University of Oklahoma Tulsa Campus
Human Relations Student Association
Bylaws

Preamble and Statement of Purpose

The Officers Council (hereinafter referred to as the Council) exists to serve the needs of students at the University of Oklahoma – Tulsa Human Relations Program. The sovereignty of the University of Oklahoma - Tulsa Human Relations Student Association (hereinafter referred to as OUTHRSA) 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.

Bylaw I: Standing Committee(s)

Section I: The Council has the following permanent committees:

A. Officers Council

Section II: Members of the committee(s) are selected and or appointed and approved by the entire Council.

Section III: The President shall provide a report on all activities at every council meeting.

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

Bylaw 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 at least once a month during the months of September, October, November, December, January, and 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.
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.
e. Student Issues Forum
f. Committee Reports
g. Announcements
h. 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 interest as necessary.
c. The President shall have the authority to limit discussion per speaker according to time restraints for business efficiency.

Section II: Minutes and Records

A. Minutes shall be provided to all Council members within ten days of the meeting.

B. The minutes are to be reviewed by all Council Members.

C. The president 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 OUTHRSA meetings shall be maintained and permanently retained via the Human Relations website.

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 President 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.
   i. The proxy, in order to serve in the capacity of the absent Council Member, must, at the discretion of the President, possess written approval from the aforementioned Council Member, including:
   ii. The date of the Council meeting in which the proxy is to serve.
   iii. The absent Council Member’s signature.
   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 President to remove Council Members who cease to be an OU-Tulsa student.
d. Expulsion – If a Council Member acquires three absences in a legislative year, they shall be removed from their office by the President.

Section III: Expulsion and Resignation

A: Expulsion from the Council:

- Attendance is the responsibility of each Council Member.
- 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.
- 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.
- A Council Member or proxy who has two or more unexcused absences will be asked to leave the Council, by a two-thirds majority vote of the Council, thereby placing the department into poor standing.

B. Resignation

- Any Officer reserves the right to resign their post at any time, for any reason. This must be done in writing.

Bylaw IV: Composition and Duties of Members

Section I: Duties of Members

A. Attend all regular and emergency meetings 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 President, 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.

Section II: 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.
Bylaw V: Amendments to the Bylaws

Section 1: The Bylaws may be amended by presenting the amendments to the Council two weeks before the amendment is to be voted on. All amendments to the Bylaws shall require a two-thirds majority vote for passage.

Bylaw VI: Enactment of the Bylaws

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

Section II: 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 HRSA Constitution.