

CONSTITUTION
of the
DEPARTMENT OF BIOSTATISTICS AND EPIDEMIOLOGY
STUDENT ASSOCIATION
of the
UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER

PREAMBLE

We, the students of the University of Oklahoma Health Sciences Center, in order to improve academic, professional and social conditions and to create an organization of the student community to promote the awareness, interest and exchange of information about biostatistical and epidemiological issues, do establish this constitution.

ARTICLE I

Section I.

The name of this association shall be the Department of Biostatistics and Epidemiology Student Association, herein referred to as the Association.

Section II

This Association shall be composed of all students matriculated in degree programs in the Department of Biostatistics & Epidemiology at the University of Oklahoma Health Sciences Center (OUHSC). Other students in the degree programs offered throughout the OUHSC campus, who are interested in supporting the goals of the Association, are eligible to join. These individuals are herein referred to as Members of the Association. Unclassified and special students enrolled in classes offered by the OUHSC shall be eligible to be nonvoting members.

ARTICLE II - OBJECTIVES

The objectives of the Association shall be as follows:

To promote awareness of the importance of biostatistical and epidemiological issues on the OUHSC campus and in the Oklahoma City community.

To provide a forum for the exchange of information and discussion of current developments in the fields of Biostatistics & Epidemiology.

To conduct regular meetings for the discussion of current issues in the literature, such as the departmental journal club.

To promote advancement in the fields of biostatistics and epidemiology.

Section I.

The legislative power of the Association shall be vested in the membership of the Association. Each member of the Association holds one vote. All matters submitted to vote, excluding constitutional amendments, shall be determined by a majority of the voting members present. Constitutional amendments shall be considered in accordance with Article VI.

Section II.

The current edition of Robert's Rules of Order, revised, shall govern all procedures not otherwise specified in the Constitution.

Section III

In accordance with Article IV, the Membership of the Association shall annually elect an Executive Committee to coordinate the operations of the Association. Elections shall take place at the 2nd meeting of the Spring semester. Nominations for two primary and two alternate BSE representatives for COPHSA meetings shall be taken and appointed at the 1st meeting of the Fall semester. Of these four nominated positions, graduate students should hold two of the four positions and professional student should hold the other two positions, with each program allocating one representative as a primary and one representative as an alternate. The COPHSA voting allocation for the Department of Biostatistics & Epidemiology should include one of the four officers, one graduate representative and one professional representative, totaling 3 votes for the department. Departmental nominations may also include other titles, as the need arises within the association.

Section IV

The Executive committee of the Association with the approval of the faculty of the Department of Biostatistics & Epidemiology shall appoint annually one sponsor from the BSE faculty to share the guidance capacity.

The sponsor will be required to attend and actively participate in three-quarters of all meetings of the Association including departmental journal club. Additionally, the sponsor shall be responsible for assisting the officers with all business matters and shall be the formal faculty point of contact for the Department Administration.

The sponsor shall be appointed for a one year term. Appointment of the sponsor shall occur at the first meeting of the new Executive Committee of the Association. Should the sponsor position become vacant, a new one will be appointed to fill the position for the duration of the current term.

Section V

In order for elections of the new executive committee to take place, 15% of all eligible voting members shall be present at the 2nd meeting of the Spring semester.

ARTICLE III
Executive

Section I.

The day to day affairs of the Association shall be managed by the Executive Committee which shall be comprised of a President, Vice-President, Treasurer and Secretary.

Section II.

The Executive Committee of the Association shall be elected by the members during a meeting called by the incumbent Executive Committee. Each Officer shall hold that office for a term of 12 months beginning with the 3rd meeting of the Spring semester. An officer may serve a maximum of one term in the same office and a maximum of two terms on the executive committee. If no Executive Committee members will be attending the University in the Spring semester following the conclusion of their term in office, an election will be conducted in the previous Fall semester to elect a chairperson pro tem to supervise Association activities until Executive Committee elections take place.

Section III.

The President and Vice President of the Association shall have the following powers and duties:

- A. To preside at all meetings of the Association.
- B. To call special meetings of the Association.
- C. To execute the laws of the Association.
- D. To appoint all standing committees of the Association and the chairperson of each such standing committee.
- E. To serve as an ex-officio member of all standing committees.
- F. To facilitate departmental Journal Club.

Section IV.

The Treasurer of the Association shall have the following powers and duties:

- A. To act as the President in the event of the President's temporary incapacity or absence.
- B. To keep accurate and legible accounting of all Association funds.
- C. To follow all OUHSC regulations regarding the expenditures of monies.
- D. To report to the Association the balance of Association Accounts at every meeting.
- E. To work closely with the President and any committees that are in charge of formulating the annual budget request and final operating budget.
- F. To organize departmental fundraising at various levels and times of the year.

ARTICLE V

Amendments to the Constitution

Section I.

Proposed amendments to the Constitution shall be considered at a regular meeting of the Association. Any five or more active members of the Association may propose changes to the Constitution by submitting a proposal in writing to the President of the Association five days prior to the meeting.

An affirmative vote of at least two-thirds of the voting members present shall be necessary for the adoption of any constitutional amendment.

This constitution was approved 9/8/2003.