**The University of Oklahoma School of Community Medicine**

**Student Executive Council**

**By-Laws**

**Article I- Name**

This organization shall be called the University of Oklahoma School of Community Medicine Student Executive Council, herein further referred to as (SCM-SEC).

**Article II- Purpose**

Sec. II.A. To provide organized leadership for the students of the University of Oklahoma School of Community Medicine, and to provide them with important information concerning the activities of the SCM-SEC and the University of Oklahoma School of Community Medicine, herein further referred to as OUSCM.

Sec. II.B. To help organize curricular and extra-curricular student activities.

Sec. II.C. To provide student feedback for the Associate Dean of the OUSCM and the Office of Student Services and to disseminate information to the students from the offices stated above.

Sec. II.D. To be spokesperson for the students of the OUSCM concerning curricular and extra-curricular activities.

Sec. II.E To be the liaison between the University of Oklahoma Health Sciences Center Student Council and to provide these by-laws and other necessary information to the incoming medical and physician assistant classes. These by-laws may be distributed by the Office of Student Services to provide guidelines for voting for class officers.

**Article III- Organization**

Sec. III. A It is recommended that the first meeting be held in August of each year.

Sec. III.B Meetings shall be held at least once a month, or at the call of the SCM-SEC Chairperson or the Office of Student Services.

Sec. III.C. Each meeting is open for all students of the University of Oklahoma School of Community Medicine to attend.

**Article IV- Membership and Voting**

Sec. IV.A. The Student Executive Council voting members shall consist of the SEC Officers, three representatives from each medical and physician assistant class, including the Class Vice-President (or his/her designee), and two elected SEC representatives.

Non voting members of the council include: Deans of the University of Oklahoma School of Community Medicine, the Director of Student Services and representatives from the SCM Student Services Office .

Sec. IV.C. The SCM-SEC Chairperson must be a student of the School of Community Medicine who has served at least one year in an elected position while a student at OUHSC or OU Tulsa.

Sec. IV.D. Each class shall elect their officers by four weeks following orientation of each year and submit officer names to the Office of Student Services.

Sec. IV.E. Elections for SCM-SEC officers positions shall be elected by the voting members of the SCM-SEC at the September meeting, using a secret ballot. The elected officer shall be decided based by a majority vote, consisting of 50% plus one vote of the eligible votes submitted. If there are three candidates, none of which received a majority vote, the two candidates receiving the highest number of votes shall be placed on the ballot and the voting procedure repeated in order to obtain a majority vote.

Sec. IV.F. The Student Executive Council Chairperson shall only vote in case of a tie.

Sec. IV.G. For a meeting to have a quorum, there must be at least four voting members from the Physician Assistant program and four voting members from the M.D. program present. If the Vice-Chairperson is presiding over the meeting, he/she shall become a non-voting member and vote only in case of a tie. When a quorum is established, a majority vote is required to pass any issue.

Sec. IV.H. Motions and discussions shall be carried out according to parliamentary procedure under the direction of the Student Executive Council Chairperson. The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the SCM-SEC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Student Executive Council may adopt.

Sec IV. I. Voting by proxy or mail (electronic or otherwise) shall be accepted in the case of an emergency session or at the discretion of the Chairperson.

**Article V- Student Executive Council Officers**

Sec. V.A. The officers shall consist of at least a Chairperson, a Vice-Chairperson, and a Secretary. The elected officers’ length of term shall be from one week after election until one week after the succeeding election. Additional Officers may be elected at the discretion of the Council.

1- The duties of the Chairperson shall include, but are not limited to the following:

A. Be the presiding officer of the meeting and be charged with enforcing these bylaws.

B. Shall have the power to call emergency session of the SCM-SEC. He or she shall give 24 hour notice to the voting members.

C. Vote only if there is a need to break tie.

D. Appoint and organize the structure of all standing and special committees for the tasks assigned by the Associate Dean or Director of Student Services

E. Prepare the agendas for the Council meetings in cooperation with the Associate Dean and Office of Student Services.

F. Serve as spokesperson in all matters in which the Council is to be represented.

G. Upon exit of office, the exiting chairperson shall assume the position of Advisor to the Chairperson for the subsequent year.

H. Be elected from the student body of the MD or PA Classes at the OUSCM.

2. The duties of the Vice-Chairperson shall include, but are not limited to the following:

A. Be the presiding officer of the meeting in the event the Chairperson is unable to attend.

B. Be elected from the student body of the MD or PA Classes at the OUSCM.

C. Assist the Chairperson in any and all activities at the discretion of the Chairperson, Associate Dean, or Office of Student Services.

3. The duties of the Secretary shall include, but are not limited to the following:

A. Will be the presiding officer at the meeting of the Council in the absence of the Chairperson and the Vice-Chairperson

B. Keep an accurate and complete record of all meetings which may be referred to at all times.

C. Make available such records to all students of the University Of Oklahoma School Of Community Medicine, the Associate Dean, and the Office of Student Services, within ten working days from the last meeting

D. Take roll call and keep record of absences**.**

E. Assist by helping send memos to students for the purpose of communicating information from the Council, the Office of the Dean, and the Office of Student Services.

. Be elected from. the student body of the MD or PA Classes at the OUSCM

**Article VI- Funding**

Sec. VI.A. Each MD and PA class will receive an allotment of student activity fees to use at the discretion of class officers for the benefit of their class. A portion of the student activities fees from each PA and MD class will be available for use by the SEC. The amount allotted to the SEC will be determined at the beginning of each academic year by the Dean’s office. Funds may be distributed by the SEC for uses deemed appropriate by the SEC and the Dean’s office.

Sec. VI.B. Each class shall prepare a fiscal budget based on the amount of student activity fees to be generated during the year for their class. This should be submitted to the Director of Student Services.

Sec. VI.C. Receipts for class expenditures, will be processed by the Office of Student Services, Each reimbursement shall be signed by the class treasurer and one of the presidents or the vice president of that class.

Sec. VI.D. The SEC treasurer in cooperation with the SEC officers and Office of Student Services should prepare a fiscal budget based on the amount allotted each academic year. This should be submitted to the Director of Student Services.

Sec. VI.E. Receipts for SEC expenditures, will be processed by the Office of Student Services, Each reimbursement shall be signed by the SEC treasurer and the Chair or Vice-Chair of the SEC.

**Article VII- Order of Business**

Sec. VII. A. The order of business for each meeting shall be the following:

1. Roll Call

2. Reading of Minutes of the Preceding Meeting

3. Announcements

a. Office of the Dean

b. SCM-SEC Chairperson

c. SCM-SEC Vice-Chairperson

d. SCM-SEC Secretary

e. Special Guest

4. Communications

a. Medical School – MS IV

b. Physician Assistant – PA2/PA3

c. Medical School – MS III

d. Medical School- MSII

e. Physician Assistant – PA 1

f. Medical School- MSI

g. Ad Hoc Committees

h. Guest Students

5. New Business

6. Old Business

7. Closing

Sec. VII.B. The order of business shall be changed at the discretion of the SCM-SEC chairperson for purposes of special announcements or guest speakers.

Sec. VII.C. Any student in attendance shall be given the floor for discussion once recognized by the SCM-SEC Chairperson, only after all voting members of the SCM-SEC have been recognized.

**Article VIII- Committees**

Sec. VIII.A. “Ad Hoc" Committees. These committees shall be created specifically to organize and execute a single event. These committees shall be temporary and will be dissolved following completion of all duties surrounding the particular event(s). Duties for these groups shall be set forth by the SCM-SEC Officers. The chairman will report to the SCM-SEC Chairperson on a regular basis for the life of the committee. "Ad Hoc" committees will be subject to all rules and regulations required by law and these bylaws.

**Article IX – Ratification Procedures**

Sec.IX.A. These bylaws shall be ratified by a two-thirds (66%) vote of the SCM-SEC.

Sec.IX.B. Amendments can be presented to the SCM-SEC in two ways:

* A two-thirds vote from the SCM-SEC.
* A petition with signatures from 10% of the governed body.

The by-laws shall be amended with a two-thirds vote from those eligible voters within the SCM-SEC.

Sec.IX.C. These amendment proposals must then be presented to the student body.

**Article X – Impeachment**

Sec. X.A. Officers of the SCM-SEC shall be subject to impeachment if they are not properly fulfilling the title and obligations set forth herein.

Sec. X.B. In the case of impeachment, the motion of an impeachment trial must be brought to the floor by petition with signatures from 50% plus one of the voting members. A majority vote is needed to pass the motion.  In the case of trial, the implicated individual will state his or her case to the SCM-SEC with a subsequent discussion of the motion.  The proceedings will be presided over by the Chairperson, except in the event that the Chairperson is on trial.  In this case, the Vice-Chairperson will preside.  A two-thirds vote is required for impeachment of an officer.  All other procedures not specified in this amendment are subject to the current edition of Robert’s Rules of Order Newly Revised.

Sec. X.C. If an officer is impeached, they shall immediately relinquish all duties to the SCM-SEC and the vacant position shall be filled by an election from the class. This election shall take place as promptly as possible so as to limit the amount of time of vacancy. In the interim, the responsibilities of the vacant position shall be fulfilled by the elected officers.