

Bylaws of the Student InterCouncil at The University of Texas Health Science Center at Houston  
(Revised, November 29, 2023)

ARTICLE 1: Name

ARTICLE 2: Mission Statement

ARTICLE 3: Membership Qualifications

ARTICLE 4: Officers

ARTICLE 5: Administrative Advisor and Staff

Bylaws establish the Student InterCouncil at The University of Texas Health Science Center at Houston (UTHealth Houston) and the procedures for the conduct of the organization.

ARTICLE 1: Name

The organization shall be known as the Student InterCouncil (hereinafter referred to as the SIC).

ARTICLE 2: Mission Statement

The purpose of the SIC shall be to improve the quality of student life at UTHealth Houston by providing an opportunity for the voice of the student body to be heard and solutions to be advanced in coordination with administrative and faculty members. The SIC shall promote communication across the six UTHealth Houston campuses and the central administration in order to facilitate inter-personal and intra-professional communication.

ARTICLE 3: Membership Qualifications

The SIC shall be comprised of UTHealth Houston registered full-time students in good academic standing; there shall be three representatives from each of the six UTHealth Houston component schools. Special groups may be represented as decided by the SIC. Each representative must complete one semester of enrollment at their respective school to be eligible to represent on the SIC. The SIC shall not discriminate on the basis of race, ethnicity (including pregnancy), gender, sexual orientation, national origin, religion, marital status, information, gender identity or expression, veteran status or any other protected characteristics.

Section 1. School Representatives

Members must be elected by the student body or appointed by the faculty of the organization of the school which they will represent. Elections for representatives representing UTHealth Houston component schools shall be held at the end of each semester at the school in which they will represent. Three representatives must be elected from each UTHealth Houston school. The elected school representatives must be in good academic standing, at the Houston campus schools in order to be eligible for election.

requirements. If elected as a SIC officer, the member must be allowed to serve in that capacity for the duration of the term of office. It is recommended that at least one-third of the representatives serve a two-year term, and one-third should be new members, thus ensuring continuity of the SIC from year to year. SIC representatives may serve for two years without re-election from their corresponding schools. Students who wish to remain for their second year,

must be a full-time registered student in good academic standing at the school that they represent and shall serve for the duration of the term. A given representative must begin and end their term on SIC while representing the same school or constituency. Representatives will not be allowed to represent a different school or constituency from term-to-term or within a term without first being elected/appointed to the new position. The term of office for SIC representatives shall begin on June 15th and end on June 1st of the following year.

#### Section 6. Vacancies

Given that an elected or appointed member of the SIC has chosen to serve his/her constituents and that said service cannot be adequately performed when the representative is absent from SIC meetings, a replacement will be chosen after any representative fails to attend at least 50% of meetings in a semester. Members must also attend all official SIC events in a given semester unless granted an excused absence. Excused absences may be granted by the SIC President at his/her discretion for emergencies or school scheduling conflicts and should be submitted as a written request to the SIC President no later than 72 hours prior to the event, when possible.

There is no limit to the number of excused absences a SIC representative may receive from the President for events. Any member failing to attend at least 50% of SIC events per semester without obtaining excused absences for any events missed will be removed from their position. In the event that the President removes a representative from SIC based on lack of attendance, he/she must promptly notify in writing the representative in question as well as the SIC officers. The representative in question shall have 14 days to appeal the decision before being permanently removed from SIC. If a member is removed, and decides to appeal, he/she must notify the SIC Vice President within 14 days of the President's notice of removal by sending a written request to be added to the next full council meeting agenda for an appeal. During the meeting, the appealing representative may discuss the circumstances of the removal and request the council to vote against removal. SIC shall take a confidential vote. The vote, decided by simple majority of those representatives present and voting, will be final. The appealing member shall retain the status of a voting representative until the appeal process is finalized by a full council vote. After 14 days, if an appeal is not made, the representative in question forfeits any right to appeal the decision and shall be permanently removed from council.

In the event that a representative is removed from council either after appealing or after waving the appeal process, the SIC President shall submit written notice to the representative and representative's school informing the dean or respective school's governing body of the need to replace said representative. Should a representative need to be replaced mid-term, the SIC shall advise the school's governing body President of the need to fill that position. The school student body then has 30 days from the date notice was received to fill the vacant position. If the position is not filled after 30 days, the SIC selection committee shall send out a call for applications to the school student body of the given school. If an international or member at large student representative should need to be replaced mid-term, the SIC Selection Committee shall appoint the next highest ranked applicant on file for that year.

#### Section 7. Committee Participation

Each representative shall formally participate in all assigned committees one of which must be a standing committee

## ARTICLE 4: Officers

### Section 1. Officer Positions

The elected officers of the SIC shall be President, Vice President, Secretary, Treasurer, and Historian. b. Non-elected Position: previous SIC President as a non-voting ex officio member. In the event that the previous President remains on council as a voting representative (either by

This representative serves in maintaining communication between the UTHealth Houston President (and other university leadership) and the SIC. The administrative advisor shall have



b. The Scholarship Committee: The duties of this committee should include, but are not limited to, overseeing the planning and implementation of special projects to support student scholarships and making recommendations to the Auxiliary Enterprise Financial Advisor regarding SIC scholarship funds. It shall be chaired by the Secretary of the SIC. Any SIC member is eligible to receive SIC awards/scholarships with the exception of SIC members serving on the SIC Scholarship Committee. Scholarship Committee members may only apply for the Shohrae Hajibashi Memorial Leadership Award, in which the SIC Advisors will select the award recipient. The SIC President is eligible to apply for any/all SIC scholarships and awards if he/she removes his/herself from the scholarship committee for the semester the award/scholarships are selected.

c. The Public Relations Committee: The duties of this committee should include, but are not limited to, managing the Student Pulse and ensuring its publication at least once per semester. It shall be chaired by the Historian of the SIC. The committee shall publicize SIC activities and events and improve communication between UTHHealth Houston constituents. It is responsible for coordinating with the EVP/CAO office in updating the SIC website content. The committee also is charged with the duty of overseeing that projects funded by the SIC include recognition of SIC support. Public Relations Co-Chair shall: promote the SIC's role at UTHHealth Houston, assist the Historian in publicizing SIC events, facilitate communication between SIC and each UTHHealth Houston school student governance organization, and promote SIC awareness among the schools.

d. The Project Funding Committee: The duties of this committee should include, but are not limited to, reviewing and recommending projects for funding. It shall be chaired by the Treasurer of the SIC. The committee shall review and recommend projects for funding. The committee shall also be responsible for coordinating with the EVP/CAO office in updating the SIC website content. The committee also is charged with the duty of overseeing that projects funded by the SIC include recognition of SIC support. Project Funding Co-Chair shall: promote the SIC's role at UTHHealth Houston, assist the Treasurer in publicizing SIC events, facilitate communication between SIC and each UTHHealth Houston school student governance organization, and promote SIC awareness among the schools.



referendum on issues pertaining to students. The issue of a referendum shall be placed on a SIC agenda and a majority of the voting representatives present shall vote to hold the referendum. SIC representatives shall be responsible for polling their respective schools. The referendum shall be passed if approved by a two-thirds majority of those students voting. Representative will serve for a term of 12 consecutive months.

#### Section 5. The University Student Fees Advisory Committee

The duties of this committee will be to provide student input into all proposed fees from all schools, incidental fees, lab fees, and any changes to student services fees or general use fees. The EVP/CAO will call for student representation from SIC members as needed.

#### Section 6. Committee Accountability

The chair of each committee will present a written report on the committee's activities to the Chair of the Operations Committee at the end of each semester. Each committee member will be held accountable for reporting on issues related to committee findings during official SIC meetings. It is the responsibility of the committee members to stay informed on topics relating to their committees and to submit by May 1 an annual end-of-the-year report to the President summarizing the committee's work throughout the term.

#### ARTICLE 10: Jurisdiction

The SIC shall be the advisory body, reporting to the President of the UTHealth Houston. It may elaborate a position or positions on matters within any of the constituent schools, or on matters generated within the SIC. Its recommendations, if any, shall be forwarded to the President of the UTHealth Houston in writing through the EVP/CAO.

#### ARTICLE 11: Amendments and Adoptions