

CONSTITUTION OF THE STUDENT BODY OF THE UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

PREAMBLE

We, the students of the Anschutz Medical Campus of the University of Colorado Denver exist not only as individuals, but also as a community. The purpose of this constitution is to unify the student community.

The Student Senate (Senate) members at the Anschutz Medical Campus exist to foster interdisciplinary interaction and coordination among students of the Anschutz Medical Campus. This body also exists to provide effective channels of communication among the student bodies, councils of the schools, and programs served at the Anschutz Medical Campus, as well as to serve as spokespersons for the Anschutz Medical Campus students. Furthermore, we represent student interests and opinions to policy organizations, including but not limited to, the Board of Regents, the State of Colorado, and the Anschutz Medical Campus.

ARTICLE I: NAME AND MEMBERSHIP

Section 1.

The name of this association shall be the University of Colorado Anschutz Medical Campus Student Body.

Section 2.

Membership of this association will consist of all degree seeking students registered and paying at least, but not limited to, the Student Activity fee at the Anschutz Medical Campus

Section 3.

This association shall be governed by a Senate consisting of representatives from each school/college/program at the Anschutz Medical Campus.

Section 4.

The Anschutz Medical Campus Student Senate understands and is committed to fulfilling its responsibilities of abiding by the University of Colorado Denver policies and procedures.

Section 5.

All of the Senate Offices will be held by members of the Anschutz Medical Campus Student Body.

Section 6.

The Anschutz Medical Campus Student Senate will follow the University of Colorado Denver anti-discrimination policy, and shall include for membership all individuals regardless of race, gender, creed, color, national origin, age, disability or sexual orientation. Complaints and inquiries should be directed to the appropriate supervisor or administrator. Complaints and inquiries may also be directed to the Campus Compliance Officer.

ARTICLE II: AUTHORITY OF THE ANSCHUTZ MEDICAL CAMPUS SENATE

Section 1.

The authority of the Senate to organize and to govern is ultimately derived from the University of Colorado Board of Regents.

Section 2.

The legislative authority of this Senate will extend to all student matters concerning any school or class, or affecting the Anschutz Medical Campus as a whole.

Section 3.

The Senate will be the means by which student opinion is expressed as unified voice.

Section 4.

The Director of the Office of Campus Student Services shall assist the Senate in performing clerical and research tasks as the Senate may request.

Section 5.

The Senate shall appoint delegates to appropriate conventions of general, national, and state student organizations.

Section 6.

The Senate shall provide student representatives for all faculty and administrative committees whose concerns are relevant to the Anschutz Medical Campus student affairs. Only those students appointed by the Senate shall have the power to represent the students of the Anschutz Medical Campus as a whole.

Section 7.

The Senate shall have the power to allocate funds received from the Anschutz Medical Campus Student Activity fees.

- A. The Senate will allocate up to 30% of general student Activity fees for the use of each class or program as outlined in the finance committee bylaws. An additional amount, up to 10% shall be distributed according to the finance committee bylaws. Each class/school council's files will be housed by the respective Dean/Designee's Office. Complete financial records must be surrendered by any class/school council when requested by the Anschutz Medical Campus Senate.
- B. General Student Activity fees are to be differentiated from specific purpose student activity fees.
- C. The Director of the Office of Campus Student Services will continue to house the files for each interdisciplinary student organization and for Senate and will provide financial reports to the Senate at their request
- D. Any proposed change in the student activity fee assessment must be approved by a 2/3 majority of the total Senate membership before being forwarded to the entire Anschutz Medical Campus student body for final approval. Final approval is contingent on approval by the Office of the Chancellor and the Board of Regents.

ARTICLE III: SENATE MEMBERSHIP

Section 1.

The Anschutz Medical Campus will accept all students who meet this Senate's general membership requirements to voting membership as listed below.

Section 2.

Representatives (Senators) must be currently enrolled in the term they are serving, and must be considered in good standing per their respective program throughout their elected term/s.

Section 3.

Every class within the Anschutz Medical Campus shall be represented by the Senate. Each class is entitled to two (2) senators, and two (2) voting privileges. There will be a maximum of eight senators from any degree program within any school/college.

- A. The College of Nursing undergraduate programs shall elect a total of 4 Senators.
- B. The Basic Sciences Graduate School shall elect five (5) senators and appoint one liaison from the Graduate Student Council to meet the Senate attendance requirement. The Bioengineering MS and PhD students shall participate as Anschutz Medical Campus basic science graduate students. All six representatives shall have voting privileges.
- C. The Colorado School of Public Health shall elect four (4) Senators.
- D. Any Senator wishing to be elected to an officer position with voting privileges (all officers except President, see Art. IV, Sect. 3), shall first be affirmed as a candidate for the officer position by their respective class. If they are then elected to the officer position by Senate, the new Senate officer automatically assumes one of the two voting Senator positions within said Senator's respective class during their upcoming term in office.

Section 4.

Senators shall be required to support a minimum of two (2) events during both Fall and Spring semesters. Support includes but is not limited to: planning, preparation, working the event, or cleaning up after the event. The minimum requirement of supporting two (2) events may be waived by Vice Presidents. A Vice President may waive the minimum support requirement if he or she deems the Senator's work sufficient to meet minimum requirements.

Section 5.

All nominations and elections for the positions of senator shall be in a manner determined by the individual constituencies. All new senators shall be elected by the 2nd Senate meeting of the current academic year, terms to last one academic year. Continuing Senators will serve August 1 – May 31.

Section 6.

The AMC Student Senate does not allow hazing to be any part of its activities in accordance with the University's Code of Student Conduct. Hazing is defined as:

Any action or situation that recklessly or intentionally endangers the health, safety or welfare of an individual for the purpose of initiation, participation, admission into or affiliation with any organization at the University. Hazing includes but is not limited to, any abuse of a mental or physical nature, forced consumption of any food, liquor, drugs or substances, or any forced physical activity that could adversely affect the health or safety of an individual. Hazing also includes any activity that would subject the individual to embarrassment or humiliation, the willingness of the participant in such activity notwithstanding.

Section 7.

Upon petition of 25% of a senator's constituency, an election for recall of that senator shall be held no less than one week nor more than two weeks from the date of presentation of the petition to a Vice-President of the Senate. If two-third of those voting, or a majority of the constituency (whichever is smaller) shall vote for recall, the senator is recalled.

Section 8.

Continued membership in the Senate is dependent on attendance. Each Senator will be allowed three (3) absences per year. The only excused absences will be the result of required clinical rotations or clinical attendance that directly conflict with scheduled Senate meetings, illness, attendance at a conference related to the Senator's academic program, or the Senator's class/program being on a scheduled break that is included in the academic calendar. Upon the 4th unexcused absence the Senator will be removed as described in Article III, Section 5.

Section 9.

Senators may be removed from office when in violation of attendance policy by the recommendation of the Executive Committee. The Executive Committee will then notify the respective class of the vacancy, and a new Senator will be elected immediately.

Section 10.

Liaison positions for each of the school/program councils will be allowed. One (1) liaison per senator shall be a current member of the same class within the respective school/program or, if necessary, one (1) liaison per senator shall be a current member of the respective program's student council. These liaison positions will not have regular Senator voting privileges, nor shall they be required to participate in Senate activities. However, in the absence of a respective school/program's Senator, the Liaison may vote. Liaison attendance will also contribute to their respective class/program's attendance record considered for allocation of the Student Activity Fee.

ARTICLE IV: OFFICERS OF THE SENATE

Section 1.

Officers of the Senate shall be President, Vice-President for Student Life and Academic Affairs, Vice-President for Philanthropy, Vice-President for Finance, Vice-President for Legislative Affairs, Vice President for Communications, and Vice President for Diversity. Students who meet the general membership requirements are eligible to run for any officer position, however, only Senators who have served at least one year on Senate may be elected to an officer position. Officers shall be paid an honorarium for performance of their duties.

Section 2.

Candidates for Officer positions including the Presidency and Vice-Presidencies shall be nominated by the 2nd February meeting, and elected by the 2nd March meeting by the majority of the quorum. The President-elect and Vice-Presidents-elect shall take office the following June 1.

Section 3. President – duties shall be:

- A. To be the chief executive officer of the Senate.
- B. The President shall be considered for quorum, but shall be non-voting unless to break a tie.

- C. To preside over the meetings of the Senate.
- D. To prepare, with the assistance of the Vice-President for Finance and interested Senators, a budget to be approved by the Senate.
- E. To report all matters of concern from the Student Body to the Intercampus Student Forum to be presented at the Board of Regents Meetings.
- F. To be a member of, and attend all Chancellor's Executive Committee meetings and/or shared governance meetings.
- G. To be a member of, and attend all Intercampus Student Forum meetings.
- H. To present a report of his/her activities to the Senate at each regularly scheduled meeting.
- I. To designate the Vice-President of Legislative Affairs to preside over Senate meetings in the President's absence.
- J. To perform other duties required by the office.

Section 4. Vice-President for Student Life and Academic/Student Affairs – duties shall be:

- A. To act as chairperson of the Student Life and Academic/Student Affairs Committee as described in the by-laws.
- B. To co-chair the Student Academic Services Advisory fee committee with the Associate Vice Chancellor of the Office of Academic Resources and Services.
- C. To oversee the activities of other Senate committees which address the issues of student life and/or academic affairs, including regular meetings with the Associate Vice Chancellor of Student Affairs as well as the Associate Vice Chancellor of the Office of Academic Resources and Services.
- D. To perform other duties required by the office.

Section 5. Vice-President for Philanthropy – duties shall be:

- A. To act as chairperson of the Philanthropy Committee as described in the by-laws.
- B. To oversee the activities of the Philanthropy Committee.
- C. To oversee the distribution of philanthropic information to the Anschutz Medical Campus Student Body.
- D. To perform other duties required by the office.

Section 6. Vice-President for Finance – duties shall be:

- A. To act as chairperson of the Finance Committee as described in the by-laws.
- B. To be responsible for all funds received and disbursed by the Senate,
- C. To be responsible for keeping attendance records for student activity fund disbursement in the Spring semester.
- D. To meet monthly with the Director of the Student Assistance Office in order to prepare and present regular financial statements to the Senate.
- E. To oversee the activities of the Senate Committees which address student financial matters.
- F. To collect and maintain information relevant to students concerning the financial activities of the Anschutz Medical Campus, which shall include meetings with the various fiscal officers and/or administrators of the University of Colorado Denver and the Anschutz Medical Campus.
- G. To perform other duties required by the office.

Section 7. Vice President for Legislative Affairs – duties shall be:

- A. To act as chairperson of the Legislative Affairs Committee as described in the by-laws.

- B. To oversee the activities of the Legislative Affairs committee.
- C. To oversee the distribution of pertinent legislative updates to the Anschutz Medical Campus Student Body.
- D. To serve, or appoint a Legislative Committee member, as the Representative at Large to the Intercampus Student Forum.
- E. To preside over meetings of the Senate in the event the President is unable to do so.
- F. To attend any meetings of the President in the event the President cannot attend.
- G. To perform other duties as required by the office.

Section 8. Vice-President for Diversity – duties shall be:

- A. To serve as liaison between Anschutz Medical Campus Student Senate and the various campus student groups with similar activities and goals.
- B. Work with prospective student groups looking to be recognized by Student Senate.
- C. To serve, or appoint a Diversity Committee member as the Student Senate representative on the Anschutz Medical Campus Office of Inclusion and Outreach Student Advisory Committee.
- D. Serve as liaison to the office of the Associate Vice Chancellor of Diversity and Inclusion.
- E. To create or co-sponsor events which enhance diversity and inclusion at the Anschutz Medical Campus.
- F. To work with the Anschutz Medical Campus Office of Inclusion and Outreach to enhance recruitment of students of diverse backgrounds to Anschutz Medical Campus.
- G. To encourage diversity in the Student Senate.
- H. To perform other duties as required by the office.

Section 9. Vice President for Communication – duties shall be:

- A. Create and maintain a master email list for Anschutz Medical Campus Senate within 3 weeks of the first Senate meeting.
- B. Distribute the agenda (prepared by the President) to all Senators at least 3 days before each Senate meeting.
- C. Record and distribute the minutes of each Senate meeting to all Senators within one week following each meeting.
- D. Perform office duties such as mailings, and distribution of emails received from the Senate website in a timely manner.
- E. As needed, write and submit Senate news for the Anschutz Medical Campus on-line newspaper as well as the Anschutz Medical Campus Student Senate website.
- F. Keep up to date bulletin boards dedicated to Senate use – for all Senate committee announcements and activities, as well as other topics of interest to students of the Anschutz Medical Campus.
- G. To perform other duties as required by the office.

Section 10.

In the event of a vacancy in any of the offices established by this Constitution, the vacancy shall be filled by majority vote of those senators present at the next regular meeting of the Senate.

Section 11.

Officers may be removed from their offices upon a vote for removal by two-thirds of the total Senate membership.

ARTICLE V: COMMITTEES

Section 1.

The Senate shall conduct its business, in part, through standing and special committees as it may deem necessary.

Section 2.

Standing committees shall include the Executive Committee, Student Life and Academic Affairs Committee, Philanthropy Committee, Finance Committee, Legislative Affairs Committee, Diversity Committee and Communications Committee.

Section 3.

Each committee shall include Senators from at least three different programs represented in senate.

Section 4. Executive Committee

- A. The Executive Committee shall consist of all elected officers of Senate.
- B. The purpose of this Committee is to initiate and assist in the execution of the official business of the Anschutz Medical Campus Senate. This committee will be the Constitution and Bylaws Committee as well as the Elections Committee for the Anschutz Medical Campus Student Senate.
- C. The chairperson shall be the President.
- D. The committee shall meet as needed.

Section 5. Student Life and Academic/Student Affairs Committee

- A. The purpose of this committee is to (1) plan and implement all social activities sponsored by the Anschutz Medical Campus Student Senate for the Student body and (2) perform duties pertaining to advocacy for improvements to the student academic environment, create and oversee subcommittees pertaining to academic affairs or student life issues as directed by the senate, and gather student opinion regarding proposed changes to the academic environment or student life issues.
- B. The chairperson shall be the Vice-President for Student Life and Academic/Student Affairs.
- C. The committee shall be responsible for the maintenance and programming of the Senate Commons in Ed II North.
- D. The Committee shall meet as needed.

Section 6. Philanthropy Committee

- A. The purpose of the committee is to organize and implement fundraising activities/events for philanthropic organizations as voted on by the committee.
- B. To provide information for all Anschutz Medical Campus students interested in participating in philanthropic ventures throughout the State of Colorado.
- C. The Vice-President for Philanthropy shall be the chair of the Committee.
- D. The committee shall meet as needed.

Section 7. Finance Committee

- A. The purpose of the committee is to insure financial accountability for the Senate in the administration of student moneys.
- B. The chairperson shall be the Vice-President for Finance.
- C. The committee will be required to include at least one Senator from each academic program at the Anschutz Medical Campus.

- D. The committee will participate in campus-wide committees, including but not limited to: Student Fee Review Committee, Academic Support Advisory Committee, Anschutz Medical Campus Student Senate Service Excellence Committee, as in the Bylaws of the Finance committee.
- E. The finance committee shall comprise of at least one Senator from each program represented in senate.
- F. The committee shall meet as needed.

Section 8. Legislative Affairs Committee

- A. The purpose of the committee is to evaluate current Legislation proposed for higher education, and take action as needed or requested by the student body.
- B. The Vice-President for Legislative Affairs shall chair the committee.
- C. The committee shall meet as needed.

Section 9. Diversity Committee

- A. The purpose of this committee is to increase awareness of the diversity represented by the student body, and encourage increased diversity programming at Anschutz Medical Campus.
- B. The Vice-President for Diversity shall chair the committee.
- C. The committee shall meet as needed.

Section 10. Communications Committee

- A. The purpose of this committee is to maintain effective communication of Senate news and activities between Senate members as well as the entire Anschutz Medical Campus student body.
- B. The Vice-President for Communications shall chair the committee.
- C. The committee shall meet as needed.

Section 11.

With the exception of the Executive Committee, members of the Senate committees need not be Senators. All committees shall have at least one Senator as a member. Chairpersons of Senate Committees must be officers elected by the simple majority of the Senate quorum.

Section 12.

Each committee shall prepare a report of its activities as deemed necessary.

ARTICLE VI: MEETING OF THE SENATE

Section 1.

There shall be a regular meeting of the Senate at least twice monthly.

Section 2.

Special meetings may be called by the President or by petition of ten members of the Senate to the Vice-President of Legislative Affairs at any time.

Section 3.

All meetings will be open to the public, including special meetings.

Section 4.

The first Senate meeting of the academic year shall be on the Monday following Labor Day. The Executive Committee will schedule the remainder of the meetings for the year to take place on the 2nd

and 4th Mondays of each month, and have said schedule available to Senate members by the second Senate meeting of the year.

Section 5.

A quorum is attained when a minimum of 60 percent of the total elected Senate membership (or their designated liaisons) is present. Senate membership shall be determined no later than the second meeting of the academic year.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Section 1.

The rules contained in Robert's Rules of Order, Newly Revised, shall govern the Senate in all cases to which they are applicable, and in which they are consistent with this Constitution.

Section 2. By-laws:

A. The by-laws under which committees act shall not supersede standards set by this Constitution.

B. By-laws must be approved and changed by a two-thirds vote of the full Senate.

ARTICLE VIII: CONSTITUTIONAL AMENDMENTS & STUDENT BODY REFERENDUMS

Section 1.

Any Anschutz Medical Campus student may initiate an amendment to this constitution, or initiate a referendum through a petition signed by 10 percent of the total Anschutz Medical Campus student body that would be affected by the amendment or referendum.

Section 2.

An amendment to this constitution for a proposed student fee referendum must receive the affirmative vote of two-thirds majority of the full Anschutz Medical Campus Student Senate or approval. Student fee referendums not receiving the affirmative vote of two-thirds majority of the full Senate will not be forwarded to the student body of the Anschutz Medical Campus for any further consideration.

Section 3.

The procedure for campus wide student referendums is included in the standing rules of the Finance Committee of the Anschutz Medical Campus Student Senate.

Section 4.

This constitution shall become effective May 1, 2017, pending approval of the Anschutz Medical Campus Student Senate. This revised constitution shall remain in effect until ratified, revised, or rejected by the student body of the Anschutz Medical Campus or by the Board of Regents.

Section 5.

When ratified, this constitution shall supersede all previous Anschutz Medical Campus student body constitutional documents.

University of Colorado Anschutz Medical Campus

Student Senate Funding Policies

I. General

This document provides the guidelines for the funding policies for student club/organization activities funded, in part, by student fees. All enrolled students who pay tuition and fees at the University of Colorado Anschutz Medical Campus (AMC) are eligible for funding from these fees as a member of a Club/Organization. Clubs/Organizations must be recognized by the Student Senate for the current year in order to receive funding. Typically, funding received by the Student Club/Organization will be considered one-time 'seed' funding. The Student Club/Organization will be responsible for acquiring any additional funding for future use. The Vice President of Finance for the Student Senate shall determine the amounts of funding available prior to any club or organization receiving funding.

II. Appropriate Uses of Funding

Funding must be used to enhance educational and University experiences. All funded programs and/or activities must be open to the whole student body.

III. Inappropriate Uses of Funding

A. Political

It is prohibited that fees be used in support of or in opposition to political candidates, political parties, off-campus ballot issues or for programs related to political campaigning. Organizations that are generally regarded as being a part of a political party may be funded only for specific events not related to their political functions.

B. Academic Activities

Funds designated for clubs/organizations will not be used to fund scholarships, activities, events and/or programs for which academic credit is given, academic research, or AMC recruitment/orientation. Funding requests for these items should instead be directed to the respective department of the University.

C. Alcoholic Beverages

Unless University alcohol policy is followed for an official function, no student fees may be used for alcoholic beverages, its serving, and/or any accessories that are to be used solely with/for alcoholic beverages.

D. Decorative Items

Student Fee Money will not be used to fund items of a decorative nature such as streamers, plants, floral arrangements, signs, posters, pictures, etc. An exception to this is promotion/advertisement materials connected with an official club function.

E. Personal Items

Under no circumstances will student fee money be used to fund items that are for personal use or are of a personal nature. All items bought with student fees must be available for general club/organization use.

F. Gifts

It is prohibited to use student fee monies for the purchase of gifts of appreciation, reward for performance, as a means to provide recognition for special designated days, or in recognition of birthdays or holidays. However, the purchase of flowers, fruit baskets, etc. for the purpose of expressing condolences, sympathy, get-well wishes, etc. will not be recognized as a gift and will be authorized.

G. Miscellaneous

Any activity/event that is not considered of an educational and/or University nature (see Article II) by the Vice President of Finance or the Student Senate will not be funded.

IV. Priority For Allocation of Funds

Priority for allocation of funding will be granted on the following basis:

1. Clubs/Organizations that are considered to be of an educational and/or University nature will be granted priority over other organizations.
2. Those organizations that have received little or no monies for the fiscal year will be granted priority over organizations that have received larger amounts of funding.
3. Clubs/Organizations must submit paperwork including a yearly budget by the priority deadline, if applicable, to received priority.
4. On-campus events have priority over off-campus events.

V. Procedures for Obtaining Funding

1. Follow guidelines for "recognition" as put forth in Club/Organization Recognition Policies and Procedures
2. Submit a brief generalized plan of anticipated, legitimate expenditures for the ensuing fiscal year to be funded.
3. Arrange inclusion on the Student Senate agenda at least one week prior to solicitation for funds.
4. Give a brief proposal/presentation to the Student Senate at a regularly scheduled meeting.

VI. Off-Campus Travel

A separate Professional Development Assistance program is administered through Student Senate. Contact the Vice President for Finance for more information and/or a Reimbursement form.