

## Oklahoma State University Student Government Constitution

**Preamble:** This constitution is established to direct the government of the students of Oklahoma State University College of Osteopathic Medicine.

**Mission of OSU-COM:** Oklahoma State University College of Osteopathic Medicine educates osteopathic primary care physicians with an emphasis on serving rural and underserved Oklahoma.

Code of Ethics: Upon entry to this institution, each student chooses to take on the responsibilities and duties of an osteopathic physician. Medical education involves the development of professional and ethical behavior that will become an integral part of medical practice. This Code of Ethics will help formulate the attitude and thinking of the student physician. The students of Oklahoma State University College of Osteopathic Medicine choose then to abide by the following Code of Ethics, as well as the AOA Code of Ethics found here: <http://www.osteopathic.org/inside-aoa/about/leadership/Pages/aoa-code-of-ethics.aspx>

Section 1. An osteopathic student physician has an obligation to society and the osteopathic medical profession to maintain high ethical standards. Breaches of integrity or unethical behavior are intolerable, and it is the responsibility of each student physician to adhere to the highest ethical standards throughout their professional life.

Section 2. The student physician shall keep in confidence whatever they may learn about a colleague, faculty member, or patient in the discharge of professional duties. Information shall be divulged by the student physician when required by the appropriate authorities or when authorized by the person in question.

Section 3. In the event a student believes that a fellow student may have a mental health/impairment problem, it is their responsibility to support and seek additional help for that individual. The osteopathic medical profession consistently seeks to encourage resolution of such problems without condemnation of the individual. <https://medicine.okstate.edu/com/student-life/index.html> Counseling Services: 918-561-1822; <https://chscounselingservices.as.me/schedule.php> Resources: [https://drive.google.com/file/d/1s-sYBW\\_cTjSIPSZP\\_juSycEBIXIEbr3O/view](https://drive.google.com/file/d/1s-sYBW_cTjSIPSZP_juSycEBIXIEbr3O/view)

Section 4. The development of professional behavior begins as a student physician and is fostered by attitude and outward appearance. It is this professional behavior that helps establish rapport with future colleagues. Although OSU-COM has no enforced dress code or mandatory attendance policy, it is through student consensus that the following guidelines be adhered to: Each student will assume a self-imposed attendance policy of at least 85% attendance to all mandatory lectures and 100% attendance to all laboratory and clinical assignments; 100% attendance is mandatory at all exams, except in extreme cases. Individual departments may require additional attendance requirements.

Each student will adhere to appropriate standards of dress:

Clinical assignment — Appropriate business casual with white coat or matching scrubs.

Guest lecturers, outside clinical faculty — appropriate professional attire. (An example of appropriate dress is a shirt with a collar, slacks or other long pants, or dress, and shoes).

OMM lab, anatomy lab — designated by faculty.

Non-clinical dress is expected to be professional; hole-less jeans can be worn in a business casual manner; however, cutoff shorts, running shorts, tank tops, and torn or dirty clothing are not permitted at any time in any medical school building outside of the fitness center. Students must also refrain from wearing caps or hats in campus buildings.

## **Article I — Name and Duties**

Section 1. This governmental body of all duly registered medical students of OSU College of Osteopathic Medicine shall be called the Student Government Association (SGA).

Section 2. The duties and responsibilities of the Student Government Association (SGA) shall include, but not be limited to: Collection and expression of student opinion; Take consideration to all matters presented by the student body, faculty, or Administration. Assists Campus Life with Orientation of the incoming first-year classes; Communication of SGA Senate proceedings for the information of the student body, faculty, and Administration; Confirmation of student representatives for faculty and administrative committees; Maintenance of high standards of professional integrity and conduct; Improvement of the art and science of osteopathic medicine; Oversight of all students at all OSU-CHS locations.

Section 3. The primary governing body of the SGA shall be the SGA Student Senate (as described in Article II) under the direction of the SGA Executive Board (as described in Article III).

Section 4. Medical Students shall be defined as individuals who are accepted into and currently enrolled in the Doctor of Osteopathic Medicine degree or a Doctor of Osteopathic Medicine as a combined degree (e.g. D.O./Ph.D. D.O./M.B.A. D.O./M.S. or D.O./M.S. – Forensics, etc.) within the Oklahoma State University Center for Health Sciences (OSU-CHS).

Section 5. Graduate certificate students shall be defined as individuals who are accepted into and currently enrolled in the graduate certificate program within OSU-COM. They may matriculate as first year medical students, receiving their white coat, after the initial first year of classes in the graduate certificate program.

## **Article II — Student Senate**

### **Section 1.- Members**

Section 1a. The voting members of the Student Senate shall consist of the Class Officers (as described in Article IV) of each class, the SGA Executive Board (as described in Article III), a Biomedical Sciences Graduate Student representative (as described in Article V, Section 2), and two Inter-Club Council representatives (non SGA or Class officers) who are appointed by the SGA president.

Section 1b. Non Voting members of the Student Senate shall consist of SGA Committee Chairs (as described in Article VI and VII), any additional ad-hoc chairs appointed by the SGA President, as well as one representative from each of the graduate programs at the OSU-CHS, not already represented on the Senate, as chosen by their respective governing body.

Section 1c. Eight (8) members of the Senate will constitute a quorum.

Section 2. Unless otherwise specified by the constitution, the proceedings of the Senate will be in accord with the latest edition of Robert's Rules of Order.

### **Section 3. - Meetings**

Section 3a. Regular meetings of the Senate are held quarterly at the discretion of the SGA President or Executive Vice President.

Section 3b. Meetings will be announced at least one week in advance. The time and place is determined by poll or the President of the SGA with regard to academic schedules.

Section 3c. For consideration of any legitimate matter, special Senate meetings may be convened by the President, or at the request of the Office of Campus Life, or by any four senators. The President, at their discretion, may call for a single-subject emergency meeting without a prior one-week written notice.

### **Article III — Student Government Association Executive Board**

Section 1. SGA executive board is comprised of President-Emeritus, President, Executive Vice President, two Administrative Vice Presidents, Secretary, and Treasurer.

Section 2. At the time of election, the SGA Executive Board officers shall be students in good academic standing in the Doctor of Osteopathic Medicine degree or a Doctor of Osteopathic Medicine as a combined degree within OSU-COM. Students running for office of SGA President, Executive Vice President, and Administrative Vice President must hold a GPA of at least 2.7. All positions will be elected at-large from all students as defined in Article I, Sections 4 and 5. All students at the Center for Health Sciences (at all locations) are eligible to vote in the election of SGA Executive Board members.

Section 3. Students who serve as the SGA President-Emeritus/President and Administrative Vice President may not be the president or coordinator of another club or association on campus or hold the Peer Review Committee position during their term of office. Furthermore, it is highly recommended they limit themselves from holding other club officer positions.

Section 4. SGA Executive Board Job Descriptions: President-Emeritus:  
Serve as an active mentor and render other assistance when called upon by the President or the Assistant Dean of Campus Life Non-elected position, 2nd year of President's term, May hold national positions while in office as President Non-voting member of the Senate, Serves on the Student Affairs Committee as the 3rd year representative. Attends SGA Executive Board meetings as available, SGA President Speaks at graduation (during their respective graduation year)

President:

- 2-year term, elected in as a current OMS-I student at any OSU-COM location,
- see Article VIII, Section 1
- Reviews OSU Student Government Constitution yearly, Updates SGA Strategic Plan yearly, Serves as student senate president and presides over all Senate meetings, Does not vote in the Senate except to break a tie
- Decides when and where Senate meetings will be held (see Article II),
- Serves as non-voting member of the Student Affairs Committee Student representative to the OSU-COM Alumni Association Student representative to the A&M Board of Regents meetings, per request Representative to the Council of Osteopathic Student Government Presidents (COSGP). This position includes participation in five meetings per year. They are in April (in beginning of the term of office), July, October, January, and April (at the end of the term of office). This council is comprised of SGA Presidents from every osteopathic medical school in the United States.
- Voting student delegate of Oklahoma delegation to the AOA House of Delegates Student representative to the Oklahoma Osteopathic Association, attend monthly Oklahoma Osteopathic Association Executive Board meetings, and prepare reports to the OOA outlining student involvement.
- Serve as the chairman of the Oklahoma Osteopathic Association Student Selection Committee to appoint members of the student body to serve on various bureaus and committees of the OOA.

- Student Representative to the Clinical Rotations Committee. Student representative to the Curriculum Oversight Committee, Schedule, plan, and organize student curriculum committee meetings. Serve as a voting member to the student curriculum committee.
- Liaison to all of the Deans at OSU-COM for all four classes including, but not limited to, Dean of Students, Dean of Enrollment Management, Dean of OSU-COM, Provost, etc.
- Collection and dissemination of information to all students of OSU-COM,
- Collaborates with the Office of Campus Life for orientation for entering students, Appoints standing committee chairs with the exception of the Finance Committee, which is chaired by the SGA Treasurer. All appointments are subject to approval by the Senate.
- Appoint SGA Chairs and Representatives may be done by interview or interest inquiries.
- Appointment of chairperson for Student Peer Review Committee per the recommendation of the current Peer Review Committee chairman. (see Article VI, Section 3) Other duties as assigned

Executive Vice-President:

- Act in the absence of President
- Voting member and student representative of Student Affairs Committee
- Representative to the Student Curriculum Committee
- Serve as Parliamentarian of Senate meetings
- Become proficient at and educate Senators on use of Robert's Rules of Order
- Vote in Senate meetings
- Act as chair of PAC (Political Advocacy Committee)
- Assist the president with duties per request
- Attend the AOA House of Delegates as a student delegate
- Act as a liaison between SGA and SOMA
- Submit to the chair of each college committee that has a student representative the names of the appointed students and serve as the contact person for each committee if needed
- Representative to the Council of Osteopathic Student Government Presidents (COSGP). This position includes participation in five meetings per year. They are in April (in beginning of the term of office), July, October, January, and April (at the end of the term of office).
- Manager of COSGP Touch Program. Input/tracking in national database.
- Other duties as assigned.

Administrative Vice President:

- Act in absence to Executive Vice President
- Keep the student activities calendar up to date and ensure proper scheduling of club/organization meetings
- Organize a club fair for new students to be held within the first month of the beginning of classes
- Representative to the Council of Osteopathic Student Government Presidents (COSGP) if the President or Executive Vice President are unable to attend.
- Work with clubs to update official OSU-COM SGA media, to include, but not limited to webpages, Facebook, on-campus advertising, etc.
- Works with Campus Life on club related activities, policies and procedures
- Work with the Campus Life office to host transitional meeting for all outgoing and incoming club officers
- Act as a resource to club officers and address club concerns
- Co-organize and run the Council of Presidents meetings with the President
- Ensure that clubs are following the minimal requirements of community service, as well as submitting the necessary documents to Campus Life via email or the provided Google drive

- Vote in Senate meetings
- Other duties as assigned

Secretary:

- Keep, type, and present minutes of each Senate meeting
- Keep an accurate record of attendance for each Senate, Student Leadership and SGA Executive Board meetings
- Assure that minutes are copied to the SGA Google Drive within one week of the meeting
- Vote in Senate meetings
- Post an agenda one week prior to Senate meetings and post the minutes on campus within one week of the meeting; in addition, send the agenda and minutes via email within one week of the meeting
- Responsible for all correspondence of the SGA and the Senate
- Work with SGA Public Relations Chair to keep social media up to date and monitoring to make sure postings and comments are appropriate
- Chair the Student Doctor of the Year Committee
- Other duties as assigned

Treasurer:

- Follows recommended policy and procedure of Campus Life regarding SGA student senate budgeting and appropriations.
- Keep a current account and a permanent record of all SGA expenditures and financial obligations
- Work closely with the OSU-COM business office to follow the activity of the various Senate financial accounts
- Submit all SGA expenses to the administration
- Chair the Senate Finance Committee
- Appoint students to the finance committee as need (approved by Senate vote)
- Give a report at Senate meetings
- Vote at Senate meetings
- Other duties as assigned

1st Year Representative:

- One chosen from each location by November 1st of OMS-I year via an interview process with the SGA Executive Board
- Must be interested in running for President, Executive Vice President, or Administrative Vice President
- Assist in hosting events, especially those geared towards OMS-I class
- Contribute ideas and help with planning
- Attend OSGA (Oklahoma Student Government Association) meetings if current executive board chooses to participate
- Attend Student Leadership meetings
- Non-voting member of the Senate
- Article IV – Class Officers

Section 1. OMS I / OMS II Class Officer Job Descriptions

President:

- Voting member of Student Senate, attends all class and Senate meetings
- Class liaison to administration and faculty
- Works with course coordinators to conduct informal exam appeals process

- Assistance with OMS I orientation (OMS II year only)
- Acting president of OMS I class pending OMS I class officer elections (OMS II year only)
- Selection of class committee members (OMS I only)
- Organization of class activities and use of class funds
- Appoint members of the Student Peer Review Committee (see Article VI, Section 3b)
- Provide equal representation to all members of the class
- Student Representative to the Clinical Rotations Committee (OMS II only)

Vice-president:

- Voting member of Student Senate, attends all class and Senate meetings
- Chair of the Medical Gala Committee: includes assurance of completion of all duties pertaining to the organization of the Medical Gala (OMS II only)
- Assist class president and act in his/her absence
- Assistance with OMS I orientation (OMS II year only)
- Responsible for end-of-year gathering (picnic, party, etc.) held by classes

Secretary:

- Keep minutes of all class representative meetings, accurate record of attendance at all meetings and is responsible for all correspondence sent on behalf of the class
- Voting member of Student Senate, attends all class and Senate meetings
- Assistance with OMS I orientation (OMS II year only)
- Email and post on social media the weekly school schedules
- Other duties as assigned

Treasurer:

- Keep an accurate account of class funds
- Receives and maintains account records from the business office
- Collaborates with SGA treasurer on class purchases of subscriptions and supplemental resources
- Takes receipts to the business office for reimbursement or arranges for payment through the business office from class fund
- Voting member of the Student Senate, attends all class and senate meeting
- Assistance with incoming OMS I orientation (OMS II year only)
- Other duties as assigned

Section 2. OMS III / OMS IV Class Officer Job

President:

- Class representative to administration, faculty and student senate throughout third and fourth years
- Assists Campus Life with planning and participation in graduation activities
- Prepares and presents a 3-4 minute graduation speech
- Planning and conducting class meetings monthly to update each officer of upcoming events and/or problems
- Other duties as assigned

Vice-president:

- Assists the president in duties of representation
- Serves as proxy for the president in his or her absence
- Assists with dissemination of information to all class members of upcoming events and opportunities
- Attends all class officer meetings
- Serve as members of the Graduation Committee
- Other duties as assigned

Secretary:

- Insure dissemination of information to all class members by way of e-mail or other form of adequate correspondence
- Attends all class meetings
- Contact the Student Senate president on a monthly basis to update information that needs to be sent out or information from OMS III/IV that needs to be presented to Senate
- Serve as members of the Graduation Committee
- Other duties as assigned

Treasurer:

- Maintain financial records for the class funds
- Work directly with the Campus Life Specialist in maintaining these funds
- Chair any fundraising committee for the class
- Attend all meetings of class officers
- Serve as members of the Graduation Committee
- Other duties as assigned

Article V — Elections and Installations

Section 1. Class officers are elected at-large from medical students who are current members of their respective classes at each location. Class membership is only open to students who are accepted into and currently enrolled in the Doctor of Osteopathic Medicine degree or a Doctor of Osteopathic Medicine as a combined degree (e.g. D.O./Ph.D. D.O./M.B.A. D.O./M.S. or D.O./M.S. Forensics, etc.). Students must be in good academic standing. SGA will conduct these elections.

Section 1a. Second-year class officers serve as provisional representatives for the entering class and will conduct first-year class meetings until the election of first-year class officers has occurred.

Section 1b. Class officer elections are to be held within 6-8 weeks of the beginning of school.

Section 1c. If a class officer is to step down in any manner, voluntarily or involuntarily, the position shall be filled by the appropriate subsequent officer until new elections can occur. The preceding medical class officer or an SGA executive board officer may fill that role as needed, as well.

Section 2. Biomedical Graduate students shall elect one Senator from their respective academic programs, or however the Biomedical Sciences Graduate Student Association (BSGSA) bylaws delegate that elected position of SGA Representative. Doctor of Osteopathic Medicine students (those holding class membership, as defined in Article I, Section 4) shall only vote for class officers from their respective classes and will not be eligible to vote for Senators from other academic programs (e.g. graduate program). Students enrolled in dual degree programs (e.g. D.O./Ph.D.; D.O./M.B.A.; D.O./M.S.) are considered Doctor of Osteopathic Medicine students and will be allowed to vote for their respective graduate program associations based on the bylaws of that

association. Senators from academic programs other than the Doctor of Osteopathic Medicine must be currently enrolled in coursework to be eligible to hold office.

Section 3. Elections for the SGA Executive board for the next academic year are held “within two weeks of the completion of the first systems course” with club organizations occurring subsequently. Clubs may petition to have elections before SGA elections if needed to meet national requirements.

Section 3a. Newly elected SGA Executive Board members and club organization officers will assume authority May 1st following elections and a transition meeting.

Section 4. All elections, ballots, or referenda are overseen by SGA Executive Board, or its duly appointed committee, in office at the time. Voters will receive notice of items or candidates to be voted on no later than one week before the scheduled election, ballot, or referendum. Proposals on amendment, recommendation, or candidacy are filed with the secretary of the SGA. Ballots will be marked in secret, and each voter will be checked against the roster of his or her class to ensure accountability of the results.

Section 5. If no candidate for office receives a majority of votes cast in an election, a runoff between the two candidates with the greatest number of votes shall be held as soon as possible, but within one week after the general election. The runoff will be decided by a simple majority of votes cast. In all cases, a majority of the votes shall be defined as 50 percent of the total votes cast, plus one (1).

Section 6. In the case of abdication of an office, a new officer will be elected from the student body if more than sixty days remain in the unexpired term, except for the office of president, which will be assumed by the vice president.

Section 7. Voting shall be open for a time decided on by the student officials holding the elections which will be determined in order to allow a majority of students to participate. These voting times shall be posted at least 48 hours prior to the beginning of the elections.

Section 8. Results of the elections shall be verified by the three student officials running the elections.

Section 9. Candidates giving election speeches shall be sequestered from hearing opponent’s speeches. Candidates may return to the room to hear speeches for students running for other officers. Candidates may not campaign for a position in any way.

## **Article VI — Committees**

Section 1. The following committees contain students from a variety of classes appointed by the SGA President and approved by a majority vote of the Senate. The purpose is to represent the views of the students in the particular committee. Because of the importance of student representation, any appointed committee member who misses two or more committee meetings, without valid justification, during an academic year shall be replaced with a new student representative. Attendance for these meetings will be reported by the Faculty Chairperson to the SGA President or Vice President for review.

### **Section 1a. Curriculum Committees**

Curriculum Oversight Committee - held by SGA President and 4th year Class President

Years 1 & 2 Committee - held by 1st and 2nd year appointed representatives Years 3 & 4 Committee -

held by 3rd and 4th year Class Presidents, SGA President Student Curriculum Committee - held by SGA Executive Vice President, 1st, 2nd, 3rd and 4th year Class Presidents, graduate certificate student

representative, a dual degree representative, and 1st and 2nd year appointed representatives from each location.

Section 1b. Student Affairs Committee - held by two OMS-I and two OMS-II appointed representatives (one from each location), SGA Executive Vice President, SGA President-Emeritus, and PA representative.

Section 1c. Learning Resources Committee - held by one OMS-I and one OMS-II appointed representatives (one from each location), and PA representative. Section 1d. Academic Conduct Review Committee. This committee will convene at the discretion of the Dean of the College (or their designee) to conduct hearings on the matters of academic misconduct. The committee consists of faculty and student members appointed by the Dean with recommendations from the SGA President. The committee members will establish separate sets of criteria dealing with matters of academic misconduct. This committee will be dissolved at the discretion of the Dean of the College.

## Section 2. Wellness Committee

Section 2a. As America's Healthiest Campus® (AHC), the Student Wellness Council shall provide the foundation for Oklahoma State University Center for Health Sciences to mindfully commit to a culture of wellness through programs, policies, and processes in support of the health and well-being of our OSU CHS students and the communities in which we live, learn, work, and play.

Section 2b. Members Students seeking membership must be in compliance with Student Wellness Council bylaws Section 3. Student Peer Review Committee

Section 3a. The purpose of this committee shall be to encourage and maintain a high level of professional education and student conduct in the area of academic honesty and professional and ethical behavior.

### Section 3b. Members.

This committee consists of three members from each class from each location appointed by the student body. The student body will nominate members via an anonymous form, and each location OMS-I class officers will select the top 5 students from each location who received the most nominations. These 5 students will be then presented back to the student body to be voted upon. The top 3 students from each location will become the new members of the Peer Review Committee. In addition, the SGA President appoints two chairpersons, one from each location, with majority vote from the Student Senate, for that committee to oversee the activities of the committee. The chairs and the members from the first-year and second-year classes are active members. The members from the third-year and fourth-year classes are inactive. Third-year and fourth-year class committee members may be called to committee if the complaint or concern involves a third-year student or fourth-year student, or the chair of the committee determines it essential to the function of the committee for the third-year and fourth-year classes to be represented. These appointed members will serve a term of up to four years. The first-year class committee members are appointed by the student body and OMS-I class officers and approved by the Dean of Campus Life. If a member of the committee vacates his or her position, the SGA President will appoint a replacement appropriate for the vacancy to serve the remainder of the term. Any member of this committee may be removed by a two-thirds vote by the SGA Executive Board. Newly nominated chairs will take office after senate approval in May. Duties begin immediately after Senate approval First year peer review committee members must be appointed by October 1st, and will receive training from the chairs upon nomination on the duties as a member.

Section 3c. The chairs of the committee shall be known to the entire student body. A student who believes he or she observes an infraction non-academic in nature which seems to violate the ethical and professional standards which are outlined in the Code of Ethics shall submit to the chairs a written, signed statement of the observations. This statement shall include the date, persons involved and the nature of the infraction(s). This statement may be given by hand or emailed to the chairs.

Section 3d. The Peer Review Committee shall meet via zoom or analogous video conferencing platform to evaluate any written allegations of misconduct in a preliminary hearing. This hearing is to evaluate the severity of the charges and to determine whether further action should be taken. The chairs shall have the authority to call a committee meeting at any time if warranted.

Section 3e. Formal Review Process. Complaints must be brought forth to the committee and cannot be anonymous. Methods of bringing forth complaints include: direct correspondence with the committee chairs or activation of the committee by administration. For the purpose of the hearing and potential further action, the individual(s) bringing forth the complaint must be known. The chairs receive the complaint, and the complaint is then brought forward to administration and the committee in an initial hearing. The decision will be made on how to proceed by the committee. Administration is aware of the committee's decision and how they will proceed. In the event the committee determines the allegations are serious enough to merit formal review, the following actions shall be taken: Chairs calls a formal review meeting of the committee to be held via zoom at a date and time determined by the committee. No less than 7 days prior to the formal review meeting the person charged with allegations shall be notified in writing as to the nature of the allegations and the date, time and location of the formal review meeting. Any student who is the subject of an allegation submitted for formal review shall have the right: To appear in person and present their case To be accompanied by an advisor, colleague or friend that may assist in establishing facts of the case. All other testimony, including insults, threats, and character attacks to the committee or its members will not be permitted. To ask questions and refuse to answer questions To receive explanation of the reasons for any decision rendered To bring forth questions or issues with the process to the committee chair at any point. The Dean shall be notified of the allegations so that the appropriate leaves of absence may be obtained, if necessary, for all committee members At the conclusion of the formal review meeting, the committee shall deliberate and choose an appropriate course of action. The committee will make the student in question aware of the recommended course of action no less than 72 hours after the formal review, barring unforeseen events or conflicts. The committee may: Dismiss the allegations Reprimand the student and place a copy of the reprimand in a file only available to the committee Recommend further disciplinary action be taken. If the committee finds that further action should be taken, a recommendation shall be forwarded to the appropriate authority at the College, the student, and his/her faculty advisor

## **Article VII - SGA Chair Positions**

### **Section 1. Student Wellness Chair**

- Organize meetings focused on student wellness interventions
- Serve as a liaison between Department of Wellness staff and the student body
- Act as student wellness chair at either location
- Represent SGA at Student Wellness Meetings
- Promote student wellness programs and opportunities on campus
- Empower wellness task force leaders to develop programs and initiatives
- Represent OSU CHS in COSGP wellness meetings

## Section 2. Diversity Chair

- Work with Admissions and Recruitment, along with the DEI office, to promote diversity in the student body
- Plan and execute diversity events on campus, including diversity week either in the fall or spring semester
- Organize the Health Equity Book Club (HEBC) in partnership with the Office of Diversity, Equity, and Inclusion. An advisor for the HEBC will be selected by the Diversity, Equity, and Inclusion Committee. Meetings will occur one to three times throughout the semester and be free for all students, faculty, and staff to attend on both campuses.
- Represent SGA at monthly DEI committee meetings
- Act as the COSGP Diversity liaison

## Section 3. Peer Review Chair - see Article VI, Section 3b.

## Section 4. Public Relations Chair

- In collaboration with Campus Life, oversees social media content (Facebook, Slack, Instagram, etc.) Works with clubs to update official OSU-COM media, to include, but not limited to webpages, Facebook, on-campus advertising, etc.
- Promotes events via flyers, email, etc. as needed
- Coordinate off campus social events as needed
- Coordinate with campus event coordinator regarding community outreach
- Act as liaison between Department of External Affairs, the Office of Campus Life, and the student body

## Section 5. Research Chair

- Promote student research opportunities on campus
- Organize meetings geared towards research literacy and promotion
- Coordinate research events with the Director of Office for Medical Student Research and act as a liaison between research faculty and students.
- Act as the COSGP Research liaison
- Act as the Chair of the SROY committee
- Attend the Office of Research Committee meetings

## Section 6. SGA President, with majority vote from the Executive board, may add Ad Hoc chair positions as needed.

# Article VIII – Club Organizations

## Section 1. Club Officer Elections

- Determined by each club on an individual basis according to the individual bylaws of that organization
- All club officers, including biomedical students, need to be in good academic standing before acquiring the position
- Prior to holding elections, students must be checked for good academic standing with the Office of Campus Life
- Presidents and treasurers of each club need to attend at least one COP meeting each semester, preferably in the early fall and spring
- Section 2. Club Procedures

- Before hosting an event, all club events must be approved by the office of Campus Life, at least three weeks prior to the event
- All t-shirt designs must be approved with the office of campus life prior to distributing the design to the student body
- All club social media material should go through OSU-COM SGA media accounts. This media can be sent to the SGA Public Relations chair and/or the Office of Campus Life
- Coordinate with campus event coordinator regarding community outreach

## **Article IX – Campus Communication**

There are members of each committee in your perspective class. If you are unsure of who to contact, reach out to the current SGA president or designee.

- Learning Resources Committee
- Library resources
- IT issues (e.g. Panopto issues)
- Learning technology services
- Student Affairs Committee – The Office of Campus Life
- Student activities
- Student guidance
- Student and campus amenities (volleyball court lights, ping pong tables, etc.)
- New clubs or organizations
- Student Curriculum Committee – Curriculum Oversight Committee
- Concerns with delivery of medical curriculum
- Semester schedule concerns
- Recommended revisions for curriculum
- Peer Review Committee
- Student conduct
- Academic honesty
- Professional behavior

## **Article X – Additional Campuses**

### **Section 1. SGA Executive Board Members**

#### **Section 1a. Positions**

##### **President:**

- Must be elected as an OMS-I medical student as defined in Article I, Section 4 from any OSU-COM location.

##### **Executive Vice President:**

- Must be elected as an OMS-I medical student as defined in Article I, Section 4 from any OSU-COM location.

##### **Administrative Vice Presidents:**

- Must be elected as an OMS-I medical student as defined in Article I, Section 4 from any OSU-COM location.
- Hold bi-monthly meetings or conference calls with all Administrative Vice Presidents and a Campus Life representative

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Secretary:

- Must be elected as an OMS-I medical student as defined in Article I, Section 4 from any OSU-COM location.

Treasurer:

- Must be elected as an OMS-I medical student as defined in Article I, Section 4 from any OSU-COM location.

## Section 2. Class Officers

### Section 2a. Positions

#### Branch President

- Must be a medical student as defined in Article I, Section 4. Must be from the represented campus.
- Will maintain the duties defined in Article IV, Sections 1 and 2.

#### Branch Vice President

- Must be a medical student as defined in Article I, Section 4. Must be from the represented campus.
- Will maintain the duties defined in Article IV, Sections 1 and 2.

#### Branch Secretary

- Must be a medical student as defined in Article I, Section 4. Must be from the represented campus.
- Will maintain the duties defined in Article IV, Sections 1 and 2.

#### Branch Treasurer

- Must be a medical student as defined in Article I, Section 4. Must be from the represented campus.
- Will maintain the duties defined in Article IV, Sections 1 and 2
- The above Class Officer positions will be held by students located at the Tulsa campus in addition to the additional campus for each class. Therefore, there will be a total of 4 class officer positions held by each class, on each location.

Section 3. Student Senate Representation. A representative from each location must be in attendance at each meeting. Attendance will be taken by the secretary or designee and reported to the Dean of Campus Life.

## Article XI - Amendments

Section 1. If a two-thirds majority of all senators approves a proposed amendment to the constitution, the proposed amendment will be presented to the student body in the form of a referendum. The amendment will take effect following a favorable ballot by majority of the votes cast by the student body.

### Helpful Resources and Links

Health Insurance: <https://hr.okstate.edu/benefits/student-health.html>

Transcripts: <https://medicine.okstate.edu/com/registrar/record-request.html>

Person of Concern: <https://okstate.forms-db.com/view.php?id=422070>

Tahlequah Physical Health: <https://medicine.okstate.edu/site-files/documents/com/student-life/ga-du-gi-health-center.pdf> - for emergent care only

Tulsa Physical Health: <https://medicine.okstate.edu/site-files/documents/com/student-life/hcc-physical-health-resources.pdf>

Counseling Services: <https://medicine.okstate.edu/wellness/student-wellness/resources.html>

TimelyCare: <https://medicine.okstate.edu/wellness/student-wellness/timelycare>