

## **Article I. Name and Organization**

### Section A: Name

This organization shall be known as the Student Government Association of the Alabama College of Osteopathic Medicine (ACOM). The Student Government Association, henceforth known as the SGA, will be the representative organization for the entirety of the student body of ACOM.

### Section B: Members

Every student, by virtue of their matriculation at ACOM, will be a part of the represented student body. By payment of full tuition, as seen fit by ACOM student policy, each student shall be entitled to vote in the SGA elections. Every student who is in good academic standing with the school, as per the student policy, is eligible to run for and hold office within the SGA. All students of this College of Osteopathic Medicine (COM) shall be subject to this constitution and its bylaws.

### Section C: Policy and Statement of Nondiscrimination

Alabama College of Osteopathic Medicine does not discriminate on the basis of age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring, or the admission of students.

## **Article II. Purpose**

### Section A: Within the Student Body

The purpose of the SGA first and foremost is to represent the ACOM student body to the best of its ability. The SGA shall also organize activities within the school for the involvement of the entire student body.

### Section B: Within ACOM

The SGA will serve as a liaison between the student body and the faculty, staff, and all other members of the ACOM community with regards to responsibilities that have not been delegated to student groups formed previous to the creation of this constitution, such as Quality Improvement Teams.

### Section C: Within the Dothan and Wiregrass communities

The SGA will serve as a liaison between the ACOM student body and local communities.

### Section D: Within national and international borders

The SGA will serve as a liaison between the ACOM student body, the nation and the world at large.

## **Article III. Officers of the Student Government Association**

Section A. President  
Section B. Vice President  
Section C. Director of Finance  
Section D. Director of Operations  
Section E. Director of Public Relations  
Section F. Director of Events  
Section G. Director of Outreach/Community

#### **Article IV. Duties of the Officers**

##### **Section A. SGA President**

1. Shall preside over and create an agenda for all meetings of the SGA.
2. Shall act as Chairperson of the Executive Board.
3. Shall be the head representative of the student body.
4. Shall maintain communication between class officers and with class members.
5. Shall cast a vote on any motion before the SGA only in the case of a tie.
6. Shall carry out or delegate responsibility for any directives or motions of the SGA in order to report on these actions at subsequent meetings.
7. Shall be an ex officio member of all SGA committees (Ex officio member means that the President serves on each committee without a vote).
8. Shall represent the student body to the Council of Osteopathic Student Government Presidents (COSGP), the American Association of Colleges of Osteopathic Medicine (AACOM), and as a Student Delegate at the AOA House of Delegates for the Alabama Osteopathic Medical Association (ALOMA).
8. Shall establish all necessary committees and appoint each committee's respective chairperson.
9. Shall serve as the SGA Representative to the ACOM administration, Dean's cabinet and Board of Directors.
10. Shall attend Student Leaders meetings with the Associate Dean of Student Services (monthly) and the Dean/Senior Associate Dean (once per term).
11. Shall attend Class Meetings for both the first and second year classes and present all pertinent SGA news.
12. The President may not serve on the Executive Board of any other student organization.
13. Shall give a speech at white coat ceremony.
14. Shall serve as an advisor to the newly elected SGA President-Elect during the transition period.

##### **Section B. Vice President**

1. Shall report directly to SGA President and will assume position and responsibilities of President in event of disqualification/impeachment of President.
2. Shall attend meetings/events on behalf of President and ACOM if President is unable to attend.
3. Shall oversee organization and membership of all SGA clubs/student organizations. Shall

ensure, in concordance and agreement with Director of Finance, club eligibility for and allotment of SGA funds. Will oversee disciplinary procedures for clubs in violation of SGA and ACOM bylaws in concordance and agreement with the SGA and appropriate Deans of ACOM.

4. Shall organize and Chair quarterly meetings of the Club Presidents.
5. Shall manage all relevant SGA elections, including special elections, and oversee transition of office and responsibilities in event of impeachment/disqualification of any members of the SGA. Will oversee impeachment/disqualification/disciplinary proceedings within the SGA in concordance with the SGA and appropriate Deans of ACOM.
6. Shall accompany President on representative trips by default if SGA members wishing to attend exceeds available spots.
7. Shall maintain Roberts' Rules of Order during all SGA meetings.
8. Shall serve as an advisor to the newly elected SGA Vice-President-Elect during the transition period.

#### Section C. Director of Finance

1. Shall monitor a bank account for the SGA.
2. Shall keep official records of all SGA transactions.
3. Shall be the main point of contact for members of student organizations requesting SGA funding.
4. Shall keep official records of all transactions by student organizations.
5. Shall present an updated budget at every executive board meeting.
6. Shall reimburse entities for approved transactions.
7. Shall communicate with Vice President regarding student club budgets and eligibility.
8. Shall serve as an advisor to the newly elected SGA Director of Finance-Elect during the transition period.

#### Section D. Director of Operations

1. Shall take minutes for the SGA meetings and administer them to the SGA Executive Board and Dean of Students once approved by the other executive board members.
2. Shall receive all minutes from participating student organizations to ensure approved funding for these organizations.
3. Shall maintain an up-to-date roster of all members of SGA and of each student organization (these rosters to be given by the secretaries of each student organization).
4. Shall maintain executive board members and representatives attendance at all meetings, and therefore, good standing.
5. Shall act as the correspondent for the SGA (not including the newsletter).
6. Shall serve as an advisor to the newly elected SGA Director of Operations-Elect during the transition period.

#### Section E. Director of Public Relations

1. Shall serve as main information source for all media contacts regarding the SGA and student

body.

2. Shall collaborate with ACOM's Director of Communication to develop creative and innovative ways to promote ACOM to potential students, community, and rotation sites including, but not limited to, press releases and social media outlets (e.g. Facebook, Twitter, etc.).
3. Shall maintain an updated webpage for the ACOM SGA (including student organizations) and Media Releases including, but not limited to, ACOM academic events (e.g. White Coat Ceremony) and community service/outreach.
4. Shall attend all SGA sponsored events to promote and capture the events for fellow students, faculty and staff, community, and SAMC.
5. Shall maintain and release the ACOM Newsletter once monthly.
6. Shall keep apprised of relevant medico-legal news and legislation.
7. Shall serve as an advisor to the newly elected SGA Director of Public Relations-Elect during the transition period.

#### Section F. Director of Events

1. Shall be responsible for organizing no fewer than two fundraising events for the ACOM-SGA per school year.
2. Shall serve as liaison between the SGA and Alumni association and coordinate all events between the two organizations.
3. In conjunction with the Director of Public Relations, shall be responsible for promoting, attending, and keeping a photo record of all SGA sponsored events.
4. Shall be responsible for organizing special inter-class events for the college.
5. Shall be responsible for booking all speakers, venues, and entertainment for events sponsored by the SGA.
6. Shall be in charge of creating one faculty vs. student event.
7. Shall serve as an advisor to the newly elected SGA Director of Events-Elect during the transition period.

#### Section G. Director of Outreach/Community

1. Shall be the TOUCH Program liaison and chair.
2. Shall serve as Community Service Committee Chairman upon formation of Community Service Committee.
3. Shall be the liaison to the SAMC Foundation.
4. Shall promote awareness of Osteopathic Medicine in the community.
5. Shall assist in organizing, promoting, and executing community outreach activities sponsored by the SGA and student organizations.
6. Shall identify appropriate community outreach and coordinate with appropriate SGA clubs and the Academic Division of Student Services to meet those needs.
7. Shall ensure that established community outreach activities and relations are appropriately maintained.
8. Shall sponsor at least one event per semester.
9. Shall work with the Director of Public Relations to coordinate outreach and publicity events.

10. Shall serve as an advisor to the newly elected SGA Director of Outreach/Community-Elect during the transition period.

## **ARTICLE V. DUTIES OF REPRESENTATIVES**

### Section A. Representative Elections

1. Representative elections shall take place following the second test of the Fall term of OMS-I students. The format shall be specified by the Dean of Students. Representatives shall serve until the end of their OMS-II year, unless they are elected to an Officer position. Representative vacancies shall be filled, in order by votes received, from the initial list of Representative candidates. The total number of Representatives shall not exceed seven per OMS class.

### Section B. Representative Duties

1. Shall participate on SGA committees as requested.
2. Shall serve as intermediaries between SGA and the represented class, bringing to the attention of SGA any issues pertinent to said class.
3. Shall provide information on SGA activities to the represented class.
4. Shall attend all SGA sponsored events and assist as requested.

## **ARTICLE VI. MEETINGS OF THE SGA**

### Section A. Scheduling

1. SGA shall hold at least six meetings per semester. Ideally, one meeting per every two weeks will be the standard.
2. The dates of the meetings shall be determined by the SGA President at the start of each semester (contingent upon exam schedule changes). Time and location will be confirmed one week prior to each meeting.

### Section B. Attendance

1. All officers of the SGA are required to attend each meeting.
2. One unexcused absence or two excused absences per term shall result in disciplinary action that will be left to the discretion of the SGA Officers and the Dean of Students. The officer accumulating one unexcused or two excused absences will receive written warning with notification to the members of his/her class.
3. Any absences in excess of those stated in Point 2 will result in a vacancy of his/her position. This vacancy will be filled by appointment by the President with an affirmation vote of two-thirds of the SGA Officers. The appointee must meet the class standing requirements as defined in (Article VII Section A).
4. An excused absence from a SGA meeting must be obtained with the same protocols as those defined in ACOM's Student Handbook. In addition to those protocols, the student requesting an excused absence must also notify the Director of Operations, or the President if the Director of Operations is unavailable.

5. An unexcused absence is defined as not having a voting proxy representative at a given meeting. Notification of an impending absence and designation of a proxy should be made in writing to the SGA President at least forty-eight hours before the scheduled meeting time. These notices will be presented to the Director of Operations as official excused absences for roll taking purposes. In extenuating circumstances, exceptions to the written notification and attendance requirement can be made at the discretion of the SGA President.

6. A quorum shall consist of two-thirds or greater of the voting members of the SGA Officers.

### **Section C. Order of Business**

The order of business for meetings of the SGA shall be:

1. Call to order
2. Roll Call
3. Reading of the minutes from previous meeting
4. Correction and adoption of the minutes
5. President's Report
6. Vice President's Report
7. Director of Finance's Report
8. Secretarial Correspondences (incoming and outgoing)
9. Director of Public Relations' Report
10. Director of Outreach/Community's Report
11. Director of Events' Report
11. Old Business
12. New Business
13. Closing Comments
14. Adjournment

### **Article VII: Elections**

#### **Section A: Eligibility**

To be eligible to run for an executive board position, a candidate must be a first-year osteopathic medical student with a cumulative grade point average of 2.75, as per the student handbook. The candidate must be in good standing with the school.

#### **Section B: Nominations**

Candidates must self-nominate no later than 5 days prior to Election Day. Candidates must submit a letter of intent to run to the Dean of Students detailing their interest in no more than two executive board positions. Candidates will include their past experiences that qualify them for the positions of interest.

### Section C: Campaigning

The official method for campaigning will be determined by the acting Vice-President through the ACOM student portal. There will be one and only one official venue for campaigning. No external campaigning will be allowed, including but not limited to: Facebook, Twitter, social media, bulletin boards, e-mail, t-shirts, instant messaging, text messaging, phone banking, etc. Any candidates found in violation will be disqualified from the election immediately.

### Section D: Elections

Elections will occur via the ACOM student portal. If no candidate wins a majority vote (50% plus one vote), a second run-off election will occur as soon as possible via the ACOM student portal between the top two candidates for each position. In the event that a candidate wins the election for two positions, the candidate will be asked to choose the position they wish to take. A run-off election will then occur between the next two highest-voted candidates for the remaining position.

## **Article VIII: Resignation and Impeachment**

### Section A: Leave of Absence and Resignation

Any member of the SGA who is placed on leave of absence, who is in academic difficulty, or who is involved in disciplinary action shall be automatically removed from his/her office. Any member of the SGA may resign from his/her position for any reason, at any time.

### Section B: Impeachment of an Executive Committee Member

1. Any member of the executive committee of the SGA may be removed from elected office for reason of incompetence, malfeasance in office, or behavior unbecoming of a professional student in a COM.

2. Impeachment proceedings against a SGA member may be initiated by petition of at least 25% of the current OMS-I and OMS-II students of ACOM. A vote of at least two-thirds of the student body shall be required to remove an officer from office.

3. In the event an executive committee member is not fulfilling his/her duty on the SGA, impeachment proceedings may also be initiated by petition of at least 50% of the SGA. A vote of at least two-thirds of the executive committee plus approval by the Associate Dean of Student Services would be sufficient to remove an executive committee member from office.

4. Vacancies in the SGA shall be filled in accordance according to Article VI, Section B, Point 3.

## **Article IX. FINANCE**

### Section A. Accounting

1. The Director of Finance of the SGA shall receive and properly disburse all funds for student organizations, including the SGA, classes, and clubs. This mechanism shall remain in place as a means of verifying all expenditures.

2. All monies shall be placed into a noninterest bearing student account through the COM. The Director of Finance shall monitor each organization's funds in separate lines.

#### Section B. Student Activity Allotment

1. Student Government Association - fifty percent of the total student activity allotment shall be allocated for the SGA as a whole.

2. Organizations - fifty percent of the total student activity allotment shall be allocated among the approved organizations as proposed by the budget committee and subject to approval by a two-thirds vote of the SGA Officers. Each organization must submit a budget to the Student Government Association in order to be eligible for funds.

#### Section C. Disbursement

1. Although the SGA Director of Finance disburses all funds and verifies all expenditures, it is the responsibility of each organization to govern its judicious disbursement.

2. Any request for SGA monies shall be submitted in writing to the SGA Director of Finance. The expenditure of monies shall be disbursed on a line item basis. If an expenditure is not a line item in the budget, then the SGA must approve it prior to its payment. If approved, the expenditure will be forwarded to the Dean of Students for processing.

3. Funds received by each organization from fundraising, national affiliation, etc., shall be deposited into the SGA account and credited to the organization's line.

4. Each year, once the student activity allotment has been determined, the Director of Finance will set criteria for presumptive reimbursement of spending related to student organizations. All expenditures that do not meet this criteria must be pre-approved by the SGA Director of Finance in order to receive reimbursement. Expenditures that meet this criteria do not require pre-approval.

5. Any expenditures made by student organizations that violate standards of conduct set forth in the Student Handbook shall not be reimbursed.

6. At the end of each year, the SGA books will be available for audit, if requested by the COM.

#### Section D. Reimbursement

1. All requests for reimbursement must be submitted in writing to the SGA Director of Finance.

2. All reimbursement requests must then be sent to the Bursar's Office in order for reimbursements to be dispersed.

### **ARTICLE X. ORGANIZATIONS**



## Section A. Recognition

1. All new organizations must be recognized by the Executive Board before becoming officially recognized by ACOM. To be recognized, the organization must provide a copy of their constitution and bylaws, which shall remain on record with the Executive Board. A vote of voting members of the Executive Board will be required for recognition.

2. Once an organization has been recognized by the Executive Board, they are officially classified as active.

3. To remain active with the SGA and retain the support of ACOM, an organization must meet the following requirements:

- a. Completion of a registration form to begin in January each academic year.
  - b. Participation in SGA activities.
  - c. Leadership and advisement of a full-time faculty or staff member.
  - d. Approval of organization activities and events through the Division of Student Services.
  - e. Contribution to and support of the philosophy and mission of ACOM.
  - f. Participation in the annual leadership conference.
  - g. Completion of successful semester evaluation.
  - h. Completion of all necessary forms (available at the Division of Student Services).
  - i. Completion of a service project that benefits the local community.
  - j. Maintain a membership of at least 5% of the total student population, to include OMS-I and OMS-II.
  - k. Meet at least four times per semester.
  - l. Hold at least one fundraising event per year.
  - m. Submit an end of semester report.

4. Probation: If an organization fails to meet the requirements established in Section A, Part 3, they shall be placed on probation.

a. Organizations on probation will be required to generate their own funding and will not receive an allotment of SGA funds. If the requirements in Section A, Part 3 are met within the next academic calendar year, then the organization will have the opportunity to become active again with a simple majority vote of the Executive Board. If the organization does not receive a simple majority vote they will remain on probation.

b. Failure to meet proper active requirements during a probationary period will render an organization defunct for the following academic calendar year. If the organization wishes to once again become active, they must be apply to become a recognized organization as stated in Section A, Point 1. This will result in a probationary status for the following academic

semester.

5. The Executive Board will re-evaluate the status of every active and probationary club at the last meeting of the academic semester. The Executive Board reserves the right to evaluate an organization at any time during each academic semester if they feel the group is not meeting requirements or gives a reason to do so.

6. If an organization loses status with an affiliated national organization, they will lose active status with the SGA.

#### Section B: Funding

1. In order for a student organization to receive or renew funding it must not discriminate on the basis of age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring, or the admission of students.

2. At the end of each academic semester, the SGA shall vote to recognize an organization as Active, Probationary or Defunct. It is the responsibility of the Vice President and the Director of Finance to provide the SGA with the status and compliance of each club. This shall take place at the last official meeting of the academic semester.

3. A general Executive Board vote is required for the approval of funding (as defined in Article IX, Section C, Point 4). This will be based upon information provided by the Director of Finance.

### **XI. Amendments**

An amendment to this constitution may be proposed by any member of the Executive Board. In addition, any member of the student body in good standing with ACOM who presents a petition signed by 20% of the combined population of the OMS-I and OMS-II classes can propose an amendment.

An amendment to this constitution must be voted on by the Executive Board and passed by a simple majority.

### **XII. Ratification**

This constitution shall be ratified by a two-thirds majority vote of the current Executive Board members and student representatives. The date of ratification shall be recorded in Article XIII.

A copy of this constitution shall be made available to all students and faculty of ACOM.

### **XIII. Date of Adoption**

This constitution of the Alabama College of Osteopathic Medicine's Student Government

Association was adopted on March 10, 2014.