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## SGA Bylaws



# Governing By-Laws & Operating Procedures

AMERICAN UNIVERSITY OF THE CARIBBEAN

## Student Government Association

*Revised September 2010, by Harley Kelley (President), Naddi Marah (Vice President), Carlos Aguirre (Secretary), and Jodi Newcombe (Treasurer).*

Governing By-Laws &  
Operating Procedures

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Mission

The mission of our Student Government Association (SGA) of the American University of the Caribbean (AUC) is to enhance and improve the life both on campus and on the island of St. Maarten/St. Martin. SGA plans and implements various extracurricular and intramural activities every semester.

The SGA at AUC addresses student issues and serves as the interface between the student body, the faculty, and the administration. Each class has representation to ensure that the proper people affiliated with the school address all student interests and concerns.

## **Article I.**

### **Membership**

#### *Section 1.01 Membership*

Each student pays \$35 at the beginning of each semester, which is deducted from the student's financial aid check or at the time of tuition payment to the University. This student activities fee provides students with various activities and programs, serves to support the parent organization, and supports other student organizations, including but not limited to Phi Chi, AMSA, CMDA, SNMA, AMWA, JMSA, MSA, ASMA, BGLAM, LMSA, CMSA, Student Judiciary Committee, Diversity Council.

#### *Section 1.02 Structure of Membership Representation*

The SGA shall be composed of an elected SGA Executive Council and Representative Council. Voting members include both the Executive branch and the Representative branch as listed below in the SGA Council, with the exception of the President unless a tie shall be broken. There shall be a *minimum* of 2 voting Class Representatives for each semester. The basic outline is as follows:

#### **SGA Council:**

##### **Executive Council:**

President

Vice President

Secretary

Treasurer

Historian

**Representative Council:**

Class representatives (Minimum of 2 per class)

Phi Chi Representative

AMSA Representative

CMDA Representative

SNMA Representative

Student Judiciary Committee Representative

AMWA Representative

JMSA Representative

MSA Representative

ASMA Representative

Diversity Council Representative

BGLAM Representative

LMSA Representative

CMSA Representative

**Representative Non-Voting Members:**

Faculty Advisor 1

Faculty Advisor 2

Associate Dean for Student Affairs

Honor Society

Student Technology Committee

Gym Representative

Spouses Organization Representative

Movie Guy/Gal

Subsection (A) *Election of Executive Members*

*(I) Elections for the following offices shall be held every two semesters:*

President

Vice President

Secretary

Treasurer

Historian

The nomination/campaign period for ALL executive members shall begin four weeks before the end of each semester, or four weeks prior to the departure of any executive council member from AUC Basic Science Campus. Students running for any position shall have a total of at least five school days to campaign. All campaign materials must be approved by the elections committee prior to the first day of campaigning. These materials must be sent to the SGA Secretary.

The SGA printer will be made equally accessible to all candidates, and each candidate will be limited to 50 fliers for the duration of the campaign week. Candidates will be allotted one visit per semester class to endorse themselves during the designated campaigning week. Presentations should not exceed 5 minutes in length. Candidates will run independently, but may elect to campaign with and endorse a running mate. Voting forms will clearly identify each independent candidate.

Elections shall be held 3 weeks prior to the end of the semester on the class day following the campaigning period. In the event that changes need to be made to the election schedule, the executive council must meet and vote on those changes. Any voted changes must be posted for the student body to see, and all students running for a position must be notified. Transitions for the new officers begin immediately upon election to that office. In the event that a nominee is unopposed for his/her position, no election for that position is required.

*(II) Qualifications and Requirements:*

Any student wishing to run must:

1. Not have failed a class while at AUC, and must have a cumulative AUC GPA above 75%.
2. Collect 50 signatures of registered AUC students and submit them to the Elections Committee by the deadline announced by the Class Representatives.
3. Be able to finish one complete term in office, otherwise determined by personal or academic reasons.

Any candidates found conducting themselves in an improper manner during the campaigning must be removed from the ballot at the discretion of the Elections Committee by unanimous vote. Any candidate or affiliate found tampering with the election process would have their actions brought to the Administration for disciplinary actions. On the day of election, all members of the student body shall pose one vote per position. The current officers shall remain in office until either they have been re-elected or their positions have been filled. The candidate receiving the most votes shall fill the position. In the event of a tie, there will be a run-off election for one day, when the student body will vote again. At the end of the election period, all officers-elect shall be announced to the student body and Administration.

In the case that a qualified student(s) (based on the requirements outlined above) express(es) interest on an unfilled office *after* the election period had ended, the Elections Committee shall take him/her (them) into consideration at the next scheduled meeting. The SGA Council shall vote (if more than one candidate) and make a decision the same day.

### *(III) Elections Committee*

The elections committee shall consist of the following members:

1. The SGA Secretary, as chairperson
2. The SGA President
3. One current SGA student representative from each semester, as decided by the representatives
4. The SGA faculty advisor

No person running for any executive committee position may serve on the elections committee. If a conflict occurs, the SGA President may designate an alternate member.

### Subsection (B) *Removal of Executive Member*

In the event that an **Officer** is found to be in *negligence* of his/her duties, the following procedure shall be followed:

1. The officer in question shall be notified via petition. The petition shall be posted outside of Note Service for a period of two weeks. At the end of this time, a minimum of 51% (simple) of the student body must have signed it (printed and signed name with student ID number)
2. If the above petition is met (51% of student body signatures), a special meeting of the SGA shall be held. At this meeting, the officer in question shall be given time to present his/her case. The highest-ranking non-accused officer shall preside over the meeting.
3. The presiding officer shall then call for a vote to determine whether the officer in question shall be removed and an election shall be conducted. The duties of the vacant office shall be divided among the remaining officers, as determined by the Vice President (if such is not being removed from office) until the position is filled.
4. An election for the vacant position shall be held at the earliest possible convenience. The removed officer is deemed ineligible to run for any office thereafter.

5. The Officer-elect shall finish out the present term. Re-election is necessary for Officer to serve another term.

In the event that an **Officer** is found to have *failed* a class while in office, or *resigns* from office, the following procedure shall follow:

1. The highest-ranking officer shall preside over the meeting.
2. The presiding officer shall notify the SGA Council and the Class Representatives.
3. An election, opened to any interested qualifying student (based on the requirements outlined in Article I, Section I.02, Subsection A), shall take place as soon as convenient to fill the vacant office.
4. \*If the President is the officer in question, then the Vice President shall move up in ranking and the Vice President office shall be deemed vacant. Elections for Vice President shall follow the proper outline for officer elections.

Any Officer resigning or being removed from his/her position shall **not** be eligible to run for SGA positions in the current, or the following semester.

#### Subsection (C) *Executive Member's Duties*

##### (I) *President*

The President shall perform the following functions:

1. Organize and preside over all meetings.
2. Provide an agenda to the secretary prior to each meeting to allow sufficient time for that agenda to be distributed to all members of the council by the Secretary.
3. Be aware that he/she is the chief representative of the student body, administration and the community, and conduct him/herself accordingly.
4. Attend weekly Dean's meetings, and represent the voice of the entire student body at these meetings.
5. Assign the Vice President to carry out the above duties in the event he/she is unable.
6. Overlook the safekeeping of all SGA finances.:-
7. The President, Vice President, and Secretary will have signing capabilities on the SGA savings account; *The American University of the Caribbean Student Government Foundation*.
8. In the event of an emergency the President has the authority to make managerial and financial decisions without initial authorization of the SGA Council, pending review within 14 days. These decisions are understood to be temporary until approved by the SGA Council.
9. Will delegate orientation activities.
10. Plans executive meetings no less than once a month.



11. Attend quarterly AUC Board meetings in Miami/St. Maarten, by the request of the AUC Board members.

*(II) Vice President*

The Vice President shall perform the following functions:

1. Assist the President in all pertinent matters.
2. Assume the office of the Presidency if the President is unable to perform his/her duties.
3. Oversee the division of responsibility in the event an officer is removed from his/her post. He/She will make arrangements for a re-election (refer to Art. I, Sec. 1.02, Subsection A).
4. Shares the responsibility of overseeing the organization of orientation activities with the President, Treasurer and Secretary.
5. He/She should oversee the conduct and behavior of all other officers and observe that all laws are followed for any matter.
6. Plans and organizes the White Coat Mixer and Ceremony.
7. With the assistance of the SGA Secretary, conduct elections for class representatives of the appropriate classes. Elections will be completed before the second SGA meeting of each semester.
8. Attends all faculty meetings.
9. Will receive the weekly meeting minutes for review & forwarding to the Student Body and Faculty, through the registrar's office.

*(III) Secretary*

The Secretary shall perform all the following functions:

1. Collect agenda items from SGA council members or student body in order to put together an agenda for weekly meetings.
2. Record the minutes of all SGA meetings including the votes, and forward to the Vice President.
3. If correspondence needs to be released sooner than the next SGA meeting, the Secretary has power to approve the mailing, and shall inform the SGA Council at the next scheduled meeting.
4. Handle any incoming/outgoing correspondence to/from the SGA.
5. Include attendance and student concerns brought up at SGA meetings in the minutes and bring them up at the next meeting as Action Items where appropriate.
6. Assist the vice-president in conducting elections for class representatives

*(IV) Treasurer*

The Treasurer shall perform the following functions:

1. Be responsible, along with the President, for keeping track of all SGA finances.
2. Organize/maintain SGA account with a local bank.
3. Prepare a detailed budget for the following semester and present it at the second to last SGA meeting to be voted on during the second-to-last meeting.
4. Issue payments from the SGA.
5. Deposit and/or collect funds for the SGA.
6. Make available copies of specific detailed financial records upon student request.
7. Answer all student budget concerns.

*(V) Historian*

The Historian shall perform the following functions:

1. Keep accurate records of all previous and current members of the SGA council and executive board.
2. Serve as the SGA Webmaster and Editor.
3. Maintain and update AUCScope.com on a weekly basis.
4. With assistance from the SGA Secretary maintain a calendar of events.
5. Write and/or supervise the writing of any article or public event piece for any and all public forums.
6. Update and upkeep the SGA display case on a weekly basis

**Subsection (D) *Election of Representatives***

Two voting Class Representatives shall be chosen to represent each class, however if the class is greater than 100 students, the class must elect additional voting Class Representative (s) (1 for every 50 students over the first 100). The election of Class Representative shall be held within the first two weeks of the new semester.

Class representatives must not have failed a class while at AUC, and must have a cumulative AUC GPA above 75%. There is no such requirement for the 1<sup>st</sup> semester representatives.

The term for Class Representatives will be as follows: First Semester will serve one term, Second semester two terms and Fourth semester two terms. Election for each class will be held within the first two weeks of First semester, Second semester and Fourth semester. The SGA Officers shall conduct the elections and those candidates receiving the most votes shall win the position. However, elections may take place at any time throughout the semester if a Class Representative resigns or is unable to perform his/her functions. Previous Class Representatives shall be allowed to remain in office, if and only if the Representative wishes to keep the office, *and* their respective class do not object.

If a Class Representative misses more than three meetings within the semester (with or without reasonable excuse), a member of the SGA Council shall inform the class of his/her absences and the Class Representative shall lose all voting privileges. If the respective class should decide to elect a new Class Representative, he/she shall be elected.

#### Subsection (E) *Removal of Representative from Office*

In the event a **Class Representative** is found to be in *negligence* of his/her duties the petition shall only require a minimum of 51% (simple) of the *respective* class vote for removal.

In the event that a **Class Representative** is found to have *failed* a class while in office, or *resigns* from office, the following procedure shall follow:

1. An election, opened to any interested qualifying student (based on the requirements outlined in Article I, Section 1.02, Subsection A), shall take place as soon as convenient to fill the vacant office.
2. The newly elected representative shall complete the present term (as described in Article I, Section 1.02, Subsection D). Re-election is necessary for the representative to serve another term.

Any Class Representative resigning or being removed from his/her position shall **not** be eligible to run for SGA positions in the current, or the following semester.

#### Subsection (F) *Representative Duties*

##### *(I) Class Representatives*

The Class Representative shall perform the following functions:

1. Convey the concerns of his/her respective class to the SGA Council.
2. Have monthly town hall meetings with his/her class where individual concerns can be delivered.
3. Attend scheduled SGA meetings and when necessary, vote on any SGA matters based on the feelings of his/her respective class rather than his/her own personal feelings.
4. Act as a liaison to professors and administration on relevant student concerns like exam schedules and test questions, following the University's chain of command.
5. Announce the SGA Minutes to respective classes outside of class time. An Executive Council Member must approve any class-specific modifications or additions to announcements.
6. Select volunteers for ad hoc committees as directed by the executive council. In the event that ad hoc committees cannot be filled, then it is the class representatives' responsibility to attend.

7. Assist in all pertinent matters regarding the White Coat Ceremony as directed by the Vice President of the executive board

*(II) Student Organizations*

The Student Organization Representatives shall have the following duties:

1. The Student Organization Representatives should be members in good standing with AUC and the organization itself.
2. When possible, this person should be the current President or the Student Organization assigned representative to SGA. In the case where he/she is not available to attend the SGA meeting, a qualified member of the organization should attend the meeting and present the information.
3. Student Organization duties within SGA:
  - a. To work in coordination with SGA, especially in scheduling events.
  - b. Student Organization Representatives will be required to attend all weekly SGA meetings, with *three* absences per semester allowed. If three absences are exceeded voting privileges will be revoked for the remaining semester.
  - c. Be an active participant in organizing and implementing orientation.
  - d. Assist in the set-up and clean-up of the White Coat Ceremony

(Student organizations include Phi Chi, AMSA, CMDA, SNMA, AMWA, JMSA, MSA, AMSA, BGLAM, LMSA, CMSA, Student Judiciary Committee, Diversity Council.)

4. All student organizations receiving funding from SGA should prepare a budget each semester outlining fundraising goals, projected expenses, and receipts for the previous semester and a list of student members as well as their executive council members. Budget, receipts and group member lists for the upcoming semester should be submitted to the SGA Treasurer by the second meeting of the current semester. Failure to submit the above requested information to the SGA Executive Committee by the deadline may result in forfeiture of SGA funding for the following semester.

All groups should submit a list of at least 20 members with the exception of the SJC as they are an academic-based-organization. If there is a reason why any organization feels they should be exempt from recruiting at least 20 members, they should present their reasoning to the SGA council for a vote.

Any club that is voted in after the start of the semester can propose for money that is needed. There will be no prorating. The proposals for funds will be on an as needed basis and will only apply for the semester in which they begin. Any new club will be allowed to propose for money from the student group fund or SGA savings account as outlined in Article II 2.02 Subsection (A).

5. Volunteer Student Fitness Center Staff

- a. Volunteers consist of one male and one female from each class (1<sup>st</sup>-4<sup>th</sup> semester) and are led by the 4<sup>th</sup> semester staff members.
- b. Volunteers supervise other gym users and enforce posted rules and etiquette.
- c. One representative is assigned to the gym each week. During assigned week, the representative is responsible to visit the gym on 2 occasions per day during that week (morning and evening).
- d. Duties include but are not limited to:
  - i. Inspect the equipment for damage or missing items
  - ii. Organize and neaten the gym equipment as necessary
  - iii. Wipe down the pads and benches in the gym with sanitizer
- e. One of the 4<sup>th</sup> semester volunteers will attend the SGA meetings weekly, to attend to queries related to the fitness center. This representative is a non-voting member of the council.
- f. Selection of new fitness center volunteers shall occur each semester. There is no limit to the number of terms a volunteer is allowed to complete. 4<sup>th</sup> semester volunteers will conduct interviews of candidates and select the new volunteers for the following semester.
- g. Funding for repairs and new equipment will be routed through Housing Department to the CFO Paul Suid. Requests should be submitted by the 4<sup>th</sup> semester representatives only.
- h. Funding from SGA is on a case-by-case basis.
- i. SGA shall purchase AUC Fitness Center Staff T-shirts for the volunteer staff members to wear while performing their duties.
- j. SGA shall fund one dinner per semester as gratitude for the volunteer work.

*(III) Faculty Representative(s)*

The role of the SGA Faculty Representatives shall be to provide representation of the faculty and the administration at the student government meetings. He/she shall also serve as a communication link between these three bodies.

The Faculty Representatives shall serve a minimum of 2 semesters and are encouraged to attend all the SGA meetings, however at least one faculty representative should be present at all weekly SGA meeting. The Faculty Representatives will both be authorized to pull emergency SGA funds as outlined in Article II, Section 2.01 Subsection (A). Nominations for a new Faculty Representatives will be collected by the SGA Executive Board near the end of the term period. The new Faculty Representatives shall be elected by the last SGA meeting of that semester. It shall be the responsibility of the SGA Executive Board to solicit nominees from the current Faculty. In the event no nominations are made then the current Faculty Representatives will continue to serve on the SGA council until the next election period.

*(IV) Associate Dean for Student Affairs*

The Associate Dean of Student Affairs shall represent the Dean's Office at Student Government meetings. He/she shall also serve as a communication link between the Dean's Office and SGA.

**Article II.**

**Finances**

*Section 2.01 Organization of Finances*

Subsection (A)

The SGA finances shall be placed in the care of a local bank. The President, Vice President, Secretary and Faculty Representatives shall jointly control the account and be responsible for ensuring that the account is managed in a conservative manner. In the event of a change in any of these offices, the bank should be notified IMMEDIATELY as to the change(s). Furthermore, the Faculty Representatives have the power to liberate funds in an emergency, in the event that a member of the executive council is unable to be reached. The following process shall be implemented in order to ensure a smooth transition between the outgoing and new incoming administration. The transition process will involve the following:

-A mandatory meeting involving the current and new SGA Executive board in which a faculty advisee should be present.

-The transition meeting shall occur immediately following the announcement of the new SGA Executive board members.

-The new SGA Executive board shall attend one meeting with the current SGA Executive Board presiding over the meeting.

-The follow-up transition meeting shall include updates from each outgoing executive members, which shall encompass at the very minimum:

- Review of the most recent SGA budget

- Review of the most recent SGA MEAS Board Meeting Report

- Review of open action items/ongoing issues

- SGA driven activities including but not limited to: Orientation Activities, White Coat Ceremony, 1<sup>st</sup> semester clap, guest speakers, 5<sup>th</sup> semester clap, faculty and staff appreciation, SGA Executive Board re-election, breakfast program.

-In order to complete the transition to the new administration, the signature of a faculty advisee is required on the meeting minutes acknowledging a proper hand-off has been conducted.

- A print out of the last SGA meeting presided over by the current administration (with attendance of the new incoming administration) shall be presented at the transition meeting and signed by both incoming and outgoing SGA President and Vice President.

-Review of the SGA bank account authorization process.

-Review of standing meetings and required attendees (including SGA meetings).

- Relevant key contact information from each executive member shall be provided to assist in execution of each executive member responsibilities.

-Access to the SGA office and computer

-Review of the SGA office maintenance requirements

-Review of the SGA vehicle requirements

- In signing the transition minutes both outgoing SGA President and Vice President are acknowledging their availability of up to 6 weeks into the following semester to ensure fund availability to the new SGA council. (Revisions to the bank account authorization process include a provision for a transition period in which a member of the new SGA Executive board or Faculty Advisee shall be present as a required signatory witness to any banking transactions which occur by the previous SGA President or Vice President until the new SGA President and Vice President have been successfully added to the bank account or the 6 week grace period has ended.

By the last meeting of the current semester, SGA shall vote on a comprehensive budget for the following semester (quorum majority, 51% simple). This budget shall be posted in full with the minutes of that meeting. In addition, should either President or Treasurer be unavailable, an SGA meeting shall be called to decide the liberation of funds.

#### Subsection (B)

A student group fund will be included in the budget and a formal proposal shall be made for any amount of money that is requested from that fund. The proposal will be put to a vote. Requires a 2/3 majority to pass.

All proposals for funds should follow the following format:

Proposal Title

Proposal Summary

Total Cost of project/event (including preliminary quotes when applicable)

Funds Requested (detailed breakdown of expenses)

The time frame in which the project/event will take place.

How the club will accomplish each aspect of the work involved which shall include:

Project/Event leader

Club members involved in the project/event

Timeline for completion of the project/event

Once funds have been approved the treasurer or designated club member of the club requesting the funds will be responsible for tracking the approved funds and reporting back to the SGA council the expenditures and all appropriate receipts to document full use of the funds. Should funds remain after completion of proposed event/project then it should be returned to the student group fund.

No proposals for funds will be accepted past the 12<sup>th</sup> week of the semester unless the proposed event will take place prior to the end of the current semester.



Funds requested from the student group fund shall not be used to finance any other activities/events aside from the approved proposal. Evidence of improper use of the student group fund will result in forfeiture of the requesters to obtain student group funds in the following semester.

#### Subsection (C)

Student clubs will be able to request up to \$5000 per semester of the SGA savings account funds once the student group fund has been depleted. The amount available for withdrawal shall be evaluated at the beginning of each semester. If the council deems it necessary to adjust the amount a by-law proposal should be presented. The completion of the following formal proposal process is required in order to request/obtain funds from the SGA savings account:

The proposal will be put to a vote. Requires a 2/3 majority to pass.

All proposals for funds should follow the following format:

Proposal Title

Proposal Summary

Total Cost of Project/Event (including preliminary quotes when applicable)

Funds Requested

Signature block for Sponsor (Club Faculty Advisor)

The time frame in which the project/event will take place.

Where the project/proposal work will be performed.

How the club will accomplish each aspect of the work involved which shall include:

Project leader

Club members involved in the project

Timeline for completion of the project

Once funds have been approved the treasurer or designated club member of the club requesting the funds will be responsible for tracking the approved funds and reporting back to the SGA council the expenditures and all appropriate receipts to document full use of the funds. Should funds remain after completion of proposed event/project then it should be returned to the SGA savings account.

No proposals for funds will be accepted past the 12<sup>th</sup> week of the semester unless the proposed event will take place prior to the end of the current semester.

Funds requested from the student group fund shall not be used to finance any other activities/events aside from the approved proposal. Evidence of improper use of the student group fund will result in forfeiture of the requesters to obtain student group funds for the following semester.

It should be noted that the nature of the funds requested from the SGA savings should adhere to guidelines stated in Article II, Section 2.02 Subsection (A).

In the event more funds are required than available per semester it should be noted that students can approach the SGA with a formal proposal to request funding from the AUC administration to assist in funding an event by possibly matching monies already raised or donating funds.

#### Subsection (D)

The term deposit CD needs to also be managed when it reaches its maturation date. Interest on this term deposit CD is reported yearly. On or before the date requested by the bank the SGA must vote by 2/3 quorum to determine whether to

- 1) Add more value to the CD,
- 2) Add the interest to the CD, take the interest from the CD and deposit it into the savings account or withdraw the interest as cash.
- 3) Withdraw money from the CD,
- 4) Do nothing and roll it over.

### *Section 2.02 Disbursement of Finances*

#### Subsection (A)

In the event money from the SGA student group fund or SGA savings account is needed, the following procedure shall be followed:

1. A SGA member must propose any appropriate expenditure for the benefit of the entire student body.
2. An SGA Proposal Request Form for the required amount as outlined in Article II, Section 2.01 Subsections (B&C) shall be filled out by the requestor and presented to the SGA Executive Board. Once the SGA Executive Board has checked to ensure all the requirements for the proposal have been met then the SGA Council shall vote on its approval. Voting shall be conducted by written ballot. Voters can vote for, against or abstain on any matter.
3. If the expenditure(s) is approved, the Vice President and President shall withdraw the necessary funds.
4. The Treasurer shall keep all records of these transactions, and he/she shall furnish these records as specified in his/her duties.
5. Financial records shall be posted publicly for student's viewing at the end of each month.
6. The SGA will partially finance the 5<sup>th</sup> semester party. The 5<sup>th</sup> Semester Class shall receive \$35.00 USD per student from SGA. SGA can provide extra funding at its discretion. Additional funds needed for the party will be the responsibility of the fifth semester class led by the SGA Class Representatives. A contract shall be obtained from the site at which the party is to take place. The contract guarantees specific services to be rendered including total cost, with a breakdown of food, alcohol, entertainment, cost per person, and party location. Funds shall be made available at the discretion of the SGA Treasurer.

#### Subsection (B)

Funds raised for the SGA must be voted on and approved by the SGA Council. The use of these funds should be for SGA functions such as but not limited to:

1. Guest Speakers
2. Office expenses (telephone, copies, etc.)
3. Community health services/fair
4. Social events
5. Orientation

### **Article III.**

#### **Meetings**

##### *Section 3.01 Scheduling and attendance*

SGA meetings are to be held regularly (once a week-situations permitting). Meetings can also be called in the event of an emergency with a 24-hour notice (if possible). All members of the SGA Council, including Student Organizations must be present at all scheduled meetings. Each member is allowed to miss three meetings throughout the semester (with or without an acceptable excuse). Additionally, the last two meetings of the semester are mandatory. Meetings may be canceled due to the discretion of the President. Monthly Executive Board meetings will be held as necessary. The executive council will meet 30 minutes prior to the weekly SGA meeting. No meetings shall be routinely held on the last Wednesday before examination.

##### *Section 3.02 Proceedings*

Meetings will be open to all members of the student body and faculty with prior notification of the Executive Council. The President shall preside over the meeting. All business shall be conducted in an orderly fashion at the meeting. This shall include but is not limited to the following:

1. Following an agenda for each meeting. Any officer, representative, student or faculty member may submit an agenda item for discussion to the secretary no later than two days prior to a SGA Meeting.
2. President's report on any important issues at the faculty meeting, or any other meeting.
3. Report of the Treasurer: This shall include a report of all transactions since the previous meeting.
4. Report of the Committees: This shall be comprised of the progress being made in issues that have previously been approached. This should include a report by the by the President on any dealings with the faculty or administration that will affect the students.
5. Review of Action Items: This will be a time used to resolve any outstanding issues from previous meetings.

During Review of Action Items the President shall give the floor to any Class Representative who is directly or indirectly involved on the matter. Reasonable arguments shall be heard on any issue concerning the entire student body. The students will be allowed to voice opinions on topics, provided their remarks be kept brief and to the point.

Students who are not part of the SGA shall also have an opportunity to voice their opinions at the meetings. However, the students should first make every effort to work through their appointed representatives. If a student feels his/her needs cannot be adequately met through the Class Representatives, he/she should be encouraged to come to a meeting to voice his/her concerns. Though the students will be allowed to present concerns, they will not be allowed to make, second, or vote on any motion.

Any outgoing correspondence or information to be posted bearing the SGA sponsorship must be submitted to and approved by SGA members. However, if the correspondence needs to be released sooner than the next meeting, the Secretary shall have to power to approve the mailing and shall make sure to inform the SGA Council at the next scheduled meeting.

### *Section 3.03 Voting*

For voting situations, a quorum shall consist of 2/3 of all members *and* at least one class representative per class. In the event of a tied vote within the SGA, the President shall determine the outcome by casting his/her vote or requesting a revote. All voting will be conducted by written ballot.

Situations requiring a 51% majority vote include, but are not limited to:

1. Approval of next semester's budget, as outlined in Article II, Section 2.01, Subsection A.
2. Approval of new amendments to the by-laws, as outlined in Article IV.
3. Approval of new Charter Student Organizations.

### *Section 3.04 Committees*

Subsection (A)

The SGA shall determine the formation of committees, such as Orientation Committee, Elections Committee (SGA Executive Council), etc; as it deems necessary. A Class Representative shall head such committee and determine the committee's duties. He/she shall recruit as many members of SGA as necessary to accomplish the designated task. All committees shall report any advances, problems or request of funding to SGA at the weekly meetings.

#### Subsection (B)

The Elections Committee shall follow the rules of elections as outlined in Article I, Section 1.02, Subsection A for the election of SGA Officers.

#### *Section 3.05 Sexual Harassment Policy*

As stated in the *American University of the Caribbean School of Medicine Sexual Harassment Policy Document* Dated December 2003.

#### *Section 3.06 Grievance Procedures*

As stated and directed in the *Administrative Review and Grievance Procedures for AUC Students Document* dated August 2004.

### **Article IV.**

#### **Student Organizations**

##### *Section 4.01 Becoming a Student Organization*

Student organizations eligible to receive funding must meet the following criteria in order to be considered:

- Eligible student organizations must further the academic mission of American University of the Caribbean.
- Potential student organizations should first consult the President of the SGA via email before proceeding with organization initiation
- Eligible student organizations must submit bylaws that have been approved by the legal department at Medical Education Administrative Services (MEAS).
- Sporting teams and other recreational clubs are not eligible to receive SGA funding due to potential liabilities as per MEAS.

Any student organization wishing to be recognized as an official student organization under SGA must be approved by Miami (and designated as an official student organization on campus).

A representative of the charter student organization (preferably the president) must present the following at an SGA meeting:

1. A mission statement

2. A list of official officers, and members
3. A proposed budget
4. A proposed list of activities

A vote shall be taken by the SGA council as to whether or not the charter organization will be recognized as an official student organization under SGA (quorum majority, 51% simple). In the event of a tied vote within the SGA, the President shall determine the outcome by casting his/her vote or requesting a revote.

## **Article V.**

### **By-Laws**

#### *Section 5.01 By-Law Changes*

Bylaws may be amended, deleted and added by a majority (>50%) vote of the Student Government Council.

All Bylaw changes passed by the Student Government Association shall become effective immediately, unless otherwise stated in he resolution.

[SGA By-Laws Mar2010Rev\\_C](#)

### **Calendar**

March 2011

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## Sint Maarten Time



## Medical News

- Focus on Minerals May Be No Help in Kidney Disease (CME/CE) <http://bit.ly/gt9oPh> 39 minutes ago



Sint Maarten Netherlands Antilles

79°F

Partly Cloudy

Humidity: 65%

Wind: E at 8 mph

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