good standing" where:
 - (a) a. A member shall be considered "in good standing" until he/she has accumulated two unexcused absences, and a college shall be considered "in good standing" until both reps have two combined unexcused absences
 - (b) b. If any college does not send two representatives and/or proxies to a meeting, notification of a first absence will be sent to the respective college's student council President, representatives, and Dean of Students, from the Secretary of HPSC, announcing the absence
 - (c) c. A \$50 fine will be taken out of the respective college's budget per absence (\$50 per representative per meeting)
 - (d) d. Exceptions and emergency circumstances will be determined solely by the HPSC executive board to protect the privacy of those involved in the event that personal issues prevent a representative from attending or finding a proxy in appropriate time. These circumstances may or may not result in the defined penalties.
 - (e) e. An individual member with 2 unexcused absences and considered "not in good standing," will not be allowed to vote on action measures of the Council.
 - (f) f. If an individual member accumulates 3 or more unexcused absences, the HPSC general body will then discuss the appropriate penalty and course of action
 4. Following email notification of the first absence, one more absence by either representative from the respective college will deem that college "not in good standing." This will result in 100% suspension of funds, pending a return to full attendance. The college's funding will be suspended by the treasurer of HPSC, with notification sent to the Dean of Students office.
 5. The following shall apply to reinstate retributions incurred for not being in "good standing":
 - a. If one representative is not in "good standing" then reinstatement can be achieved by both representatives attending the following meeting.
 - b. If both representatives are not in "good standing" then reinstatement can be achieved by both representatives attending the following two consecutive meetings and a majority vote of the council.
 - c. Once full attendance is resumed, refunds will be processed and funds will be reactivated by the HPSC treasurer, also notifying the Dean of Students office
 - d. The HPSC Secretary will email the respective college's HPSC representatives and student council President to inform them that the attendance issues have been resolved
 - e. If funds are not reactivated by the last day of funding, the money will be permanently inaccessible to that college
 - f. Any portion of the budget that cannot be reinstated shall be used at the discretion of the HPSC executive board and then reported to the committee.
 - g. A representative college may appoint a replacement council member at the beginning of a semester at the discretion of the college's student council or at any time with the approval of Health Professional Student Council executive committee.

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2 6. Dismissal of Members. The Health Professions Student Council and each Student Council shall
3 have the power by majority vote of the Council involved to revoke the membership of any
4 member absent twice in one semester from meetings of the Council and unable to give a
5 satisfactory excuse to the Council for the absence. In this event, a replacement representative shall
6 be elected by vote of or appointed by the Council or Class affected.
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8 **Article IV. Election of Officers**

- 9 A. Class Officers. Under the semester system, final election of all class officers shall be held no later than
10 the end of the spring semester. The President or Chairperson of each Class shall call a meeting for the
11 purpose of the nominating officers. An exception will be made for the Incoming College Classes,
12 which will be elected at the beginning of the fall semester. At least four school days' notice of the
13 Nominating Meeting shall be given on the official bulletin boards of the colleges. A quorum for this
14 meeting shall consist of at least one-fourth of the Class. Any number of nominations may be made for
15 each office. The names of the persons nominated shall be posted on the official bulletin boards for at
16 least four school days preceding the elections.
- 17 1. An election shall be held. A ballot showing the names of the candidates for elections shall be
18 given to each member of the Class and shall be used for voting in the election. Each Class member
19 shall vote for one candidate only. No proxies may be used.
- 20 2. The candidate receiving the majority of votes shall be elected. The Class officers shall receive
21 these ballots, count them, and then announce the newly elected officers by posting their names and
22 reporting to the Dean of the College and the Dean of Student Affairs.
- 23 3. Officers shall serve for one year, with one exception. The Officers of the M-3 Medical Class shall
24 serve in those same positions during the M-4 year.
- 25 B. Student Council Officers. The President or Chairperson of each Student Council shall call a meeting of
26 the newly-elected Student Council prior to the end of the spring semester, at which meeting the
27 officers for the next school year shall be selected. New officers shall begin their term upon conclusion
28 of the spring semester.
- 29 C. Health Professions Student Council Officers. During the third meeting prior to the final scheduled
30 meeting of the spring semester, nominations for HPSC officers shall be held. **Any current voting**
31 **member in good standing, any health professional student that has attended at least seventy five**
32 **percent of Health Professions Student Council meetings or Executive Board officer in good**
33 **standing of the Health Professions Student Council is eligible for nomination.** Each nomination
34 must have a "seconding motion" from another current member of the Health Professions Student
35 Council. The nominations will carry over to the last meeting of the spring semester, at which time
36 nominations will be closed and voting will commence. The members of the Health Professions Student
37 Council shall elect from among themselves a President or Co-Presidents, a Vice-President, a Treasurer,
38 and a Secretary. A quorum shall be set as a majority of voting members in good standing. The newly
39 elected Health Professions Student Council Executive Officers will then begin their term officially at
40 the final meeting of the semester.
- 41 D. Webmaster nominations will occur at the last meeting of the spring semester. Webmaster will be
42 elected at the first meeting of the spring semester. The new webmaster will be trained by the past
43 webmaster. The new webmaster will assume website maintenance duties at the beginning of the next
44 semester.
- 45 E. Eligibility. Elected officers must not be on probation at the time they were elected, elected officers
46 must be currently enrolled students at the time they serve, and in all respects, be in good standing in
47 the college where they are enrolled.

48 **Article V. Duties of Officers**

- 49 A. President.
- 50 1. Elected by the Health Professions Student Council by May 1st of each year for a one-year
51 renewable term.

- 1 2. The President will lead and direct the business and discussion of the council by rules set forth in
2 Robert's Rules of Order.
- 3 3. The President will approve an agenda for each meeting.
- 4 4. The President shall transition into the office of the Immediate Past President for the duration of
5 one year after successfully completing his/her term in the office. This is an honorary office for the
6 member who wishes to act as an advisor to the officers and officers' council. The office of the
7 Immediate Past President will be an ex officio member of the officers' council. The Past President
8 office can only be held by the member who was President or Co-President the year before. The
9 office can only be held if the immediate Past President is not holding another office on the HPSC
10 council. If vacant, this office shall remain vacant for the year.
- 11 B. Immediate Past President.
- 12 1. To serve as informational resource to the President and the Board.
- 13 2. To continue in the role of a committee member on the committees in which s/he participated
14 during the Presidency.
- 15 3. To periodically review and recommend revisions to this Constitution.
- 16 4. To attend 3/4 of all HPSC general body meetings or risk forfeiture of office.
- 17 5. The Past President will lead and direct the business and discussions of the Council in the absence
18 of the President and Vice President.
- 19 C. Vice-President.
- 20 1. Elected by the Health Professions Student Council by May 1st of each year for a one-year
21 renewable term.
- 22 2. The Vice-President must be selected from a different college than the President.
- 23 3. The Vice-President will lead and direct the business and discussions of the Council in the Absence
24 of the President.
- 25 4. The Vice-President will be the Chairperson of the Committee on Committees.
 - 26 a. The Vice-President will present all UIC Faculty/Student Senate Committee nominations that
27 have student representation to the HPSC for approval.
 - 28 b. The Vice-President will present all nominations for representative and alternate to the Student
29 Advisory Committee of the State Board of Higher Education to the HPSC for approval.
 - 30 c. The Vice-President will preset all nominations for student representative to the University of
31 Illinois Board of Trustees to the HPSC for approval.
 - 32 d. The Vice-President shall serve in a position on the Campus Union Board.
- 33 5. The Vice-President is responsible for organizing all HPSC social events.
- 34 D. Treasurer.
- 35 1. Elected by the Health Professions Student Council by May 1st of each year for a one-year
36 renewable term.
- 37 2. The Treasurer shall evaluate the budgets submitted by the various student councils and propose
38 means of implementing them.
- 39 3. The Treasurer shall manage the budget and expenditure within the Health Professions Student
40 Council, including the HPSC Travel and Project Grants.
- 41 4. The Treasurer shall be the primary HPSC representative at the UIC SFTAC meetings and be
42 responsible for preparing the HPSC budget proposal presentation.
- 43 E. Secretary.
- 44 1. Elected by the Health Professions Student Council by May 1st of each year for a one-year
45 renewable term.

- 1 2. The Secretary will take minutes of each meeting and send them to the members of the Council
2 before the next meeting, but no later than 5 days after the meeting at which the minutes were
3 taken.
- 4 3. The Secretary will evaluate reports from Council members and subcommittee members and
5 organize an agenda with the aid of the President for each meeting.
- 6 4. The Secretary will distribute relevant reports from the Council's various members to each member
7 and other interested parties.
- 8 5. The Secretary will arrange a time and place of all meetings designated by the Council and notify
9 the members of such arrangements within 5 days.
- 10 6. Minutes from the HPSC meetings shall be considered public documents and shall be posted on the
11 HPSC web page for student perusal.
- 12 7. Meetings will be announced at least 5 days in advance so that all health professional students who
13 are interested may attend.
- 14 8. It shall be the duty of the secretary to notify both representatives, the HPSC president, the HPSC
15 faculty advisor, the president of their college's student council, and the faculty advisor for that
16 college's student council of any unexcused absence and their status; notification must be made
17 within 48 hours.

18 F: Webmaster.

- 19 9. 1. Elected by the Health Professions Student Council by May 1st of each year for a one-year
20 renewable term.
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- 22 1. 2. The Webmaster will be responsible for maintaining the website in a timely manner,
23 which includes: posting meeting times and locations, posting meeting minutes, updating project
24 grant and travel grant information and deadlines, updating representative and executive board
25 contact information and pictures, posting updated constitution, and posting any other information
26 deemed appropriate by the executive board.
- 27 2. 3. The webmaster will be responsible for training the next webmaster.
- 28 3. 4. The webmaster must attend all general body HPSC meetings and/ or have a proxy present
29 incase of absence.
- 30 4. 5. The webmaster must have access to the internet and be able to respond to issues in timely
31 manner.
- 32 5. 6. The webmaster does not have voting privileges unless they are also an HPSC
33 representative.

34 **Article VI. Faculty Advisors**

- 35 A. Class Faculty Advisor. Each Class organization shall have a Faculty Advisor of its own choosing.
- 36 B. Student Council Faculty Advisor. Each Student Council will have a Faculty Advisor of its own
37 choosing.
- 38 C. Health Professions Student Council Faculty Advisor. The Health Professions Student Council relates
39 to the Administration through the Dean of Student Affairs.

40 **Article VII. Meetings**

- 41 A. Class Meetings. Class meetings shall be held at the call of the President or upon petition of 20 percent
42 of the class members, in response to which the President must call a Class meeting within ten days of
43 the date.
- 44 B. Student Council Meetings. The Student Councils shall meet at least once a month. The date and place
45 of each meeting shall be adequately publicized so that matters of interest may be brought before the
46 Councils.

- 1 C. Health Professions Student Council Meetings. The Health Professions Student Council shall meet upon
2 any regular schedule established by vote of the Council or at the call of the President or Co-Presidents.
- 3 D. A quorum must be present at any meeting where action items will be voted on. A quorum will consist
4 of a majority of voting members in good standing. Action items will be passed on a majority vote of
5 members present. Each council member in good standing shall receive one vote (two voting members
6 per college). Voting "by proxy" will be allowed with notification of the proxy's name given to the
7 HPSC secretary prior to the start of the meeting by the member in good standing. Executive board
8 members of the HPSC will not be considered voting members. In the event of a tie the HPSC President
9 will decide the vote upon the recommendations of the Executive Board.

10 **Article VIII. Amendments**

11 A. Proposal

- 12 1. Proposals for amendments may be made to the Health Professions Student Council by any
13 member of the student body, individually or through a college or school council.
- 14 2. To propose an amendment, it must first be offered in writing to the Executive Board, the
15 Constitution Revision Committee, and all voting members of the HPSC. It can then be proposed
16 at the next regular meeting and must be seconded.

17 B. Approval

- 18 1. A proposed amendment will be referred to the Health Professions Student Council for their review
19 and recommendations.
- 20 2. Approval of an amendment will require a 2/3 vote of the Health Professions Student Council
21 membership in good standing and then passage by simple majority in the eight Student Councils
22 which comprise the Health Professions Student Council.
- 23 3. An Amendment will be considered "approved" unless notice is given to the Health Professions
24 Student Council as stated "not approved" by four of the eight student councils within one month
25 (30 days) following notification of the proposed changes.
- 26 4. An adopted amendment will be transmitted to the Vice-Chancellor for Health Sciences, through
27 the Dean of Student Affairs, and becomes effective when approved by the Vice-Chancellor.

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29 **HPSC By-law Revisions**

30 **Article I. Funding Day Requirements (Unknown date)**

- 31 a. Funding of travel grants shall be held quarterly; Jul-Aug-Sep, Oct-Nov-Dec, Jan-Feb-Mar and
32 Apr-May-Jun.
- 33 B. Two project grant funding days shall be held each year, one in the fall and one in the spring.
- 34 C. The date of Funding Day shall be set by the President of HPSC.
- 35 D. Each representative college shall receive votes as described in Article III, Section C, Number 2, Part b.
36 Each voting council member in good standing shall receive one vote.
- 37 E. In the event both members of a representative college accumulate enough absences to become not "in
38 good standing" that College will be considered not "in good standing." This shall cause that college to
39 lose its voting privileges and its opportunity to request funds.
- 40 F. Any individual who presents a Funding Day proposal shall not be present at the voting procedure and
41 shall not be allowed to vote.

42 **Article II. Annual Budget Allocation to Student Councils (October 2004)**

- 43 A. HPSC shall be responsible for the disbursement of funds to the student councils it represents. The
44 following student councils shall receive funding directly from HPSC:
- 45 1. College of Applied Health Sciences
- 46 2. College of Dentistry

- 1 3. College of Medicine
- 2 4. College of Pharmacy
- 3 5. Graduate College of Nursing
- 4 6. School of Public Health
- 5 7. Undergraduate College of Nursing
- 6 8. University Medical Student Council

7 B. The amount allocated to individual student councils shall be determined each year by the Office of the
8 Dean of Student Affairs. To be eligible to receive funds from HPSC, the above mentioned entities
9 must be in good standing with HPSC and comply with the following requirements:

- 10 1. A proposed budget must be submitted to the HPSC Treasurer by or before the second Monday in
11 September of each year.
- 12 2. Maintain adequate representation and constant attendance at HPSC general body meetings as set
13 forth in the Article III, Section C and D of this Constitution.
- 14 3. Maintain adequate representation and constant attendance at UIC Senate meetings as set forth in
15 the Article III, Section C and D of this Constitution.

16 **Article III. Remaining budget allocation**

17 A. After money has been allocated to the Student Councils as outlined in Article II, Section A of the
18 bylaws and after money has been allocated to Travel Grants and Project Grants, the remainder shall be
19 called the Operating Budget.

20 B. The distribution of the Operating budget shall be as follows:

- 21 1. Food: 26%
- 22 2. Social: 16%
- 23 3. Supplies: 3%
- 24 4. Honorarium: 55%

25 C. The percentage allocated under the Honorarium as outlined in the bylaws Article III, Section B of the
26 bylaws shall be divided as follows:

- 27 1. President: 38%
 - 28 a. 1/3 of which (or 10% of total honorarium) shall be disbursed to the Past-President if the office is
29 held.
 - 30 b. In the event that the Past-President does not attend $\frac{3}{4}$ of the scheduled meetings, they shall not
31 be eligible to receive their honorarium, unless additional absences are approved by the executive
32 board members.
- 33 2. Vice President: 18%
- 34 3. Treasurer: 18%
- 35 4. Secretary: 18%
 - 36 a. Webmaster: 8%