The UNIVERSITY of OKLAHOMA® HEALTH SCIENCES CENTER

SGA

STUDENT GOVERNMENT ASSOCIATION

University of Oklahoma Health Sciences Center

HSC Student Government Association Senate Bylaws

(CSA bill no. 010210) (Amended March 27, 2012)

Article I: Legislative Session

Section 1: A new SGA Senate session shall begin the second week of the fall semester continuing through the second week of April the following year.

Article II: Qualification for Senators, Alternates, and Officers

Section 1: All SGA Senators and officers of the SGA must be members of the OUHSCSA.

Section 2: Committee officers needs not be elected or appointed SGA Senators.

Article III: SGA Senator and Alternate Duties and Responsibilities

Section 1: All SGA Senators and Alternates and executive board members are expected to have a workable knowledge of the SGA Constitution and the SGA Senate Bylaws.

Section 2: All SGA Senators and Alternates are expected to attend all meetings of the SGA and their respective committee meetings.

Section 3: All SGA Senators and Alternates are subject to any and all acts of the SGA Senate.

Article IV: Officers

Section 1: The SGA President

A. The chief officer of the SGA shall be its president.
B. (S)He shall call and preside at the meetings of the Executive Council.
C. (S)He shall make a report to the SGA Senate at each regular meeting, reporting the progress of legislation passed by the SGA Senate and reporting all communication to the SGA Senate.
D. (S)He shall, in conjunction with the office of HSC Student Affairs, coordinate and attend the Executive Board's Summer Retreat.
E. (S)He shall, in conjunction with the office of HSC Student Affairs, coordinate and attend the HSC Student Leadership Fall Retreat
F. (S)He may call a special meeting of the SGA Senate provided that the announcement of such a meeting is either entered into the SGA Senate minutes or written to all SGA Senators at least one (1) week prior to the date of the special meeting.
G. (S)He shall be responsible for presenting all updates of the SGA Senate, under the direction of HSC Student Affairs, to the Provost.
H. (S)He shall appoint the Chairs and Vice-Chairs and members of the committees with the advice and consent of the Executive Council.
I. (S)He shall be responsible for emailing a written agenda of each Executive Council meeting to the members of the Executive Board and the Executive Director of HSC Student Affairs at least twenty-four hours prior to each SGA Executive Council meeting.
J. (S)He shall be responsible for sending out information for the Robert A. Magarian Faculty Award in the spring of each year.
K. (S)He shall coordinate OU Medical Center funding packet and meeting prior to leaving office.

Section 2: The SGA Vice President/ Senate Chair

A. The SGA Vice President/ Senate Chair shall preside as legislative officer of the SGA Senate.
B. (S)He shall preside as chief officer of the SGA in the absence of the President.

C. (S)He shall, in conjunction with the office of HSC Student Affairs, coordinate and attend the Executive Board's Summer Retreat.
D. (S)He shall, in conjunction with the office of HSC Student Affairs, coordinate and attend the HSC Student Leadership Fall Retreat.
E. (S)He shall preside over Executive Board elections unless (s)he is running for office. In such a case, a current Executive Board member who is not running for office shall preside.

Section 3: The Secretary

A. The SGA Secretary shall be responsible for all records of the SGA Senate.
B. (S)He shall be responsible for calling of the roll of the SGA Senate, including instances where there is a roll call vote.
C. (S)He shall be responsible for the recording all amendments submitted to proposed acts and resolutions.
D. (S)He shall be responsible for keeping an accurate record of all absences of SGA Senators.
E. (S)He shall be responsible for attending the Summer Executive Board retreat.
F. (S)He shall be responsible for attending the Fall Student Leadership retreat.
G. (S)He shall be responsible for recording and disseminating, to the respective members, the minutes of OUHSCSA Executive Council and Senate meetings.
H. (S)He shall preside as chief officer of the SGA in the absence of the President and SGA Vice President/ Senate Chair.
I. (S)He is responsible for determining the rooms in which meetings will be held, ordering food for said meetings, and sending reminders to all meeting attendees.
J. (S)He is responsible for communicating with the Parking Office regarding K-Lot eligibility of Student Association members.

Section 4: The Treasurer

A. The Treasurer shall oversee the budget of the SGA.
B. (S)He shall coordinate three (3) informational meetings for student organization funding to be held early in the fall semester, typically during the first two (2) weeks of September.
C. (S)He shall submit an annual budget for SGA Senate approval no later than October 15th.
D. (S)He shall be responsible for keeping an accurate record of all expenditures of the SGA.
E. (S)He shall preside as chief officer of the OUHSCSA in the absence of the President, SGA Vice President/ Senate Chair, and Secretary.
F. (S)He shall be responsible for attending the Summer Executive Board retreat.
G. (S)He shall be responsible for attending the Fall Student Leadership retreat.
H. (S)He shall work with Information Technology services for online budget submissions.
I. (S)He shall submit monthly budget reports at SGA Senate and Executive Council meetings.
J. (S)He shall chair the Budge Committee comprised of the seven College Treasurers and Physician Associate Treasurer.

Section 5: Campus Activities Board Chair

A. The Campus Activities Board Chair shall oversee the planning and implementation of such campus wide social activities as deemed appropriate and desired.
    a. Welcome Week
    b. Fall for OU Week
    c. Holiday Tree Lighting
    d. Winter Welcome Week
    e. Spring Fling Week
    f. Block Party/Monthly Happy Hours
B. (S)He shall submit written budget proposals for such activities to the HSC Student Affairs office prior to the planned dates of the activities.
C. (S)He shall organize a Campus Activities Board committee comprised of each College's Student Council Social Chair. .
D. (S)He shall preside as chief officer of the SGA in the absence of the President, SGA Vice President/ Senate Chair, Secretary, and Treasurer.
E. (S)He shall be responsible for attending the Summer Executive Board retreat.
F. (S)He shall be responsible for attending the Fall Student Leadership retreat.

Article V: Committees

Section 1: The SGA Senate shall consist of the following committees:

Community Outreach Committee
Campus Development Committee
Student Services Advancement Committee

Interdisciplinary Experience Committee

A. Members of SGA Senate committees shall be selected by the SGA Vice President/ Senate Chair from the SGA Senators and Alternates. Sufficient effort will be made to adequately represent each college within SGA Senate committees formed.
B. Each committee shall select a chair from its members, who shall be responsible for coordinating the committee's efforts as well as communicating these efforts to the Senate Chair.
Clause 1: All committee members shall have full voting rights.
Clause 2: The quorum for a Senate committee shall be one-half ($^1/_2$) of its voting membership plus one.
C. Each Senate Committee Chair shall report the decisions of their respective committee at designated times at Executive Council meetings and SGA Senate meetings.

Article VI: Executive Committees

Section 1: The SGA President shall appoint Chairs/Liaisons for the following Executive Committees or Advisory Boards:

Big Event Chair
Diversity Celebration Chair
Parking/Security Advisory Liaisons
Campus Housing Advisory Liaison
Student Athletic Advisory Liaison
Academic Integrity Council Chair
Legislative Liaison
All College Party Chairs (2)
Student Hearing Panel Chair
Sooner Safety Week Chair
Campus Blood Drive Chair

A. Members of Executive committees shall be selected by the President from OUHSCSA members.
B. Sufficient effort will be made to adequately represent each college within Executive committees
C. All committee members shall have full voting rights.
D. The quorum for an Executive committee shall be one-half (1/2) of its voting membership plus one.
E. Each Executive Committee Chair shall report the decisions of their respective committee at designated times at Executive Council meetings and SGA Senate meetings.

Article VII: Executive Council

Section 1: The Executive Council, comprising one of the three branches of the SGA, shall consist of the SGA Executive Board and the president from each of the seven colleges and the Physician Association program, the Executive Committees, the International Student Association president, and five multicultural organization presidents, chosen each school year by the Multicultural Student Organization and/or their Student Affairs advisor.
Section 2: The Executive Council shall assist the President in planning and coordinating.

Article VIII: Committee Motions and Recommendations

Section 1: After discussion and/or debate on a bill put before a committee, the committee shall vote on a motion on the bill. Such a motion may include the motion "To Vote on Recommendation" and the motion of "No Recommendation."
Section 2: Motion "To Vote on Recommendation." The vote on this motion shall be a vote on the bill itself. The results of the vote shall be as follows:

A. A majority vote in favor of the bill shall mean that the committee has given a "do pass" recommendation.
B. A majority vote in opposition to the bill will mean that the bill has received a "do not pass" recommendation and can only come to the floor of the SGA Senate as Emergency Legislation.
C. A tie vote on the bill shall mean a "no recommendation" has been given by the committee.

Section 3: Motion of "No Recommendation." The vote on this motion shall be to determine if the committee wishes to give a "no recommendation" to the SGA Senate. The results of the vote on this motion shall be the following:

A. A majority vote in favor of this motion shall mean that the committee gives "no recommendation."
B. All other votes shall mean the motion failed and that another motion is in order.

Section 4: If a committee has not acted on a piece of legislation within two months of receipt by the committee chair, the SGA Senators who initiated the legislation may bring it up under New Business.
Section 5: A minority report may be submitted to the SGA Senate by those voting Committee members who do not concur with the majority opinion of that committee on any action taken by that same committee.

Article IX: Legislation

Section 1: All legislation considered by the SGA Senate must pertain to students in their capacity as students.

Article X: Standing Rules

Section 1: Procedures for SGA Senate Meetings:

A. Time and Place. The SGA Senate shall meet in a designated place that is accessible to all members at least once each month of the fall and spring semesters, with the exceptions of university finals week, Spring Break, and Thanksgiving vacation.
B. Decorum. The SGA Vice President/ Senate Chair shall preserve order and decorum, and in cases of disturbances, may order the galleries and lobbies cleared. In debate, the SGA Vice President/ Senate Chair shall confine members to the questions under consideration. (S)He shall also act to prevent personal reflection or the imputation of improper motives on the part of any member.
C. Recognition of Members of the SGA Vice President/ Senate Chair shall not without good cause recognize a member twice if another member has risen to speak on the same side of the question. The President shall allow at lest one of the opponents of each debatable issue to speak before permitting the closure of debate.
D. Order of Business. The following shall be the Order of Business at each SGA Senate meeting:
    1. Roll Call or Sign In
    2. Approval of the Minutes
    3. Officer Reports
    4. Special Orders – Election of SGA officers. Motion to move into Emergency Legislation. Discussion of subjects not pending before the OUHSCSA but within its purview. Questions to other SGA Senate members as well as to the SGA President.
    5. Business – First reading of all legislation or business initiated by individual SGA Committee Chairs. The author shall read the title of the bill and the bill shall be referred to a committee by the presiding officer. The referral of a bill to a committee is subject to appeal.
    7. Announcements
    8. Adjournment
E. Debate – The following shall be the order of business for debating a bill:
    1. Bill moved and seconded
    2. Author's Explanation (3 minutes)
    3. Questioning of the author (3 minutes)
    4. Debate of the bill (10 minutes)
    5. Consideration of amendments (Only during debate period)
        a. Amendment moved
        b. Amendment read by secretary
        c. Author's explanation (2 ½ minutes)
        d. Questioning of the author (2 ½ minutes)
        e. Debate of amendment (5 minutes)
        f. Summation by author (2 ½ minutes)
        g. Vote on amendment
K. Appeal of the Decision of the Vice President/ Senate Chair – Requires a second and simple majority. Is debatable and the presiding officer shall recognize no more than two speakers on each side. (S)He shall be allowed at the end of debate to state his/her reasons for the decision in question.
L. Adjournment. In order at any time – Requires a second and simple majority. After the motion has been moved and seconded, the President shall call for a reading of the titles of all bills which have received a "do pass" or a "no recommendation" and have not yet been acted upon by the SGA Senate. After reading of the titles of such bills, voting shall commence. If the motion passes, the body shall immediately move through Items for Future Agenda, Announcements, and Adjournment.
M. Emergency Legislation – This legislation must be such that timely action is required to accomplish its purposes. The mover of the motion shall be accorded five minutes to establish the need for emergency legislation. It shall require a second and two-thirds vote for consideration and majority for passage.
N. Previous question – After this motion is moved and seconded, the President shall ask the Secretary whether (s)he has any amendments to the bill that have not yet been discussed. If so, then the Secretary shall read all said amendments and after doing so, the vote on the motion shall proceed.
O. Speaking Privileges – Any person who is not an SGA Senator may be granted speaking privileges for a meeting of the SGA Senate with the consent of a majority of SGA Senators present.

Section 2: Minutes and Records

A. Errors – The minutes shall be read and errors therein shall be brought to the attention of the SGA Senate and corrected.
B. Corrections – The President shall rule on all changes to the minutes and records.
C. Open Records – All records of the proceedings of the SGA Senate and its committees shall be open for public inspection on the HSC Student Association webpage.

Section 3: Attendance

A. An SGA Senator or Alternate receives an absence for:
    1. Failing to notify their presence within the first fifteen minutes of an SGA Senate meeting at which there was a quorum.

B. Excused Absence – An absence shall be considered excused when either a two-thirds majority of the SGA Executive Board vote to excuse the absence, or the SGA Senator designated an appropriate proxy to represent them.
    1. Proxies – An SGA Senator or Alternate may designate a proxy to serve in their absence at an SGA Senate meeting if the senator is unable to attend the meeting and must email the SGA Secretary and Vice President /Senate Chair 24 hours prior the meeting..
C. Duties
    1. It is the duty of the Secretary to provide a complete and current list of absences of SGA Senators and Alternates every month.
    2. It is the duty of the Secretary to use reasonable means to notify any SGA Senators or Alternates who have incurred one (1) or more absences.
    3. It is the duty of the President to remove parking privileges of any SGA Senator or Alternates who have incurred two (2) absences.
    4. It is the duty of the SGA President to remove an SGA Senator or Alternate who ceases to be an OUHSC Student, and to use reasonable means to notify their respective college president of open SGA Senate seats.
D. Expulsion – If an SGA Senator or Alternate acquires three or more absences in a legislative year, they shall be subject to removal from their office by the SGA President, and a replacement shall be appointed by their respective college President.

Section 4: Legislation

A. Authorship – An author shall be the one that originate or gives existence. This person or entity shall be known as the primary author. All other contributors to a bill shall be listed as Cosponsors. Cosponsors are not essential and shall be left up to the discretion of the primary author(s).
B. Filing and Cataloguing – Each piece of legislation to which a reference is made shall be immediately followed by a 4-digit SGA Senate Filing Number (CFN). After the introduction of any legislation, the OUHSCSA President will assign the piece of legislation a number to be used in filing for quick reference.
    1. The first two digits of the number signify the year of the SGA Senate in which the legislation was passed.
    2. The final two digits signify the numerical order under which the legislation is to be filed.

Section 5: Parliamentary Authority. In all questions of procedures, the SGA Senate shall rely on the OUHSCSA Constitution and the Bylaws as primary sources. Wherein these are not applicable, procedural questions shall be decided in accordance with Robert's Rules of Order, Newly Revised, 9th Edition.

Article XI: Voting Procedures

Section 1: All final votes of the SGA Senate on pending legislation shall be publicly cast via a roll call vote. All Senate votes taken on substantive measures shall be recorded into the minutes.

Article XII: Amendments to the Bylaws

Section 1: These Bylaws may be amended by presenting the amendments to the SGA Senate two weeks before the amendment is to be voted on. All amendments to the Bylaws shall require a two-thirds (2/3) vote for passage.

Article XIII: Enactment of the Bylaws

Section 1: These Bylaws shall become effective when passed by a two-thirds (2/3) vote of those members present and voting at a regular SGA Senate meeting.

Section 2: All regulations, precedents, and decisions incompatible with these rules are upon passage of the Bylaws declared null and void, except for all provisions of the Constitution of the OUHSC Student Association.

(Previously amended March, 27, 2012 and October 18, 2009)