

CONSTITUTION OF STUDENTS  
OF THE  
UNIVERSITY OF NEBRASKA MEDICAL CENTER

PREAMBLE

We, the students of the University of Nebraska Medical Center, with the consent of the Board of Regents of the University of Nebraska, do hereby ordain and establish the Constitution for the administration of student government.

ARTICLE I. NAME

The name of student government at the University of Nebraska Medical Center shall be the Medical Center Student Senate, hereinafter referred to as the MCSS.

ARTICLE II. PURPOSE

2.1 This organization shall exist for the purpose of influencing policy and promoting the interests of all students attending the University of Nebraska Medical Center and to serve as an agency through which relationships between students, faculty, the administration and the general public may be maintained.

2.2 This organization shall act as the official representative of the student body at the Medical Center pursuant to Section 2.13 of the Bylaws of the Board of Regents of the University of Nebraska.

ARTICLE III. DUTIES AND RESPONSIBILITIES

The MCSS shall have the power to:

1. Formulate all recommendations, policies and Bylaws which shall be necessary and proper for execution of powers vested by this Constitution in the student government of the University of Nebraska Medical Center.
2. Determine its own rules and procedures provided that such rules and procedures do not infringe upon the powers established by this Constitution.
3. Determine its internal committee structure.
4. Serve as liaison, at such times as the general welfare of students and/or the University shall require, between students and:
  - (a) faculty;
  - (b) administration;
  - (c) Board of Regents (and/or their representatives);
  - (d) state legislature; and

- (e) general public.
- 5. Adopt resolutions on public issues and recommendations concerning affairs which affect the University of Nebraska Medical Center.
- 6. Collect student opinions and attitudes through its separate members on issues and aspects of student life as those opinions and attitudes exist in the Colleges and Schools of University of Nebraska Medical Center.
- 7. Prescribe a time, place and manner of holding MCSS meetings.
- 8. Authorize expenditures from MCSS funds.
- 9. Sponsor, authorize, or regulate rallies, assemblies and convocations of students subject to the restriction of the Bylaws of the Board of Regents of the University of Nebraska.
- 10. Remove from office any senator for gross malfeasance of office, or violation of the eligibility requirements set forth on this Constitution.
- 11. Administer awards initiated by MCSS.

#### ARTICLE IV. OFFICERS

4.1 Officers: The officers of the MCSS shall be the President, Vice President, Secretary, and Treasurer.

4.2 Duties of Officers:

- 1. President: The duties of President shall be:
  - (a) To introduce resolutions, recommendations or general measures to the MCSS;
  - (b) To set the agenda and publicize its contents prior to each Student Senate meeting;
  - (c) To order the Electoral Commission to schedule and conduct a referendum or general election as directed by the MCSS;
  - (d) To serve as an official representative to the MCSS with voting privileges but not as a representative of any entity;
  - (e) To enact by decree anything approved at a referendum or an election and to declare null and void anything rejected by a referendum or election;
  - (f) To call special sessions of the MCSS;
  - (g) To be responsible for the execution of all provisions of the Constitution, to carry out newly enacted resolutions and recommendations

and legislation of the MCSS, and to report all executive action to the MCSS;

(h) To represent the University of Nebraska Medical Center as the Student Regent on the Board of Regents of the University of Nebraska;

(i) To represent the MCSS in a ceremonial capacity and to state student opinion before public and official assemblies and in correspondence;

(j) To approve or veto, by affixing a signature, all legislation, recommendations or resolutions enacted by the MCSS;

(k) To recommend student members to be appointed to University of Nebraska Medical Center committees as requested by the Chancellor or his/her representative;

(l) To preside over meetings of student rallies, convocations or assemblies sponsored by the MCSS subject to restrictions of the Bylaws of the Board of Regents of the University of Nebraska;

(m) To serve as a chairperson of the Student Issues Committee and Executive Committee; and

(n) To authorize the expenditure of up to \$50 for office supplies and equipment as needed by the MCSS office to conduct MCSS affairs.

2. Vice President: The duties of the Vice President shall be:

(a) To succeed to the office of President in the event of a vacancy of that office until a general election can be held for election of a new President to fill the unexpired term office;

(b) To exercise the duties of the President in the absence of that officer;

(c) To assume such duties as shall be assigned by the President;

(d) To perform the duty of parliamentarian at meetings;

(e) To serve as an official representative to the MCSS with voting privileges but not as a representative of any entity; and

(f) To serve as chairperson of the Student Development and Activities Committee.

3. Secretary: The duties of the Secretary shall be:

(a) To record and make public, minutes of all MCSS meetings; and

(b) To succeed to the office of Vice President and/or President, in the event of a vacancy of these offices until a general election can be held for election of a new President and/or Vice President to fill the unexpired term office.

4. Treasurer: The duties of the Treasurer shall be:

(a) To record and report the status and transactions of the MCSS treasury; and

(b) To serve as chairperson of the Appropriations Committee.

4.3 Term of Office: The President and Vice President shall serve for a single term of one (1) year. The Secretary and Treasurer shall serve for a term of one (1) year or until successors are elected and installed. The term of office shall be January 1 to December 31 in one year.

4.4 Qualifications for Office: Officers must be regularly enrolled full time students, in good academic standing, on the University of Nebraska Medical Center Campus and shall meet any requirements as may be set by the Board of Regents.

4.5 Election to Office:

1. The President and Vice President shall be elected by the student body according to rules contained in this Constitution and as developed by the Electoral Commission and approved by the Student Senate. The President and Vice President may be elected by a majority vote or by a ten percent (10%) margin over the next highest candidate. Failing either of these tests, a runoff election by a majority vote between the top two candidates shall be held.

2. The Secretary and the Treasurer shall be elected by a majority vote from the MCSS membership at the first regular meeting of the new Senate.

4.6 Vacancies:

1. President: The Vice President shall complete the term of office of the President in the event that the office becomes vacant.

2. Vice President: The Secretary shall carry out the duties of the Vice President until a special election can be held to fill the vacancy.

3. Secretary or Treasurer: The MCSS shall elect a new Secretary or Treasurer from its membership to complete the term of office in event that either of these offices becomes vacant.

## ARTICLE V. MEMBERSHIP

5.1 Composition: The MCSS shall include representatives from each of the following Colleges and Schools of UNMC: Allied Health, Graduate Studies, Medicine, Nursing, Pharmacy, Public Health. The number of senators from each College or School shall be determined proportionally according to the size of the UNMC College or School enrollment on a ratio of one Senate seat for each fifty (50) students or a major portion thereof. A senator may not represent more than one UNMC College or School in the same term.

1. Colleges of Medicine, Nursing, Pharmacy, and Graduate Studies. Representation from these units shall consist of the president of each class and the president of the Graduate Student Association (GSA) or the vice-president of a class or the GSA upon appointment by the respective president plus additional members elected at-large as required to fill the allotted positions.
  2. School of Allied Health Professions: Representation shall consist of one designated senator from each of the following programs: physical therapy education, physician assistant, and radiation science technology education; plus additional members elected at-large to fill the remaining allotted positions.
  3. College of Public Health representative is elected at-large in November of each year.
- 5.2 Term of Office: Senators shall serve for a term of one (1) year or until successors are elected and installed. The term of office shall be January 1 to December 31 in one year.
- 5.3 Qualifications for Office: Senators must be regularly enrolled students, in good standing, in the UNMC College or School they will represent and shall meet any requirements established by the Board of Regents of the University of Nebraska.
- 5.4 Election to Office: Senators shall be elected to office by the student body of the respective UNMC College or School in elections held concurrently with that of President and Vice President according to rules outlined by the Electoral Commission and approved by MCSS.
- 5.5 Vacancies:
1. Due to Graduation: At the beginning of the academic year, each first year class shall, from its membership, fill any vacancies in that College or School's allotted positions to serve for the remainder of the term as outlined in 5.1 except that Senators enrolled in academic programs of one year duration or less shall serve a term concurrent with the academic program.
  2. Other: A senate seat shall be declared to be vacant by a majority vote of the members present. Such a vote is required following two (2) unexcused absences by an incumbent from meetings held while the incumbent is in classes on the Medical Center Campus. An excused absence may be obtained by notifying the MCSS President or the Student Senate Administrator prior to the meeting. Seats declared vacant, except as provided in 5.4 (1) shall be filled by an election conducted by the class in which the vacancy occurs.

## ARTICLE VI. MCSS STANDING COMMITTEES

6.1 MCSS Standing Committees: The Standing Committees of the MCSS shall be an Executive Committee, a Student Development and Activities Committee, a Student Awareness Committee, an Appropriations Committee, and a Student Issues Committee.

1. Other committees may be established by vote of the MCSS, in which case they shall continue until such time as the MCSS votes to eliminate them.

6.2 Committee Membership:

1. Each MCSS member shall serve on at least one (1) MCSS Standing Committee.

2. The membership of all MCSS standing committees except the Executive Committee shall be established as follows:

(a) The President shall at the first MCSS meeting in January of each year, survey members as to their preference of committee(s); and

(b) Taking each senator's preference into consideration, the President shall then appoint senators to each committee.

3. The membership of the Executive Committee shall be the President, Vice President, Secretary, and Treasurer of MCSS, and sufficient at-large senators to guarantee at least one representative from each college. At no time shall the number of at-large senators on the Executive Committee be less than one. The at-large members of the Executive Committee shall be elected by the MCSS at its first meeting in January of each year.

4. Committee Chairperson: The Chairpersons of the standing committees shall be as follows: Student Development and Activities Committee–MCSS President; Student Awareness Committee–MCSS Secretary; Appropriations Committee–MCSS Treasurer; Student Issues Committee–MCSS President; Executive Committee–MCSS President.

6.3 Committee Meetings: MCSS Committee meetings shall be called at the discretion of the MCSS President or the Committee Chairperson.

6.4 Powers, Duties, and Responsibilities:

1. No action binding the MCSS shall be taken by any committee, except as delegated to the committee by a vote of the MCSS, or as permitted under the duties of the committee.

2. Student Development and Activities Committee: The duties and responsibilities of the Student Development and Activities Committee shall be:

- (a) To plan, organize, publicize, schedule, and conduct all MCSS sponsored campus-wide events for students on the UNMC campus, as directed by the MCSS;
- (b) To plan, organize, publicize, schedule and conduct all MCSS sponsored philanthropic events for members of the MCSS as well the UNMC student body;
- (c) To staff and enlist the assistance of other MCSS members and UNMC students to serve as volunteers to conduct these events; and
- (d) To submit a budget for each event to the MCSS for approval prior to the event.

3. Student Awareness Committee: The duties and responsibilities of the Student Awareness Committee shall be:

- (a) To formulate articles and notices to inform UNMC students about MCSS sponsored activities, MCSS actions, and specific issues of interest including campus and university policy as well as local, state, and federal actions;
- (b) To use the Internet, electronic mail, the Student Signal publication of the MCSS, Student Senate bulletin boards and any other means necessary to accomplish those tasks above; and
- (c) To submit a budget for each of these tasks to the MCSS for approval at appropriate intervals.

4. Appropriations Committee: The duties and responsibilities of the Appropriations Committee shall be:

- (a) To schedule and conduct open hearings for student input on the proposed MCSS budget pursuant to Article IX, Section 9.0 and to report to the MCSS the results of such hearings;
- (b) To receive input, at said hearings, from MCSS members and the student body at large with regards to specific project proposals that are fiscally feasible and would improve the UNMC learning environment;
- (c) To recommend to the MCSS any changes in the proposed budget as a result of these hearings; and
- (d) To utilize all means available to notify the student body as to the dates, times, and locations of said hearings.

5. Student Issues Committee: The duties and responsibilities of the Student Issues Committee shall be:

- (a) To study, investigate, and make recommendations regarding issues of concern to the MCSS and all UNMC students, particularly those issues those issues affecting the affairs of members of the UNMC student body, including campus and university policy as well as local, state and federal actions;

- (b) To utilize all means available to notify the student body of these issues; and
- (c) To submit a budget to fulfill these duties, if necessary, to the MCSS for approval prior to the event completion.

6. The Executive Committee shall have the following duties and responsibilities:

- (a) Shall have the power to authorize emergency expenditures by a two-thirds vote of its members for the following items up to the indicated amount when necessary to conduct Senate affairs and when the entire MCSS cannot be convened due to the lack of a quorum during the summer, or while school is not in session;
- (b) Appropriate and recommend travel of an MCSS member up to \$400.00;
- (c) To conduct student affairs or maintenance of Student Senate interests up to \$650.00.
- (d) To serve as a consultant group for the President during times when the full MCSS is not in session; and
- (e) To report all Executive Committee actions to the full MCSS at the next regularly scheduled MCSS meeting.

#### ARTICLE VII. ADVISORS

The MCSS shall have as advisors, the Chancellor of the University of Nebraska Medical Center and designated members of the Chancellor's council. The Director of Student Counseling will serve as the primary advisor to the MCSS.

#### ARTICLE VIII. AWARDS

8.1 The MCSS shall have the capacity to initiate awards for excellence in matters of student interest, at the discretion of either the Executive or Appropriations Committees.

8.2 The Alvin M. Outstanding Health Sciences Educator Award: This Award shall exist for the purpose of recognizing excellent teaching ability in a faculty member and to be awarded by the Student Senate in accord with the following rules and guidelines:

1. The recipient of the Alvin M. Earle Award shall be determined by members of the MCSS Appropriations Committee by utilizing nomination forms, letters of recommendation, and verbal input from the MCSS assembly.
2. Nominations are to be generated by students and MCSS members from the: School of Allied Health Professions, Graduate College, College of Medicine, College of Pharmacy, College of Nursing, and the College of Dentistry. The MCSS members are encouraged to solicit nominations from members of the student body of their respective college.



3. Nominations will consist of no less than one and no more than five nomination forms or letters of recommendation, written by MCSS members or members of the student body. Supporting materials, including verbal discussion of each nominee, may be requested and subsequently used in the selection process as per the Appropriations Committee's discretion. The content of the nomination form may be changed on an annual basis at the discretion of the Appropriations Committee.

4. In case of more than five nominations per nominee, the chairperson will decide the five deemed to be most appropriate and distribute them to all members of the Appropriations Committee for their use in the selection process.

5. The rules of operation, the manner in which the award is given and the time line of the award shall ultimately be decided at the discretion of the Appropriations Committee. The chairperson's responsibility will be to arrange and schedule the committee meeting times and solicit nominations and input from the student body and members of the MCSS.

6. In selecting the recipient, each committee member will review the written and verbal support of each nominee and cast two (2) votes. Special consideration should be given to those nominees who have received support in previous elections. The two nominees receiving the most votes will then be balloted again with each committee member casting only one vote. The recipient of the award will be the nominee having the simple majority after the second ballot.

7. This award shall be granted at any time during the traditional academic school year, at the discretion of the chairperson of the Appropriations Committee.

8. The Award shall consist of a \$500.00 honorarium, and the addition of the elected member's name to the Award plaque hung in Wittson Hall.

#### ARTICLE IX. MEETINGS AND RULE OF ORDER

9.1 Regular Meeting: Meetings of the MCSS shall be scheduled and called at the discretion of the President but they will be held no less than once every four (4) weeks. Notice of meetings shall be given to members at least five (5) days prior to the meeting.

#### 9.2 Special Sessions:

1. The President or any three senators may call a special meeting of the MCSS at any time upon proper notification of the President of MCSS, an advisor, and by written notification to all MCSS senators with at least a forty-eight (48) hour notice; and/or

2. A petition signed by twenty-five (25) students presented to the MCSS advisor(s) or the MCSS President. The petition shall require the MCSS officers to

call a special meeting within one week. A notice shall be sent to all MCSS senators at least forty-eight (48) hours prior to the special session.

9.3 Meeting Rules: All meetings of the MCSS shall be conducted according to the Sturgis Code of Parliamentary Procedure. All meetings are open to the public. Business, except otherwise specified in Section 8.5 shall be transacted by a simple majority vote.

9.4 Agenda: A formal agenda for each meeting shall be prepared by the President with the priority of presentation of subjects for consideration to be determined by the order in which the items were submitted. Members of the MCSS may make additions to the agenda at each meeting after the formal agenda items are considered. The agenda may be altered by a vote of the senators present at a meeting. The agenda shall be posted and made public prior to each meeting.

9.5 Quorum: Fifty percent (50%) of the MCSS membership shall constitute a quorum for the transaction of business.

9.6 Special Voting Requirements: The following actions will require a two-thirds (2/3) majority vote of members present at an MCSS meeting: override of MCSS President's veto; removal of a senator from office; impeachment of an officer of MCSS; amendments to the constitution; authorization of special elections and/or referendums; modifications of the budget; changes in student fees.

## ARTICLE X. FINANCES

10.1 Budget: During the Spring the President shall submit a proposed budget to MCSS for the ensuing fiscal year. Modifications to the budget may be approved by a two thirds (2/3) vote of the MCSS members present at an MCSS meeting.

10.2 Student Fees: Changes in the amount of student fees to be collected for Fund A for the ensuing fiscal year shall be proposed by a two-thirds (2/3) vote of the MCSS members present and voted on at an MCSS meeting. The proposed student fee amount shall not be effective until approved by the Chancellor.

10.3 Expenses: Expenses of senate officers, advisors and senators will be paid from the treasury with prior approval of the MCSS. Expenses incurred personally without prior approval must be submitted for approval to the MCSS within one (1) month or they shall be the responsibility of that individual. Any expenditure greater than \$50.00 requires prior approval. Submission of expenses in excess of \$50.00 that do not receive prior approval as specified herein will mean that if reimbursement is made, it shall not exceed this \$50.00 limit, the remainder being the responsibility of the individual.

## ARTICLE XI. UNMC POLICY/FEE REVIEW PROCESS

11.1 Although MCSS approval is not required for University of Nebraska Medical Center student policies or fees, some administrative offices or campus organizations seek

MCSS support for new policies or fee changes. Such requests should be submitted to the MCSS President at least two weeks prior to the next regularly scheduled MCSS meeting. If possible, a representative from the office or organization seeking MCSS support will be invited to the next Senate meeting to discuss the proposal. After adequate discussion, the MCSS will by majority vote take one of the following actions: 1) table the request for 30 days, 2) express support for the proposal, 3) suggest amendments to the proposal, 4) not support the proposal, or 5) take no action. The outcome of the vote will be forwarded to all appropriate parties by the Executive Committee.

11.2 In the event of an emergency request, the Executive Committee holds the power to override section 11.1.

## ARTICLE XII. ELECTIONS

12.1 Electoral Commission: The MCSS President shall appoint, with the concurrence of the MCSS, an Electoral Commission to conduct required elections and referendums.

12.2 Membership: The Electoral Commission shall consist of the president and at least three but not more than seven MCSS members. The Director of Counseling and Student Senate Administrator will serve as advisors to the Electoral Commission. Commissioners may not run for office in an election under the Commission's jurisdiction.

12.3 Term of Office: Members shall serve until the completion of the next general election.

12.4 Date of Elections: Election of the President, Vice President, and Senators shall be held annually during the second week of November.

12.5 Recall Elections: Any officer may be recalled by a petition signed by at least ten percent (10%) of all regularly enrolled students on the Medical Center campus of the University of Nebraska Medical Center. In the event of the filing of a recall petition, the petition must be ratified by a simple majority vote of the MCSS at its next regularly scheduled meeting. If a recall petition is ratified by the MCSS, the Electoral Commission shall schedule and conduct a recall election within thirty (30) days of the date that the petition is ratified by the MCSS. If the recalled official receives a majority of the votes cast in the recall election, then he/she shall continue in office for the remainder of his/her term. . If the recalled official fails to receive a majority of the votes cast, he or she shall be removed from office.

12.6 Special Elections and Referendums: The MCSS, by a vote of two-thirds (2/3) of the members present at a regular meeting, may authorize a special election or a referendum which shall be scheduled and conducted by the Electoral Commission within six weeks of the date of authorization.

12.7 Election Rules: The Commission shall develop regulations for the conduct of each election which shall include, but not be limited to, the following provisions: a filing

period of not less than two (2) weeks; public posting of candidates for office at least two (2) weeks prior to the election, except in the case of recall elections; establishment of sufficient polling areas to be convenient to students across the campus; tabulation, announcement and certification of election results; and, development of regulations for fair campaign practices and procedures for handling infractions of regulations which shall be approved by the MCSS at a regular meeting. No changes in rules may be made after public notice of filing for any subsequent election is made.

12.8 Board of Regents of the University of Nebraska Regulations: No part of the regulations devised by the Electoral Commission shall conflict with policies, regulations, or rules of the Board of Regents of the University of Nebraska relating to student elections.

12.9 Security: The Electoral Commission and Student Senate Administrator shall provide for appropriate security measures for printing, storing, transporting, or otherwise handling ballots for any election.

12.10 Notification: The Chancellor of the University of Nebraska Medical Center, the Secretary of State, and the Corporation Secretary of the Board of Regents shall be notified in writing the results of the student senate election.

12.11 Absentee Ballots: Students who will not be at the University of Nebraska Medical Center campus during any election due to official recognized University of Nebraska Medical Center business or assignments will be permitted to vote by Absentee Ballot using a procedure outlined in the election rules.

12.12 Disabled Ballots: Disabled shall mean that a student is unable to attend class due to confinement to student health or hospital. Students so disabled shall notify the Electoral Commission using a procedure outlined in the election rules in order to vote.

### ARTICLE XIII. IMPEACHMENT

13.1 Any member of the MCSS may be charged with gross malfeasance of office, negligence, ineligibility or violation of this Constitution and thus be subject to impeachment proceedings following a two-thirds (2/3) vote of the MCSS at two consecutive meetings.

13.2 Notification: An individual subject to impeachment shall be entitled to at least ten (10) days notice of any hearing, which notice shall set forth the charges upon which the proposed impeachment proceedings are based. Such individual shall be entitled to personally appear at the impeachment proceedings, to produce witnesses and documentary evidence, and to be advised by counsel of his/her own expense.

13.3 Conviction of charges of impeachment can be made only after an open hearing before a panel of students composed of the President, or his/her representative, of each

organization listed in the University of Nebraska Medical Center directory and a simple majority vote of that body.

13.4 Final appeal of conviction can be made to the MCSS advisors.

13.5 Following conviction, the individual is automatically removed from office and may not run for MCSS office again.

#### ARTICLE XIV. AMENDMENTS

14.1 Amendments: Amendments to the Constitution must be presented for formal hearing at a regular MCSS meeting. At a subsequent meeting, at least one (1) week after the hearing, the amendment may be approved by a two-thirds (2/3) vote of the members present. The proposed amendment(s) shall be approved by a majority vote of the students voting at a referendum and will become effective after approval of the Chancellor of the University of Nebraska Medical Center and the Board of Regents of the University of Nebraska.

14.2 Review of the Constitution: The wording and applicability of the Constitution shall be reviewed at least once every two (2) years.

#### ARTICLE XV. ENABLING ARTICLE

15.1 Ratification: This Constitution shall become effective upon receiving a two-thirds(2/3) vote of MCSS members present at a regular meeting, a majority of votes cast in a campus-wide referendum, approval of the Chancellor of the University of Nebraska Medical Center, and by the University of Nebraska Board of Regents. Previous Constitutions and Bylaws will be null and void.

15.2 Constitutionality: If any Article, Section or Chapter of the Constitution of the MCSS is declared unconstitutional or not in accordance with the Bylaws of the Board of Regents of the University of Nebraska, only that Article, Section or Chapter shall be declared invalid. All other Articles, Sections, and Chapters shall remain intact.

#### APPROVAL:

Medical Center Student Senate November 3, 1982  
UNMC Student Body November 9, 1982  
Interim Chancellor James V. Griesen November 11, 1982  
University of Nebraska Board of Regents December 17, 1982

#### APPROVAL OF AMENDMENTS:

Medical Center Student Senate October 12, 1983  
UNMC Student Body November 8-9, 1983  
Chancellor Charles E. Andrews November 29, 1983

University of Nebraska Board of Regents January 14, 1984

APPROVAL OF AMENDMENTS:

Medical Center Student Senate November 2, 1994  
UNMC Student Body December 2, 1994  
Chancellor Carol A. Aschenbrener December 15, 1994  
University of Nebraska Board of Regents February 18, 1995

APPROVAL OF AMENDMENTS:

Medical Center Student Senate November 8, 2000  
UNMC Student Body November 28, 2000  
Chancellor Harold M. Maurer December 5, 2000  
University of Nebraska Board of Regents May 19, 2001

APPROVAL OF AMENDMENTS:

Medical Center Student Senate May xx, 2007  
UNMC Student Body Month xx, 2007  
Chancellor Harold M. Maurer Month xx, 2007  
University of Nebraska Board of Regents Month xx, 2007