

**CONSTITUTIONAL BYLAWS  
OF THE  
A.T. STILL UNIVERSITY OF HEALTH SCIENCES  
MISSOURI CAMPUS  
STUDENT GOVERNMENT ASSOCIATION**

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# **ARTICLE I: Duties of the Executive Council**

## **Section 1. General Responsibilities**

The Student Government Association (SGA) Executive Council meets prior to each General Council meeting to review all business to be brought up before the next General Council meeting.

The SGA Executive Council has the option to re-direct any motion to committee for clarification, but must inform the author of the motion.

Any member of the SGA Executive Council may express his/her opinion during any General Council meeting, but this does not necessarily represent the opinion of the entire SGA Executive Council. When the SGA President expresses his/her opinion during any General Council meeting, they must identify whether he/she is speaking for the entire SGA Executive Council or for himself/herself.

All members of the SGA Executive Council must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement, as follows:

“A.T. Still University encourages students to participate in co-curricular social, professional, and governing organizations provided they are in good academic standing. Students may not hold an office and/or position of major responsibility in an organization if they are on academic probation, have a record of poor academic performance or are prohibited by a college/school academic review committee.

If a student is removed from academic probation and/or has successfully completed all required remediation work, they must submit in advance, a written request to the Vice President for Student Affairs or the designee, to be allowed to accept a position of major responsibility in an organization.”

## **Section 2. Duties of the SGA Chair**

The duties of the SGA Chair shall be:

- Preside over the entire ATSU Missouri Campus Student Government Association and Act as the official SGA liaison to the administration, alumni, Board of Trustees, USA and any other group with which the student body may be involved.
- Preside over General Council and Executive Council meetings as a non-voting member except in the case of a tie, at which point the SGA Chair will vote as a tie-breaker.
- Meet regularly and communicate often with student and administrative leadership.

- Schedule and coordinate regular meetings with all appropriate members of administration including but not limited to: the President of ATSU and other leaders within ATSU as needed.
- Appoint a SGA Parliamentarian, subject to Executive Council approval.
- Attend or appoint a representative to attend the formal meetings of the ATSU Board of Trustees, if requested by the President of the University.
- Represent ATSU-Missouri at local, state, and national meetings as appropriate.
- Announce each meeting to the General Council members.
- Serve as the elections committee chair and verify that elections are held in accordance with Article IX.
- Collect all letters of resignation from class officers or Executive Council and present them to the Director of Administrative Services in the Office of Student Affairs.
- Preside over the removal process of an SGA officer.
- Appoint two proxies within one week of taking office, one of which is required to attend Executive Council and General Council meetings in the SGA Executive Officer's absence. One of the two proxies may be an executive council member provided the same officer is contacted by the SGA Chair and relevant information for the meeting is shared, both before the absence occurs.
- Orient the SGA Chair-elect in all required duties.
- Duly install the new SGA Chair. The new SGA Chair shall install the remainder of the officers.

### **Section 3. Duties of the SGA President of KCOM**

The duties of the SGA President of KCOM shall be:

- Attend all Executive Council and Student Council meetings as a voting member.
- Act as the official SGA liaison to the faculty, administration, alumni and any other group with which the KCOM student body may be involved.
- Meet regularly and communicate often with student, faculty and administrative leadership.
  - Schedule and coordinate regular meeting with all appropriate members of administration including the Dean of ATSU-KCOM as needed.
  - Communicate regularly with the KCOM second year class president, the KCOM third/fourth year representative, the biomedical sciences VP and KOAA Liaison and assist them with issues, concerns and matters that may arise. Appropriately communicate these matters with the SGA Chair and Executive Council.
- Represent ATSU-KCOM at local, state and national meetings.
- Attend or appoint a representative to attend the formal meetings of the Council of Osteopathic Student Government Presidents (COSGP).
  - The SGA President is required to attend COSGP meetings as scheduled and the AOA National Convention to adequately represent the student body of KCOM on a national level. The SGA President of KCOM may also take the

- VP of KCOM and additional members of the General Council at his/her discretion, depending on available funds.
- After each meeting, the SGA President is required to present a comprehensive report of the proceedings to the General Council, not to exceed thirty minutes.
  - The SGA President's trips will be budgeted in the yearly budget by the Budget Committee and presented before the General Council for approval.
  - If any unbudgeted trips or additional funding is needed, such requests must be brought before the General Council for approval.
- Attend or appoint a representative to attend the formal meetings of the Missouri Association of Osteopathic Physicians and Surgeons.
  - Recommend the names of KCOM students to the Dean of ATSU-KCOM to sit on the KCOM Curriculum and Assessment Committees.
    - The SGA President of KCOM will recommend one second year KCOM student to sit on the KCOM Assessment Committee and two student, one from both the first and second year classes, to the KCOM Curriculum Committee.
    - The SGA President of KCOM will also submit a list of students if a sub-committee of the Curriculum Committee requests the services of additional students.
    - The second year students will serve from July to May, and the first year student will serve from September to June.
    - The Dean will appoint students to the committees and sub-committees based on these recommendations or at their discretion.
    - The SGA President of KCOM will have regular meetings with those student that were appointed by the dean to ensure that the SGA President of KCOM is aware of all committee and sub-committee actions to best represent student interests.
  - Appoint student members to other faculty committees as requested. This is subject to the faculty committee chair's approval.
    - Have regular meetings with those appointed students to ensure that the SGA President of KCOM is aware of all committee actions to best represent student interests.
  - Enlist the aid of the SGA VP of KCOM when needed.
  - Serve as a member of the Auction Committee.
  - Appoint two proxies within one week of election, one of which is required to attend Executive Council and General Council meetings in the President of KCOM's absence.
  - Orient the SGA Vice President of KCOM-elect in all required duties.

#### **Section 4. Duties of the SGA President of MOSDOH**

The duties of the SGA President of MOSDOH shall be:

- Attend all Executive Council and Student Council meetings as a voting member.
- Act as the official SGA liaison to the faculty, administration, alumni and any other group with which the MOSDOH student body may be involved.

- Meet regularly and communicate often with student, faculty and administrative leadership.
  - Schedule and coordinate regular meeting with all appropriate members of administration including the Dean of ATSU-MOSDOH as needed.
  - Communicate regularly with the MOSDOH second year class president, the KCOM third/fourth year representative, the biomedical sciences VP and Alumni Association Liaison and assist them with issues, concerns and matters that may arise. Appropriately communicate these matters with the SGA Chair and Executive Council.
- Represent ATSU-KCOM at local, state and national meetings
- Enlist the aid of the SGA VP of MOSDOH when needed.
- Serve as a member of the Auction Committee.
- Appoint two proxies within one week of election, one of which is required to attend Executive Council and General Council meetings in the Vice President of MOSDOH's absence.
- Orient the SGA President of MOSDOH-elect in all required duties.

#### **Section 5. Duties of the SGA Vice President of SHM**

The duties of the SGA Vice President of SHM shall be:

- Attend all Executive Council and Student Council meetings as a voting member.
- Act as the official SGA liaison to the faculty, administration and any other group with which the SHM student body may be involved.
- Meet regularly and communicate often with student, faculty and administrative leadership.
- Serve as the representative of the SHM Caucus to the SGA Executive Council and General Council, channeling comments, concerns, and suggestions.
  - Regularly communicate with the SHM Caucus. This includes but is not limited to monthly phone calls, emails, surveys, and online forums.
- Appoint two proxies within one week of election, one of which is required to attend Executive Council and General Council meetings in the Vice President of SHM's absence.
- Orient the SGA Vice President of SHM-elect in all required duties.

#### **Section 6. Duties of the SGA Vice President of Student Activities**

The duties of the SGA Vice President of Student Activities shall be:

- Attend all Executive Council and General Council meetings as a voting member.
- Serve as a liaison between the General Council, the OPC, and the Department of Student Affairs.
- Work closely with the Vice President for Student Affairs and the Director of Administrative Services in the Office of Student Affairs on matters that pertain to approved student organizations.



- This includes but is not limited to: scheduling of meetings, reservations of facilities, and logistics of organizational meetings and activities.
- Collect and organize annual student organization reports for SGA review, in conjunction with the Department of Student Affairs.
- Act as ex-officio member of all SGA sponsored committees and, in this capacity, hold regular meetings with the SGA Coordinators to oversee planning and implementation of their respective programs and to evaluate their progress throughout the year.
- Appoint SGA Coordinators, subject to Executive Council and General Council approval.
- Encourage SGA Coordinators to recruit committee members from General Council and the student body.
- Present the end of the quarter/operations report from each SGA sponsored committee to Executive and General Councils as appropriate.
- Orient the SGA Vice President of Student Activities-elect in all required duties.

### **Section 7. Duties of the SGA Secretary**

The duties of the SGA Secretary shall be:

- Attend all Executive Council and General Council meetings as a voting member.
- Keep a careful and authentic record of the proceedings of the General Council (minutes).
  - The minutes will include any important points brought before the General Council. This also includes motions brought before the General Council and the outcome of said motions, i.e. yea, nay and abstentions.
  - The minutes do not need to be written verbatim, however, the important points should be concise and quotes made where appropriate.
- E-mail copies of the minutes to General Council no less than 72 hours before each meeting for review.
- E-mail approved minutes to the Director of Administrative Services in the Office of Student Affairs, the student body, ATSU-MO department heads, University President, ATSU-MO Vice Presidents, SGA advisors, all ATSU-MO Deans, and all ATSU-MO Associate Deans within 72 hours of approval.
- Post approved minutes on the SGA bulletin board within 72 hours of approval.
- Maintain the attendance record of the Executive Council, General Council members and committee chairs at Executive and General Council meetings.
  - Notify the Parliamentarian of any absences without a valid proxy.
- Gather proxy information from each voting General Council member.
- Preserve all SGA documents.
- Provide the Vice President for Student Affairs and Director of Administrative Services in the Office of Student Affairs with an annual copy of all SGA minutes for the archives.

- Act as the liaison between the members of the General Council and the Director of Administrative Services in the Office of Student Affairs in regards to the maintenance and administration of the SGA website
- Plan and direct the presentation of the Gutensohn Award, SGA Leadership Award, and other awards as deemed necessary by the Executive Council.
- Plan and direct the presentation of the Student D.O. of the Year Award in conjunction with the COSGP Secretary.
- Orient the SGA Secretary-elect in all required duties.

### **Section 8. Duties of the SGA Treasurer**

The duties of the SGA Treasurer shall be as follows:

- Attend all Executive Council and Student Council meetings as a voting member.
- Serve as the chairperson of the Auction and Budget Committees.
- Act as the disbursing and collecting agent of the funds of SGA.
- Receive and properly deposit the activities fees as received from the Department of Student Affairs.
- Develop an itemized budget for the year.
  - Have the budget approved by both Executive and General Councils.
  - Submit approved budget to the Vice President for Student Affairs no later than August 1.
- Authorize, together with the President or if the President is unavailable, the faculty advisor, all disbursements from the SGA budget.
- Maintain an accurate record of all income and expenditures.
- Collect all monies from the SGA auction.
- Work cooperatively with a designated accountant of the Executive Council's choice with the advisement of the Department of Student Affairs.
- Manage the SGA endowments in collaboration with the SGA Executive Officers-at-Large, Director of Student Financial Services and the Director of Administrative Services in the Office of Student Affairs.
- Submit a review of the budget to the General Council at the end of the year with suggestions for improvements, expansions, or reductions for the following year's budget.
- Orient the SGA Treasurer-elect in all required duties.

### **Section 9. Duties of the SGA Parliamentarian**

The duties of the SGA Parliamentarian are as follows:

- Serve as a voting member of the Executive Council and a non-voting member of General Council.
- Act as chairperson of the Bylaws Committee.

- Ensure all officers and representatives have a copy of the ATSU-MO SGA Constitution and Bylaws and Rules of Parliamentary Procedure to be used during the meetings.
- Update and maintain the SGA Constitution and Bylaws.
  - Ensure that the ATSU-MO SGA website contains the most recent copies of the SGA Constitution and Bylaws in collaboration with the Director of Administrative Services in the Office of Student Affairs.
- Maintain historical records of the SGA Constitution and Bylaws in collaboration with the Director of Administrative Services in the Office of Student Affairs.
- Responsible for an annual review of the SGA Constitution, Bylaws, Policies, and Procedures of the SGA.
- Maintain good order and discipline during General and Executive Council meetings and advise the SGA President of any breaches of established rules.
- Responsible for sending a formal letter to any member of the SGA Executive or General Council that has not attended or had a proxy attend two meetings.
  - The letter will serve to remind the member of their attendance responsibilities and the possible removal procedures that would follow another absence.
- Act as the Risk Management officer in accordance with all ATSU-Missouri and SGA risk management policies (see Article VII, Section 1) for all SGA and SGA sponsored events.
  - Review and be involved with all contracts for alcohol service at any event sponsored or partially funded by SGA.
  - Review content of Skit night videos for professionalism and appropriateness.
  - Review other events when necessary.
- Assist all organizational Risk Managers as needed.
- Ensure all organizations review their bylaws annually and have a current copy on file with the Department of Student Affairs.
- Serve as a resource for organizations that have questions about updating their bylaws.
- Orient the newly appointed SGA Parliamentarian in all duties.

#### **Section 10. Duties of the SGA Executive Officers-at-Large**

The duties of the SGA Executive Officers-at-Large shall be as follows:

- Serve as members of the Executive Council.
- Attend all Executive Council and Student Council meetings as voting members.
- Serve as members of the Auction Committee and Budget Committee.
- Act as public relations/information (PR) officers for student activities.
  - Inform Communications and Marketing of relevant events, service projects, and community projects by students.
  - Act as liaisons for student groups and clubs for public relations issues.

- Promote SGA endowments and ensure that deadlines and requirements are dispersed in a timely manner (in collaboration with the SGA Treasurer).
- Develop and coordinate at least one service project for SGA each year.

### **Section 11. Duties of the University Student Association (USA) Representatives**

There will be five appointed University Student Association (USA) Representatives and one (as determined by USA) will serve as a non-voting liaison member of the SGA Executive Council and will represent the ATSU-MO SGA during USA meetings. The non-voting liaison member of the USA Representatives will be expected to attend ATSU-MO SGA Executive Council meetings. Enumerated duties of the USA Representative will be defined in the A. T. Still University of Health Sciences University Student Association Bylaws.

### **Section 12. Duties of the SGA Chair-Elect**

The duties of the SGA President-Elect shall be as follows:

- Attend all meetings of the Executive and General Council as a non-voting member.
- Accompany the SGA President to all meetings (if financially feasible) that he/she may have until the transition is complete, serving as a non-voting member on any committees.
- Become familiar with all duties of the SGA President.
- Meet regularly and communicate, along with the SGA President, often with student, faculty, and administrative leadership.
  - Schedule and coordinate regular meetings with Class Presidents, SGA leadership, and all appropriate members of administration including but not limited to: the President of ATSU, Vice-President of Academic Affairs, Vice-President of Student Affairs, Dean of ATSU-KCOM, Dean of ATSU-SHM, Associate Dean of Academic Affairs at ATSU-KCOM, Associate Dean of Curriculum at ATSU-KCOM, Chair of the ATSU-KCOM Curriculum Committee, and the Chair of the ATSU-KCOM Assessment Committee.

### **Section 13. Duties of the SGA President of KCOM-Elect, President of MOSDOH-Elect, Vice President of SHM-Elect, Vice President of Student Activities-Elect, Secretary-Elect, and Treasurer-Elect**

The duties of the SGA Vice President of KCOM-Elect, Vice President of MOSDOH-Elect, Vice President of SHM-Elect, Vice President of Student Activities-Elect, Secretary-Elect, and Treasurer-Elect shall be to familiarize themselves with, and when possible, participate in all duties of their respective offices.

## **ARTICLE II: Duties of the Class Officers**

All members of the SGA General Council must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement, as stated in Article I, Section 1.

All First and Second Year Class Officer positions will have a term of one year.

All Third and Fourth Year Class Officer positions are elected at the end of the second year and the term of office is two years. Third and Fourth Year Class Officers are not required to attend SGA meetings.

### **Section 1. Duties of the KCOM and MOSDOH First/Second Year Class Presidents**

The duties of the KCOM and MOSDOH First/Second Year Class Presidents are as follows:

- Attend all General Council meetings as a voting member.
- Preside over all meetings of the Class Officers and his/her representative class.
- Communicate regularly with the SGA President of KCOM or MOSDOH concerning issues or matters that may arise.
- Arrange and announce Class Officer and representative class meetings every school semester or as needed.
- Organize class activities: i.e. fundraising and/or sponsored activity for the class.
- Arrange quarterly Deans' Meetings with the class.
- Assist the Vice President in organizing class activities and development of class T-shirts, which is to be approved by the Office of Student Affairs.
- Act as a liaison with Student Affairs and Academic Affairs to:
  - Help arrange class test schedule by attending pre/post semester test planning meetings.
- Meet regularly and communicate often with all administrators, advisors, and other student leaders as appropriate.
- Second Year Class Presidents will act as Chair of the Board Review committee and serve as a member of the Rotations committee.
- Appoint two proxies within one week of election, one of which is required to attend General Council and Class Officer meetings in the Class President's absence.

### **Section 2. Duties of the KCOM and MOSDOH First/Second Year Class Vice Presidents**

The duties of the KCOM and MOSDOH First/Second Year Class Vice Presidents are as follows:

- Attend all Class Officer meetings of his/her respective class as a voting member.

- Assume the duty of the Class President in his/her absence.
  - Develop and organize the sales of class T-shirts (logo to be approved by Student Affairs) and other class fundraisers as needed.
- The KCOM Second Year Class Vice President will act as co-chair for Rotations committee.
- Appoint two proxies within one week of election, one of which is required to attend Class Officer meetings in the Class Vice President's absence.

### **Section 3. Duties of the KCOM and MOSDOH First/Second Year Class Secretaries**

The duties of the KCOM and MOSDOH First/Second Year Class Secretaries are as follows:

- Attend all Class Officer meetings of his/her respective class as a voting member.
- Keep a careful and authentic record of the proceedings of the Class Officers.
  - The minutes will include any important points brought up during the Class Officer meeting. This also includes voting and outcome of said voting, i.e. yea, nay, and abstentions.
  - The minutes do not need to be written verbatim; however, the important points should be concise and quotes made where appropriate.
- E-mail approved minutes to the Director of Administrative Services in the Office of Student Affairs, the respective class, all ATSU-KCOM or ATSU-MOSDOH Deans, and all ATSU-KCOM or ATSU-MOSDOH Associate Deans within 72 hours of approval.
- Maintain the attendance record of Class Officers at the Class Officer meetings.
  - Inform the SGA Parliamentarian of any absences without a valid proxy.
- Gather proxy information from each voting class officer.
- Preserve documents of the class.
- Appoint two proxies within one week of election, one of which is required to attend Class Officer meetings in the Class Secretary's absence.

### **Section 4. Duties of the KCOM and MOSDOH First/Second Year Class Treasurers**

The duties of the KCOM and MOSDOH First/Second Year Class Treasurers are as follows:

- Attend all Class Officer meetings of his/her respective class as a voting member.
- Act as the disbursing and collecting agent of the funds of the class.
- Authorize, together with the Class President, or if the Class President is unavailable the Class Vice President or the SGA Advisor, all disbursements from the class budget.
- Maintain an accurate record of all income and expenditures.
- Receive and properly deposit the class funds as received by SGA.
- Submit a quarterly financial record of all incomes and expenditures to the SGA Budget committee and Class Officers.

- Serve on the SGA Auction committee and the SGA Budget committee.
- Appoint two proxies within one week of election, one of which is required to attend Class Officer Meetings in the Class Treasurer's absence.

**Section 5. Duties of the KCOM and MOSDOH First/Second Year Class Representatives**

The duties of the KCOM and MOSDOH First/Second Year Class Representatives are as follows:

- Attend all General Council meetings as a voting member.
- Attend all Class Officer meetings of his/her respective class as a voting member.
- Serve as a conduit between the Student Council and their class, channeling comments, concerns and suggestions.
- Serve as a member of the Auction committee.
- Serve on at least one other SGA committee.
- Appoint two proxies within one week of election, one of which is required to attend General Council and Class Officer meetings in the Class Representative's absence.

**Section 6. Duties of the KCOM and MOSDOH Third/Fourth Year Class Presidents**

The duties of the KCOM and MOSDOH Third/Fourth Year Class Presidents are as follows:

- Represent his/her respective class during their third/fourth year.
- Arrange Class Executive Officer meetings at least quarterly and as needed (via teleconferencing or otherwise).
- Offer response toast at the Fourth Year Awards Banquet.
- Collect input from class regarding graduation and other class matters. This includes but is not limited to emails, surveys, and online forums.
- Organize the graduation party with the Class Officers.
- Serve as liaison to the ATSU-KCOM or ATSU-MOSDOH Dean's office in regards to graduation activities.
- Serve as liaison to the ATSU Vice President for Student Affairs and the ATSU Vice President for Clinical Educational Affairs.
- Recommend ideas and gives suggestions regarding graduation ceremony and events (i.e. recommend a guest speaker).
- Regularly communicate with the KCOM or MOSDDOH Third and Fourth Year Representative. This includes but is not limited to monthly phone calls, emails, or online forums.
- Communicate with the KCOM or MOSDOH Third and Fourth Year Representative to bring recommendations of policy and procedure to the SGA General Council.

## **Section 7. Duties of the KCOM and MOSDOH Third/Fourth Year Class Vice Presidents**

The duties of the KCOM and MOSDOH Third/Fourth Year Class Vice Presidents are as follows:

- Assume position of the President should he/she not be able to continue.
- Coordinate an exit meeting between the ATSU-KCOM or ATSU-MOSDOH Dean, ATSU Vice President for Student Affairs and the Class Executive Officers to provide feedback on years 1-4.
- Collect feedback and input from class to bring up at the exit meeting. This includes but is not limited to emails, surveys, and online forums.
- Help the Class President in the organizing of the graduation activities.
- Communicate with the KCOM or MOSDOH Third and Fourth Year Representative to bring recommendations of policy and procedure to the SGA General Council.

## **Section 8. Duties of the KCOM and MOSDOH Third/Fourth Year Class Secretaries**

The duties of the KCOM and MOSDOH Third/Fourth Year Class Secretaries are as follows:

- Facilitate communication with the class, seeking opinion and advice. This includes but is not limited to emails, surveys, and online forums.
- Keep a careful and authentic record of the proceedings of the Class Officers.
- E-mail approved minutes to the Director of Administrative Services in the Office of Student Affairs, the respective class, all ATSU-KCOM or ATSU-MOSDOH Deans, and all ATSU-KCOM or ATSU-MOSDOH Associate Deans within 72 hours of approval.
- Send class announcements to the Director of Administrative Services in the Office of Student Affairs to be put on the SGA website.
- Communicate with the KCOM or MOSDOH Third and Fourth Year Representative to bring recommendations of policy and procedure to the SGA General Council.

## **Section 9. Duties of the KCOM and MOSDOH Third/Fourth Year Class Treasurers**

The duties of the KCOM and MOSDOH Third/Fourth Year Class Treasurers are as follows:

- Act as the disbursing and collecting agent of the funds of the class.
- Give input on how the money is spent during third/fourth year activities.
- Submit a yearly financial record of all incomes and expenditures to Class Officers, SGA Treasurer, and Student Affairs.



- Help organize the Fourth Year Class events and activities with the Class Officers sponsored by the school.
- Make sure any balance in the Class account at the end of their term is appropriately donated (charity, gift to the University, student endowments etc.)
- Communicate with the KCOM or MOSDOH Third and Fourth Year Representative to bring recommendations of policy and procedure to the SGA General Council.

### **ARTICLE III: Duties of the SGA Representatives**

All members of the SGA General Council must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement, as stated in Article I, Section 1.

#### **Section 1. Duties of the Biomedical Sciences Program President**

The duties of the Biomedical Sciences Program President shall be:

- Attend all General Council meetings as a voting member.
- Serve as a conduit between the General Council and the students of the Biomedical Sciences Program, channeling comments, concerns and suggestions.
- Act as a liaison between the students of the Biomedical Sciences program and SGA, Student Affairs, Academic Affairs, and other entities.
- Serve concurrently as the President of the Biomedical Sciences Club.
  - This was determined due to the size of the Biomedical Sciences student body. If the General Council feels that another group made up of only students of the Biomedical Sciences program better represents these students, the President of that group will serve as the Biomedical Sciences Program President, provided this same group is willing to surrender the election of their President to the SGA in accordance with Article IX.
- Serve on the SGA Research committee.
- Act as sole disbursing and collecting agent of funds of the program.
- Authorize all disbursements from the class budget based on a majority vote from the program.
- Maintain an accurate record of all income and expenditures.
- Submit a financial record of all incomes and expenditures to the SGA Treasurer every semester.
- Arrange any program activities and develop program T-shirts. The final design will be determined by a majority of Biomedical Sciences students and approved by Student Affairs.
- Appoint two proxies within one week of election, one of which is required to attend General Council meetings in the Program President's absence.

## **Section 2. Duties of the School of Health Management (SHM) Caucus**

The duties of the School of Health Management (SHM) Caucus are as follows:

- The SHM Caucus will be comprised of three (3) students from the School of Health Management, one of which is the SGA Vice President of SHM.
- Regularly communicate with and address issues facing SHM students.
  - This includes but is not limited to surveys, e-mails, and online forums.
- Meet regularly, at least monthly by phone, in person, or online, to discuss these issues and how to resolve them.
- Regularly communicate with the SGA via the SGA Vice President of SHM at Executive Council and/or General Council.
- Serve as a conduit between the SHM students and the SHM Faculty/Administration.

## **Section 3. Duties of the KCOM and MOSDOH Third and Fourth Year Class Representatives**

The duties of the KCOM and MOSDOH Third and Fourth Year Class Representatives are as follows:

- Attend all General Council meetings as a voting member.
- Regularly communicate with the KCOM or MOSDOH third and fourth year classes. This includes but is not limited to monthly phone calls/emails to the KCOM or MOSDOH Third and Fourth Year Class Presidents, emails, surveys, and online forums.
- Serve on the Rotations committee.
- Serve on at least one other SGA committee.
- Act as a liaison to the Department of Clinical Educational Affairs and the Department of Student Affairs.
- Appoint two proxies within one week of election, one of which is required to attend General Council meetings in the Representative's absence.

## **ARTICLE IV: Non-voting Members on the SGA**

All non-voting members of the SGA General Council must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement, as stated in Article I, Section 1.

### **Section 1. SGA Chair**

The SGA President will serve as a non-voting member of the SGA General Council and SGA Executive Council. During a tie the SGA president may serve as a tie breaker.

### **Section 2. Parliamentarian**

The SGA President will appoint a Parliamentarian, with SGA Executive Council approval, and duties as described in Article I Section 7. The Parliamentarian cannot vote during SGA General Council meetings, but may do so during SGA Executive Council only. The SGA Parliamentarian will serve as the official surveyor of voting and parliamentary procedures for the SGA.

### **Section 3. University Student Association (USA) Representatives**

Letters of intent will be accepted by the SGA Executive Council and previous SGA experience will be taken into consideration. Within two weeks following the deadline for submission, the executive council will make a recommendation to the SGA General Council, who will then vote on whether to approve or amend the recommendation of the SGA Executive Council. Appointments are to be made prior to November 1. One USA Representative will serve as a non-voting liaison member of the ATSU-MO SGA Executive and General Councils, but all USA Representatives will serve as non-voting members of the SGA General Council.

### **Section 4. Kirksville Osteopathic Alumni Association (KOAA) Representative**

The Kirksville Osteopathic Alumni Association (KOAA) Representative shall serve as a liaison between SGA and the KOAA Board. The representative is required to attend weekly General Council meetings, and must seek SGA input and Executive Council approval in advance of any report they give to the KOAA Board. A follow up report should be given to the SGA General Council within 4 weeks of the KOAA Board meeting.

### **Section 5. Future Representative of the MOSDOH Alumni Association**

When an association is created to represent the alumni of ATSU-MOSDOH, the said association may choose a student representative to be a liaison to the General Council in a manner similar to the Kirksville Osteopathic Alumni Association (KOAA) Representative. The SGA Parliamentarian will prepare changes to these bylaws concerning the position's duties and appointment, found in this section and Article IX, during the first year of the filling of this position. These initial bylaws changes must be approved by both the General Council and the MOSDOH alumni association

## **ARTICLE V: Core and Course Liaisons**

All Core and Course Liaisons must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement, as stated in Article I, Section 1.

### **Section 1. Purpose**

The primary role of the Core and Course Liaisons is to function as a communication conduit between the faculty, instructional coordinators and students of each class.

## **Section 2. Core Liaison(s)**

Class presidents appoint at least one Core Liaison for their class at the beginning of the academic year. Responsibilities of this position include but are not limited to the following:

- Shall work closely with the Director of Learning Resources
- Every quarter they must appoint Course Liaisons for each course from a list of volunteers.
- Organize a training session provided by the Director of Learning Resources for all Liaisons
- Orient Liaisons to their responsibilities.
- Ensure the class knows who the Liaisons are each quarter.
- Monitor effectiveness of each Liaison and address problems as needed.
- Verify Liaison participation/hours on Leadership Verification forms.
- Report class concerns and recommendations, received from Liaisons, to their respective Class President.
- Document significant class issues both resolved and ongoing.
- Attend pre/post quarter test planning committee meetings.

## **Section 3. Course Liaisons**

Responsibilities of Course Liaisons include but are not limited to the following:

- Attend training session provided by the Core Liaison(s) and the Director of Learning Resources
- Introduce themselves to the course director and all course-related faculty.
- Attend all the lectures and labs of the appointed course.
- Collect and relay course-related feedback from the class to the appropriate faculty.
- Relay information from the faculty to the class as necessary.
- Meet with faculty (department chair and current instructor(s)) as needed to discuss class feedback and to coordinate items such as review or study sessions.
- Be aware of potential scheduling issues and pursue solutions with the department.
- Communicate regularly with their Core Liaison(s) regarding the progress of their course(s).
- Provide updates to the class as needed.

## **Section 4. Removal or Resignation of a Core or Course Liaison**

A Core Liaison may be removed from office by a 2/3 majority vote of their Class Officers and Class President.

A Course Liaison may be removed from office by a 2/3 majority vote of their Core Liaison(s) and Class President.

Vacant positions must be appointed within two weeks of the vacancy.

## **ARTICLE VI: Duties of the Standing Committees and Their Members**

All Committee Chairs and Members must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement, as stated in Article I, Section 1.

### **Section 1. General Requirements**

Each committee appointed by the General Council will consist of at least one chairperson, and any other members of the Student Government Association who desire to be a member of said committee with at least one member from the first and second year class or as otherwise stipulated. The chairperson must approve any additional members. Additionally any income generated by a committee must be given in its entirety to the SGA Treasurer for deposit in the SGA general account unless otherwise noted in the committee's duties. Committee chairperson(s) appointments are at the complete discretion of the General Council with an emphasis on forming as diverse a committee as possible.

The chairperson must state in writing and present to the General Council within one month of appointment:

- The purpose of their committee.
- Special projects of their committee.
- Plans for the upcoming year.
- The number of members required to have an effective committee.
- Requested budget.

Committee chairs are required to submit an end of quarter report to the SGA Vice President of Student Activities except where noted as being required to submit an end of operations report detailing successes, difficulties, and future suggestions.

The following committees are required to submit an end of operations report:

- Budget Committee
- Orientation Committee
- Skit Night Committee
- Auction Committee

Committee chairpersons will be required to attend SGA Council meetings as requested by the SGA Vice President of Student Activities.

All committee chairs of the SGA General Council must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement, as stated in Article I, Section 1.

## **Section 2. Auction Committee**

### **Purpose:**

To plan and organize the annual SGA auction. The auction is SGA's annual fundraiser. Money will be allocated at the discretion of the SGA council.

### **Committee Structure:**

The committee will be chaired by the SGA Treasurer and will consist of the SGA Executives at-large, the First and Second Year Class Representatives, and the First and Second Year Treasurers. Additional members may be appointed by the chairperson.

### **Duties:**

- Set the date for the auction and make all necessary reservations (e.g. site, auctioneer, entertainment, etc.).
- Designate each SGA member (voting and non-voting) to acquire at least two donations from an ATSU department, staff member, faculty member or local business of their choosing.
- Market the SGA auction appropriately via e-mails, posters, class announcements, etc.
- Consider additional fundraising methods which could consist of a raffle, donations box, silent auction, and door prizes.
- Distribute thank you cards to all businesses and individuals that donated to the auction.

## **Section 3. Awards Committee**

### **Purpose:**

To plan and preside over the annual awards given out by SGA including but not limited to the SGA Leadership Award, Gutensohn Award, and the Student D.O. of the Year Award.

### **Committee Structure:**

The committee will be chaired by the SGA Secretary and consist of two students from each the first year and second year class, one student from the biomedical sciences class, and one ATSU-MO SGA Faculty Advisor. These members should not be voting members of the general council.

**Duties:**

- Convene as necessary during times of award application process and presentation of awards.
- Follow the award guidelines as presented in Article VIII. If guidelines are not specified, it will be left up to the discretion of the Awards Committee and is subject to approval by the SGA general council.
  - Ensure that the guidelines meet the requirements of the AACOM-COSGP SDOY committee.
- Oversee the presentation of each of the aforementioned awards.

**Section 4. Board Review Committee****Purpose:**

To coordinate communications between the SGA and the Learning Resources Office, and present class opinion on which external board preparation resource to use, if any, to the KCOM Curriculum committee and its Board Review sub-committee.

**Committee Structure:**

The committee will be chaired by the Second Year Class President; the SGA Executive Council will appoint a second year student as co-chair, and any additional members as appointed by the chairperson.

**Duties:**

- Work with the Learning Resources office and KCOM Board Review sub-committee of the Curriculum committee to schedule presentations by various external board preparation companies to help encourage student interest and opinion.
- Collect student opinion and present it to all faculty committees and bodies responsible for the selection/scheduling of an external board preparation course.
- Collect student opinion from the preceding class on board review, study habits and other board-relevant information for use in distribution to the current second year class and the faculty committees and bodies responsible for selection/scheduling of an external board preparation course.

**Section 5. Budget Committee****Purpose:**

To prepare and submit the annual budget to the Executive and General Councils as well as to the Vice President for Student Affairs for approval. This will include a survey of any student concerns regarding the budget. The budget committee will work together to

determine how the survey will be carried out. The completed surveys will be reviewed by the budget committee to filter through comments and present legitimate concerns to the General Council. The General Council will decide on which points to address and present a written report to the Vice President for Student Affairs for approval no later than June 1<sup>st</sup> of that calendar year. SGA cannot receive its annual allocation from Student Affairs until such time that SGA approves a budget and submits it to the Vice President for Student Affairs for approval.

**Committee Structure:**

The committee will be chaired by the SGA Treasurer and will consist of the SGA Executives-at-large, and the First and Second Year Class Treasurers.

**Section 6. Bylaws Committee**

**Purpose:**

To review SGA bylaws and constitution to make recommendations for changes.

**Committee Structure:**

The committee will be chaired by the SGA Parliamentarian. The committee will consist of two representatives from each class and any additional members at the discretion of the SGA Parliamentarian.

**Duties:**

- Review all motions that will require a change in the bylaws or constitution.
- Revise bylaws or constitution and present potential changes to General Council for approval.
- Review the bylaws and constitution yearly for any needed changes.
- Keep the Director of Administrative Services in the Office of Student Affairs apprised of all changes to the Bylaws and Constitution.

**Section 7. Curriculum and Assessment Committee**

**Purpose:**

To serve as a mechanism for developing and driving student-specific recommendations for curricular and assessment improvement. For issues unresolved at the department level as well as broader curricular issues to be determined at the discretion of the committee, this committee will coordinate the collection and analysis of student body perceptions and feedback, and present recommendations to the KCOM Faculty Curriculum committee and Assessment sub-committee and/or the Vice President for Academic Affairs, the Dean of the College or appropriate associate Dean. Tools such as



surveys, focus groups, individual interviews, or any other appropriate method may be used to assist in fulfilling this purpose.

**Committee Structure:**

The committee will consist of the following members. All will be full voting members except for the chair, who will vote only in the event of a tie.

- SGA President-Chair.
- The student representatives that serve on Curriculum committees, Assessment committees, and any sub-committees of the Curriculum Committees.
- SGA President will designate a student representative to the Faculty Assessment sub-committee.
- Class Presidents from the first and second year classes.
- Two Class Representatives from each of the first and second year classes.

**Section 8. Elections Committee**

**Purpose:**

To plan and preside over all student representative elections, this includes but is not limited to the Officers and Representatives of SGA Executive and General Council and USA members.

**Committee Structure:**

The committee will be chaired by the SGA Chair and consist of the SGA Chair, SGA President of KCOM, and SGA President of MOSDOH.

**Duties:**

- Convene only as necessary during times of elections or special elections.
- Oversee the election of SGA Executive Council members and Class Officers as outlined in Article IX.
- Evaluate the need to host a brief and informal event where students can meet those running for office. The Election Committee should take into account the number of candidates that filed a letter of intent for a certain position, the position involved, the student body's interest level in this event, and other considerations. If this informal event is deemed necessary by the committee, it shall be held after letters of intent have been made available to the student body and before voting for the position begins.

**Section 9. Environmental Committee**

**Purpose:**

To oversee recycling activity on the campus and promotes recycling among students.

**Committee Structure:**

The committee will consist of a Chairperson, and additional members as appointed by the chairperson.

**Duties:**

- Maintain and empty recycling containers on campus.
- Increase recycling awareness among students.
- Provide recycling information to new students.

**Section 10. Facilities Committee**

**Purpose:**

To communicate student concerns about the appearance or need of facilities on campus to the appropriate school officials.

**Committee Structure:**

The committee will consist of a Chairperson, and additional members as appointed by the chairperson. One of the chairperson's appointees must be a first year student.

**Duties:**

- Meet with Director of facilities and environmental services as needed to discuss student concerns.
- Maintain the upkeep of the student refrigerators, by organizing a student-based cleaning schedule, whereas all student refrigerators are cleared of their contents and cleaned every Friday by 5:00 pm.

**Section 11. Health and Education Committee**

**Purpose:**

Health and Education Committee has the responsibility for increasing student awareness in health care related issues that are generally not presented in the curriculum. These events are subject to the discretion of the Student Council.

**Committee Structure:**

The committee will consist of a Chairperson, and additional members as appointed by the chairperson. One of the chairperson's appointees must be a first year student.

**Duties:**

- Plan meetings to educate students and faculty on topics not generally presented in the curriculum.

### **Section 12. Intramural Committee**

#### **Purpose:**

Plan and direct student athletic activities such as, but not limited to, intramural sports, Thoracic Classic, and Rotator Cuff. The director of the TCC is also to serve as one of their advisors.

#### **Committee Structure:**

The Intramural Committee consists of a chairperson, and two (2) representatives from each class totaling five (5) committee members.

#### **Duties:**

- Plan and run Intramurals (all sports) for each of the individual quarters.
  - Rules.
  - Scheduling.
  - Cost of Leagues.
  - Disciplinary actions.
- Plan and run Rotator Cuff.

### **Section 13. Library Committee**

#### **Purpose:**

Act as a liaison between the library staff and students.

#### **Committee Structure:**

The committee will consist of a Chairperson, and additional members as appointed by the chairperson. One of the chairperson's appointees must be a first year student.

#### **Duties:**

- Attend monthly faculty library committee meetings and report student concerns.

### **Section 14. Organizational President's Committee (OPC)**

#### **Purpose:**

To provide a means of communication between the SGA and the presidents of ATSU-KCOM recognized student organizations and to assist these organizations in meeting university requirements.

**Committee Structure:**

The committee will be chaired by the SGA Second Vice President and consists of all current presidents of ATSU-KCOM recognized student organizations.

**Duties:**

- Promote inter-organizational communication and enhance activity collaboration.
- Hold meetings as needed to review student organization requirements, discuss and recommend changes to SGA policy as they pertain to the organizations, and provide opportunities to address questions, concerns, and suggestions regarding the function and progress of student organizations.
- Provide leadership training as needed.

**Section 15. Osteopathic Pride and Service Committee**

**Purpose:**

Will work to enhance and promote osteopathic pride amongst the student body, faculty, staff, and university.

**Committee Structure:**

The committee will consist of a Chairperson and additional members as appointed by the chairperson. One of the chairperson's appointees must be a first year student.

**Duties:**

- Promote Founder's Day and activities pertaining to Founder's Day.
- Be on ATSU Still-a-Bration committee.
- Maintain a bulletin board at ATSU-Missouri to promote pride, service, and awareness of student, university, and alumni accomplishments.
- Organize the National Osteopathic Medicine Week activities.
- In collaboration with the Biological Medicine Club and Student Affairs, organize the Day of Compassion events with the assistance of faculty and staff volunteers.
  - On Tuesday, October 19, 2004, American Airlines Flight 5966 made its way from St. Louis to Kirksville, Missouri, transporting fifteen passengers. Most of these passengers were on their way to ATSU for a conference focused on developing a Compassionate Campus. Near the end of the flight, a tragic accident occurred. The plane crashed killing 13 of the 15 passengers. Eight of the 15 passengers were members of the KCOM osteopathic community, six of whom were tragically killed in the plane

crash. Furthermore, two of the passengers were traveling fellows with the Arnold P. Gold Foundation. In living memory of the individuals that lost their lives in the tragic crash of Flight 5966 and in the spirit of the conference that was bringing them to our campus, October 19, has been selected as an annual Day of Compassion. On this date or another appropriate date in the event this occurs on a weekend, the Osteopathic Pride and Service Committee and faculty volunteers will organize events promoting compassion and discussion of topics relevant to compassion and humanism in medicine as well as in life.

### **Section 16. Political Awareness Committee**

#### **Purpose:**

Raise student awareness regarding political issues pertaining to the osteopathic profession. This committee should be in contact with representatives from MAOPS, AACOM, MOSA, SOMA, AMA and the AOA on any issues that might impact students.

#### **Committee Structure:**

The committee will consist of a Chairperson, and additional members as appointed by the chairperson. One of the chairperson's appointees must be a first year student.

#### **Duties:**

- Periodic (weekly at least) browsing for political news/events.
- When appropriate in content/relevance forward summaries with [http://](#) links to students.
- Promote local, state and national political events including primaries, general elections, opportunities to get involved in D.O. Day on the Hill, Doc-A-Day and other events as appropriate.

### **Section 17. Research Committee**

#### **Purpose:**

Promote research opportunities both on and off campus and to provide student feedback so that the research opportunities are continuously enhanced and improved.

#### **Committee Structure:**

The committee will consist of a Chairperson, and additional members as appointed by the chairperson. One of the chairperson's appointees must be a first-year student.

#### **Duties:**

- Provide an organized and up to date list of research opportunities to the SGA secretary for posting on the SGA website.
- Promote annual research conventions.
- Regularly communicate with all parties regarding research on campus, including but not limited to the Director of the International Center of Osteopathic Research.

### **Section 18. Rotations Committee**

#### **Purpose:**

Serve as a liaison between SGA and the Associate Dean for Clinical Educational Affairs.

#### **Committee Structure:**

The Rotations Committee will consist of a chairperson appointed by the SGA Council, a co-chairperson, who is the Second Year Class Vice-President, and the Second Year Class President.

#### **Duties:**

- Obtain student feedback about clerkship experiences and report findings to SGA and the Office of Clinical Educational Affairs.
- Seek involvement with the Office of Clinical Educational Affairs to assist with the evaluation and development of the clerkship experiences.
- Serve as a liaison for third and fourth year student feedback to the Office of Clinical Educational Affairs.
- Assist the Office of Clinical Educational Affairs in providing students information about available rotation sites.

### **Section 19. Skit Night Committee**

#### **Purpose:**

The purpose of the Skit Night Committee is to organize and put on the annual Skit Night.

#### **Committee Structure:**

The Skit Night committee will consist of a Chairperson, and additional members as appointed by the chairperson. One of the chairperson's appointees must be a first year student.

#### **Duties:**

- Review, in advance of any public presentation, the appropriateness of the content of the proposed skits, in collaboration with the SGA Parliamentarian.

- Include a disclaimer on advertisements and/or programs that skit night is purely for entertainment purposes and is not intended to offend.
- Assure that presentations during Skit Night are in good taste and of the quality expected of professional/graduate school students.

## **Section 20. Social Committee**

### **Purpose:**

The Social Committee has the responsibility of planning and implementing social events for the school. The events are subject to the discretion of the Student Council and have traditionally included such events as spring and winter dances, talent shows, picnics, etc.

### **Committee Structure:**

The Social Committee consists of two chairs, and one representative from each class. Additional members may be added at the discretion of the chairs.

### **Duties:**

- Plan and promote the annual formal.
- Plan and promote the spring event (talent show, picnic, etc.).
- Plan and promote the chili cook-off.
- Plan and promote any additional social activities as appropriate with approval of the activity by the SGA General Council.

## **Section 21. Student Ceremonies Committee**

### **Purpose:**

Collaborating with the Department of Student Affairs, the committee shall enlist the cooperation of the student body and the faculty in assisting with the implementation of orientation activities and extending a cordial welcome to the incoming first year class. The committee will also be involved in the planning of the transition ceremony for second year students.

### **Committee Structure:**

The Orientation Committee consists of a chairperson, and other members as appointed by the chairperson. An emphasis is placed on having representation from each class.

### **Duties:**

- Plan Orientation for incoming first year students in conjunction with the Department of Student Affairs and the Department of Student Admissions.

- Plan one additional activity so incoming first years can interact with second years and faculty.
- Plan the Second Year Transition Ceremony.

## **Section 22. Technology Advisory Committee**

### **Purpose:**

To serve as a liaison between the Vice President of Informational Technologies, Assistant Vice President for Institutional Research, Grants and Information Systems and the Student Government Association.

### **Committee Structure:**

The SGA General Council will appoint a chairperson. Additional members as appointed by the chairperson.

### **Duties:**

- Obtain student feedback about technology usage and report findings to SGA and the Vice President of Informational Technologies.
- Seek involvement with the Vice President of Informational Technologies to assist with the evaluation and implementation of short term and long term objectives for the use of student technologies.
- Assist faculty and administration in discovering new educational uses for technology in the delivery of medical education.
- Act in conjunction with the SGA Secretary and the Director of Student Administrative Services in regards to the maintenance and planning of the SGA website.

## **ARTICLE VII: SGA Policies**

### **Section 1. Alcohol Policy**

The following policy must be adhered to at all SGA sponsored and cosponsored events.

- No SGA funds will be allotted for the purchase of alcohol at SGA sponsored or cosponsored events.
- Only beer and non-fortified wine will be served by a contracted proprietor.
- The sponsors/cosponsors will provide alternate beverages throughout the event. The sponsors will also provide food that will be available throughout the event.
- No alcohol may be brought into the event, from the outside, by anyone attending the event. Violation of this clause will result in expulsion from the event. Students should be reminded of this prior to the event.
- Alcohol service will be discontinued:



- One hour prior to the end of the event.
- To any individual who is obviously intoxicated.
- To any individual displaying either anti-social or aggressive behavior.
- At the discretion of the contracted proprietor.

It shall be the responsibility of the committee or club that is receiving SGA monetary support to ensure that a contract is let to a licensed proprietor as designated per contract. The contract must be approved by the SGA Parliamentarian and an SGA Advisor.

## **Section 2. Request for SGA Funds**

### **For Committees:**

Though there is only one SGA account, individual SGA committees may receive annual allocations to fund their respective activities. Any funds raised during the current fiscal year by an individual SGA committee may be added to the budget allocation of that committee upon approval of the Budget Committee and the Executive Council. Upon completion of a SGA committee's scheduled activities during the fiscal year (beginning July 1 and ending on June 30 of the following year), any remaining funds in its allocation will be returned to the SGA general fund within one month to allow for reallocation as necessary.

SGA requires that all committees receiving monetary support, credit the SGA as the sponsor for the event. All committees receiving SGA funds must also adhere to the SGA Alcohol policy (see Article V Section 1 in the SGA Bylaws). Furthermore, all committees receiving monetary support from the SGA must give a post-event review within 3 weeks after the completion of the event to the General Council.

### **For Clubs:**

Clubs will submit a SGA Club Disbursement request form for monetary support of club service projects. This form will be available on October 1<sup>st</sup> of each year and is due no later than November 1<sup>st</sup> of the same year. At a time no later than November 15<sup>th</sup> the SGA Budget Committee will meet to determine which clubs will receive funds to support their future service projects and/or events. This is subject to SGA General and Executive Councils approval.

The allocation of funds will be determined using a systematic approach. Proposals will be given a rank of 1-5, with 1 being least deserving and 5 being the most worthy proposals, as deemed by the SGA Budget Committee, with approval of the Executive Council, after the initial ranking the proposals will be ranked further so as each proposal is ranked based on the worthiness of merit. The SGA Budget Committee and SGA Executive Council will take into account usefulness and value of the proposal to the community or student body and club need to objectively score and rank the proposals. After rankings are completed, the SGA Executive Council will accept funding requests from the proposals starting with those with the highest scores and accepting in a

descending fashion until all the allocated funds are dispersed. Following the SGA Executive Council meeting the funding allocation will be brought to the SGA General Council for final approval.

Following the SGA General Councils approval, clubs that were awarded funds will be notified and clubs whose proposals were not accepted will be notified with an explanation why their proposals for funds were not accepted. Notification will be done by the SGA Treasurer. The SGA Executive Council retains the right to modify the amount allocated to the clubs if it differs from the requested amount. SGA requires that all clubs receiving monetary support, credit the SGA as one of the sponsors for the event. All clubs receiving SGA funds must also adhere to the SGA Alcohol policy (Article VII, Section 1). Furthermore, all clubs receiving monetary support from the SGA must give a post-event review within 3 weeks after the completion of the event to the General Council.

**For Student(s) Travel:**

Students must be in good academic standing to be eligible for SGA Travel Funds. SGA will require proof of registration, conference attendance and receipts for expenses that are being sought for reimbursement.

Students will submit a SGA Student Travel Request Form for monetary support of travel to an educational conference. This form will be available on the SGA web site or from the treasurer and is due no later than March 15<sup>th</sup> of the same year. At a time no later than April 1<sup>st</sup> the SGA Budget Committee will meet to determine which student(s) will receive funds to support their travel expenses. This is subject to SGA Executive Board approval. Requests will be considered for travel that has occurred during the current fiscal year (July 1<sup>st</sup> –June 30<sup>th</sup>).

The allocation of funds will be determined using a systematic approach as determined by the SGA Budget Committee and approved by the SGA Executive Council. The Budget Committee will present their recommendation for allocation to the SGA Executive Council for approval. Following the SGA Executive Councils approval the funding allocation will be brought to the SGA General Council for final approval.

Following the SGA General Councils approval, students that were awarded funds will be notified and student(s) whose proposals were not accepted will be notified that their requests for funds were not accepted. This will be done by the SGA Treasurer. The SGA Executive Council retains the right to modify the amount allocated to the student(s). Furthermore, any student receiving monetary support from the SGA Travel Funds must present a post-travel debriefing at an SGA General Council meeting prior to the receipt of the travel funds.

**Section 3. Automatic Fund Disbursement**

The First Year Osteopathic Medicine Class shall be awarded \$250.00 at the beginning of every year for start-up costs. The Second Year Osteopathic Medicine Class shall be awarded \$1000 for funding class activities. The Fourth Year Osteopathic Medicine Class will receive \$1000.00 for use during graduation activities. The Masters of Biomedical Science Program will be awarded \$100.00 at the beginning of every year for start-up costs.

SGA disbursed funds may not be used to purchase alcohol at any event. If SGA disbursed funds are used to purchase food or any other supplies for an event where alcohol will be present, the SGA alcohol policy (Article VII, Section 1) must be strictly followed.

#### **Section 4. Exchanging of Materials**

This shall occur during the Transition Meeting as decided by General Council. During this meeting the following members of the outgoing administration will provide the listed materials to their counterparts in the incoming administration:

- SGA President: Gavel.
- SGA Secretary: Electronic copies of minutes.
- SGA Treasurer: Checkbook and financial records. The SGA Treasurer, SGA Treasurer-Elect, an SGA Advisor, SGA President, and SGA President-Elect will need to meet to sign over the SGA Bank account.
- SGA Parliamentarian: Electronic copies of the Bylaws, Constitution, Resolutions, Parliamentary Procedure, and all other documents pertaining to the position.

Keys to the SGA office will be issued and returned to the Department of Student Affairs. The Department of Student Affairs will also issue a copier code that will be changed at the end of each year.

#### **Section 5. Removal of Class Officers and Representatives**

Any member of a class may file a petition for removal of any officer or representative of that class. To be valid, the petition must list the signatures of at least 50 percent of that class. However the attendance policy does not require this. The petition must include, but is not limited to, the following information:

- Name of officer to be removed.
- Name of individual bringing forward the petition.
- An explanation of why the petition is being brought forward.

The petition must be presented to the SGA Chair to be inspected for validity. If the petition is valid, the SGA Chair will inform the officer named in the petition and call for a General Council vote at the next meeting.

Prior to the vote, each party shall have five (5) minutes to present his/her case before a meeting of the General Council. The party who is initiating the charges shall present

his/her case first. A vote shall then be conducted by secret ballot immediately following the presentation of both cases. The vote shall be conducted and tallied by the SGA Chair and SGA Secretary.

For removal of the officer named in the petition, two-thirds of the voting General Council members present at the aforementioned meeting must vote in favor of removal. In the event that any calculation results in a non-whole number, decimals greater than or equal to 0.5 shall be rounded to the next larger whole number.

Any time during the aforementioned proceedings but prior to the vote for removal, the person(s) who filed the petition may withdraw the petition provided such action meets with the approval of the majority of the students who signed the petition.

The named officer may resign his/her office at any time during the proceedings.

Any office vacated shall be filled in accordance with Article IX, Section I.

### **Section 6. Removal of SGA Officers**

Any voting member of the General Council may file a petition for the removal of an Executive Council member. To be valid, the petition must list the signatures of at least 50 percent of the voting members of the General Council. However the attendance policy does not require this. The petition must include, but is not limited to, the following information:

- Name of officer to be removed.
- Name of individual bringing forward the petition.
- An explanation of why the petition is being brought forward.

The petition must then be presented to the SGA Chair and/or SGA Secretary to be inspected for validity. If the petition is valid, the SGA Chair and/or SGA Secretary shall then inform the General Council of the nature of the petition. A vote on the removal of the named officer shall then be scheduled for the next regular meeting of the General Council.

Both parties will have the opportunity to represent themselves. Should either the SGA Chair or SGA Secretary be one of the parties involved he/she shall relinquish the duties to an individual decided upon by the General Council. Prior to the vote, each party shall have five (5) minutes to present his/her case within a meeting of the General Council. The party who is initiating the charges shall present his/her case first. Both parties can redirect during the procedure. A vote shall then be conducted by secret ballot immediately following both cases. The vote shall be conducted and tallied by the officer presiding over the procedure and SGA Secretary, unless the SGA Secretary is named in the petition, at which time he/she shall relinquish the duties to an individual decided upon by the General Council. At any time during the aforementioned proceedings but prior to the vote for removal, the person(s) who filed the petition may withdraw the petition

provided such action meets with the approval of the majority of the voting members who signed the petition.

For removal of the officer named in the petition, two-thirds of the voting General Council members present at the aforementioned meeting must vote in favor of removal. In the event that any calculation results in a non-whole number, decimals greater than or equal to 0.5 shall be rounded to the next larger whole number.

Any office vacated shall be filled as follows:

- Any offices vacated shall be filled as stipulated by Article IX, Section 1. The vacancy shall be announced immediately upon its creation and elections shall be held within one week. If the need arises for a run-off election, it shall be handled as stipulated in Article IX, Section 1.
- If the office of SGA President is vacant and a vital responsibility or essential representative meeting of the position would occur, then the Executive or General Council will select a member of the Executive Council to perform the duty or attend the meeting until a new SGA President is elected.

### **Section 7. Removal of SGA Committee Chairs**

Any elected member of SGA General Council may make a motion to remove a particular Committee Chair. To pass this motion a 2/3 vote of the SGA General Council is required. The SGA Chair of Student Activities will appoint a new individual to fill any vacated positions.

### **Section 8. Student Organization Expectations**

In order to acquire and maintain official recognized status, organizations must meet the requirements of the university and abide by all ATSU policies, federal, state and local laws, and ordinances. Organizations must have the following on file in the Department of Student Affairs:

1. All recognized organizations must have a Constitution and Bylaws submitted to the Department of Student Affairs. They must include a statement of non-discrimination and a risk management policy.
2. Have at least one ATSU faculty or staff member as an advisor who is actively involved in meetings and events.
3. Membership list updated and submitted to the Department of Student Affairs by October 1 of each year.
4. Elections for new incoming first year student positions are to be held and submitted to the Department of Student Affairs by October 1 of each year.

5. New officer elections for the next year are to be held and submitted to the Department of Student Affairs by April 15 of each year.
6. All student organization executive officers must attend the Student Organization Leadership Orientation (SOLO) sponsored by the Department of Student Affairs. All student organization presidents and risk managers must attend the Risk Management Presentation sponsored by the Department of Student Affairs. Advisors are encouraged to attend.
  - During the SOLO meeting, executive officers will complete the Student Organization Registration Packet provided by the Department of Student Affairs. Leaders will determine their organization type and describe their official purpose.
  - Organizations determining themselves to be either a Professional/National Organization, a Service/Outreach Organization, or a Spiritual Organization will be held accountable to certain SGA standards. Please see standards below.
7. All items produced/ordered for sale or give-a-way that includes the University name or any of its colleges or schools names must be approved by the Department of Student Affairs prior to production. The approval form is located in the Department of Student Affairs.

The University is not responsible for the activities of student organizations; however, organizations are expected to meet certain criteria to maintain a recognized status. (Individual student behavior is covered in the University Handbook under Statement of Student Academic Freedoms, Rights, and Responsibilities and under the statement of Code of Behavioral Standards.)

**Professional/National Organizations:** Student Organizations that place themselves in this category will be held accountable to provide at least one workshop/event or host at least one speaker that contributes to professional development of student members.

**Service/Outreach Organizations:** Student Organizations that place themselves in this category will be held accountable to participate in at least one service project.

**Spiritual Organizations:** Student Organizations that place themselves in this category will be held accountable to participate in at least one service project, provide at least one workshop/event, or host at least one speaker depending on the goals of the organization.

1. SGA suggests that if an organization has 2-25 members, 50% of the organization participates in the event. If an organization has 26-50 members, 40% of the organization participates in the event. If an organization has 51-100 members, 25% of the organization participates in the event. Participation numbers should be submitted to the Department of Student Affairs and the OPC Coordinator within one week of event completion.

2. Please submit a description of the Student Organization event to the Student Affairs Office and the OPC Coordinator by January 15 to be completed no later than January 31.
3. If a student organization is not able to submit an event description by January 15 or complete an event by January 31, it is strongly suggested that the executive officers of the student organization meet with the OPC Coordinator and a representative from the Department of Student Affairs to create a strategy to successfully plan an event that will meet SGA's expectations and fulfill the goals of the organization determined at the SOLO meeting.
4. The OPC coordinator and Vice President of Student Activities will create a report of Student Organization activity to be presented to the Executive Council.

### **Section 9. Honor Code**

The Honor Code was created by students to clarify both the ethical responsibilities of students and the reasons behind their creation. Each student enrolled at ATSU-Missouri is expected to abide by the honor code and in doing so will take the following oath:

**“As a student of ATSU-Missouri, I agree to uphold and encourage the highest standard of academic integrity and social responsibility.”**

The terms of the oath are defined as follows:

- “Uphold and encourage the highest standards” - As a student of ATSU-Missouri, and as a member of the medical community I will promote an environment of high ethical and professional standards. I will hold both myself and my peers accountable for actions. I agree to these rules to maintain the trust and cooperation of my peers, and to ensure that teamwork and patronage will continue to be the foundations of academia at ATSU-Missouri. Additionally, I understand that the physician-patient relationship is one based on trust and respect. It is rooted in the physician's reliable moral character, and one's ability to consistently choose what is best for the patient. With this in consideration, I will choose to act according to the honor code while in the classroom, clinic, and community. I will be an advocate of high ethical and professional standards foremost by respecting my patients, colleagues, and profession. I will acknowledge and comply with the laws, policies, and regulations of ATSU-Missouri and the osteopathic profession.
- For “Academic Integrity” the following items will be considered violations of the institution's academic code of conduct:
  1. Providing or receiving unauthorized help during any test or examination.
  2. Plagiarism, or representing the work of another as your own, or failure to give proper representation when citing another's work.

3. Cheating on any academic activity, including (but not limited to) clinical requirements (falsification of histories, physicals, laboratory tests, rotation records), internships, and assignments.
  4. Improper relations or activities involving persons entrusted to a student.
  5. Altering grades or other official records.
  6. Sabotage of other students work, including the intentional destruction of any labor or creation, impairing access to information or material necessary for successful completion of assignments.
  7. Failure to report any of the above violations.
- “Social Responsibility” - As a student, I understand the inherent trust and accountability assumed in my profession, and my responsibility to society. I will honor this trust and responsibility by acknowledging and complying with the ethical standards set forth in the medical profession. I will conduct myself in a professional manner, and maintain a high regard for those who I may serve, regardless of race, age, religion, disability, sexual orientation, ability to pay, or social status.

Any suspected breaches of the ATSU-Missouri Honor Code will be addressed by the protocol for suspected breaches as outlined in the ATSU-Missouri Student Handbook.

### **Section 10. Student Organization and SGA Sponsored Committee Event Scheduling**

To schedule an event, the recognized student organization or SGA sponsored committee must follow the guidelines outlined below:

- Student organizations or SGA sponsored committees may not schedule a meeting that conflicts with the SGA Student Council meetings without the permission of SGA President.
- Each student organization or SGA sponsored committee may reserve the Mehegan Classroom once a month on a first come first serve basis. In order to schedule an additional meeting in the Mehegan Classroom, in a given month, the Organizational President or SGA Coordinator must request approval from the OPC Coordinator or SGA Vice President of Student Activities, who will then notify the Secretary of the Office of Education Development and Services.
- Only Organizational Presidents or SGA Coordinators may make, change, or cancel a room reservation with the Secretary of the Office of Education Development and Services.
  - If a meeting change or cancelation occurs, the Organizational President or SGA Coordinator shall notify the Secretary of the Office of Education Development and Services via e-mail as soon as possible.
- All correspondence and event scheduling with Organization Presidents or SGA Coordinators will be forwarded to the Department of Student Affairs, the SGA Vice President of Student Activities, and the OPC Coordinator at the discretion of the Secretary of the Office of Education Development and Services.



- Any student organization or SGA sponsored committee that wishes to conduct a meeting or event at the same time of a previously scheduled event must obtain documented permission from the president of the organization or SGA Coordinator responsible for the previously scheduled event.
  - A copy of this documented permission and the new event information shall be provided to the SGA Vice President of Student Activities, OPC Coordinator, Secretary of the Office of Education Development and Services, and the Department of Student Affairs.
- Neither student organizations nor SGA sponsored committees may schedule events during finals week or two days before any block exam.
  - If a block exam occurs on a Friday, events may not be scheduled on the Wednesday or Thursday prior to the block exam.
- Student organization recruitment meetings may not be scheduled before the Taste of Kirksville/Student Organization Fair.

## **ARTICLE VIII: SGA Awards**

### **Section 1. SGA/Leadership/Recognition Awards**

This award is to recognize students who show exceptional leadership and who are actively involved in the Council.

This is an endowment created through contributions from SGA, and the Kelly Elder and Dan Gally memorial funds. The endowment is controlled by the council and managed by KCOM. The Council determines the provisions of all moneys including amount of award, and number of awards.

The SGA General Council can elect to increase the endowment at any time, and the SGA General Council may also choose not to award if it so wishes for an academic year. If at any point the award is discontinued, any remaining moneys in the fund will go to the KCOM general account for emergency loan funds for students.

Requirements and Applications can be found for each award at <http://mosga.atsu.edu>

### **Section 2. Max Gutensohn Teaching Award**

This award is to recognize KCOM faculty for outstanding teaching.

This award is named after Max Gutensohn D.O., distinguished emeritus professor of Internal Medicine and former president of KCOM, whose dedication to the osteopathic profession and philanthropic contributions benefited both the school and its students.

The Max Gutensohn Award will be awarded to 2 KCOM faculty members:

- 1 faculty member having taught during the first year curriculum.

- 1 faculty member having taught during the second year curriculum.

During the spring of each year, each class nominates professors by ballot. This ballot will invite student commentary with respect to the candidate's merit. The SGA Awards Committee, chaired by the SGA Secretary, collects and tallies the nominations to determine the top 3 nominees for each class. The top 3 nominees for the respective classes are announced and posted for class review. Included in the postings: a brief description of outstanding accomplishments and/or qualities in the past year for each candidate, with respect to his or her teaching ability and if available anonymous student commentary. After allowing the classes a few days to consider their choices, a final vote by controlled ballot is made to determine the recipient for each class. The award ceremony is held prior to the second year students leaving for rotations, unless some other date is required, as determined by the Awards Committee and approved by SGA Executive Council.

### **Definitions:**

Faculty member: Any person with faculty status at KCOM who has served in a teaching capacity in relation to a course taught at KCOM; including, but not limited to: professor; resident; member of the administration.

For purposes of this award only, the demarcation between first and second year curriculum will be the beginning of the fifth quarter, approximately August 25<sup>th</sup>. By this date, then:

- Second Year Curriculum will consist of classes extending from quarter five (5) onward, through and up to the day on which ballots are collected.
- First Year Curriculum will consist of classes extending from quarters one (1) up to but not including quarter five (5).

Further details of the selection process, beyond what is outlined here, will be determined at the discretion of the SGA Awards Committee and subject to SGA Executive Council approval.

## **ARTICLE IX: Election/Appointing of Voting Officers and Representatives**

All students running for positions in the SGA General Council must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement, as stated in Article I, Section 1.

### **Section 1. Election Guidelines**

#### A. Election Format

- a. Elections shall be conducted via computer format.

- b. All elections will be officiated by the SGA Elections Committee.
  - c. Students will be given a 24-hour period to vote for their candidates. A website for voting will be used.
  - d. Elections will begin at noon on the date of the election and will terminate at noon on the following day. In case of a run off election, elections will begin no sooner than one hour after the previous election is complete.
  - e. There will be a provision for write in candidates. Write in candidates must receive at least seven votes to be considered a valid candidate.
  - f. The respective student log-ins and accompanying passwords will ensure that students only vote once.
  - g. Election officials may not campaign for candidates.
  - h. Following the allotted time period, at least two (2) elected members of the SGA executive council will evaluate the results of the computer polls.
  - i. All candidates will be notified of the results by the Election Committee within an acceptable time frame.
  - j. If an election official is a candidate, his/her responsibility as an election official will be completed by a proxy appointed by the Executive Council.
  - k. Official documentation of the election results will be held on file in the Department of Student Affairs for a minimum of 7 calendar days after the election.
- B. SGA elections will be held in five phases.

Phase 1: SGA Chair

Phase 2: SGA Presidents, SGA Secretary, SGA Treasurer, Third and Fourth Year Class Presidents, Second Year Class Presidents, and Biomedical Sciences Program President

Phase 3: Third and Fourth Year Class Officers, Second Year Class Officers, Second Year Class Representatives, Third and Fourth Year Representative, and the School of Health Management Caucus

Phase 4: First Year Class Presidents, SGA Vice-Presidents

Phase 5: First Year Class Officers, and First Year Class Representatives

Each phase will be conducted independently in sequential order.

Phases 1-3 will be held during the spring semester and completed no later than April 1.

Phases 4-5 will be held during the fall semester. Elections for the First Year Class President shall take place no earlier than three weeks after the beginning of the fall semester of the class that votes for the position. Elections in Phase 5 shall be held a week after the First Year Class President is elected.

For elections taking place in the initial year of a program or position, the election timeline for that program or position shall be up to the discretion of the election committee with special consideration for proper and adequate representation of all ATSU-MO students.

- C. Letters of Intent:

- a. All letters of intent will be due to either the SGA. The letters will then be given to the Department of Student Affairs for posting.
  - b. All letters will be no longer than one page and must clearly state the position desired.
  - c. A co-chair of the elections committee will review all letters of intent for content regarding the following guidelines:
    - 1. Letters should not contain foul language or anything illegal.
    - 2. Letters should not contain endorsements, slanderous comments or names of any other candidates.
    - 3. Letters should not contain misrepresentations or exaggerations of involvement or past involvement in any organization.
    - 4. Letters should not contain superfluous campaign promises.
  - d. All letters of intent must be approved for posting by the Department of Student Affairs before they are posted on the class/general bulletin board and the SGA website.
  - e. All letters will be posted online and in print for a period of no less than three days before the elections and include a photograph of the candidate.
  - f. Should an unsuccessful candidate chose to run for an office other than the one he/she originally sought and selected in a subsequent election, a new letter of intent will be filed with the election committee.
- D. A candidate must win a majority of cast votes (50.1%); if no one candidate holds a majority then a runoff election will be held in accordance with Section 11.

### **Section 2. Election of SGA President-Elect**

The Chair-Elect shall be selected from student of ATSU-MO remaining in Kirksville for the subsequent year. Candidates who meet the criteria outlined in Section 1 and have been certified as an ATSU-MO student enrolled to complete training in Kirksville shall be placed on a general ballot to be voted on by the student body. The person receiving a majority of the votes cast in the general ballot or in the run-off election shall be President-Elect, assuming the duties of President-Elect immediately.

The SGA President-Elect will take office no later than the first meeting in the month of May at the discretion of the Executive Council.

### **Section 3. Election of SGA President of KCOM-Elect**

The SGA Vice President of KCOM-Elect shall be selected from and by the members of the KCOM student body. The elections will be held during the spring semester in accordance with Article IX, Section 1-B.

The SGA Vice President of KCOM-Elect shall assume the duties of the position immediately following the election and take office on the same day as the President-Elect.

#### **Section 4. Election of SGA President of MOSDOH-Elect**

The SGA Vice President of MOSDOH-Elect shall be selected from and by the members of the MOSDOH student body. The elections will be held during the spring semester in accordance with Article IX, Section 1-B.

The SGA Vice President of MOSDOH-Elect shall assume the duties of the position immediately following the election and take office on the same day as the President-Elect.

#### **Section 5. Election of the SGA Vice President of SHM-Elect**

- The SGA Vice President of SHM-Elect shall be elected during the spring semester at the same time as the Second Year Class Presidents.
- A candidate for this position must be a student of the School of Health Management, be in good academic standing, submit a letter of intent for this position, attend the School of Health Management for the duration of this position's tenure of office, and be able to attend required meetings either in person or by phone. The elected candidate or his/her proxy would attend meetings similar to other SGA officers as detailed in Article X, Section 2, whether by phone or in person.
- Collection of letters of intent and elections for this position will be conducted by the Elections Committee and held in accordance with Article IX, Section 1.
- If the situation arises where no student of the School of Health Management submits a letter of intent after two solicitations by the Elections Committee, and Elections Committee will then solicit letters of intent from any student of ATSU-KCOM, ATSU-MOSDOH, or the Biomedical Sciences Program. These candidates must be in good academic standing and attend required meetings in person.
- Only the students of the School of Health Management will be allowed to vote for this position.
- If no candidate receives a majority of the votes cast, a run-off election shall be held in accordance with Article IX, Section 13.
- The SGA Vice President of SHM-Elect shall assume the duties of the position immediately following the election and take office on the same day as the SGA President-Elect. The tenure of office shall be one year, until a new SGA President is elected and takes office

#### **Section 6. Election of SGA Officers-Elect (Vice President of Student Activities-Elect, Treasurer-Elect, Secretary-Elect)**

The Vice President of Student Activities-Elect, Treasurer-Elect, and Secretary-Elect of the ATSU-MO SGA shall be selected from the members of the ATSU-MO student body in the same manner as the President-Elect. The elections will be held during the spring semester in accordance with Article IX, Section 1-B.

The SGA Officers-Elect shall assume the duties of their respective SGA Elect position immediately and take office on the same day as the President-Elect.

### **Section 7. Election of Vice-President of KCOM & MOSDOH**

The Vice-Presidents of KCOM & MOSDOH (2) shall be elected in the same manner detailed for the SGA Class Representatives (Article IX, Section 6) during the fall semester. One Vice-President shall be elected from the incoming first year KCOM class, and one Executive Officer-at-Large shall be elected from the incoming first year MOSDOH class. Any member of the incoming first year classes who is willing to serve as Vice-President shall file a letter of intent with the SGA Chair by the required submission date.

The Vice-Presidents shall assume office immediately following the election.

### **Section 8. Election of Class Officers**

Election of the Second Year Class Presidents will take place concurrently with the election of the SGA Vice Presidents, SGA Secretary, SGA Treasurer, and the Third and Fourth Year Class Presidents.

Election of the Second Year Class Vice Presidents, Secretaries, and Treasurers shall be held concurrently with the Second Year SGA Class Representatives.

Election of the incoming First Year Class Presidents will take place no earlier than 3 weeks after the beginning of the fall semester. After the election of the First Year Class Presidents, the election of the Class Vice Presidents, Secretaries, and Treasurers shall be held concurrently with the first year SGA Class Representatives.

The Class Officers shall be elected from and by their respective ATSU-KCOM or ATSU MOSDOH class. The newly elected Class Officers shall take office the same day as the SGA President-Elect.

### **Section 9. Election of the KCOM and MOSDOH First and Second Year Class Representatives**

The elections for the representatives of the SGA from the first year (soon to be second year) classes will take place during the spring semester in accordance with Article IX, Section 1-B. Representatives will be selected for one-year terms for the current first year and incoming first year classes.

The number of Class Representatives a given KCOM or MOSDOH class will receive is determined in accordance with the SGA Constitution (Article II, Section 6). The First and Second Year Class Representatives shall be elected from and by their respective ATSU-KCOM or ATSU-MOSDOH class.

If any Student Council Representative seat is not filled, the remaining seats will be filled by special election.

If more students run for these offices than the number of seats available, those students with the most votes will take office. In the case of a tie, refer to Article IX, Section 11.

The newly elected class representatives shall take office the same day as the SGA President-Elect.

### **Section 10. Election of the KCOM and MOSDOH Third and Fourth Year Representatives**

One KCOM Third and Fourth Year Representative and one MOSDOH Third and Fourth Year Representative will be elected during the spring semester in accordance with Article IX, Section 1-B. Members of the current first year KCOM class of the Osteopathic Medicine program are eligible to run for KCOM Third and Fourth Year Representative and will be voted on by the members of the second and third year KCOM classes that are moving into their third and fourth year.

Members of the current first year MOSDOH class are eligible to run for MOSDOH Third and Fourth Year Representative and will be voted on by the members of the second and third year MOSDOH classes that are moving into their third and fourth year.

The newly elected representative shall take office the same day as the SGA President-Elect.

### **Section 11. Election of the Biomedical Sciences Program President**

- The Biomedical Sciences Program President shall be elected during the spring semester at the same time as the Second Year Class Presidents.
- A candidate for this position must be an outgoing first year student of the Biomedical Sciences Program, be in good academic standing, and submit a letter of intent for this position.
- Collection of letters of intent and elections for this position will be conducted by the Elections Committee and held in accordance with Article IX, Section 1.
- Only the outgoing first year students of the Biomedical Sciences Program will be allowed to vote for this position.
- If no candidate receives a majority of the votes cast, a run-off election shall be held in accordance with Article IX, Section 13.

- The newly elected Program President shall take office immediately following the election. The tenure of office shall be one year, until a successor is elected.

### **Section 12. Election of the School of Health Management (SHM) Caucus**

Three (3) School of Health Management students shall be elected each year to the SHM Caucus. Students must come from the School of Health Management. Elections will be conducted in the fall semester. The Caucus will be elected by the School of Health Management student body as in Section 1. The newly elected Caucus shall take office the week following their respective election.

### **Section 13. Run-off Elections**

In the case that no individual receives 50.1% of the vote, a run-off election will be held between the top two candidates receiving the highest percentage during the initial election or all candidates receiving an equal amount of votes in the case of a tie. Run-off elections may be held immediately following the release of results from the initial election. All students eligible to vote must be notified by email and given no less than 24 hours to vote. No write-in candidates will be considered.

### **Section 14. Tenure of Office**

The tenure of office shall be until the successors can be duly elected and installed. The outgoing second year class officers and representatives shall serve until the SGA President-Elect takes office.

Should a person be elected to a new position while serving at a different capacity, they will assume the duties of the new position vacating their old one. If a position becomes vacant for any reason, the position can be filled via special election at the discretion of the Elections Committee.

### **Section 15. Resignation of Office**

Should a person resign from their SGA office, their tenure will conclude upon presentation of a letter of resignation to the appropriate person(s) listed below. Letters of resignation are not required to include reasons for resignation. Discretion should be made as to what is disclosed about resignations to ensure the privacy of the member resigning. Copies of all resignations shall be filed by the SGA President or Executive Council with the Vice President of Student Affairs.

- Class officers shall submit letters of resignation to the SGA President and shall notify the Class President of their resignation.
- Class Presidents shall submit letters of resignation to the SGA President and shall notify their Class Officers of their resignation. The Class Vice President shall fill the Class Presidency until the election of a new Class President.



- Members of the SGA Executive Council shall submit letters of resignation to the SGA President.
- The SGA President shall submit a letter of resignation to the SGA Executive Council. Refer to Article VII, Section 6 for guidelines on important duties and meetings during a vacancy of the position of SGA President.

The vacant position must be filled via special election or a regularly scheduled election contingent on which would be best suited to the situation as decided by the SGA Elections Committee with approval of the SGA Executive Council.

If an elected or appointed individual resigns or is removed from office, he/she must get the approval of Executive Council and a letter of support from the Department of Student Affairs to be an eligible candidate in a future election.

## **ARTICLE X: General Council Meetings**

### **Section 1. Order of Business**

The following order of business is an outline. It can be amended at the discretion of the Student Council:

1. Call to order
2. Roll call
3. Adoption of minutes
4. Open Student Forum
5. Standing Committee Reports
6. Old Business
7. New Business
8. Reports
  - A. President
  - B. Vice President of KCOM
  - C. Vice President of MOSDOH
  - D. Vice President of SHM
  - E. Vice President of Student Activities
  - F. Secretary
  - G. Treasurer
  - H. Parliamentarian
  - I. Executive Officers-at-Large
  - J. Second Year Class Presidents
  - K. First Year Class Presidents
  - L. Biomedical Sciences Program President
  - M. Third and Fourth Year Representatives
  - N. Second Year Class Representatives
  - O. First Year Class Representatives
  - P. University Student Association (USA) Representatives

- Q. Kirksville Osteopathic Alumni Association (KOAA) Representative
- R. Committee Coordinators
- S. Committee Chairs

9. Adjournment

**Section 2. Attendance of Meetings**

Each General Council member, Executive Council member, and Class Officer is required to file the names of two proxies per elected term with the SGA Secretary. The names of the proxies must be filed with the SGA Secretary and SGA Parliamentarian within one week of taking office.

All General and Executive Council members are expected to be present at all General Council meetings, unless academic or personal reasons deem otherwise in which case a proxy for that individual is expected to attend. Failure to attend, have a proxy attend or arrive on time (after 10 minutes from the scheduled start time) is a failure to represent their particular constituents.

All Executive Council members are expected to be present at all Executive Council meetings, unless academic or personal reasons deem otherwise (subject to Executive Council approval). Failure to attend, have a proxy attend or arrive on time (after 10 minutes from the scheduled start time) is a failure to represent their particular constituents.

All Class Presidents, Class Officers and Class Representatives are expected to be present at all Class Officer meetings, unless academic or personal reasons deem otherwise in which case a proxy for that individual is expected to attend. Failure to attend, have a proxy attend or arrive on time (after 10 minutes from the scheduled start time) is a failure to represent their particular constituents.

When any General Council member, Executive Council member, or Class Officer fails to represent his/her constituents for two required meetings, without valid proxy, the member will receive a letter regarding his/her responsibility to attend required meetings from the SGA Parliamentarian. Any additional absence without valid proxy will result in a Special Petition for removal of that member from their position filed by the SGA Parliamentarian. This Special Petition is not required to be signed by a simple majority of General Council voting members. Following the filing of the petition, the removal proceedings will be conducted as outlined in Article VII Sections 5 and 6.

09/29/00 Rev.001  
07/24/01 Rev.002  
03/22/02 Rev.003  
05/03/02 Rev.004  
03/03/03 Rev.005  
04/06/04 Rev.006  
04/25/05 Rev.007

01/30/06 Rev.008  
04/03/06 Rev.009  
04/28/06 Rev.010  
05/06/07 Rev.011  
09/22/08 Rev.012  
10/05/08 Rev.013  
12/02/08 Rev. 014  
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09/14/09 Rev. 020  
10/05/09 Rev. 021  
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