College of Allied Health Student Association Bylaws

ARTICLE I - NAME

The name of this organization shall be the College of Allied Health Student Association of the University of Oklahoma, hereinafter referred to as "CAHSA."

ARTICLE II – PURPOSE & FUNCTION

The purpose of the CAHSA shall be to represent the students of the College of Allied Health, hereinafter referred to as "the College," in the regulation and coordination of all phases of student governance; to promote the highest interest of the College and to cultivate loyalty to the College; to conserve and propagate the ideals and traditions of the health professions; to serve as an agency for the maintenance of cordial and cooperative relationships among students, faculty, administration and alumni; and to promote honesty and individual achievement in academic affairs. The CAHSA will promote such activities, as it deems valuable in the furtherance of this purpose.

FUNCTION

Section 1. The CAHSA shall consider matters of general concern to students of the College.

Section 2. The legislative powers of the CAHSA shall be vested in the Student Representatives, as stated in Article V, Section 1a.

Section 3. The CAHSA shall coordinate such cooperative, social, and academic activities as are appropriate for the College.

ARTICLE III – EXECUTIVE COMMITTEE

Section 1. Definition

a) The Executive Committee of the CAHSA shall consist of five (5) officers.
    i. President
    ii. Vice-President (Oklahoma City)
    iii. Vice President (Tulsa)
    iv. Secretary
    v. Treasurer

Section 2. Term and Election

a) The Student Representatives, as stated in Article V, Section 1a and Section 3a, will elect officers from the CAHSA during a spring meeting.
b) Elected officers shall assume office at the end of the spring semester.
    i. Officer transitions will occur following election until the end of the spring semester
        a. Current officers are responsible for teaching the officer elect responsibilities

of their respective office and allowing him/her to attend appropriate meetings for the position.

c) The Executive Committee shall serve for a period of one year or until their successors have been elected and assume office.

Section 3. Duties

a) President
    i. Shall preside at all meetings of the CAHSA
        a. In the absence of the President, the Vice President, Secretary, or Treasurer, in this order, shall preside as acting President.
    ii. Shall perform all duties consistent with the office, including:
        a. Represent the CAHSA at all events where such representation is requested or required
        b. Create committees, in addition to established committees, as stated in Article VI, Section 1.
            1. Committee chairmen and members will be designated, as stated in Article VI, Section 2.
    iii. Shall perform necessary correspondence with the University of Oklahoma Health Sciences Center Student Association, hereinafter referred to as "OUHSCSA."
        a. Attend College President meetings.
        b. Provide list of Senators, as stated in Article IV, as soon as they are elected.
b) Vice President
    i. Shall arrange catered lunches for open and closed CAHSA meetings.
    ii. Shall organize and oversee the actions of all committees.
        a. Committee chairmen must report or refer to the Vice President for assistance or support, as stated in Article VI, Section 3a.
c) Secretary
    i. Shall keep a current and permanent attendance record of the CAHSA, which shall be maintained for all open and closed CAHSA meetings.
        a. Members of the CAHSA shall consist of all students of the College, as stated in Article II.
    ii. Shall conduct correspondence with the CAHSA.
    iii. Shall perform all duties consistent with the office, including:
        a. Record minutes of all open and closed meetings.
        b. Maintain CAHSA website.
        c. Maintain current records of Executive Committee; committee chairs and members; Student Representatives and alternates; faculty sponsors; and Senators.
d) Treasurer
    i. Correspond with the staff liaison in Student Services and the OUHSCSA Budget Committee in determining the CAHSA annual budget.
        a. Attend OUHSCSA Budget Committee meetings.
        b. Preliminary recommendations from the staff liaison shall be examined by the CAHSA Budget Committee.
        c. The budget shall be presented to the CAHSA and accepted by majority vote of the Student Representatives, as stated in Article X, Section 2.
    ii. Shall make a full financial report quarterly and an annual financial report, which

shall be incorporated in the minutes of the CAHSA.
iii. Shall make a financial report to the President and the CAHSA upon request.

Section 4. Attendance

a) Each officer must attend all open and closed CAHSA meetings.
    i. Absences of all officers are excusable if he/she notifies the President or the designated officer running the meeting before the day of the meeting.

Section 5. Vacancies

a) In the event of the death or resignation of an Executive Committee officer, except the office of President, the Student Representatives shall elect a member of the CAHSA to fulfill the expired term within thirty (30) days by majority vote.
b) A vacancy in the office of President shall be filled by the Vice President.

ARTICLE IV – SENATORS

Section 1. Definition

a) Senators shall consist of elected representatives from the CAHSA
    i. The number of Senators representing the CAHSA shall be determined by the OUHSCSA President in the spring of each academic year.

Section 2. Term and Election

a) The Student Representatives, as stated in Article V, Section 1a and Section 3a, will elect Senators from the CAHSA during a spring meeting.
b) Elected Senators shall assume duties at the end of the spring semester.
    i. Senator transitions will occur following election until the end of the spring semester.
        a. Current Senators are responsible for teaching the Senator elect their responsibilities and allowing him/her to attend appropriate meetings for the position.
c) Senators shall serve for a period of one year or until their successors have been elected and assume duties.

Section 3. Duties

a) Represent the CAHSA by participating in all legislative actions of the OUHSCSA.
b) Report meeting and legislative proceedings to the CAHSA during open and closed meetings.
c) Seek input from the CAHSA on matters considered by the OUHSCSA.
d) Serve on an OUHSCSA committee.
e) Promote and support events established by the OUHSCSA.

Section 4. Attendance

a) Senators are required to attend all open and closed CAHSA meetings.
b) Senators are required to attend all OUHSCSA Senate meetings.
    i. If a Senator is unable to attend a meeting, an alternate or proxy may be selected to represent them.
    ii. In order for a proxy to serve in the absence of a Senator, they must possess written approval from the aforementioned Senator, including:
        a. College constituency
        b. Meeting date
        c. Absent Senator's signature
    iii. Absences, despite proxy attendance, will result in the following actions:
        a. One (1) absence: Senator will be notified by the OUHSCSA Secretary.
        b. Two (2) absences: Senator will loose parking privileges.
        c. Three (3) or more absences: Senator will be removed from office by the OUHSCSA President.

Section 5. Vacancies
In the event of the death, resignation, or removal of any Senator, the Student Representatives shall elect a member of the CAHSA to fulfill the expired term within thirty (30) days by majority vote.

ARTICLE V – STUDENT REPRESENTATIVES

Section 1. Definition

a) Student Representatives shall comprise the legislative body of the CAHSA.
b) Student Representatives shall consist of four (4) elected students from each department of the College.

Section 2. Term and Election

a) Election of Student Representatives will occur by the beginning of the fall semester.
    i. The process of election of Student Representatives will be determined by their respective Departmental Faculty Sponsors, as stated in Article VII, Section 1b.
    ii. The Bylaws Committee recommends each department elect students to equally represent their degree programs and class year.
b) Elected Student Representatives shall assume their duties immediately upon election.
c) Student Representatives shall serve for a period of one year or until their successors have been elected and assume duties.
    i. Student Representatives that have served in the past year may remain in their position, if they are unchallenged or are elected again.

Section 3. Duties

a) Represent their electorate by participating in all legislative actions of the CAHSA.
b) Report meeting and legislative proceedings to their electorate via email or departmental meetings.

c) Seek input from their electorate on matters considered by the CAHSA.

Section 4. Attendance

a) Student Representatives are required to attend all open and closed CAHSA meetings
b) If a representative is unable to attend a meeting, an alternate or proxy may cast the absent representative's vote.

Section 5. Vacancies
In the event of the death or resignation of a Student Representative, the Departmental Faculty Sponsor shall select a student from the same degree program and class year as the resigning representative to fulfill the expired term within thirty (30) days.

ARTICLE VI – COMMITTEES

Section 1. Definition

a) CAHSA committees shall consist of special interest groups designed to further the purpose, as stated in Article II.
b) Established committees include:
    i. Budget Committee
    ii. Social Committee
    iii. Bylaws Committee
    iv. Philanthropy Committee
    v. Graduate Education and Research Committee
c) The President may create additional committees deemed necessary, as stated in Article III, Section 3a.

Section 2. Term and Selection

a) The President shall appoint students of the College to committees and chairman positions deemed necessary to carry out the business of the CAHSA.
b) Committee chairmen and members shall serve for a period of one year or until their successors have been selected and assume duties.

Section 3. Duties

a) Committee chairmen must report or refer to the Vice President for assistance or support.
a) Budget Committee
    i. Shall correspond with the Treasurer on all matters.
    ii. Responsible for revising the recommended annual budget, as stated in Article VIII, Section 1b, consistent with CAHSA Budget & Purchasing Procedures.
b) Social Committee
    i. Responsible for planning social activities and, when needed, working with other groups to plan campus-wide social activities.
c) Bylaws Committee
    i. Responsible for reviewing proposed revisions to the CAHSA Bylaws.

ii. Shall review and update the CAHSA Bylaws within two years of the previous revision.

d) Philanthropy Committee
   i. Responsible for developing the relationship between students of the University of Oklahoma Health Sciences Center and the community at large.
   ii. Shall plan events, provide community service opportunities, encourage students to use their unique abilities and talents to better the community, and provide service to those in need.
e) Graduate Education and Research Committee:
   i. The committee shall consist of:
      a. One (1) selected representative from each department in the College with a graduate program.
      b. Two (2) faculty advisors annually selected by the committee.
         1. Faculty advisors must hold graduate faculty status to serve.
   ii. Responsible for considering any matters concerning graduate education and graduate students referred by the CAHSA.

Section 4. Attendance

a) Committee chairmen are required to attend all open and closed CAHSA meetings.
   i. If a chairman is unable to attend a meeting, an alternate or proxy may provide committee reports in their absence.
b) Committee members are strongly encouraged to attend all open CAHSA meetings.

Section 5. Vacancies
A vacancy in any committee shall be filled by appointment of the President within thirty (30) days.

ARTICLE VII – LIAISONS

Section 1. Departmental Faculty Sponsors

a) The Student Representatives shall elect Departmental Faculty Sponsors from full-time faculty of the College who shall serve for one calendar year in a non-voting advisory capacity.
b) Departmental Faculty Sponsors shall determine the process of electing Student Representatives.
   i. The Bylaws Committee recommends each department elect students to equally represent their degree programs and class year.

Section 2. Ex-officio
Representatives of the Dean's Office of Academic and Student Services whose duties are relevant to the work of the CAHSA will be ex-officio and will serve in a non-voting capacity.

ARTICLE VIII – BUDGET

Section 1. Operating Expenses

a) Operating expenses of the CAHSA shall be ninety percent (90%) of all student activity fee monies. The remaining ten percent (10%) is managed by the OUHSCSA.
b) The Treasurer is responsible for corresponding with the staff liaison in Student Services and the OUHSCSA budget committee in determining the CAHSA annual budget.
    i. Preliminary recommendations from the staff liaison and OUHSCSA budget committee shall be examined by the CAHSA Budget Committee.
    ii. The budget shall be presented to the CAHSA and accepted by majority vote of the Student Representatives, as stated in Article X, Section 2.

Section 2. Distribution of funds

a) Distribution of funds will be determined by majority vote of the Student Representatives, as stated in Article X, Section 2.
b) The CAHSA shall have the right to sponsor fundraising events it deems appropriate.

ARTICLE IX – MEETINGS

Section 1. The dates and location of all open and closed meetings shall be decided by majority vote of the Executive Committee, Senators, and Student Representatives.

Section 2. Special meetings may be called at such time and place, as deemed necessary. Members shall be notified in advance of such meetings. No business other than the specified agenda shall be transacted.

ARTICLE X - QUORUM

Section 1. A quorum of at least thirty percent (30%) of Student Representatives plus two (2) Executive Committee officers must be present for all legislative proceedings, other than for financial matters.

Section 2. A quorum of at least fifty percent (50%) of Student Representatives plus two (2) Executive Committee officers must be present for legislative proceeding concerning financial decisions.

ARTICLE XI - ORDER OF BUSINESS

The order of business shall be:

1. Call to order
2. Approval of minutes from previous meeting
3. Officer Reports
4. Reports of regular committees
5. Reports of special committees

6. Old business
7. New business
8. Announcements
9. Adjournment

ARTICLE XII – AMENDMENTS

Section 1. Any CAHSA member may propose Amendments to the Bylaws at open or closed meetings.

Section 2. Review and Voting

a) The Student Representatives, at any open or closed meeting, may accept proposed Amendments to the Bylaws for ratification by a two-thirds vote.
b) Proposed Amendments not receiving a two-thirds vote may be referred to the Bylaws Committee for further consideration.
    i. Amendments deemed relevant and desirable to the CAHSA shall be revised for proposal, as stated in Article XII, Section 1.

Section 3. Amendments and actions taken by the CAHSA may be forced to referendum vote by the Student Representatives upon presentation of a petition signed by twenty-five percent (25%) of the CAHSA members.

ARTICLE XIII - DISSOLUTION

In the event of dissolution or final liquidation of the CAHSA, all of its assets remaining, after payment of its obligations, shall be distributed to and among such corporations, foundations, or other association organized and operated exclusively for beneficial purposes of the College, consistent with those of the CAHSA, and designated by the Dean of the College.

ARTICLE XIV - RATIFICATION

These Bylaws shall be ratified and implemented by a two-thirds vote of the Student Representatives of the College.

12/11/1979 Revised: 5/1/1986; 11/15/1989; 10/29/1999; 9/17/2001; 3/6/2002; 10/2006; 5/10/2010; 3/30/2016

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