

Constitution
OU-Tulsa Student Government Association

PURPOSE: The purpose of OUTSGA shall be to represent the students of OU-Tulsa; to facilitate and sustain interprofessional cooperative relationships amongst students, student organizations, alumni, faculty, and University administration; to protect and promote the ideals and traditions of the health sciences; and to support virtuous individual and collaborative achievement in academic and student affairs.

ARTICLE I: Name

The name of this organization shall be the OU-Tulsa Student Government Association (hereinafter referred to as OUTSGA).

ARTICLE II: Membership

Every student enrolled in courses given at or coordinated by the University of Oklahoma-Tulsa campus shall be a member of OUTSGA.

ARTICLE III: Executive Council

Section I: Description

- A. All legislative and executive powers of the OUTSGA shall be vested in the Executive Council. The Executive Council shall establish a set of Bylaws that will determine its rules of procedure that are not covered in this Constitution.

Section II: OUTSGA Membership

- A. Members of the OUTSGA shall represent their respective programs and colleges.
- B. Members will be elected for a one-year term by students in their program. Elections shall be held in each college or program, with timing to be at the discretion of each college or program, so long as an election occurs once per year.
- C. Programs and colleges must hold elections and notify the Executive Committee of their representative(s) no later than 2 weeks into the academic year.
- D. There will be one representative per every 50 students enrolled in each academic degree program.
- E. Members reserve the right to appoint an alternate member (also known as a proxy) if they are unable to attend regularly scheduled meetings.
- F. If a representative from an academic program or college cannot fulfill the responsibilities of their elected position, the program and/or college may replace the elected Council member by an internal election or an organized process, within the academic department or college.

Section III: Officers

- A. The OUTSGA shall elect officers during the last of the meeting of the academic year (the last week of April). Please refer to the Bylaws for a detailed description of electoral proceedings. The terms of office for all new officers shall commence after the last meeting of the OUTSGA for the academic year.
- B. During the month of May, there will be a meeting composed of outgoing and incoming

- officers to educate the new class on the Parliamentary procedure, officer duties, current business, and general procedures for OUTSGA meetings.
- C. During the month of July, there will be a meeting composed of the previous and existing officers to further train existing officers.
 - D. No more than 50% of the Executive Committee may be, at the time they are running for office, .5 FTE or more.
 - E. Officer duties:
 - a. President:
 - i. Presiding over all OUTSGA meetings and voting only in case of a tie.
 - ii. Act as official spokesperson and representative of the OUTSGA to the administration of the University of Oklahoma-Tulsa, the University of Oklahoma Board of Regents, the City of Tulsa, the State of Oklahoma, and the United States Government, when applicable.
 - iii. Appointing, with the advice and consent of the OUTSGA, other individuals to represent the OUTSGA in official capacities. Other powers and responsibilities are given by the OUTSGA in the Bylaws
 - b. Vice President
 - i. Fulfilling the duties of the President when the President is unable to fulfill their duties.
 - ii. Other powers and responsibilities given by the OUTSGA in the Bylaws.
 - iii. Voting only in the case of a tie while acting as President.
 - c. Secretary
 - i. Keeping the official minutes of the OUTSGA meetings and providing them to OU-Tulsa Student Affairs to officially post online within two business days of the meeting.
 - ii. Acting as the OUTSGA historian.
 - iii. Maintain the OUTSGA meeting and activity calendar, with consultation of OU-Tulsa Student Affairs.
 - d. Treasurer
 - i. Acting as Chief Financial Officer for the OUTSGA by monitoring funds in the OUTSGA accounts.
 - ii. Work in conjunction with OU-Tulsa Student Affairs in the development and maintenance of a budget for each academic year.
 - iii. Oversee the Student Organization Fee Allocation process.
 - iv. Generate all OUTSGA budget and spending reports each month.

Section IV: Powers and Responsibilities of the OUTSGA

- A. The OUTSGA shall suggest campus-wide student rules and regulations.
- B. Appropriate revenues of the OUTSGA that come from the Norman-based programs and the Health Sciences Center-based programs.
 - a. The funds that the OUTSGA controls shall be contributed from the Student Activity Fees from the Norman-based programs and the Health Sciences Center programs.

- b. Ten percent (10%) of the collected Student Activity Fees from all OU-Tulsa programs shall be appropriated by the OUTSGA.
- c. Ninety percent (90%) of the collected Student Activity Fees from the HSC-based OU-Tulsa programs and seventy percent (70%) of the collected Student Activity Fees from all Norman-based OU-Tulsa programs are to be spent on the program-/college-specific activities and events.
 - i. All programs and colleges must submit an itemized budget to the OUTSGA each academic year for approval.
 - 1. Once a program-/college-specific budget has been approved by the OUTSGA, OU-Tulsa Student Affairs will work with staff and student representatives from each department to allocate money (on behalf of the OUTSGA) to budget-approved events and activities.
 - a. For additional information regarding this process for HSC-based programs, please refer to the “OU-Tulsa Guidelines for HSC Student Activity Fees Access and Usage” found on the “Forms” tab of the OUTSGA website.
 - 2. If the program or college does not have an OUTSGA-approved budget on file, each event or activity throughout the academic year must be approved by the OUTSGA Executive Council.
- d. Twenty percent (20%) of the collected Student Activity Fees from the Norman-based OU-Tulsa programs will be used to supplement student access to counseling services on the OU-Tulsa campus.
 - i. This transfer of Student Activity Fees to supplement Counseling Services will be handled by OU-Tulsa Student Affairs with consultation of the OUTSGA.
 - ii. (Note: OU-Tulsa students in HSC-based degree programs pay a “Counseling Fee” separate from the Student Activity Fee, which directly supports Counseling Services at OU-Tulsa.)

ARTICLE IV: Amendment Procedures

Section I: Proposed amendments to this Constitution should be submitted to the officers of the OUTSGA at least two weeks prior to the election at which the amendment is to be voted upon, to ensure the proposed items can be placed on the agenda.

Section II: This Constitution may be amended by a 2/3 majority vote of the OUTSGA Body.

ARTICLE V: Transfers of Function

Section I:

A. Implementation of this constitution in all its aspects shall commence immediately upon passage by a majority of the members of the OUTSGA voting in a special election called for the purpose of considering this constitution.

ARTICLE VI: Student Organizations

Section I: Definition

- A. OU-Tulsa Student Organizations consist of a variety of types of student membership that provide benefits to the OU-Tulsa campus.

Section II: Classifications or Types of Organizations

- A. OU-Tulsa Student Government Association Administrative Organizations
- B. OU-Tulsa Registered Academic Student Organizations
- C. OU-Tulsa Registered Student Organizations (RSOs)

Section III: Registration Requirements

- A. All types of student organizations **must** register each academic year with OU-Tulsa Student Affairs.
- B. Registration details will be outlined on the “Student Organizations” tab of the OU-Tulsa Student Affairs website. The process will consist of an online registration form, selection of a full-time OU faculty or staff adviser, and submission of a Constitution (sample will be available online) and ten (10) interested and current OU-Tulsa students’ information and signatures.
- C. The online registration form will be submitted directly to OU-Tulsa Student Affairs. Once the other paper forms (available online) described above are turned in to OU-Tulsa Student Affairs, your registration process will be completed.

Section IV: Funding

- A. OU-Tulsa Student Government Association Administrative Organizations utilize some of the funding generated by the ninety percent (90%) portion of their academic program’s student activity fee funds and should consult their colleges and or OU-Tulsa Student Affairs about accessing these funds.
- B. OU-Tulsa Registered Academic Student Organizations and OU-Tulsa Registered Student Organizations may submit funding proposals to the OUTSGA for some events, which will be voted upon by the full OUTSGA voting body at the regular OUTSGA meetings.
- C. No organization shall receive start-up funding from the OUTSGA.

