

# ORGANIZATIONAL BYLAWS

of the

# INTER-PROFESSIONAL COUNCIL

For the purpose of establishing governance rules for the Inter-Professional Council Approved by  
Resolution of the Senate:

Updated April 16, 2023

## **Article I. Membership and Structure**

- A. The membership of the Inter-Professional Council (hereinafter also referred to as "IPC") shall consist of general members and senators.
- a. Each of the six professional colleges shall have eight senators. An effort shall be made to provide representation for each class within a professional college, with distribution of elections at the discretion of the Lead Senators and specific college delegations.
  - b. The selection of senators shall be determined by each individual professional college, provided the following criteria are met:
    - i. Senator selection for vacant seats must occur at least once a year based on a vote of the student body, whether that be amongst the entire population of that professional college or amongst the population of the class from which the senator is elected.
    - ii. If possible, the first two vacant seats shall be reserved for the incoming first- year class of each college each year.
  - c. For the Law College, one seat shall be reserved for an L.L.M. student.  
In the event of a senator vacancy during the academic year, the position can be filled by appointment. The Lead Senator from the respective professional college shall nominate a replacement that must be approved by a two-thirds majority of the college's delegation. Upon ratification of the nomination, the Lead Senator shall present the new member to the IPC Senate at the following Senate meeting to be sworn in by the Chief Justice.
- B. Committees.
- a. Internal Committees.
    - i. Standing Committees. The following committees shall be standing committees, to be altered only by an amendment to these bylaws: Affordability, Diversity, Equity, and Inclusion (DEI), Governmental Affairs, Inter-Professional Summit (IPS), Mental Health Series (MHS), Outreach, Parking, Public Relations, Resolutions, Service, Social, Sustainability.
    - ii. Ad Hoc Committees. Ad hoc committees may be established, dissolved, or altered for specific or general purpose. No ad hoc committee shall exist beyond a single Senate term unless re-authorized by the Senate in accordance with the following procedures. Any ad hoc committee may be established, dissolved, or altered by either:
      1. The recommendation of the Executive Committee with simple majority support, or
      2. A two-thirds vote from the Senate following a motion and second from seated Senators.
  - b. External Committees.
    - Committees that exist at the University level, outside the purview of IPC, with reserved seats for IPC senators to represent the professional student body
    - Membership shall be appointed/delegated by the Chief of Staff.
- C. Lead Senator

- a. A Lead Senator will be selected from among the senators of each respective college by a majority vote of the delegation.
  - b. The responsibilities of the Lead Senator shall include:
    - i. Serving as the primary point of communication on issues regarding their college, acting as liaison between their respective college, the Council, and the students;
    - ii. Ensuring that all representative seats to internal College student councils and governments reserved to IPC are filled;
    - iii. Maintaining reliable communication with the members of the Cabinet, with an expectation of e-mail response within 48 hours of receipt;
    - iv. Serving as the primary leader of the senators from each college, ensuring that members are aware of expectations;
    - v. Assisting committee chairs in the execution of events within their college, or identifying senators who are able to do so;
    - vi. Orienting new senators to the organization where the senator joins IPC after the first Senate meeting of the Fall semester;
    - vii. Maintaining a presence within social media utilized by constituents;
    - viii. Providing reviews of senator participation to the Chief of Staff quarterly; and
    - ix. Reporting to the secretary which of the delegation's senators shall be voting for any particular matter.
- D. Senator Responsibilities. For a senator to satisfy the good standing requirement, the senator must attend at least 80% of regularly scheduled Senate meetings and maintaining good faith effort as determined by lead senators, committee chairs, and the Executive Committee at the start of each semester. Senators appointed after the beginning of a semester shall be required to meet with the Chief of Staff prior to their first regularly scheduled Senate meeting to go over responsibilities and expectations of a Senator.
- a. Organization business shall include, but is not limited to, regularly scheduled Senate meetings, serving on committees or the Judicial Panel, and assisting with other IPC programming. Senators are expected to be actively involved in the organization.
  - b. Senator responsibilities for internal committees shall be determined by the committee chair and expressed in writing to the committee and its members at the beginning of each semester.
  - c. Failure to attend 80% or more of regularly scheduled Senate meetings may be cause for removal. The Executive Committee shall consider the senator's overall participation in the organization when determining whether to remove the senator for failing to meet the attendance requirement.
  - d. Each senator shall strive to properly represent IPC on external committees. Senators are expected to actively participate on external committees and to report any issues affecting professional students that may arise from committee service to the Chief of Staff, or through a generalized reporting function available to the Chief of Staff and Senate writ-large. Failure to actively participate and properly represent IPC on an external committee shall be cause for removal from that committee at the Chief of Staff's discretion.

- e. Senators are expected to make requested reports of their participation to constituents, the Inter-Professional Council, or the Council's Executive Officers.
- E. Removal/Sanctions. Senators not fulfilling their required duties in a responsible manner may be removed or sanctioned by the Executive Committee, acting either on its own initiative, at the request of the Senate, or at the request of students from a senator's professional college.
  - a. Upon receiving information that a senator has failed to fulfill their required duties in a responsible manner, a disciplinary inquiry into the senator's good behavior status shall be commenced. The Executive Committee shall retain the sole discretion to further investigate the senator or dismiss the inquiry.
  - b. The President shall notify the senator being considered for removal/sanctions within seven days of a disciplinary inquiry being commenced.
  - c. Within twenty-one days of commencing the disciplinary inquiry, the Judicial Panel shall try the case. A representative of the Executive Committee shall first prosecute the matter by providing the Judicial Panel with all available evidence and recommendations for discipline. The senator shall be entitled to answer the charges or request a lesser punishment. The Judicial Panel shall ultimately adjudicate the guilt of the senator and determine the appropriate disciplinary action.
  - d. Where the senator is a member of the Judicial Panel, the Senate shall try the case. The Senate shall adopt all the procedures and policies used by the Judicial Panel to adjudicate disciplinary inquiries. The Executive Committee shall prosecute the case. A trial manager shall be appointed by a majority vote of the Senate. The trial manager shall be a senator who is not a member of the Executive Committee or Judicial Panel. The trial manager shall chair the proceedings. The Senate shall ultimately adjudicate the guilt of the senator and determine the appropriate disciplinary action through two separate resolutions. A senator is found guilty with the support of two-thirds of the Senate. Appropriate disciplinary action shall be determined by a simple majority.
  - e. Where the senator is removed from IPC or where the Executive Committee sought removal and the Judicial Panel declined to do so, either party may appeal directly to the Senate.
    - i. To appeal, the applicant must submit a written explanatory statement to the Senate within seven days after the resolution of the case before the Judicial Panel. The statement shall be provided to the Secretary, who will promptly provide the statement to the Senate.
    - ii. The Executive Committee will also provide documentation of the perceived failed duties to the Senate at least seven days prior to the next Senate meeting.
    - iii. Each party will be given ten minutes of the Senate Meeting to explain their case to the Senate.
    - iv. The Senate will review the evidence and vote with a two-thirds majority required to overturn or amend the Judicial Panel decision
- F. Visitors. Professional students and members of the OSU community, including faculty and staff, are welcome to attend general body meetings of the Inter-Professional Council, room permitting.

- a. At the discretion of the President, a visitor may be granted privileges on the floor.
- b. The decision of the President may be overturned by a two-thirds vote of the IPC Senate.

## **Article II. Cabinet**

- A. The Cabinet shall consist of the Executive Committee, Chief Justice, and IPC Internal Committee Chairs and Deputy Chairs.
- B. The Cabinet shall advise the President and be responsible for the execution of programs ordered by the President.
- C. The Cabinet shall meet at the discretion of the President.
- D. Cabinet Chairs shall have responsibility for the internal organization of their offices or committees.
- E. Cabinet Members shall be responsible for providing semesterly reports to the President.

## **Article III. Finances**

- A. Budget. The financial resources of the Inter-Professional Council must be allocated in accordance with an annual balanced budget.
- B. The Executive Vice President is responsible for preparing a budget in consultation with the Executive Committee.
  - a. The budget will be presented for approval of the Senate at the first Senate meeting of the Fall semester.
  - b. The budget, or an amended version thereof, must be adopted by the Senate via a simple majority vote at the first meeting of Fall semester.
  - c. The budget may be amended at any time during the year with a simple majority of the Senate.
  - d. The Executive Vice President shall present itemized updates on the year-to-date expenditures from the budget at every Senate meeting.
- C. Expenditures
  - a. Authority: The President, Executive Vice President, and Chief Justice are the only officers with original authority to submit financial documents in order to access university funding. Senators may only submit financial documents in order to access university funding with approval from the Executive Vice President.
  - b. The Chairs are able to make financial commitments if they fit in their budget and are approved by the Executive Vice President in advance.
  - c. All other financial commitments must receive the approval of the Executive Vice President.
  - d. Any expenditure that is not budgeted for and exceeds \$1,000 must get the approval of the Senate.
- D. Fiscal Year. The fiscal year of the Inter-Professional Council will mirror the University fiscal calendar, extending from the first day of July to the last day of June.
- E. Reports. The Executive Vice President is responsible for providing regular financial reports to the Senate at all Senate meetings, as well as providing reports as requested by the University.

## **Article IV. Advisory Group**

- A. Membership. The IPC Advisory Group consists of the Executive Committee under direct advisement of Dr. Donald Mutti, IPC's registered advisor and faculty member from the College of Optometry.
- B. Meetings. The Advisory Group will meet as deemed necessary by the Executive Committee or Dr. Mutti to discuss the progress, initiatives, expenditures from the Professional Development fund, and programs of the Inter-Professional Council.
- C. Mission. The Advisory Group is a resource for the Executive Committee for guidance in the development of their programs and initiatives

## **Article V: Transitions and Onboarding**

- A. Lead Senators
  - a. Legislative committee chairs shall properly and reasonably orient and onboard their appointed successors prior to the end of the spring semester, or semester in which a vacancy is filled.
- B. Committee Chairs
  - a. Committee chairs shall be appointed by the incoming President prior to the end of the spring semester following elections. Any mid-year vacancies shall be filled by Presidential appointment within 30 days of the chair's vacancy.
  - b. Outgoing committee chairs shall properly orient and onboard their incoming counterpart within one month of their succession.
    - i. Transitional onboarding shall include, but is not limited to:
      - 1. How to run a committee meeting
      - 2. Listing key contacts for the committee
      - 3. Recurring events
      - 4. Process for obtaining IPC funding for committee events
- C. Executive Committee Members
  - a. Executive Committee members shall properly and reasonably orient and onboard their appointed successors prior to the end of the spring semester, or semester in which a vacancy is filled.
- D. Chief Justice
  - a. The previous chief justice shall properly and reasonably orient and onboard the incoming Chief Justice within the first 30 days of office on the following matters
    - i. The overall operations of the Judicial Panel,
    - ii. The current IPC budget and any expected changes,
    - iii. The PDF awards process, and
    - iv. The judicial panel's case procedures

## **Article VI: Amendment Procedures**

- A. The IPC Organizational Bylaws may be amended by a two thirds majority of Senators, provided any amendments are presented in full to the Senate at least one week prior to their adoption.