

Bylaws of the Graduate Student Association of the University of Oklahoma Health Sciences Center
Effective April, 2022

Article I: Representation

Section I: Student Representation

Clause 1: The Graduate Student Association has a duty to represent all graduate students at OUHSC.

Clause 2: Student liaisons to each college shall be appointed by the Chairperson/President within four weeks of the first GSA meeting in August.

Clause 3: If no student is present and able to fulfill this task, it is the responsibility of the Board to request a student representative.

Clause 4: Requests for student representation shall be made in writing to the dean of the college within 7 days from the first meeting.

Section II: University and Graduate Council Committees

The Graduate Student Association is responsible for providing student representation from within the Board or the Association on the following University and Graduate Council committees:

- Curriculum Review Committee
- Graduate Faculty Appointments Committee
- Program Evaluation Committee
- Graduate Student Appeals Board
- Research and Graduate Student Affairs Committee
- Preparing Future Faculty Committee
- Student Counseling Advisory Board
- Library Advisory Board
- The University of Oklahoma Health Sciences Center Student Senate
- The Campus Activities Board of the University of Oklahoma Health Sciences Center Student Association

Section III: Graduate Student Survey

Clause 1: The Graduate Student Survey results shall be reported to the Association.

Clause 2: The Board shall report recommended actions to the Graduate College, or other appropriate offices at OUHSC.

Article II: Fiscal

Section I: Responsibilities

Clause 1: The Association is responsible for appropriate allocation and spending of student activity fee monies in a manner that supports graduate students, and is in line with University spending guidelines.

Section II: Budgetary allocation meetings

Clause 1: The board shall host a budget allocation meeting, at least once per year, where:

- The meeting is held within four weeks of the first Association meeting in August;

- Representation of at least one graduate student representative from all 7 colleges is sought;
- Graduate students from all colleges have the opportunity to suggest or request funding of events that support graduate student activities or professional development.

Clause 2: The board shall request representatives from each college at the budget allocation meeting at least two weeks prior to the meeting.

Clause 3: For any college unable to provide a graduate student to represent their interests on the day of the meeting, the Treasurer must request that graduate students submit their input in writing. This request must be sent to the dean of any college who does not have representation at the budget allocation meeting.

Clause 3: In the event that in-person, or written input from graduate students from all colleges is unable to be obtained, the budget allocation meeting shall proceed so long as the Treasurer has made written requests at least two weeks prior to the meeting.

Clause 4: The Board shall create a budget based on the input received at this meeting, to be voted on at the next Association meeting.

Article III: Graduate Research, Education, and Technology Symposium Committee (GREAT):

Section I : The GREAT Committee shall carry out the following duties:

- Create a theme for the symposium;
- Solicit funds from the Association and other University or extramural funding sources; and
- Develop and implement a program which allows Association Members to display research and review the research of other graduate students and faculty.

Article IV: Annual Events

Section I: Welcome Week

Clause 1: The Association shall create a welcome week for first-year graduate students between the last two weeks of July and the first two weeks of August.

Clause 2: The Social Chair shall host a luncheon meet-and-greet of new graduate students from all 7 colleges. The Social Chair shall make contact with these students with the help of the Graduate College, or other appropriate faculty member if necessary.

Clause 3: The Association shall host a meet-and-greet with College of Medicine graduate students (GPiBS students, and students admitted directly to departments), and senior graduate students between the last two weeks of July and the first two weeks of August.

Section II: Graduate Student Appreciation Week

Clause 1: The Association shall create a graduate student appreciation week at least once per year.

Section III: Student Survey

Clause 1: The public relations chair will develop and distribute a graduate student survey to all graduate students.

Article V: Standing Rules

Section I: Procedures for Association meetings

Clause 1: Time and Place. The Association will designate a place that is accessible to all members at least once each month of the fall and spring semesters, except in January.

Clause 2: Decorum. The Association Vice President shall preserve order and decorum.

Clause 3: Order of Business. The following shall be the Order of Business at each Association meeting:

1. Roll Call or Sign In
2. Approval of the Minutes
3. Officer Reports
4. Special Orders – (i.e. Election of Officers)
5. Open Floor for Members - Discussion of subjects not pending before the GSA but within its purview.
6. Business
7. Announcements
8. Adjournment

Section II: Minutes and Records

Clause 1: Minutes and records shall be taken during each meeting.

Clause 2: Errors – Association members shall read minutes and correct errors.

Clause 3: The President shall rule on all changes to the minutes and records.

Clause 4: Open Records – All records of the proceedings of the Association shall be open for public inspection on the OUHSC Graduate Student Association webpage.

Section III: Attendance

Clause 1: Board members have a duty to attend all Association meetings.

Clause 2: Notification of inability to attend an Association meeting shall be made at least one day prior to the meeting.

Section IV: Expulsion

Clause 1: Board members who fail to carry out their duties and responsibilities may be removed from office.

Clause 2: Removal proceedings shall begin by bringing concerns to the President, who shall determine if there is just cause. The President shall issue a warning to the board member in question. If the problem is not resolved, the President shall call for a special meeting of the board to vote for removal. Removal requires a 2/3 majority vote of the board. In the event that the President is the board member who fails to fulfill their responsibilities, the same procedures described will be followed, but with the Vice-President presiding over removal proceedings.

Clause 3: In the event that an officer is removed, the President shall appoint a qualified replacement. In the event that the President is removed, the Vice-President shall assume the President position until a new President can be appointed.

Clause 4: Any member who is removed from office due to failure to fulfill duties and responsibilities of their position shall not be eligible for future GSA board positions.

Article VI: Amendments to the Bylaws

Section I: Presentation of amendments

Clause 1: Amendments to the bylaws shall be presented to the Board two weeks before the amendment is to be voted on.

Clause 2: Amendments will be voted on during special meetings of the board, which can be included in a regularly scheduled general or executive meeting. If voting does not occur at a general meeting, all GSA members will be invited to the meeting for the voting portion. All amendments to the Bylaws shall require a two-thirds (2/3) vote of those members present for passage.

Clause 3: Amendments must be presented and explained at a General Association meeting during the business section of the meeting after they have been passed.

Article VII: Enactment of the Bylaws

Section I: Bylaws shall become effective when passed by a two-thirds (2/3) vote of members present at voting meetings.