

Bylaws of the OHSU Student Council

OHSU Student Council Mission

- 1) To maintain and develop an intellectually stimulating atmosphere conducive to the acquisition and application of health and science knowledge
- 2) To provide a unified voice through which student opinion may be expressed
- 3) To establish and maintain formal communication between the student body and the faculty/administration. This includes, but is not limited to, communication with Student Health Advisory Committee, Global Health Center, March Wellness & Fitness advisory Committee, OHSU Student Wellness Committee, Faculty Senate, and Center for the Diversity and Inclusion Advisory group.
- 4) To promote the exchange of information and ideas among the various schools at OHSU.
- 5) To host social/educational events and fund students, student groups, and organizations who wish to plan events that are open to the entire student body.

Makeup of Council

Representatives:

The council shall be composed of two elected members for each class from the schools of dentistry, medicine, PA, and nursing. GSO will be allotted eight positions on the council and will be made up of representatives from allied health, MPH program, and all other Graduate students not mentioned previously. The School of Pharmacy may elect 2 members from the 3rd year class as the other classes do not pay the Student Council Fee. No individual student body (SOM, SOD, SON, Pharmacy, PA, or GSO) may have more than 8 representatives on the OHSU Student Council (excluding executive council positions). If it is not possible for members of a particular class within a school to attend meetings, they may have designated proxy members vote for them at monthly meetings. 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, be elected by their peers, and be 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. Planned absence must be communicated to a member of the executive council. It will be the responsibility of the absent member to send a delegate to the meeting to vote as proxy in their absence in order to maintain balanced student representation.
- 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. Although only elected members may vote, meetings are open to all students unless designated otherwise.

- 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 led 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. Members interested in an Executive council position may nominate themselves.

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):

It is the duty of the Vice Presidents to lead committees and help in planning the particular events in which they are assigned. He/She may be called upon to assist the President in representing the All-Hill Council at administrative or school related functions. Vice presidents must be willing to assist the president in his/her responsibilities and will run meetings in the absence of the president.

Communications Director (1)

The duties of the Communications Director 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 publishing the agenda prior to meetings, taking minutes at Student Council Meetings, and ensuring emails are sent to the OHSU Student Council membership for internal use within the council as well as for dissemination to the OHSU student body.

Student Newsletter Editor (1)

The duties of newsletter Editor include publication of The Pulse student newsletter at least biannually. This involves collecting material to publish, editing, and having the newsletter printed and/ or published online. The newsletter content includes, but is not limited to, student life, wellness, or general health and science issues.

Web Specialist (1)

The duties of Web Specialist include maintaining student council websites, posting meeting minutes, and publicizing council-related events. This position also maintains the OHSU Student Council Facebook account which is used to publicize events and

information. The web specialist will also serve to communicate with the Provost's office to ensure all OHSU student related websites are updated with information related to Student Council events.

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. Meeting location may vary based on availability. 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. Meeting schedule for the following school year will be scheduled by the Assistant Vice Provost for Student Life and presented at the last meeting of the previous school year for approval.

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. Funding requests will be presented and voted on by council members
4. Resolutions and Updates of Old Business
5. New Scheduled Business: to include updates from student services representatives
6. Unscheduled New Business from Council and Non-Council members, as time permits

Quorum:

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

Funding requests:

Students enrolled in the Schools of Dentistry, Medicine, Nursing, Physician Assistant, Graduate Studies, Pharmacy (3rd year), and other programs that pay the Student Council fee may request funds from the All-Hill Student Council for interdisciplinary events. This includes student interest groups that have members who are in the above programs that pay the Student Council Fee. The event must include students from more than one school program and be designed to bring students from the different schools together. Students seeking school-specific funding should contact their Dean's Office and School Government to make a funding request. Students should attempt to seek funding from their own programs prior to making a request from All-Hill Council.

Funding is limited to one contribution, per student, per term, depending on availability of funds. Funding of one contribution, per student, per term is not guaranteed. Funds cannot be used for anything other than the purpose stated in the initial request. Funding for individual travel to attend professional development meetings, conferences and individual projects, are not within the scope of All-Hill's funding requests. Funds have been allocated to individual programs for such events. Special circumstances may be considered upon request.

Funding request forms must be completed and sent to a member of the executive council 1 week prior to the monthly scheduled meeting. This will ensure placement onto the agenda and review by voting council members prior to meeting.

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 Student fee committee shall be a permanent aspect of the OHSU Student Council and will bring any new financial issues to council discussion and vote.

Finance:

The OHSU Student Council shall maintain its revenue in a transparent manner by setting and collecting the Student Council fee, which shall be determined by the Student Council fee committee and approved by a majority vote within the council. All members of the Student Council fee committee and subcommittees must be students maintaining at least half-time status. The committee will agree upon the amount of the Student Council fee, which will then be sent to the Provost for approval on an annual basis. Fee recommendations will be submitted by the Provost to the Board annually along with proposed tuition, and other university fees. The details may be referred to in Policy No. 02-90-005.

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-student council 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. A current account balance with all deposits and expenditures will be available at each council meeting.

The Executive Officers shall be paid a stipend for their work on the council, which shall be decided and allocated by the council at large as stated above. The stipend will be paid in installments over the course of the term of service (one year).

The current stipend allocation is as follows:

President: \$1500 per term

Vice Presidents: \$1000 per term

Newsletter editor: \$1000 per term

Communications Coordinator: \$1000 per term

Web specialist: \$500 per term

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.

OHSU Student Council Bylaws: Last 4/11/13