

Bylaws
OU-Tulsa Student Government Association

PREAMBLE AND STATEMENT OF PURPOSE:

The OU-Tulsa Student Government Association (hereinafter referred to as OUTSGA) exists to serve the needs of the students at the University of Oklahoma - Tulsa. The sovereignty of the OUTSGA is preserved through the existence of an organized body that will provide resolution to issues and concerns of students and is independent from the instruments that express the will of the faculty and administration. Members of the OUTSGA include the Executive Board, voting representatives, and all OU-Tulsa students attending at least one OUTSGA meeting per semester.

ARTICLE I: Standing Committees

Section I: The Council has the following standing committees with the corresponding subcommittees:

A. Administrative Committee

1. Budget Subcommittee

- a. The purpose of this subcommittee is to recommend the OUTSGA fee allocation proposal for approval by the OUTSGA body.
- b. The subcommittee is composed of a minimum of six members as follows: three members from Norman-based programs and three members from Health and Science-based programs.
- c. The subcommittee chairperson must be the Treasurer.
- d. The subcommittee must meet a minimum of one week prior to the first OUTSGA meeting of the Fall Semester and one week prior to the first meeting of the Spring Semester.
- e. The subcommittee must propose an allocation of 50% of the OUTSGA budget for the Fall Semester and 50% of the OUTSGA budget for the Spring Semester.
- f. The subcommittee must oversee the OUTSGA Funding Request process and generate the Fee Allocation Proposal for approval by the OUTSGA.

2. Election Subcommittee

- a. The purpose of this subcommittee is to oversee the election of the OUTSGA Executive Board.
- b. The subcommittee chairperson will be the Secretary.
- c. The subcommittee will meet a minimum of one time in the Fall Semester to review and improve upon the previous election.
- d. The subcommittee will meet a minimum of one month prior to

the OUTSGA election in the Spring Semester to publish guidelines and information for the subsequent election.

3. Professional Development Subcommittee

- a. The purpose of this subcommittee is to plan and implement
- b. training, guest speakers, and programming for the benefit of OUTSGA.
- c. The subcommittee chairperson will be the Vice-President.
- d. The subcommittee is responsible for planning a minimum of one professional development opportunity for OUTSGA members during the academic year.

B. Student Engagement Committee

1. Big Event Subcommittee

- a. The purpose of this subcommittee is to work with OU-Tulsa Student Affairs staff to plan, recruit, and promote OU-Tulsa student involvement in the annual Big Event.
- b. The subcommittee chairperson will be selected by subcommittee members.

2. Access & Opportunity Subcommittee

- a. The purpose of this subcommittee is to enhance OU-Tulsa student body's commitment to access, opportunity, and belonging to recognize and respect the essential worth of each individual and to value differences amongst groups.
- b. The subcommittee chairperson will be selected by subcommittee members; the chairperson cannot be an active OUTSGA Executive Board officeholder.
- c. The subcommittee is responsible for planning a minimum of one access and opportunity event or learning opportunity for OUTSGA members during the academic year.
- d. The subcommittee is responsible for planning a minimum of one OUTSGA-sponsored event or learning opportunity for the OU-Tulsa student body during the academic year.

3. Student Services/Issues Subcommittee

- a. The purpose of this subcommittee is to collaborate with the OU-Tulsa Student Affairs office, faculty, and staff to address issues and concerns affecting current and prospective students and to develop systems, services, and programs to enhance the student educational experience.
- b. The subcommittee chairperson will be selected by subcommittee members.

4. Student Organization Subcommittee

- a. The purpose of this subcommittee is to collaborate with current student organizations to support student organization engagement and programming; this subcommittee will also promote and support the initiation of new student organizations.
- b. The subcommittee chairperson will be selected by subcommittee members.

Section II: Committee Participation

A. Committee Membership

1. Members are required to serve in a minimum of one subcommittee of their choice for the academic year.
2. Members will select their respective subcommittee(s) at the first OUTSGA meeting of the Fall Semester.
3. Membership in a subcommittee constitutes membership in the corresponding standing Committee.
4. There is no limit to the number of subcommittees in which a member may serve.
5. OUTSGA members may join additional subcommittees at their discretion after the first OUTSGA meeting of Fall Semester.
6. Members may transfer their membership to an alternative subcommittee upon approval of both subcommittee chairpersons.

B. Committee Leadership

1. The OUTSGA President will serve as the chairperson for all standing committees.
2. Each subcommittee will internally select a chairperson unless otherwise specified in Section I.
 - a. No member will serve as the chairperson of more than one subcommittee.

Section III: Committee Reports

- A. The OUTSGA President will provide a brief overview of the vision and goals of each Committee at every OUTSGA meeting.
- B. The subcommittee chairpersons will provide updates on subcommittee plans and actions at every OUTSGA meeting.
- C. Subcommittee chairpersons will provide monthly updates to the OUTSGA President.

Section IV: Committee Actions

- A. Rules of subcommittees shall be established by subcommittee members following the first OUTSGA meeting of the Fall Semester.
- B. Each subcommittee will meet a minimum of once per Semester to coordinate planning and activities.

ARTICLE II: Standing Rules

Section I: Procedures for OUTSGA meetings shall follow Robert's Rules of Order unless outlined below:

- A. Time and Place: OUTSGA shall meet a minimum of two times per semester for a total of four required meetings per academic year. Additional meetings may be held, as necessary.
- B. Order of Business: the following shall be the order of business at each Council meeting:
 1. Roll Call
 2. Approval of the Minutes
 3. Old Business - tabled legislation, vetoed legislation, and legislation that was sent to the committee from the previous OUTSGA meeting shall be discussed.
 4. New Business - legislation is to be presented and the Council Chair can refer the bill to the committee or choose to continue the discussion of the bill; the referral of a bill to a committee is subject to appeal.
 - a. Student Issues Forum
 - b. Committee Reports
 - c. Announcements
 - d. Adjournment
- C. Business Consideration:
 1. Business must be moved and seconded for consideration.
 2. Businesses under consideration must follow Parliamentary Procedure.
 3. The sponsor (or approved delegate) of the business under consideration must be in attendance to present and respond to questions.
- D. Manners and Etiquette:
 1. One speaker shall be recognized at a time. The speaker will not begin until formally recognized by the Council Chair.
 2. The speaker shall introduce themselves (and their department, organization, or interest) as necessary.
 3. The Council Chair shall have the authority to limit the time allocated per speaker according to time restraints for business efficiency.

Section II: Minutes and Records

- A. Minutes and records shall be provided to all Council Members within ten days of the meeting via posting on the OU-Tulsa Website.
- B. The minutes are to be reviewed by all Council Members
- C. The Council Chair shall rule on all changes to the minutes and records.

- D. Open Records – All records of the proceedings of the Council and its committees shall be open for public inspection.
- E. In accordance with state law, a record copy of the minutes of all OUTSGA meetings shall be maintained and permanently retained.

Section III: Attendance

A. A Council Member shall receive an absence for:

- 1. Failing to notify their presence within the first fifteen minutes of a Council meeting at which there is a quorum.
- 2. Failing to notify the Committee/Subcommittee Chair of their absence prior to the Committee/subcommittee meeting.

B. Excused Absences

- 1. The Council Chairperson shall designate excused absences, or the Council Member must designate a proxy to represent them.
- 2. Proxies – A Council Member may designate a proxy to serve in their absence at a Council meeting if the member is unable to attend. The proxy shall be an OU-Tulsa student in the same program as the designated council member.
 - a. The proxy, in order to serve in the capacity of the absent Council Member, must, at the discretion of the Council Chair, possess approval, in an email sent to OUTSGA, from the aforementioned Council Member, including:
 - i. The absent Council Member’s college constituency.
 - ii. The date of the Council meeting in which the proxy is to serve.

C. Duties:

- 1. It is the duty of the Secretary to provide a complete and current list of absences at every meeting.
- 2. It is the duty of the Secretary to use reasonable means to notify any Council Members who have incurred one or more absences.
- 3. It is the duty of the Council Chairperson to remove Council Members who cease to be OU-Tulsa students and to use reasonable means to notify their respective college of open Council seats.

Section IV: Expulsion and Resignation

A. Member Expulsion from the Council:

- 1. Attendance is the responsibility of each Council Member.
- 2. If a Council Member is unable to attend a regularly scheduled meeting, it is their responsibility to send a proxy to vote in their place.
- 3. The Council Member should notify the Secretary in writing via email at least 24 hours before the scheduled meeting of their absence and the

name of the proxy who will be serving in their place. In the event of an emergency, where the member cannot notify within 24 hours, please email as soon as possible.

4. A Council Member or proxy who has three or more unexcused absences, per academic year, will be asked to leave the Council, by a two-thirds majority vote of the Council, thereby placing the department into poor standing.

B. Department Expulsion from the Council

1. A department falls into poor standing when one of its seats is expelled.
2. A department in poor standing shall remain as such for one semester until the Council seat has been replaced with a regularly attending member.
3. All students in a department in poor standing with the Council shall be ineligible for monies administered by the Council for one year (fall and spring semesters).
4. It is the responsibility of the Chair to notify the Secretary, Office of Student Affairs, department heads, and students of the department which has fallen into poor standing.

C. Resignation

1. Any Council Member or Officer reserves the right to resign their post at any time, for any reason. This must be done in writing. The Council Member is required to report the replacing representative to the Council.

D. Executive Officer Expulsion

1. An officer can be removed from office by a 4/5th vote of the OUTSGA Executive Officers and the OUTSGA Faculty/Staff Sponsor. A detailed description of the reason(s) shall be submitted to the OU-Tulsa director of Student Affairs and the subject officer. The subject officer shall have two (2) weeks to submit a formal appeal to the OU-Tulsa Director of Student Affairs for final judgment.
2. An officer can be removed from office by majority vote (>0.5) if they violated the student conduct code of the University of Oklahoma.

ARTICLE III: Composition and Duties of Members

Section I: Composition

- A. The voting membership of the Council shall be composed of delegates from each program and college, as defined in Articles II and III of the OUTSGA Constitution.

Section II: Duties of Members

- A. Attend all regular and emergency meetings of OUTSGA.
- B. Attend all regular meetings of any committee/subcommittees on which they serve.
- C. Serve on ad hoc and joint committees when appointed by the Chair, in accordance with these Bylaws.
- D. Review minutes of the previous meeting prior to the next scheduled meeting.
- E. Access and read any email regarding legislation that will be presented at the upcoming Council meeting.
- F. Report proceedings of the Council to the students of the program or college that the member represents.
- G. Be available to the students in the program or college that the member represents.
- H. Report to OUTSGA the new representatives from their academic units prior to their departure.

Section III: Voting Members are empowered to:

- A. Vote on any motion introduced in the Council or in a committee on which they serve.
- B. Introduce acts and resolutions for the consideration of the Council.
- C. Introduce amendments to any act or resolution under consideration by the Council or in a committee.
- D. Introduce a motion during a meeting in accordance with the adopted rules of order of the Council.

ARTICLE IV: Executive Branch

Section I: The Executive Board of the OUTSGA shall consist of these offices advised by the Executive Director of OU-Tulsa Student Affairs:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary

Clause I: In the absence of the President, the Vice-President, Treasurer, etc. in the above order, shall preside as acting President.

Section II: The executive power of OUTSGA shall be vested in the President who shall, at the time of their election and for the entire term, be a member of OUTSGA.

Clause I: In the case of the removal of the OUTSGA President from office, resignation from office, or their inability to discharge the powers and duties of the office, those powers and duties shall fall upon the OUTSGA Vice-President.

Section III: The OUTSGA President shall have power, with the advice and a two-thirds (2/3) vote of the OUTSGA Voting Members, to nominate and appoint all officers of the OUTSGA not otherwise provided.

Section IV: The OUTSGA President, or a member of the Executive Board, shall represent OUTSGA on official occasions and in conjunction with OU-Tulsa Student Affairs, coordinate student activities and services. The President may convene an OUTSGA special session with one week's notice and shall take care that all acts of OUTSGA sessions are faithfully executed.

ARTICLE V: Officer Elections

Section I: The OUTSGA Voting Members shall elect the executive board at the last general OUTSGA meeting of the academic year.

Section II: Any current University of Oklahoma – Tulsa student in good academic standing may qualify for an executive officer position by meeting the additional terms:

- A. Maintain a grade point average of 2.5 or higher.
- B. Enrolled a minimum of 2 hours for each fall and spring semester throughout the term of the office.

Section III: Candidacy nominations for executive board positions shall open the day of the February OUTSGA General Meeting (the first Wednesday in February) and shall remain open up until midnight the Sunday immediately preceding the day of elections.

Section IV: Executive board candidates must be present at the time of election or provide an official proxy.

Section V: Executive Board candidates shall be voted on by the OUTSGA Voting Members and the current Executive Board.

Clause I: If a majority is not won, the top two nominees in vote total will immediately go to a runoff.

Clause II: If an Executive Board member steps down from their position prior to the end of the fall semester, timely notification of the open position will be distributed across campus (through email or another comparable method). Potential candidates must submit a brief platform to the remaining Executive Board members at least one week prior to the next general OUTSGA meeting. Eligible Voting Members of the OUTSGA will hold an election at the next general meeting.

Clause III: If an Executive Board member steps down from their position after the end of the calendar year and before the end of the academic year, the responsibilities will be distributed among the remaining board members to ensure optimum continuity of ongoing projects until a new officer can be appointed by the Executive Board.

Section VI: Officers shall begin their term of office the Monday after the spring semester ends (mid-May) and shall subsequently resign from a respective OUTSGA Representative position if applicable.

Section VII: Terms of office shall last one year (beginning the Monday following the spring semester and ending the Friday of the spring semester final exams of the following year).

ARTICLE VI: Budget

Section I: An OUTSGA Semester budget shall be proposed at the first OUTSGA meeting of the Fall and Spring Semesters and approved by a quorum vote of the OUTSGA. The budget proposal will be developed by the Budget subcommittee at the direction of the OUTSGA Treasurer and will consist of an itemized listing of anticipated OUTSGA expenses and funding requests submitted by valid OU-Tulsa Student Organizations. The approved OUTSGA budget will then proceed to the Executive Director of OU-Tulsa Student Affairs for their approval. The OUTSGA budget will be approved and established no later than one week following the first OUTSGA meeting of each Semester.

Section II: Support of activities not included in the OUTSGA budget may be received by special request by special funding requests made by administrative student organizations, registered student organizations, academic student organizations, and registered student organizations that have completed registration requirements with OU-Tulsa Student Affairs for that particular academic year. Special funding requests must be passed by a majority (3/4) vote of the Executive Board.

ARTICLE VII: Amendments to the Bylaws

Section I: Amendment

- A. The Bylaws may be amended by presenting the amendments to OUTSGA two weeks before the amendment is to be voted on. All amendments to the Bylaws shall require a two-thirds majority vote for passage.

ARTICLE VIII: Enactment of the Bylaws

Section I:

- A. These Bylaws shall become effective when passed by a two-thirds vote of those members present and voting at regular OUTSGA meetings.

Section II:

- A. All regulations, precedents, and decisions incompatible with these rules are declared null and void upon passage of the Bylaws, except for all provisions of the OUTSGA constitution.

Updated to reflect name change in organization Constitution (OU-Tulsa Student Government Association) in April 2013.

Updated to include bylaws IV (Executive Branch), V (Officer Elections), and VI (Budget) in February 2015.

Updated to reflect gender-inclusive language, the new fee allocation process, and voting representative deadlines in September 2020.

Updated to reflect the standardized acronym of OUTSGA and the name change for Access and Opportunity Subcommittee in September 2024.