By-Laws
OU-Tulsa Student Government Association

PREAMBLE AND STATEMENT OF PURPOSE:
The President’s Council (hereinafter referred to as the Council) exists to serve the needs of the
students at the University of Oklahoma - Tulsa. The sovereignty of the University of Oklahoma -
Tulsa Student Government Association (hereinafter referred to as SGA) is preserved through the
existence of an organized body (the Council) 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.

BY-LAW I: Standing Committees
Section I: The Council has the following permanent committees:
A. Budgeting Committee
   a. The committee chair person must be the Treasurer
B. Big Event Committee
C. Election Committee
D. Student Services/Issues Committee
E. Executive Committee
   a. The committee must meet once during the summer semester.
F. Professional Development Board
   a. The committee chair person must be the Treasurer
G. Student Organization Committee

Section II:
A. Members of the committees are appointed and approved by the entire Council.

Section III:
A. Committee chairpersons shall provide a report on all activities at every
council meeting.

Section IV:
A. Rules of committees shall be established once the committees are in place
with their active members.

BY-LAW II: Standing Rules
Section I: Procedures for the Council meetings shall follow Robert’s Rules of Order
unless outlined below:
A. Time and Place: the Council shall meet once a month during the months of
   September, October, November, December, February, March, April, and May.
B. Order of Business: the following shall be the order of business at each Council
   meeting:
      a. Roll Call
      b. Approval of the Minutes
      c. Old Business-tabled legislation, vetoed legislation, and legislation
         which was sent to committee from the previous Council meeting shall
         be discussed.

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d. New Business-legislation is to be presented and the Council Chair can refer the bill to committee or choose to continue discussion of the bill; the referral of a bill to committee is subject to appeal.
   i. Student Issues Forum
   ii. Committee Reports
   iii. Announcements
   iv. Adjournment

C. Business Consideration:
   a. Business must be moved and seconded for consideration.
   b. Business under consideration must follow Parliamentary Procedure.
   c. Sponsor (or approved delegate) of business under consideration must be in attendance to present and respond to questions.

D. Manners and Etiquette:
   a. One speaker shall be recognized at a time.
   b. The speaker shall introduce him/herself (and their department, organization, or interest) as necessary.
   c. The Council Chair shall have the authority to limit discussion 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 records copy of the minutes of all SGA meetings shall be maintained and permanently retained.

Section III: Attendance
A. A Council Member shall receive an absence for:
   a. Failing to notify their presence within the first fifteen minutes of a Council meeting at which there is a quorum.
   b. Failing to notify the Committee Chair of his/her absence prior to the committee meeting.
B. Excused Absences
   a. The Council Chairperson shall designate excused absences, or the Council Member must designate a proxy to represent them.
   b. 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.
      i. 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 SGA, from the aforementioned Council Member, including:

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ii. The absent Council Member’s college constituency.
iii. The date of the Council meeting in which the proxy is to serve.

c. Duties:
   i. It is the duty of the Secretary to provide a complete and current list of absences every meeting.
   ii. It is the duty of the Secretary to use reasonable means to notify any Council Members who have incurred one or more absences.
   iii. It is the duty of the Council Chairperson to remove Council Members who ceases 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:
   a. Attendance is the responsibility of each Council Member.
   b. 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.
   c. 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.
   d. 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
   a. A department falls into poor standing when one of its’ seats is expelled.
   b. A department in poor standing shall remain as such for one semester until the Council seat has been replaced with a regularly attending member.
   c. 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).
   d. 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
   a. 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
a. An officer can be removed from office by a 4/5<sup>th</sup> vote of the SGA Executive Officers and the SGA 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.

**BY-LAW 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 SGA Constitution.

**Section II: Duties of Members**
A. Attend all regular and emergency meeting of the Council.
B. Attend all regular meetings of any committee 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 previous meeting prior to the next scheduled meeting.
E. Access and read any email regarding legislation that will be presented at 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 SGA 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.

**BY-LAW IV: Executive Branch**

**Section I:** The Executive Board of the SGA 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 SGA shall be vested in the President who shall, at the time of his/her election and for the entire term, be a member of SGA.  
Clause I: In the case of the removal of the SGA President from office, resignation from office, or his/her inability to discharge the powers and duties of the office, those powers and duties shall fall upon the SGA Vice-President.  
Section III: The SGA President shall have power, with the advice and a two-thirds (2/3) vote of the SGA Voting Members, to nominate and appoint all officers of the SGA not otherwise provided.  
Section IV: The SGA President, or a member of the Executive Board, shall represent SGA on official occasions and in conjunction with OU-Tulsa Student Affairs, coordinate student activities and services. The President may convene an SGA special session with one week’s notice and shall take care that all acts of SGA sessions are faithfully executed.  

BY-LAW V: Officer Elections  
Section I: The SGA Voting Members shall elect the executive board during the month of April, for the following 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 (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 SGA Voting Members and current Executive Board.  
Clause I: If a majority is not won, the top two nominees in vote total will immediately go to a run off.  
Clause II: If an Executive Board member steps down from his/her 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 SGA meeting. Eligible Voting Members of the SGA will hold an election at the next general meeting.  
Clause III: If an Executive Board member steps down from his/her 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 SGA Representative position if applicable.  
Section VII: Terms of office shall last one year (beginning Monday following spring semester and ending the Friday of spring semester final exams of the following year).
BY-LAW VI: Budget

Section I: An approved budget shall be established by the SGA and approved by quorum vote of the SGA, then to the Executive Director of OU-Tulsa Student Affairs for his/her approval. Said budget shall be established by October 15 and revised as necessary.

Section II: Support of activities not included in the SGA 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. Proposed budgets must be passed by a two-thirds (2/3) quorum vote of the Executive Council.

BY-LAW VII: Amendments to the By-laws

Section I: Amendment
A. The By-laws may be amended by presenting the amendments to the Council two weeks before the amendment is to be voted on. All amendments to the By-laws shall require a two-thirds majority vote for passage.

BY-LAW VIII: Enactment of the By-laws

Section I:
A. These By-laws shall become effective when passed by two-thirds vote of those members present and voting at regular Council meeting.

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 SGA 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.