

Bylaws
College of Public Health Student Association
The University of Oklahoma Health Science Center
Effective Spring 2014

I. Name

1. The name of the organization shall be College of Public Health Student Association (COPHSA)

II. Governance Rules

1. The executive board shall serve without pay and consist of 7 members.
2. Chair holders shall serve without pay and consist of 6 members.
3. Eligibility criteria include being in good standing in the College of Public Health.
4. Board members shall serve one term from summer after elected year to end of the spring semester after election.
5. Vacancies for executive board shall be filled through the formal voting process; announcement made to the college, then members will vote for the candidates at the next general meeting.
6. Vacancies for chair positions shall be filled by the executive board, with verbal vote of membership.
7. Board members with two of absences shall be dismissed from the board, unless excused absence is approved through ballot vote by the executive board.

III. Governance Board

1. The executive board shall consist of a President, Vice President, Secretary, Treasurer, and 3 Senators.
2. Chair holders on the governance board include Community Service Chair, Communications Chair, Social Chair, CAB Representative, Parking Liaison, and Tulsa-COPHSA Representative.
3. Elected officers will serve a term of one academic year.
4. Board Duties
 - a. The President shall preside at all board meetings, appoint committee members, and perform other duties as associated with the office.
 - b. The Vice-President shall assume the duties of the President in case of the President's absence.
 - c. The Secretary shall be responsible for the minutes of the board, keep all approved minutes in a minute book, and send out copies of minutes to all within the next scheduled meeting.
 - d. The Treasurer shall keep record of the organization's budget and prepare financial reports as needed.
 - e. The Senators will attend all monthly OUHSC Student Association Senate meetings.

- f. The Community Service Chair shall organize a community service activity once a semester along with keep all members up to date on volunteer opportunities on our around campus.
- g. The Communications Chair shall keep the COPHSA website www.ouhsc.edu/COPHSA posted with current minutes, upcoming events, and announcements presented by the board.
- h. The Social Chair shall organize a social activity once a semester and inform all members of social opportunities on campus.
- i. The CAB Representative shall report to the board and COPHSA members on the events of the Campus Activity Board.
- j. The Parking Liaison shall attend all parking meetings and report any updates from the meetings.
- k. The Tulsa-COPHSA Representative shall work as a liaison between COPH students in Tulsa and OKC. This officer will be elected through the Tulsa-COPHSA Chapter.

IV. Committees

1. The Board may appoint standing and ad hoc committees as needed.

V. Meetings

1. Executive Council meetings shall be held during the first week of every month.
2. General meetings shall be held once every month after the Executive Council meeting.
3. Special meetings may be held at any time when called for by the chair or a majority of the Executive Council members.
4. Agendas shall be provided at least 24 hours in advance.

VI. Voting

1. Quorum
 - a. A majority of board members constitutes a quorum.
 - b. In absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date.
2. Passage of a motion requires a simple majority; one more than half the student members present at the meeting.
 - a. All COPHSA members will be given notice of the meeting in advance.

VII. Student Travel Award(s)

- a. COPHSA will sponsor two or more travel awards annually totaling 12.5% of student activity fees.
 - i. COPHSA will sponsor one award to a student presenter of a research poster or oral presentation at the Graduate Research, Education and Technology (GREAT) symposium. These awards will be based on criteria determined by the GREAT Committee. Half of the proposed total (6.25%

of Copenhague student activity fees) would be set aside for Graduate Research, Education, and Technology (GREAT) travel awards. If enrollment significantly increases, two or more GREAT travel awards may be granted, keeping the total at 6.25% of Copenhague student activity fees. Each GREAT travel award will be given to a Copenhague student participating in an oral or poster competitive session in the GREAT symposium at OUHSC. All Copenhague students are eligible to enter a GREAT competitive category, and those entering would be considered for this award. The winner(s) will be the Copenhague student(s) with the highest judged score who did not win another travel award at GREAT that same year.

- ii. Half of the proposed award total (6.25% of Copenhague student activity fees) would be set aside for application-judged travel awards. If enrollment increases significantly, two or more application-judged travel awards will be granted, keeping the total allotment at 6.25% of Copenhague student fees. Application-judged travel awards will be judged by a Copenhague Student Health Services Award Committee and will be based on a set of judged criteria. All Copenhague students are eligible to submit an application by the deadline determined by the committee. Those submitting a completed application by the deadline would be considered, if he/she had not been awarded another travel award for that academic year.

VIII. Fiscal Policies

- 1. The fiscal year of the board shall be July 1st – June 30th.

IX. Amendments

- 1. These by-laws may be amended by a two-third vote of student members present at any general meeting, provided a quorum is present and a copy of the proposed amendment(s) are provided to each student member at least one week prior to said meeting.

The Bylaws were drafted November 4, 2010 and were ratified by the members on March 24, 2011.