

**CONSTITUTIONAL BYLAWS
OF THE
A.T. STILL UNIVERSITY
STUDENT GOVERNMENT ASSOCIATION - MISSOURI**

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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 Student Council meeting to review all business to be brought up before the next Student 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 Student Council meeting, but this does not necessarily represent the opinion of the entire SGA Executive Council. When the President expresses his/her opinion during any Student Council meeting, they must identify whether he/she is speaking for the entire SGA Executive Council or for himself/herself ("relinquish his/her gavel").

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 and Alumni Services or the designee, to be allowed to accept a position of major responsibility in an organization.”

Section 2. Duties of the President

The duties of the President shall be as follows:

- Preside over all SGA Student Council and Executive meetings as a non-voting member except in the case of a tie, whereas the President will vote as a tie-breaker.
- Act as the official SGA representative to the faculty, administration, alumni, Board of Trustees and any other group with which the students may be involved.
- Serves as the student representative on the Curriculum Committee.
- Appoint student members of faculty committees. This is subject to Student Council approval.

- Appoint a Parliamentarian, subject to council approval.
- Attend or appoint a representative to attend the formal meetings of the Council of Osteopathic Student Government Presidents (COSGP). See Travel.
- Attend or appoint a representative to attend the formal meetings of the Missouri Association of Osteopathic Physicians and Surgeons.
- Meet regularly and communicate often with the SGA Advisor(s).
- Announce each meeting to the Student Council members.
- Shall collect all letters of resignation from class officers or executive council and present them to the Director of Student Administrative Support Services in the Office of Student Services
- Orient the President-elect in all required duties.
- Duly install the new President. The new President shall install the remainder of the officers.
- Travel as required:
 - 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 President may also take additional members of the Student Council at his/her discretion, but this is not required.
 - After each meeting, the President is required to present a comprehensive report of the proceedings to the Student Council, not to exceed thirty minutes.
 - The President's trips will be budgeted in the yearly budget by the Budget Committee and presented before the Student Council for approval.
 - If there are any adjustments needed in the budget for any one trip then these must be brought before the Student Council for approval prior to said trip.
 - If any unbudgeted trips need to be taken, then they must be brought before the Student Council for approval and funding.

Section 3. Duties of the President-Elect

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

- Attend all meetings of the Executive and Student Council as a non-voting member.
- Accompany the President to his/her last official meetings with the Executive Council of the Faculty and the Curriculum Committee.
- Become familiar with all duties of the President.
- Meet regularly and communicate often with the SGA Advisor(s).

Section 4. Duties of the First Vice President

The duties of the First Vice President shall be as follows:

- Assume the duties of the President in his/her absence.

- Attend all Executive Council and Student Council meetings as voting members.
- Serve as the Elections Committee chair and as a member of the Auction Committee.
- Act as ex-officio member of all student committees (“Chairperson of Chairpersons”) and, in this capacity, hold regular meetings with the chairpersons of SGA committees to plan, implement, and evaluate their respective programs and activities.
- Appoint chairpersons of the student committees, subject to Executive Council approval.
- Appoint student committee members from general council.
- Preside over the removal process of an SGA Officer.
- Orient the First Vice President-elect in all required duties.

Section 5. Duties of the Second Vice President

The duties of the Second Vice President shall be as follows:

- Attend all Executive Council and Student Council meetings as voting members.
- Serve as the Organizational Presidents Committee (OPC) chair.
- Serve as a liaison between the Student Council, the OPC, and the Office of Student Services.
- Shall work closely with the Vice President for Student and Alumni Services on matters that pertain to approved student organizations (i.e. scheduling of activities, facilities, etc.).
- In conjunction with the Office of Student Services, collect and organize annual club reports for SGA review.
- Serve as liaison to students involved with the Student Promotion Board and/or the Extended Curriculum Program.
 - Inform ATSU-Missouri Campus students of all resources available to them regarding the Student Promotion Board and Extended Curriculum Program.
 - Assess availability and completeness of information for students involved with the Student Promotion Board or Extended Curriculum Program.
- Orient the Second Vice President-elect in all required duties.

Section 6. Duties of the Secretary

The duties of the Secretary shall be as follows:

- Serve as a member of the Executive Council.
- Attend all Executive Council and Student Council meetings as voting members.
- Keep a careful and authentic record of the proceedings of the Student Council.
- Publish (or e-mail) copies of the minutes (after they have been approved) to students, designated faculty members and administration.

- The secretary takes roll and keeps minutes at all Student Council meetings.
- The minutes will include any important points brought before the Student Council. This also includes motions brought before the Student 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.
- Maintain the attendance record of Council members and committee chairs.
 - Notify the Parliamentarian of any absences without a valid proxy so that the Parliamentarian may contact the council member or committee chair.
- Gather proxy information from each voting council member.
- Preserve Student Government documents.
- Provide the Vice President for Student and Alumni Services with an annual copy of all SGA minutes for the archives.
- Act as the official correspondent of the Council.
- Act as the liaison between the members of the Council and the Director of Student Administrative Services in regards to the maintenance and administration of the SGA website
- Plan and direct the presentation of the Gutensohn Award, SGA Leadership Award, Student D. O. of the Year Award, and other awards as deemed necessary by the Executive Council.
- Orient the Secretary-elect in all required duties.

Section 7. Duties of the Treasurer

The duties of the Treasurer shall be as follows:

- Serve as a member of the Executive Council.
- Attend all Executive Council and Student Council meetings as voting members.
- Serve as the chairperson of the Auction and Budget Committees.
- Act as a disbursing agent of the SGA.
- Receive and properly deposit the activities fees as received from Student Services.
- 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.
- Cooperatively work with a designated accountant of the Student Council's choice.
- Orient the Treasurer-elect in all required duties.
- Manage (in collaboration with the SGA Executive Officers-at-Large) the SGA endowments.

Section 8. Duties of the Executive Officers-at-Large

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

- Serve as a member of the Executive Council.

- Attend all Executive Council and Student Council meetings as voting members.
- Serve as a member 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 a liaison 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).

Section 9. Duties of the Vice Presidents-Elect, Secretary-Elect and Treasurer-Elect

The duties of the Vice Presidents-Elect, Secretary-Elect, and Treasurer-Elect shall be to familiarize themselves with, and when possible, participate in all duties of their respective offices.

Section 10. Duties of the Parliamentarian

The duties of the Parliamentarian are as follows:

- Serve as a voting member of the Executive Council and a nonvoting member of Student Council.
- Act as chairperson of the Bylaws Committee.
- Ensure that 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 Constitution and Bylaws.
 - Ensure that the ATSU-MO SGA website contains the most recent copies of the Constitution and Bylaws
- Is responsible for an annual review of the Constitution, Bylaws, Policies, and Procedures of the SGA.
- Maintain good order and discipline during council meetings and advise the President of any flagrant breaches of established rules.
- Will send a formal letter to any member of the SGA council if they have missed two meetings without proxy informing them of their responsibility to attend (See Article X, Section 2).
- Act as the Risk Management officer in accordance with all ATSU-Missouri and SGA risk management policies (see Article IV, Section 1) for all SGA and SGA sponsored events
 - Review and keep all contracts for alcohol service at social events
 - Review content of Skit night videos for professionalism and appropriateness
 - Review other events when necessary

Section 11. Duties of the University Student Association Representatives

There will be five (5) appointed University Student Association (USA) Representatives and one (1) will serve as a non-voting liaison member of the Executive Council and will represent the ATSU-MO SGA during USA meetings. Representatives will be expected to attend weekly ATSU-MO SGA General Council meetings (except those who are out on rotations) in addition to the USA meetings. The non-voting liaison member of the USA Representatives will also be expected to attend ATSU-MO SGA Executive Council meetings. Applicants may hold additional SGA positions (i.e., the SGA President may also be a USA Representative). The term of office is two years as defined in the A. T. Still University of Health Sciences University Student Association Constitution. Enumerated duties of the USA Representative will be defined in the A. T. Still University of Health Sciences University Student Association Bylaws.

ARTICLE II: Duties of the First and Second Year 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 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 and Alumni Services or the designee, to be allowed to accept a position of major responsibility in an organization.”

Section 1. Duties of the First and Second Year Class President

The duties of the Class President are as follows:

- Attend all Student Government Association weekly meetings as a voting member.
- Preside over all meetings of the Class Officers and their representative class.
- First year Class President will serve as a member of the board review committee.
- Second year Class President will act as co-chair for board review committee and serve as a member of the rotations committee.
- Arrange Class Officer and representative class meetings every school quarter 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.
- Act as a liaison with Student Services and Academic Affairs to:
 - Help arrange class test schedule by attending pre/post quarter test planning meetings.
 - Determine date of Match for rotations during second year.
- Meet regularly and communicate often with their SGA Advisor and the Vice President for Student and Alumni Services.
- First year Class President will serve on KCOM curriculum committee (non-voting member).
- Second year Class President will serve on KCOM curriculum committee (voting member).
- Oversee match process in conjunction with rotation committee.

Section 2. Duties of the First and Second Year Class Vice President

The duties of the Class Vice President are as follows:

- Assume the duty of the President in his/her absence.
- He/she is in charge of development & sales of class T-shirts (logo to be approved by Student Services).
- Second year Class Vice President will act as co-chair for rotations committee.
- Promote SGA committees to the class.

Section 3. Duties of the First and Second Year Class Secretary

The duties of the Class Secretary are as follows:

- Keep a careful and authentic record of the proceedings of the Class Officers.
- Publish (or e-mail) copies of the minutes of each meeting after approval, to the class, designated faculty members, and administration.
- Maintain the attendance record of Class Officers.
- Announce each meeting to the Class Officers and respective class.
- Preserve documents of the class.

Section 4. Duties of the First and Second Year Class Treasurer

The duties of the Class Treasurer are as follows:

- Act as the sole disbursing agent of the class.
- Authorize, together with the President, or if the President is unavailable the Vice-President or the SGA Advisor, all disbursements from the class budget.
- Maintain an accurate record of all income and expenditures.
- Submit a quarterly financial record of all incomes and expenditures.
- Serve on a SGA Budget committee.

Section 5. Duties of the First and Second Year Class Representatives

The duties of the Class Representatives are as follows:

- Attend all Student Government Association weekly meetings as a voting member.
- Inform and properly represent their class.
- Serve as a conduit between the Student Council and their class, channeling comments, concerns and suggestions.
- Serve on at least one SGA committee.
- Serve as a member of the Auction committee.
- Appoint 2 proxies, one of which is required to attend SGA weekly meetings in the class representative's absence, within one week of election.

Section 6. Duties of the Masters of Biomedical Science Class Representative

The duties of the Masters of Biomedical Science Class Representative are as follows:

- Attend all Student Government Association weekly meetings as a voting member.
- Inform and properly represent the Masters of Biomedical Science students.
- Serve as a conduit between the Student Council and the Masters of Biomedical Science students, channeling comments, concerns and suggestions.
- Serve on at least one SGA committee.
- Appoint 2 proxies, one of which is required to attend SGA weekly meetings in the Masters of Biomedical Science Class Representative's absence, within one week of election.
- Act as sole disbursing agent of the class
- Authorize all disbursements from the class budget based on a majority vote from the class.
- Maintain an accurate record of all income and expenditures.
- Submit a quarterly financial record of all incomes and expenditures.
- Arrange class activities and develop class T-shirts. The final design will be determined by a majority of Biomedical Sciences students and approved by Student Services.
- Act as a liaison with Student Services and Academic Affairs.

Section 7. Duties of the School of Health Management (SHM) Caucus

- The SHM Caucus will be comprised of three (3) students from the School of Health Management.
- Regularly communicate with SGA via the SHM Representative.
 - This includes but is not limited to monthly teleconferences, e-mails, and online forums.
- Regularly communicate with and address issues facing SHM students.
 - This includes but is not limited to surveys, e-mails, and online forums.

- Serve as a conduit between the SHM students and the SHM Faculty/Administration.

Section 8. Duties of the School of Health Management (SHM) Representative

The duties of the School of Health Management Representative are as follows:

- Attend all Student Government Association weekly meetings as a voting member.
 - Serve as the representative of the SHM Caucus to SGA General Council.
- Serve as a conduit between the General Council and the SHM Caucus, 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.
- Serve on at least one SGA committee.
- Appoint 1 proxy.

Section 9. Duties of the Third and Fourth Year Representative

The duties of the Third and Fourth Year Representative are as follows:

- Serve for one year as a voting member on the Student Council until a new representative is appointed the following year.
- Regularly communicate with the third and fourth year class. This includes but is not limited to monthly phone calls to the third and fourth year class presidents, emails, surveys, and online forums.
- Act as a liaison to the Department of Clinical Educational Affairs.

ARTICLE III: Duties of the Third/Fourth Year 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 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 and Alumni Services or the designee, to be allowed to accept a position of major responsibility in an organization.”

All Third and Fourth Year Class Officer position are elected at the end of the second year and are two year appointments.

Section 1. Duties of the Third/Fourth Year Class President

The duties of the Third/Fourth year class President are as follows:

- The president represents the class during their junior & senior years
- Arranges Class Executive Officer meetings at least quarterly and as needed (via teleconferencing or otherwise)
- Offers response toast at the Senior Awards Banquet
- Seeks input from class regarding graduation and other class matters
- Works with the class officers to organize graduation party
- Serves as liaison to the ATSU-KCOM Dean's office in regards to graduation activities
- Serves as liaison to the ATSU Vice President for Student Affairs
- Recommends ideas and gives suggestions regarding graduation ceremony and events (i.e. recommend a guest speaker)

Section 2. Duties of the Third/Fourth Year Class Vice President

The duties of the Third/Fourth year class Vice President are as follows:

- Assumes position of the President should he/she not be able to continue
- Coordinates an exit meeting between the ATSU-KCOM Dean, ATSU Vice President for Student Affairs and the Class Executive Officers to provide feedback on years 1-4
- Solicits feedback and input from class to bring up at the exit meeting
- Helps President in the organizing of senior graduation party

Section 3. Duties of the Third and Fourth Year Class Secretary

The duties of the Third/Fourth year class Secretary are as follows:

- Helps facilitate communication with the class, seeking opinion and advice.
- Keeps and distributes minutes of Class Officer Exec meetings to the Class
- Sends class announcements to the office of Student Services to be put on the SGA website
- Communicates with the 3rd & 4th year SGA Rep to bring recommendations of policy and procedure to the SGA General Council

Section 4. Duties of the Third/Fourth Year Class Treasurer

The duties of the Third/Fourth year class Treasurer are as follows:

- Acts as sole disbursing agent of the money that travels with the class
- Gives input on how the money is spent during junior and senior activities
- Submits a yearly financial record of all incomes and expenditures to Class officers
- Works closely with the TCC to help organize Senior Class party sponsored by the school
- Makes sure any balance in the Class account at the end of their term is appropriately donated to a good cause (charity, gift to the University etc.)

ARTICLE IV: Duties of the Standing Committees and Their Members

Section 1. General Requirements

Each committee appointed by the Student 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. Committee chairperson(s) appointments are at the complete discretion of the Student Council with an emphasis on forming as diverse a committee as possible.

The chairperson must state in writing and present to the Student 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 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 First Vice President.

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 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 and Alumni Services or the designee, to be allowed to accept a position of major responsibility in an organization.”

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 consist of the SGA Treasurer who will chair the committee, the two executive at-large members, and the class representatives. Additional members may be appointed by the chairperson. All members must be a member of the SGA.

Duties:

- Set the date for the auction and make all necessary reservations (e.g. site, auctioneer, entertainment, etc.).
- Acquire auction items (usually four) from each SGA member (voting and nonvoting). Members will be given the opportunity to volunteer for which ATSU departments and businesses from the surrounding community they will ask for donations.
- Set up the online auction with IT and develop a system to keep track of the bids and bidders for the duration of the online auction.
- Provide for appropriate advertisement of the event (e-mails, posters, class announcements, etc.).
- Collect all money raised from the auction.
- Consider additional fundraising methods to include with the live auction which could consist of a raffle, donations box, buy now items for the online auction, and door prizes.

- Work with the SGA Secretary to get thank you cards distributed 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 the two representatives from each the first year and second year class, one representative from the biomedical sciences class, and one ATSU-MO SGA Faculty Advisor. These members should not be voting members of the general council. The committee will convene only as necessary.

Duties:

- The committee will convene only as necessary during times of award application process and presentation of awards.
- The committee will follow the award guidelines as presented in Article V of the ATSU-MO SGA Bylaws. 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.
- The committee will oversee the presentation of each of the aforementioned awards.

Section 4. Board Review Committee

Purpose:

The purpose of the Board Review Committee is to (1) coordinate communications between the Association and the Student Resources Office, and (2) work with the faculty and external board preparation resources to organize specific review sessions.

Committee Structure:

The Board Review Committee will consist of a chairperson, who is a second year student and is appointed by the SGA Council, a co-chairperson, who is the second year Class President, the first year Class President, and additional members as appointed by the chairperson.

Duties:

- Schedule presentations by the various board prep companies (Kaplan, Northwestern, etc.) so the class can decide which they like.
- Provide a written comparison of the board review companies.
- Hold a class vote.
- Help to plan a schedule that fits best with the class load.
- After the COMLEX, get written feedback from students on board review. Pass on comments to next year's class.

Section 5. Budget Committee

Purpose:

The annual budget is prepared by the Budget Committee and submitted to the Student Council and the Vice President for Student and Alumni Services for approval, in order to draft a money memo that will be presented to the School Administration. 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 Student Council. The Student Council will decide on which points to address and present a written report to the Vice President for Student and Alumni Services for approval by October 1st of that calendar year.

Committee Structure:

The Budget Committee consists of the chairperson (the SGA Treasurer), SGA Execs-at-large, and each class Treasurer.

Section 6. Bylaws Committee

Purpose:

All motions to be added to the bylaws must pass through the Bylaws Committee for review prior to presentation to the Student Council. If two-thirds of the Student Council votes to approve the motion, the motion will be added to the bylaws.

Committee Structure:

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

Duties:

- Review all motions that will require a change in the bylaws.
- Revise bylaws as needed for vote by the council.

Section 7. Computer Advisory Committee

Purpose:

The Computer Advisory Committee (CAC) will serve as a liaison between the Director of Computing Services, Assistant Vice President for Institutional Research, Grants and Information Systems and the Student Government Association.

Committee Structure:

The CAC will consist of a chairperson appointed by the SGA Council and additional members as appointed by the chairperson (preferably having representation from several classes).

Duties:

- Obtain student feedback about computer usage and report findings to SGA and the Director of Computing Services.
- Seek involvement with the Director of Computing Services to assist with the evaluation and implementation of short term and long term objectives for the use of student computers.
- Assist faculty and administration in discovering new educational uses for computers 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

Section 8. Curriculum Assessment Committee

Purpose:

The purpose of the Curriculum Assessment Committee is to serve as a mechanism for developing and driving student-specific recommendations for curriculum improvement. For issues unresolved at the department level as well as broader curriculum issues to be determined at the discretion of the committee, this committee will coordinate the collection and analysis of Association-wide perceptions and feedback, and present recommendations to the KCOM Curriculum Committee and/or the V.P. for Medical Education, 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 seven (7) members. All will be full voting members except for the chair, who will vote only in the event of a tie.

- SGA President-Chair (also serves as the official student representative to KCOM's Curriculum Committee)
- Class President from first and second year classes (Also to serve as ad hoc student representatives to KCOM's Curriculum Committee).
- Two Class Representatives from each of the first and second year classes.

Section 9. Elections Committee

Purpose:

To plan and preside over the annual elections of SGA executive council and class officers.

Committee Structure:

The committee will be chaired by the First Vice-President and consist of the SGA President, First Vice-President, and Second Vice-President. The committee will convene only as necessary.

Duties:

- The committee will convene only as necessary during times of elections or special elections.
- The committee will oversee the election of SGA executive council members and class officers as outlined in Article VI.

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 refrigerator, by organizing a student-based cleaning schedule, whereas the entire refrigerator is cleared of its 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.
- Provide food/snacks as possible at meetings.

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:

The Library Committee will act as a liaison between the library and the 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. Orientation Committee

Purpose:

Under the Department of Student and Alumni Services, the Orientation 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.

Committee Structure:

The Orientation Committee consists of a chairperson, and three (3) representatives from each class totaling seven (7) committee members.

Duties:

- Plan Orientation for incoming first year students.
- Plan one additional activity so incoming first years can interact with second years and faculty.

Section 16. Osteopathic Pride and Service Committee**Purpose:**

The Osteopathic Pride and Service committee will work to enhance and promote osteopathic pride amongst the student body, faculty, staff, and university, and to promote the Translating Osteopathic Unity into Community Health (T.O.U.C.H.) program.

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.
- Promote the T.O.U.C.H. program to the university organizations and student body by;
 - Tracking community service hours for each student, organization, and student body as a whole.
 - Provide a report of community service activities and hours performed by the student body, each organization, and each student to the SGA General Council. This report is due April 1 and will be used to determine the recipients of the T.O.U.C.H. pins.
 - Prepare the report to be sent to the Council of Osteopathic Student Government Presidents using the appropriate form(s). This report is due by June 1.
- Be on Still-a-Bration committee.
- Organize the Day of Compassion events with the assistance of faculty and staff volunteers.
- 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

Section 17. Political Awareness Committee**Purpose:**

This committee will raise student awareness regarding political issues pertaining to the osteopathic profession. This committee should be in contact with MAOPS, ACCOM, 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.
- DO day on the hill should be attended (State and Federal).

Section 18. Recycling Committee

Purpose:

The recycling committee oversees 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 19. Research Committee

Purpose:

To enhance, promote, and implement research with full participation from the student body.

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.
- Promote annual research conventions.

Section 20. Rotations Committee**Purpose:**

The purpose of the Rotations Committee is to 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, the second year class President and additional members as appointed by the chairperson with representation from all classes if possible.

Duties:

- Obtain student feedback about clerkship experiences and report findings to SGA and the Office of Academic 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 21. 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 the appropriateness of the content of the proposed skits.

- Include a disclaimer on advertisements and/or programs that skit night is purely for entertainment purposes and is not intended to offend.

Section 22. 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 (1) representative from each class totaling four (4) committee members.

Duties:

- Fall Formal (or winter).
- Spring event (talent show, picnic, etc.).
- Chili cook-off.

ARTICLE V: 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.
- 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 licensed proprietor as designated per contract.

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 an SGA committee's 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.

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 clubs receiving monetary support from the SGA must give a post-event review within 3 weeks after the completion of the event to student 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 1st of each year and is due no later than November 1st of the same year. At a time no later than November 15th the SGA executive board will meet to determine which clubs will receive funds to support their future service projects and/or events.

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 executive board, after the initial ranking the proposals will be ranked further so as each proposal is ranked based on the worthiness of merit. The SGA executive board 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 board 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 meeting the funding allocation will be brought to the SGA council for final approval.

Following the SGA 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. The SGA executive board 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 (see Article V Section 1 in the SGA Bylaws). 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 student council.

For Student(s) Travel:

Students must be in good academic standing to be eligible for 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 15th of the same year. At a time no later than April 1st the SGA executive board will meet to determine which student(s) will receive funds to support their travel expenses. Application will be considered for travel that has occurred during the current fiscal year (June 30th –June 30th the following year).

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 executive board, after the initial ranking the proposals will be ranked further so as each proposal is ranked based on the worthiness of merit. The SGA executive board will take into account usefulness and value of the proposal to the community or student body and student need to objectively score and rank the proposals. After rankings are completed, the SGA executive board 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 meeting the funding allocation will be brought to the SGA council for final approval.

Following the SGA approval students that were awarded funds will be notified and student(s) whose proposals were not accepted will be notified that their proposals for funds were not accepted. The SGA executive board retains the right to modify the amount allocated to the student(s). SGA requires that all students receiving monetary support, credit the SGA as one of the sponsors for the travel allowances. Furthermore, all student(s) receiving monetary support from the SGA must present a post-travel debriefing at an SGA General Council meeting within 3 weeks after the receipt of the travel funds.

Section 3. Automatic Fund Disbursement

The first year class shall be awarded \$250.00 at the beginning of every year for start-up costs. The second year class shall be awarded \$1000 for funding class activities (excluding alcohol). The fourth year class will receive \$1000.00 for use during graduation activities (excluding alcohol). The Masters of Biomedical Science class will be awarded \$100.00 at the beginning of every year for start-up costs.

Funds may not be used to purchase alcohol for any SGA sponsored event (an event where SGA funds are being used). If SGA funds are used to purchase food or any other

supplies for an event where alcohol will be present, the SGA alcohol policy (as presented in Article V, Section I) must be strictly followed.

Section 4. Exchanging of Materials

This shall occur during the changeover meeting as decided by Student 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 Treasurer: Checkbook (with the SGA Advisor signing checks during the interim) and financial records.
- SGA Parliamentarian: Copy of the Bylaws and a parliamentary procedure reference source of their choosing.

Keys to the SGA office will be issued and returned to the Department of Student Services. The Department of Student Services 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. 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 First Vice President to be inspected for validity. If the petition is valid, the First Vice President will inform the officer named in the petition and call for a Student Council vote at the next meeting.

Prior to the vote, each party shall have five (5) minutes to present his/her case before a general meeting of the student 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 meeting. The vote shall be conducted and tallied by the SGA First Vice President and Secretary.

For removal of the officer named in the petition, two-thirds of the eligible student 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 VII, Section I.

Section 6. Removal of SGA Officers

Any voting member of the Student Council may file a petition for the removal of an Executive Officer of the Council. To be valid, the petition must list the signatures of at least 50 percent of the voting members of the Council. 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 First Vice President and/or Secretary to be inspected for validity. If the petition is valid, the First Vice President and/or Secretary shall then inform the Student 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 Council.

Both parties will have the opportunity to represent themselves with the SGA First Vice President presiding over the procedure (should the SGA First VP be one of the parties involved he/she shall relinquish the duties to an individual decided upon by the Student Council). Prior to the vote, each party shall have five (5) minutes to present his/her case before a general meeting of the class. 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 the meeting. The vote shall be conducted and tallied by the SGA Vice-President and Secretary, unless either of them are named in the petition, at which time he/she shall relinquish the duties to an individual decided upon by the Student 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 the removal of the officer named in the petition, a majority of the eligible voters must be in favor of removal (2/3 majority). Eligible voters shall consist of all voting members of the Student Council but shall exclude members on rotations from this vote. 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:

- The First Vice President shall assume the office of President and elections for First Vice President will be held.
- Any other offices vacated shall be filled as stipulated by Article VII, Section 1 (except for dates). 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 VII, Section 1.

Section 7. Removal of SGA Committee Chairs

Any elected member of SGA council may make a motion to remove a particular Committee Chair. To pass this motion a 2/3 vote is required. The SGA Second Vice President will nominate a new individual to fill any vacated positions.

Section 8. Annual Evaluation of Campus Organizations

Each February, the SGA Executive Council will review the reports and the status of the ATSU-Missouri recognized campus organizations. The Executive Council will submit recommendations to the Vice President for Student and Alumni Services by March 1st. The criteria on which campus organizations will be judged are as follows:

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 Services Office the following:

1. Constitution and bylaws
2. Officer roster updated and submitted to the Department of Student and Alumni Services by August 1 of each year.
3. Have at least one ATSU faculty as an advisor who is **actively** involved in meetings and events.
4. Membership list updated and submitted to the Department of Student and Alumni Services by October 1 of each year.
5. Elections for new incoming first year student positions are to be held and reported to the Department of Student and Alumni Services by October 1 of each year.
6. New officer elections for the next year are to be held and reported to the Department of Student and Alumni Services by March 1 of each year.
7. Specific times and place of regular meetings need to be determined and reported.

8. All recognized organizations must have statements of non-discrimination and risk management in their constitution and bylaws.
9. Sponsor at least one community and/or university service project each year with a total of 40% of the club participating. All service projects must be pre-approved by the office of Student and Alumni Services at least 2 weeks prior to the date of their completion.
10. All club officers must attend the leadership workshops/seminars sponsored by ATSU. Advisors are encouraged to attend.
11. The organization president must submit an annual report via the online service submission form by February 15 to the SGA Second Vice President for review by the SGA Executive Council.
12. All items produced/ordered for sales or give-a-ways that include the University name or any of its colleges or schools names, must be approved by the Student and Alumni Service office prior to production. Approval form is located in the Student and Alumni Services office.

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.)

The Executive Council will send their recommendations in the form of a number rank from 1 to 3 as described below:

1. Continued Recognition

The SGA Executive Council has reviewed the submitted report and finds the club to be in compliance with the above mentioned university guidelines for continued recognition.

2. Conditional Recognition with Requirement(s)

The SGA Executive Council has reviewed the submitted report and finds the club to not be in compliance with the above mentioned university guidelines for continued recognition. (The noncompliance issues are listed at this point.) The following requirements (listed at the end of the council report) must be met by June 1st of this year for the organization to be further considered for continued recognition by ATSU.

3. Suspension with possible recommendation for loss of recognized status

- a. Following the earlier recommendation and administration of probationary status, the SGA Executive Council has reviewed the submitted probationary report and finds the organization to not be in compliance with the above mentioned university guidelines for continued recognition. This is due to the club's failure to satisfactorily meet the probationary

requirements within the time line required. The Executive Council may recommend the loss of recognized status.

- b. The SGA Executive Council has reviewed the organization’s conduct and found it not to be consistent with the high standards expected by the SGA, the institution or the profession. As a result, the council recommends suspension of the organization’s university recognition.

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. Day of Compassion

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 11. Student Organization Event Scheduling

To schedule an event, the recognized student organization must follow the guidelines outlined below:

- The recognized student organizations may not schedule a meeting that conflicts with the SGA Student Council meetings without the permission of SGA President.
- Each organization is only allowed to schedule one noon time meeting per month in the Mehegan Classroom. If Mehegan classroom is not in demand by organizations who have not had a noon time meeting, organizations that have previously utilized Mehegan classroom that month may then schedule additional meetings. In order to schedule an additional noon meeting in Mehegan in a given month, the organizational President must request approval from the SGA Second Vice President who will then notify the Department of Medical Education Department Secretary.

- To schedule a meeting, the organizational President must check the Organization Presidents Calendar (OPC) on the SGA website (<http://sga.atsu.edu>) to avoid double scheduling events, and set a date, time, and location of the event. The event will then be posted to the OPC calendar by the Department of Medical Education Department Secretary.
- To reserve a room for the meeting the organization President must contact Department of Medical Education Department Secretary, to determine room availability and set a date, time, and location of the event. The event will then be posted to the OPC calendar by the Department of Medical Education Department Secretary.
 - Only the Organizational President may make, change, or cancel a room reservation with Department of Medical Education Department Secretary.
 - If a change or cancelation of a meeting occurs, the Organizational President shall notify the Department of Medical Education Department Secretary via e-mail.
 - All correspondence and event scheduling with Organization Presidents will be forwarded to the Department of Student Services and the SGA Second Vice President at the discretion of the Department of Medical Education Department Secretary.
- Any SGA recognized student organization that wishes to conduct a meeting or event during the noon hour of a previously scheduled student organization meeting or event (on the OPC calendar), must obtain documented permission from the president of the organization responsible for the previously scheduled event.
 - A copy of this documented permission and the new event information shall be provided to the SGA Second Vice President, Department of Medical Education Department Secretary, and the Department of Student Services.

ARTICLE VI: SGA Awards

Section 1. SGA/Leadership/Recognition Award

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 Council can elect to increase the endowment at any time, and the 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:

An individual who has displayed exceptional leadership qualities in SGA with one or more of the following requirements:

- first or second year students of the Missouri campus A.T. Still University (to include full time students of any of the accredited school programs).
- SGA Representative.
- SGA Committee Chairperson.
- SGA Council Member.
- Class Officer with SGA Participation.
- Must have passed all classes with at least 70%, without any conditional failures.

Application Process:

- Applicants will be required to complete an application demonstrating SGA involvement.
- Application will require co-signature of an SGA Council Member.
- SGA President will appoint a committee of six: two first year students and two second year students and a biomedical sciences representative who are non-SGA members and one SGA faculty advisor. The committee will select finalists to be placed on the ballot for presentation to the Council. The number of finalists will be determined by the Student Council based on the number of awards being presented.
- Award winners will be voted on by the voting members of the SGA Council, including the President.

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. An ad-hoc 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.

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 25th. 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 Awards Committee and subject to SGA approval.

ARTICLE VII: Election/Appointing of Voting Officers and Representatives

Section 1. Election Guidelines

Elections shall be conducted via computer format. All class and SGA elections will be held on the same day save the election for SGA president and second year class President (these occur at an earlier date) and runoff elections. 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 between the top two candidates unless otherwise stipulated in the Bylaws. All letters of intent will be due in the Department of Student and Alumni Services Office three (3) business days before posting. All letters will be posted for a period of no less than one week before the elections.

Letter of Intent:

1. The 1st VP will review all letters of intent for content regarding the following guidelines.
2. All letters of intent must be approved for posting by the Department of Student and Alumni Affairs Office before they are posted on the class bulletin board and the SGA website.
3. Letters should not contain foul language or anything illegal.

4. Letters should not contain endorsements, slanderous comments or names of any other candidates.

Computer Format:

1. All elections will be officiated by the Elections Committee.
2. Students will be given a 24-hour period to log on to Stillnet and vote for their candidates.
3. Elections will begin at noon on the date of the election and will terminate at noon on the following day.
4. There will be a provision for write in candidates.
5. The respective student log-ins and accompanying passwords will ensure that students only vote once.
6. Election officials may not campaign for candidates.
7. Following the allotted time period, at least two (2) elected members of the SGA executive council will evaluate the results of the computer polls.
8. All candidates will be notified of the results by the Chair of the Election Committee (SGA First Vice President) within an acceptable time frame.
9. If an election official is a candidate, his/her responsibility as an election official will no longer exist.
10. Official documentation of the election results will be held on file in the Department of Student and Alumni Services Office for a minimum of 7 calendar days after the election.

Section 2. Election of SGA President-Elect

The President-Elect shall be selected from members of the first year class or second year class remaining in Kirksville for their third year rotations. Elections will occur during the month of March or at another convenient time as determined by the Student Council.

The names of all persons who have filed written notice of candidacy with the Department of Student and Alumni Services Office and who have been certified as an undergraduate ATSU-MO student training in Kirksville shall be placed on a general ballot to be voted on by the Association. If no person receives a simple majority of ballots cast (50.1%) then the two persons receiving the greater number of votes in the general elections shall be voted on in a run-off election. The person receiving a majority of the votes cast in the run-off election shall be President-Elect, assuming the duties of President-Elect immediately. Should an unsuccessful candidate chose to roll down and run for an office other than the one he/she originally sought, then a new letter of intent will be filed with the Department of Student and Alumni Services Office.

The President-Elect shall take office no later than the second meeting in the month of June at the discretion of the Student Council.

Section 3. Election of SGA Officers-Elect (Vice Presidents, Treasurer, Secretary)

The First Vice President-Elect, Second Vice President-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 quarter after the election of the SGA President and second year class President. Any student who is willing to serve as SGA First Vice President, Second Vice President, Treasurer, or Secretary shall file a letter of intent with the Department of Student and Alumni Services Office no later than three (3) full business days prior to the posting date.

The First Vice President-Elect, Second Vice President-Elect, Treasurer-Elect, and Secretary-Elect shall take office on the same day as the President-Elect.

Section 4. Class Representative Elections

The elections for the representatives of the SGA from the first year (soon to be second year) class will take place during the spring quarter after the election of the SGA President and second year class President, while elections for the incoming first year class will take place no earlier than 3 weeks after the beginning of the 1st quarter and after the election of the class President. These dates can be changed at the discretion of the Student Council. Five representatives will be selected for one-year terms for the current first year and incoming first year classes.

If less than five Student Council Representatives are elected from a class, the remaining votes are forfeited.

If more than five students run for these offices, the five with the most votes will take office. In the case of a tie which prevents the selection of only five members, a run-off election shall be held for those individuals.

The newly elected class representatives shall take office the week following the election.

Section 5. Election of the Masters of Biomedical Science Class Representative

One Masters of Biomedical Science Class Representative shall be elected during the fall quarter at the same time the incoming first year class representatives are elected. To run for this office, the candidate must be enrolled in the Masters of Biomedical Science program. Only the constituents of this position, the Masters of Biomedical Science students, will be allowed to vote for this position.

Section 6. 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 quarter. The Caucus will be elected by the School of Health Management student body as in Section 1.

Section 7. Appointing of the School of Health Management Representative

One School of Health Management student representative shall be appointed each year. During the fall quarter, letters of intent will be accepted by the SGA executive council. Preference will be given to SHM students but applicants from all ATSU-MO programs will be considered. The executive council will make a recommendation to the student council, who will then vote on whether to approve the recommendation of the executive council. The recommendations will then be sent to the SHM Caucus for approval.

Section 8. Election of the Third and Fourth Year Representative

One third and fourth year representative will be elected the spring quarter after the election of the SGA President from the first year class of the D.O. program by members of the first and second year classes (D.O. program). As this pertains to students enrolled in the D.O. program only those enrolled in the D.O. program will be eligible to participate.

Section 9. Election of Executive Officers-at-Large

The Executive Officers-at-Large (2) shall be elected from members of the incoming first year classes in the same manner detailed for the SGA Class Representatives (Article VI, Section 4) during the fall quarter. Any member of the incoming first year classes who is willing to serve as Executive Officers-at-Large shall file a letter of intent with the Department of Student and Alumni Services office no later than three (3) full days prior to the posting date.

The Executive Officers-at-Large shall assume office the week following the election.

Section 10. Class Elections

Election of the second year class President will take place concurrently with the election of the SGA President-Elect.

Election of the second year class Vice-President, Secretary, and Treasurer shall be held concurrently with the second-year SGA class representatives as stated in Section 4.

Election of the third and fourth year class President, Vice President, Secretary, and Treasurer shall be held before the turnover of SGA officers on May 1st, at the discretion of the Election Committee.

Election of the incoming first year class President will take place no earlier than 3 weeks after the beginning of the 1st quarter. After the election of the first year class President, the election of the class Vice-President, Secretary, and Treasurer shall be held concurrently with the first year SGA class representatives.

Section 11. 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 they leave on rotations. The newly elected officers will attend SGA meetings during the summer months to work with and learn from the out-going officers. The newly elected officers will not be allowed to vote during this time period. If a position becomes vacant for any reason, the position shall be filled by special election except for those classes on rotations.

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. For instance, if a Class Representative were elected as SGA President-Elect, he/she would assume all the duties of the President-Elect, vacating their position as Class Representative. This position can either be filled via special election or remain vacant until the next regularly scheduled election. This decision is at the discretion of the Student Council.

Section 12. 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 Director of Student Administrative Support Services in the Office of Student Services.

- 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. The First Vice President shall fill the SGA Presidency until the election of a new SGA President.

The vacant position must be filled via special election or a regularly scheduled election contingent on which would be earliest.

ARTICLE VIII: Course Liaisons

Section 1. Purpose

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

Section 2. Liaison Coordinator

Class presidents appoint a Liaison Coordinator for each 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 Student 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 Student 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 Liaison Coordinator and the Director of Student Resources
- Introduce themselves to the course director and all course-related faculty.
- Attend the lectures 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 Liaison Coordinator regarding the progress of their course(s).
- Provide updates to the class as needed.

ARTICLE IX: Non-voting Members on the SGA

Section 1. SGA President

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

Section 2. Alumni Association Representative

The Alumni Association Representative shall serve as a liaison between the student body and the Alumni Association Board. The representative is required to attend weekly Council meetings, but must submit a report to the SGA Council before and after attending alumni meetings.

Section 3. Parliamentarian

The SGA President will appoint a Parliamentarian with duties as described in Article I Section 10. The Parliamentarian cannot vote during Student Council meetings, but may do so during Executive Council only.

Section 4. University Student Association 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 student council, who will then vote on whether to approve the recommendation of the executive council. Appointments are to be made prior to November 1. One USA Representative will serve as non-voting liaison members of the ATSU-MO SGA executive and general councils, but all USA Representatives will serve as voting members of the USA.

Section 5. Osteopathic Medical Student Key (OMSKEY) Representative

The OMSKEY representative shall receive and distribute to the Student Government Association any information from the AACOM pertaining to the OMSKEY Contact System.

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. Old Business
6. New Business
7. Reports
 - A. President

- B. First Vice President
 - C. Second Vice President
 - D. Treasurer
 - E. Secretary
 - F. Parliamentarian
 - G. Executives-at-Large
 - H. Second Year Class President
 - I. First Year Class President
 - J. Masters of Biomedical Science Representative
 - K. School of Health Management Representative
 - L. Third and Fourth Year Representative
 - M. Alumni Association Representative
 - N. Standing Committee Reports
8. Adjournment

Section 2. Attendance of Meetings

Each voting Student Council member is required to file the names of two proxies per elected term with the SGA Secretary with the exception of the SHM Representative. The SHM representative is required to turn in one proxy that is located in the Kirksville area so that the proxy can attend meetings in the SHM representative's absence. In the event that there is no one in area or no interest in the position, the SHM representative may ask a KCOM student to serve as a proxy. The names of the proxies must be filed within four meetings of taking office.

All voting Student Council members are expected to be present at all Student Council meetings, unless academic or personal reasons deem otherwise. Failure to attend or arrive on time (after 10 minutes from the scheduled start time) is a failure to represent their particular constituents. When any member fails to represent his/her constituents for two regular meetings of the council without valid proxy, the member will receive a letter regarding his/her responsibility to attend required meetings. A third absence without valid proxy will result in a Special Petition for removal of that member from the council filed by the SGA Parliamentarian. This Special Petition must be signed by a simple majority (50.1%) of Student Council voting members. Following the filing of the petition, the removal proceedings will be conducted as outlined in Article V Section 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
01/12/09 Rev. 015
03/25/09 Rev. 016
04/20/09 Rev. 017
08/11/09 Rev. 018
08/17/09 Rev. 019
09/14/09 Rev. 020
10/05/09 Rev. 021
01/11/10 Rev. 022
02/08/10 Rev. 023
03/01/10 Rev. 024
04/19/10 Rev. 025
04/29/10 Rev. 026
09/30/10 Rev. 027
04/25/11 Rev. 028
08/01/11 Rev. 029
08/08/11 Rev. 030
08/15/11 Rev. 031
08/22/11 Rev. 032
10/10/11 Rev. 033