

# Bylaws of the OHSU Student Council

## **OHSU Student Council Purpose**

- 1) To maintain and develop an intellectually stimulating atmosphere conducive to the acquisition and application of health and science knowledge
- 2) To take action in the best interest of the student body and the OHSU community
- 3) To provide an official unified voice through which, student opinion may be expressed
- 4) To provide an official and representative student on school designated committees which receive complaints, investigate student problems and participate in decisions impacting OHSU students
- 5) To establish and maintain formal communication between the student body and the faculty/administration
- 6) To promote the exchange of information and ideas among the various schools at OHSU. The council will host social/educational events and fund students and student groups/organizations who wish to provide services to the entire student body.

## **Makeup of Council**

### **Representatives:**

The council shall be composed of 2 elected members from each school from each year for the schools of dentistry, medicine, and nursing. OGI shall have two elected positions within the council. Representation for all other incidental fee paying student groups (including graduate school programs) will reflect proportional fee contributions and will be represented through the GSO, with the GSO having a total of 8 positions when representation for the allied health, physician assistant, Masters of Public Health, pharmacy and other graduate programs have been integrated into the GSO. No individual student body (SOM, SOD, SON, or GSO) may have more than 8 representatives on the OHSU Student Council (excluding executive positions).

Representatives will be elected by their respective constituencies by the last OHSU Student Council meeting of the school year. The exception to this rule is for the entering first-year classes which will elect representatives in time for Fall Quarter meetings. OHSU Student Council Representatives must be current students and in good academic standing to serve on the council.

### **Responsibilities:**

The responsibilities of representatives will vary widely with the needs of their constituency but will include, as a minimum, the following:

- 1) Attendance at all OHSU Student Council meetings.
  - a. Unexcused absence from three consecutive meetings or five meetings throughout the year shall constitute resignation from the OHSU Student Council.
  - b. Representatives may send delegates to Council meetings in their absence, who may vote as proxy.
- 2) Representatives shall make themselves available to students in their constituency in order to forward their comments, ideas, and concerns to the OHSU Student Council and to promote their involvement in student body activities.
- 3) Representatives shall actively encourage all students to attend Student Council meetings.
- 4) Representatives shall serve to disseminate all pertinent announcements from the Student Council to their respective departments on campus.
- 5) Representatives are strongly encouraged to be involved in at least one committee or subcommittee of the OHSU Student Council.
  - a. Each committee will be lead by either a single chairperson or co-chair persons.

### **Executive Officers:**

#### **Qualifications:**

An executive officer must be an elected representative from the previous year and plan on serving on the council for the year that they are to be an officer. Nominees for executive officer positions will have served in some leadership capacity within the OHSU Student Council prior to their nomination.

#### **Elections:**

Executive officers shall be elected by the OHSU student council at the last meeting of the school year, which shall be held no later than June and shall assume duty at the first meeting of the next school year in the fall.

#### **Responsibilities:**

#### **President:**

The president shall convene and mediate all Student Council meetings. The president shall also serve as primary spokesperson for the student body at large. The president may choose to delegate responsibilities of the council by nominating members to committees.

#### **Vice Presidents (3):**

The duties of secretary and treasurer shall be assumed by the vice presidents (VPs). There shall be a vice president (VP) of administration who handles the secretarial and legislative functions of the council, a VP of operations, which involves organizing the annual ski trip and other social events, and a VP of finance, who shall chair the incidental fee committee and handle issues of budget and expenditure. Vice-presidents can serve as committee members and leaders, as well as other activities as they see fit. Vice presidents

can assist the president in student council responsibilities and will run meetings in absence of the president.

### **Communications Coordinator (1)**

The duties of the Communications Coordinator will focus on ensuring that all OHSU Student Council's public relations and internal meeting coordination is centralized and consistent. This position would include duties of updating the Student Council Website, coordinating the publishing of the Student Council Newsletter, taking minutes at Student Council Meetings, and ensuring emails are sent to the OHSU Student Council Membership for internal (to Student Council use) as well as for dissemination to the OHSU student body. This position will also include a stipend to be decided upon within the Student Council at-large.

### **Meetings:**

OHSU student council meetings shall be held monthly during the school year (September-June) in room 310 of the Medical Research Building at noon. Meetings shall be scheduled to last one and a half hours. Meetings will be made public to the students and advertised in accordance with the Oregon public meeting laws.

### **Student Council meetings shall have the following general structure:**

1. Revision and approval of the previous meeting's Minutes
2. Updates from VP's, President, and Committee Members
3. Resolutions and Updates of Old Business
4. New Scheduled Business
5. Unscheduled New Business from Council and Non-Council members

### **Quorum:**

Quorum is attained in any meeting that has been publicly advertised and has at least one council member from 3/4<sup>th</sup>'s of programs (currently represented on OHSU Student Council) having at least 2 elected positions on the council (GSO, OGI, SOD, SOM, SON).

### **Amendments:**

These bylaws may be amended by a majority vote at any OHSU student council meeting that attains quorum and a majority of the executive officers in attendance.

### **Committees and special appointments:**

Council members will serve as necessary on committees appropriated by the president and council at large to address pertinent council or OHSU student body issues. The incidental fee committee shall be a permanent aspect of the OHSU Student Council and will bring financial decisions to council vote.

### **Finance:**

The OHSU student council shall maintain its revenue in a transparent manner by setting and collecting the incidental fee, which shall be determined by the incidental fee committee and approved by a majority vote within the council. The council shall maintain a discretionary fund for instances where payments require necessity for expedience, or where payments through OHSU prove too cumbersome. This fund shall be created from “other” funds (non-incidental fee revenue) and shall be accessible to the president or any vice president but shall be transparent with access of expenditure information and receipts available to the council at large.

The Executive Officers shall be paid a modest stipend for their work on the council, which shall be decided and allocated by the council at large.