

**Constitution of the Graduate College Student Association of the University of Oklahoma Health
Sciences Center**
Effective April 2022

PREAMBLE

We, the students of the Graduate College of the University of Oklahoma Health Sciences Center, in order to improve the student academic conditions and to create an organization of the local, regional and national graduate student community through which its collective interests may be served, in cooperation with the administration of the University of Oklahoma, do establish this constitution.

ARTICLE I: Title

This Organization shall be known as the Graduate College Students' Association of the Graduate College of the University of Oklahoma Health Sciences Center, and is herein referred to as the Association.

Article II: Membership

Section 1: All students pursuing post baccalaureate studies in the Graduate College at the University of Oklahoma Health Sciences Center shall be members

Article III: Purpose

The primary purpose of the Association is to represent graduate student interests at OUHSC; to voice concerns to appropriate faculty members; to promote excellence and professionalism among graduate students; to create events that support graduate students.

ARTICLE IV: Legislative

Section I:

Clause 1: The legislative power of the Association shall be vested in the officers of the Graduate College Student Board, herein referred to as the Board.

Section II

Clause 1: The Board shall be composed of elected Association officers, herein referred to as Board Members, who shall be in good standing with the University of Oklahoma. Officer positions available and their descriptions can be found in the GSA officer description document.

Clause 2: The Association should hold elections, in order to identify Board Members, during the spring semester so that new Board Members are in place beginning June 1st. The new Board Members shall then assume Board duties after the Graduate College Students' Association meeting in May.

Clause 3: Membership on the Board with voting privileges is extended to the President of the Delta Chapter of Alpha Epsilon Lambda.

Clause 4: Each Board Member shall have one vote.

Clause 5: Robert's Rules of Order, Revised shall govern all procedures, unless otherwise specified by a quorum majority vote of the Board.

Clause 6: A quorum will consist of at least 75% of Board Members

Article V: Executive

Section 1: The Board shall have the following powers and duties:

- To investigate matters pertaining to the general academic welfare of the Graduate College Student Association Members, and present recommendations to the administration of the University of Oklahoma through the Graduate Dean concerning such matters;
- To supervise all Board elections, academic functions and organizational activities sponsored and supported by the Board;
- To enact legislation approved by a quorum majority vote and otherwise deal with all matters pertaining to the specific Association academic and organizational functions;
- To enact rules contained in the Bylaws of the constitution necessary for putting into effect the foregoing powers and duties; and
- To set a time and place of meeting of the Board.

Section 2: Meetings

- The Board shall nominate a Faculty Representative from the full-time graduate faculty of the University of Oklahoma at the August meeting of the academic year;
- Election should be held within four weeks of the nomination.
- The Faculty Representative shall serve for one calendar year.
- Duties of the Faculty Representative shall be determined by the Board and shall comply with appropriate state and university regulations. The Dean of the Graduate College or his/her designee shall serve as the Association's Sponsor.

ARTICLE VI: Officers

Section I: The Graduate College Student Board shall consist of the following officers:

- President
- Vice President
- Treasurer
- Chairperson of the the Graduate Research, Education, and Technology Symposium Committee
- Vice-Chairperson of the the Graduate Research, Education, and Technology Symposium Committee
- Pre-Graduate Research, Education, and Technology Symposium Chair
- Graduate Research, Education, and Technology Symposium Professional Development Chair
- Social Chair
- Community Service Chair
- Public Relations Chair
- Interdisciplinary Research and Education Chair
- Representative(s) to the Student Government Association Senate

Section II:

Clause 1: The position of President shall be restricted to Members who have previously served on the Association Board wherever possible; the position shall be further restricted to Members who have EITHER passed their qualifying examination (doctoral students) or equivalent (masters students) OR received permission from their mentor whenever possible.

Clause 2: The position of Chair of the Graduate Research, Education, and Technology Symposium Committee shall be restricted to Members who have EITHER passed their qualifying examination (doctoral students) or equivalent (masters students) OR received permission from their mentor whenever possible.

Clause 3: The position of Vice Chair of the Graduate Research, Education, and Technology Symposium Committee shall be restricted to Members who have EITHER passed their qualifying examination (doctoral students) or equivalent (masters students) OR received permission from their mentor whenever possible.

Clause 4: The restrictions described above will be void if there is no Member meeting the qualifications that is nominated or running for the position.

Section III: The Executive Officers of the Association shall be elected at the May meeting of the Graduate Student Association and shall assume office after that meeting.

Section IV:

Clause 1: At the time of taking office, the President shall become a representative-at-large of the Board and shall forfeit all voting privileges.

Clause 2: The College that the President originally represented shall appoint another representative to serve as that College's Board Member unless there are multiple representatives from said President's college on the Board.

Article VII: Duties

Section I: The President of the Association shall have the following responsibilities and duties:

- To preside at all meetings of the association and of the Board;
- To call special meetings of the Association and of the Board;
- To appoint all Chairpersons and Members to special committees of the Association and of the Board;
- To execute the laws of the Association;
- To serve as representative of the Members on the Graduate Faculty Council;
- To organize the first meeting of the newly elected Board;
- To cast a tie breaking vote;
- To attend the monthly Graduate Council meetings;
- To serve as representative of the Association on the Student Government Association;
- To attend the monthly Student Government Association meetings;
- To work with Graduate College to set meeting days/dates for upcoming year;

- To plan and conduct a yearly GSA officer retreat (lunch, dinner, etc) during the summer preceding the elected year. The retreat shall include:
 - A review of all GSA Documents and Bylaws;
 - A review of each positions specific responsibilities;
 - A conversation between the new and previous Board members for each position where possible;
 - Creating a plan to transition the external bank account with the new and previous Presidents and Treasurers;
- To organize monthly Board meetings;
- To add their name as President to the external GSA bank account;
- To organize an annual review of GSA documents (Constitution, bylaws, responsibilities) to identify any needed revisions and organize voting meetings if required;
- To attend Graduate Research, Education, and Technology Symposium Committee meetings once monthly when applicable; and
- To ensure proper transition of the duties described above.

Section II: The Vice President shall have the following responsibilities and duties:

- To take minutes at regularly scheduled meetings;
- To develop agenda for GSA meeting and disperse to the Members at least three days prior to meeting;
- To disperse meeting minutes to the Members no later than 2 business days following the Association meeting;
- To act as the President in the event of the President's incapacity or absence;
- Should the President's seat become permanently vacated, to act as interim President until the Board shall elect a new President;
- Following the Vice President, the order of responsibility for filling an absent President's seat shall be:
 - The Treasurer;
 - Followed by the Social Chair;
- To serve on the Budget Committee; and
- To ensure proper transition of the duties described above.

Section III: The Treasurer shall have the following responsibilities and duties:

- To take minutes at regularly scheduled meetings in the absence of the Vice President.
- To solicit funds from the OUHSC Student Association and/or other sources;
- To serve as Chairperson of the Budget Committee;
 - The Budget Committee will consist of the Treasurer, the Association President, the Vice President, the Social Chair, the Chairperson of the Graduate Research, Education, and Technology Symposium, the Sponsor, and a Representative from any OUHSC College Student Association or Council seeking funds.
- To organize at least one annual Budget Allocations Meeting for the assignment of student fee monies as determined by the Budget Committee;

- OUHSC College Student Associations or Councils seeking funds from the Association must submit their request to the Association's Treasurer prior to the Allocations Meeting
- To provide a budget report at each monthly meeting;
- To provide oversight of the Association's external bank account, debit card, and Venmo account;
- To add their name to the external bank account and take possession of the GSA debit card; and
- To ensure proper transition of the duties described above .

Section IV: The Chairperson of the Graduate Research, Education, and Technology Symposium Committee shall have the following responsibilities and duties:

- To work in concert with the Graduate College for the planning and execution of the annual the Graduate Research, Education, and Technology Symposium;
- To chair monthly the Graduate Research, Education, and Technology Symposium planning meetings;
- To develop an agenda for every monthly the Graduate Research, Education, and Technology Symposium meeting;
- To facilitate brainstorming and voting on a theme for the symposium within the GREAT Committee;
- To coordinate with Vice-Chair to identify and invite the Keynote Speaker;
- To select and organize the Graduate Research, Education, and Technology Symposium participation gifts and speaker gifts;
- To perform as the Master of Ceremonies for the Graduate Research, Education, and Technology Symposium Awards Ceremony;
- To serve on the Budget Committee;
- To oversee the board members on the Graduate Research, Education, and Technology Symposium Committee and offer advice and assistance where needed; and
- To ensure proper transition of the duties described above.

Section V: The Social Chair shall have the following responsibilities and duties:

- To work with the sponsor of the Association to apply for a travel card for food purchases;
- To develop an itemized budget for supporting the social goals of the Board;
- To host events for Welcome Week and Graduate Student Appreciation Week;
- To coordinate functions (approximately 2 per semester unless otherwise approved by the board) and schedule locations of events as necessary;
- To coordinate food delivery for general meetings when possible;
- To provide representation on the Campus Activities Board of the University of Oklahoma Health Sciences Center Student Association;
- To promotes Graduate College, Association, and Student Government Association events to the Members;
- To serve on the Budget Committee; and

- To ensure proper transition of the duties described above.

Section VI: The Community Service Chair shall have the following responsibilities and duties:

- To coordinate volunteering events for the Members (approximately two per semester unless otherwise approved by the board);
- To assist and educate the Members with Sooner Standard;
- To serve as an OUHSC Big Event Site Coordinator;
- To organize teams for philanthropic events such as, but not limited to, Children's Hospital Adopt-a-Patient and Walk2End Alzheimer's; and
- To ensure proper transition of the duties described above.

Section VII: The Public Relations Chair shall have the following responsibilities and duties:

- To develop and distribute the graduate student survey;
- To organize fundraising events to benefit the Association;
- To maintain all Association social media accounts;
- To design flyers for Association events and monthly meetings and to circulate advertisements using methods including, but not limited to, the Association social media, email, HSC daily news, and bulletin board postings.
- To attend Graduate Research, Education, and Technology Symposium Committee meetings;
- To design flyers for the Graduate Research, Education, and Technology Symposium;
- To organize the logo competition for the Graduate Research, Education, and Technology Symposium; and
- To ensure proper transition of the duties described above

Section VIII: The Interdisciplinary Research and Education Chair will have the following responsibilities and duties:

- Attend all interdisciplinary student council (ISC) meetings and report updates to the Association;
- To promote and facilitate graduate student participation in interdisciplinary events on campus including, but not limited to All Professions Day and Grand Rounds;
- To work with the Interprofessional Educators and Practitioners Association (IEPA) to make interdisciplinary events relevant to graduate students;
- Work with the IEPA to identify and host a guest speaker on the topic of interdisciplinary, translational research for the GREAT Symposium;
- To serve on the GREAT Committee as the Interdisciplinary Liaison;
- To reach out to Deans of all Colleges to solicit involvement of other students on campus who are conducting research; and
- To ensure proper transition of the duties described above.

Section IX: The Vice Chairperson of the Graduate Research, Education, and Technology Symposium Committee shall have the following responsibilities and duties:

- To identify a topic for the GREAT Debate;

- To identify and Recruit Debate Coach and Moderator;
- To solicit participants from the seven colleges for the debate teams;
- To facilitate Debate coaching sessions;
- To work with the PR Chair to develop flyers advertising the GREAT Debate;
- To coordinate with GREAT Chair to identify and invite a Keynote Speaker;
- To develop an itinerary, and serve as handler for the speaker on the day of the keynote address; and
- To ensure proper transition of the duties described above.

Section X: The Pre-GREAT Workshop Chair shall have the following responsibilities and duties:

- To plan at least 3 workshops to take place in the weeks prior to GREAT including one workshop covering cultural awareness and diversity;
- To identify and invite speakers;
- To coordinate with the PR Chair to create advertisements, and feedback surveys for each workshop; and
- To ensure proper transition of the duties described above.

Section XI: The Career Development Chair shall have the following responsibilities and duties:

- To determine the format and list of speakers for a workshop focused on potential career paths for graduate students;
- To invite speakers; and
- To ensure proper transition of the duties described above.

Section XII: The Representative(s) to the Student Government Association Senate shall have the following responsibilities and duties:

- To attend all senate meetings and retreats OR identify an alternate from the Board (if alternates are not already named during elections);
- To complete all duties as assigned by the senate;
- To update the Board and Members at general GSA meetings as to their committees, objectives, and progress; and
- To ensure proper transition of the duties described above.

Section XIII: Vacancy

Clause 1: In the event of a vacancy in an office other than the President's, the President shall EITHER appoint a member of the existing board to take over responsibilities OR shall solicit interest from the Members of the association and appoint a candidate with the Board's approval.

ARTICLE VIII: JUDICIAL

Section I: The judicial power of the Association shall be vested in the Members of the Board.

Section II: The Board shall have the following powers and duties:

- To rule on all questions of interpretation of the Constitution and Bylaws;

- To make final decisions on the recall of any Members by an organization or on the removal of a Member by the Board; and
- To hear the grievances of any member of the Association, to conduct investigations into such grievances, and to submit a report of the grievances, findings of any investigations, and the opinion of the Board on the grievance to the appropriate University Administrative bodies.

ARTICLE IX: REMOVAL AND RECALL

Section I: The Association shall be responsible for the recall of any of its Board Members for whatever reason it decides and for informing the Board and Members of such recall. The Association will then be responsible for providing a new Board Member to the Board within one month of recall.

Section II: The Board may remove a Board Member by a 2/3 majority. The Board shall inform the Association and the Members of such removal, and show just cause for the removal.

ARTICLE X: AMENDMENTS

Section I: This constitution can be amended by a 2/3 majority of the Board. Refer to the Graduate College Students' Association Bylaws for procedures to amend the constitution and other documents.

Section II: Any proposal for amendment shall be presented either by the Board as a legislative amendment or by a referendum petition of fifteen percent of the Association membership.