

**Official Constitution**  
**University of Arkansas for Medical Sciences**  
**College of Health Professions**  
**Student Advisory Committee**  
**Adopted: Fall 2021**

**Article I- Name**

The organization shall be named the Student Advisory Committee of the University of Arkansas for Medical Sciences, College of Health Professions.

**Article II- Purpose**

The purpose of this Student Advisory Committee shall be to advise and support students in the College of Health Professions in the following ways: communicate information and policies to students and assist in planning student affairs such as social activities, orientation, graduation reception for friends and parents, field trips, orientation reception, and College-wide awards, convocations, or other such student affairs as seems appropriate.

Examples are defined below:

- Opportunity to review student requests/complaints and do our best to improve upon them.
- Assist in promoting/advertising for the college and its departments and coming up with ideas and how to implement them.
- Responsible for communicating concerns, questions, etc...

The rules contained herein, and in the bylaws, for Student Advisory Committee shall govern the organization in all cases to which they are applicable and in which they are not in conflict with the rules and regulations of the University of Arkansas for Medical Sciences.

**Motto**

The motto of the Student Advisory Committee of the University of Arkansas for Medical Sciences, College of Health Professions is: Unity Focused, Service Driven, and Committed to Leadership.

## **Article III- Membership and Eligibility Requirements**

### **Section A: General Membership**

Non-voting membership is open to any student in good standing enrolled at the University of Arkansas for Medical Sciences who is currently taking college coursework in the College of Health Professions.

### **Section B: Program Representatives**

Voting representation in this Student Advisory Committee shall consist of representatives from each program in the College of Health Professions. A listing of these programs can be found in the current College catalog.

For programs with students in more than one professional year, it is preferable that one member be a beginning student who will remain in the Advisory Committee upon entering the second professional year.

Each program representative must attend scheduled meetings each semester. If a representative misses two meetings in a year, the student will be reported to the Associate Dean and the program that the student represents will be asked to select a new representative. The attendance starts over each academic year for students that serve in programs that are more than one year.

Select member(s) of the Student Advisory Committee of the College of Health Professions will represent the student body on the Associated Student Government (ASG). One designated representative will serve on the Associated Student Government and attend all meetings. All other representatives will attend ASG meetings on a rotating schedule as necessary.

The Associate Dean of Student Affairs in the College of Health Professions or their designee will appoint faculty and/or staff to serve as advisors.

### **Section C: Suspension or Removal of Voting Membership**

Program representatives may be suspended or removed from the committee for substantial failure to meet attendance obligations or for serious misconduct that adversely affects the interests or the reputation of the organization or the College of Health Professions.

Before a program representative can be considered for suspension or removal from the voting membership the individual must be given written notice that describes the reason(s) for the beginning of suspension or removal process. The student in question should also be given an opportunity to explain any circumstances in question by the method of the student's choice either in writing or in person prior to a vote of suspension or removal by the voting membership.

Any voting program representative may have their membership suspended or revoked by a two-thirds vote of the committee. Any program representative that has been suspended or voting membership revoked may appeal the decision to the general student council membership. Said member shall be considered reinstated with two-thirds approval to the members.

Vacancies in program representation that have not been filled by the program within 30 days will be able to be filled at large by any student in good standing in the College of Health Professions by a vote of the Committee and will serve the remainder of the year.

## **Article IV: Meetings**

### **Section A: Regular Meetings**

Regular meetings of the Student Advisory Committee shall be held twice a semester throughout the year.

### **Section B: Special meetings**

Special meetings can be requested by the advisors, Student Advisory Committee representatives, the Dean's of the College or by a written request of twenty member of the student body of the College of Health Professions. This meeting must be publicly announced at least one week prior to the meeting date.

## **Article V: Voting**

### **Section A: Quorum**

The minimum number of members required to conduct business and hold a quorum shall consist of two advisors and six representatives.

Voting members who have a conflict of interest with the issue on the table or who choose to abstain from voting are not counted within the quorum count.

### **Section B: Voting Membership**

Voting representation shall consist of representatives from each program in the College of Health Professions. The current committee advisors may only vote in the case of a tie.

### **Section C: Proxy Voting**

If a member is unable to attend a meeting, they may send a nonvoting proxy in their place. If the Committee's voting on a proposal it is the duty of the member to send in their vote in one of the following ways:

- a. Written and signed by the member, delivered by the proxy to the meeting.
- b. Electronically via the University email account to the Secretary/Treasurer and advisor(s) prior to the meeting.

## **Article VI: Committees**

### **Section A: Ad Hoc Committees**

The Advisors and committee may create ad hoc committees as needed and may appoint members of ad hoc committees from either the membership or from outside the membership, as appropriate to fulfill the purpose for which the ad hoc committee is created.

### **Section B: Committee Structure and Membership**

1. Committee Structure
  - a. Each committee must have the following composition:
    - i. Committee chair
    - ii. Committee members to assist the chair
    - iii. Description of purpose as well as deadlines to be met
    - iv. Recorded minutes for all official meetings/events

## **Article VII: Amendments**

The Constitution and By-laws may be amended by a two-thirds majority of the votes cast by the committee and approved by the committee advisors.

**University of Arkansas for Medical Sciences**  
**College of Health Professions**  
**Student Advisory Committee**  
**By-Laws**

**Article I- Duties of Officers**

**Section A: Duties of the President**

- a. Participate in the planning, promotion, production, and evaluation of committee programs.
- b. Attend scheduled committee meetings on a regular basis.
  - a. Members must attend 75% (3 out of 4) of committee meetings.
- c. Participate in the process of committee goal setting.
  - a. Bring up new ideas on marketing/advertising/volunteering opportunities.
  - b. Share events/promotions/info from meetings with classmates.
- d. Support Committee events on a regular basis through attendance and participation.
- e. Become familiar with and abide by the procedures outlined in this document.
- f. Adhere to all University of Arkansas for Medical Sciences and College of Health Professions policies and the Code of Student Conduct.

**Section B: Duties of the Associated Student Government Representative(s)**

- a. Attend and actively participate in Advisory and ASG meetings.
- b. Keep committee members, and advisor(s) informed of changes in his/her program area.
- c. Be responsible for developing and maintaining his/her program area.
- d. Attend all Associated Student Government (ASG) meetings and keep the committee informed on ASG activities.
- e. Participate in assigned ASG committee(s).
- f. Adhere to all University of Arkansas for Medical Sciences, College of Health Professions policies and the Code of Student Conduct.

**Section C: Proposals**

The committee representatives must create a complete and accurate event proposal to the advisor(s) prior to the scheduled meetings for consideration. Event proposal must follow the following criteria:

- a. Each event must have its own proposal.
- b. Proposals must also be put forth for any committee expenses not expressed in the committee's budget (i.e. banners, t-shirts, etc.).

- c. Event proposals must be approved by the committee chairperson (if submitted by a committee member), advisor(s), and the Associate Dean of Student Affairs. This approval verifies that the proposal is accurate and complies with the committee's budget.

A formal event proposal document noting the requirements will be available on the Student Advisory Committee webpage.

Ratification Date:

September 9<sup>th</sup>, 2021