



Bylaws of the 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 and University Administration;
- 4) To promote the exchange of information and ideas among the various schools at OHSU;
- 5) To host social and educational events and fund students and Student Interest Groups who wish to plan events that are open to the entire student body.

Makeup of Council

Representatives:

The council shall be comprised of two elected members for each class from the schools of dentistry, medicine, pharmacy, Public Health and nursing. Graduate Student Organization (GSO) will be allotted eight positions on the council and will be made up of representatives from allied health, MPH program, Physician Assistant, and all other graduate students not mentioned previously. No student body (SOM, SOD, SON, SPH, Pharmacy, or GSO) may have more than 8 representatives on the OHSU Student Council (excluding executive officer positions). If it is not possible for members of a particular class within a school to attend meetings, they may have designated proxy members to 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 (and not limited to) 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 quorum.

- 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 to their respective schools and 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. Executive council members will receive a stipend.

Positions & Responsibilities:

President (1 position):

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. The president shall be responsible for making the Student Council fee recommendation, which supports the Student Council budget, to the Provost.

Vice Presidents (3 positions):

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 position):

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 updating the Student Council Website, 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. The communications director is also responsible for communicating activities and events to the Student Portal and all other social media platforms.

Student Advocacy Liaison (1 position):

The duties of the Student Advocacy Liaison include finding out the most important issues faced by students that year, conducting background research, identifying and meeting with stakeholders, drafting a proposal to address an issue, and making the findings (summary sheets, white papers, etc.) available to all students.

Volunteer Coordinator (1 position):

The duties of the Volunteer Coordinator include collaborating with each OHSU school (dentistry, medicine, graduate studies, nursing, pharmacy and public health) to organize regular all-school volunteer opportunities. The volunteer coordinator is responsible for scheduling and organizing volunteer events on a monthly basis. This position works closely with the executive council officers and All-Hill representatives from each school.

Student Council Meetings:

OHSU student council meetings shall be held monthly during the school year (September-June) in room 310 of the Medical Research Building on the second Friday of every month 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. Meeting schedule for the following school year will be scheduled and approved at the last meeting of the previous school year.

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 members and non-council participants, 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 (GSO, SOD, SOM, SON and SPH) and has at least 2 elected council officers present.

A quorum must be present to vote on funding requests and other related council matters.

Funding requests:

Students enrolled in the schools of Dentistry, Medicine, Nursing, Public Health and Pharmacy, as well as GSO and PA program may request funds from the All-Hill Student Council for interdisciplinary events. 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 - school government to make a funding request.

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 Student Council's funding requests. Funds have been allocated to individual programs for such events. Special circumstances may be considered upon request.

Committees and special appointments:

Council officers and members will serve as necessary on committees as appointed by the president and council at large to address pertinent council or OHSU student body issues. Currently, the Student Council has representation on Dean's Council (president) and the Student Health Advisory Committee (member). The Student Council fee committee shall be a permanent aspect of the OHSU Student Council, and is responsible for helping the president to determine an adequate fee to support the council budget. The quarterly fee amount is communicated to the University Provost annually and included in the following year's fee book published by the Registrar's Office.

Finance:

The OHSU Student Council shall maintain its budget in a transparent manner by setting and collecting revenue in the form of a 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 by the Student Council President 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 OHSU Policy No. 02-90-005. 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

Student Advocacy Liaison: \$1000 per term

Communications Coordinator: \$1000 per term

Web specialist: \$1000 per term

Volunteer Coordinator: \$0 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: Updated November 8, 2017