

Lake Erie College of Osteopathic Medicine Bradenton Campus
Student Government Association



Preamble:

The Lake Erie College of Osteopathic Medicine Student Government Association (SGA) at LECOM Bradenton is a multifaceted organization that represents the entire student body. The SGA strives to ensure that all students are provided with opportunities for extracurricular engagement, promote positivity and pride in the Osteopathic profession, and provide an enjoyable learning environment for all students. It is the mission of the LECOM Bradenton SGA to foster a positive learning environment and promote the ideas and desires of our students. Not only does the LECOM Bradenton SGA work solely within the walls of LECOM; it is responsible on a national level for sponsoring the improvement of all the Colleges of Osteopathic Medicine's Student Government Organizations.

Article I.Name

This body shall be known as the student body of Lake Erie College of Osteopathic Medicine (LECOM) Bradenton Campus. The representation of the student body shall be known as the Student Government Association.

Article II.Purpose

The purpose of the government shall be:

1. To act as the official representation with the duty to voice the concerns and opinions of LECOM students to:
 - a. The LECOM Administration and Faculty
 - b. The Council of Osteopathic Student Government Presidents (COSGP)
 - c. All Standing and Ad Hoc Committees of the above organizations.
2. To provide a means of expression for student opinions.

3. To prepare a budget for student activities which the Student Government believes most clearly approaches the desires and needs of all students.
4. To discuss the conduct of campus organizations that seem to be operating in a manner prejudicial to the welfare of the profession, college, or other students; and to make recommendations to the appropriate body when requested and/or necessary. Discipline within our jurisdiction shall include a suspension of student government funds to these organizations and possible dissolution of organizations after repeated infractions (see Article VII). The suspension shall last one semester or until reapplication for official status shall be deemed reasonable by the Student Government Association.
5. To oversee the establishment of new student organizations and the dissolution of existing student organizations as appropriate.
6. To promote communication and cooperation among all student organizations.
7. To assist with and/or supplement extracurricular education and social events for LECOM students.

Article III: Membership

To the organization/Non-voting members: The student body of Lake Erie College of Osteopathic Medicine (LECOM) Bradenton campus shall include all students registered in an Osteopathic degree program paying Student Government fees and attending LECOM.

To the general council/Voting members: The council is the voting body of the Student Government Association. The council shall consist of class officers from the first and second year classes as well as active presidents of the student organizations or an alternative representative from the executive board of the student organization. Only one officer per student organization will have voting privileges during the meetings. Therefore, it is a requirement of student organizations to send at least one executive board member to the Student Government Association council meetings (once monthly meeting). Failure of a student organization to have a representative at more than 2 meetings a

semester will result in suspension of a club from SGA funds for the following semester until attendance is deemed appropriate by the SGA executive board. Failure of a student organization to attend 4 or more meetings in an academic year will result in probationary action against the club and may result in termination of the organization as set forth in Article VII.

Faculty Advisor/Non-Voting Member: Faculty Advisor will serve in an advisory position to Student Government. Faculty Advisor must be a whole or full-time employee of the College as determined by the Dean of Academic Affairs. Faculty Advisor will not have a vote on Student Government issues. Faculty Advisor is elected by Student Government voting members by a simple majority (>50%). The Student Government must submit its choice for the elected Faculty Advisor position to the Dean of Academic Affairs for final approval. Term of Faculty Advisor will be one year. Consecutive terms shall not be limited. Resignation of Faculty Advisor must be written and submitted to the Student Government Executive Board.

If for any reason there is a removal of the faculty advisor, he/she must be replaced with a new faculty advisor immediately. No Student Government meetings or activities shall take place without a faculty advisor in position.

Student Affairs Representative/Non-Voting Member: Student Affairs Representative will serve in an advisory capacity to Student Government by virtue of his/her administrative appointment to the position as the Coordinator of Student Affairs. Student Affairs Representative will not have a vote on Student Government issues. If it is necessary to remove the Student Affairs Representative, the Student Government Association shall submit this recommendation in writing with its reasons for the removal to the Director of Student Affairs. The director will then submit this recommendation to the administration, as they are the only ones who can appoint or remove the Student Affairs Representative.

Executive Board/Voting Members: The Executive Board shall consist of: Student Government President, First Vice President, Second Vice President, Secretary, Treasurer, Assistant Treasurer(s) and Webmaster. The Executive Board shall meet at the request of the President.

Responsibilities of the Executive Board shall be to:

- Set Student Government meeting times, places, and events.

- Oversee an adequate transition period following election of a new Executive Board.
- Act as an administrative body to the Student Government.
- Act as the Student Government body when not in session. Actions and decisions shall not be limited but must be ratified by a simple majority (>50%) at the next scheduled Student Government session.
- Attendance at all meetings is required unless previously excused by the remaining Executive Board members.
- Executive Board Members must be in good standing academically as set forth by the LECOM Student Handbook.
- Removal of Executive Board members can occur following more than two (2) unexcused absences.
- Removal can occur with a two-thirds (2/3) majority vote by the Student Government members. Removal can also occur with a simple majority (>50%) vote of student body members.
- Resignations must be written and submitted to the remaining Executive Board members.
- Leave of absence requests must be submitted in writing by the absent officer to the remaining Executive Board members. Requests for temporary leaves shall be granted at the discretion of the remaining Executive Board members.
- Should an executive board member prematurely leave their office, a replacement for their position should be appointed or elected (time permitting).
- Possess and maintain a strategic plan. This should be updated on an annual basis with the election of a new Executive Board and ratified during a general meeting during the fall semester.

Article IV: Organization

Section I: Structure

The current structure of the LECOM Bradenton SGA is as follows

Student Executive Board: President, Vice President One, Vice President Two, Secretary, Treasurer, Assistant Treasurer(s), Webmaster

Faculty Advisor

Administrative Liaison

Committees

These committees will be managed by the executive team, but the students will be the main activists within the committees and will hold the titles of chair, vice chair, and secretary of the committees.

***Student Programming will be managed by Vice President Two
Service will be managed by Vice President One***

Clinical Education will be managed by the President

Wellness will be managed by the Secretary

Diversity will be managed by the Treasurer

Section II: Officers

President

- Preside over all meetings of the Student Government.
- Act as Chairperson of the Executive Board.
- Act as the Chairperson of the Clinical Education Committee
- Cast a vote on any motion before the Student Government only in the case of a tie.
- Carry out or delegate responsibility for any directives or motions of the Student Government in order to report on these actions at subsequent meetings.
- Be an ex officio member of all Student Government committees (Ex officio member means that the President serves on each committee without a vote).
- Coordinate, in an advisory capacity, all class officers and representatives.
- Represent the student body to the Council of Osteopathic Student Government Presidents, as a Florida Delegate at the AOA House of Delegates, the American Association of Colleges of Osteopathic Medicine, and the Florida Osteopathic Medical Association.
- Shall, upon invitation, sit in on Board of Directors Meetings and/or Board of Trustees Meetings and/or Dean's Committees to voice student concerns, affairs, and priorities.

- Act as cosignatory with the Treasurer and Assistant Treasurer(s) on Student Government checks.
- Serve as an advisor to the newly elected Student Government during the transition period.
- Term of office will be one (1) year as stipulated by Article IV
- The President may not serve as the president of another student organization to prevent conflict of interest. The President may not serve in a role of a student organization that requires additional travel during school hours.

First Vice President

- Assume the duties of the President in his/her absence.
- Serve as a member of the Executive Board.
- Have a vote in Student Government meetings.
- Oversee the election process of the Executive Board as described in Section III
- Assume duties of Parliamentarian as stated in the LECOM Student Government Constitution and the LECOM Parliamentary Procedure Guidelines. Any issues not covered in the above documents shall be referred to Robert's Rules of Order.
- Serve as the second representative to the Council of Osteopathic Student Government Presidents (COSGP)
- Serve as Chairperson of the Service Committee.
- Conduct all elections for Executive Board members
- Serve as the coordinator of all service events throughout the year for the Student Government and all student clubs.
- Term of office will be one (1) year as stipulated by Article IV

Second Vice President

- Assume the duties of the President in the absence of the President and the First Vice President.
- Serve as a member of the Executive Board.
- Have a vote in Student Government meetings.
- Serve as Chairperson of the Student Programming Committee.
- Be responsible for, coordinate, and submit a Student Government calendar of social events for the year. A copy should be submitted

to each of the following: Office of Student Affairs, Student Government Faculty Advisor, and be placed on the Student Government webpage.

- Term of office will be one (1) year as stipulated in Article IV

Secretary

- Serve as a member of the Executive Board.
- Have a vote at Student Government meetings.
- Serve as Chairperson of the Wellness Committee.
- Record an accurate and authentic record of the proceedings of the Student Government meetings.
- Publish and make available copies of the approved minutes.
- Maintain an attendance record of the Student Government voting members and inform those who missed any meetings without excused absence.
- Prepare and distribute the unapproved minutes of the preceding meeting to the Student Government voting members.
- Maintain a schedule for publication of Student Government Association Newsletter
- Announce Student Government meetings two days prior to the meeting by means of written or electronic communication and the Student Government bulletin board.
- Preserve documents and files of the Student Government in the Student Government office. Maintain the Google drive of documents.
- Act as an official correspondent for the Student Government.
- Publish a tentative schedule of all Student Government meetings
- Maintain the activities calendar, with the Second Vice President, to inform the students of LECOM events and pertinent community information
- Maintain and update, with the First Vice President, a list of class officers, club officers, and faculty advisors with the Office of Student Affairs
- Organize the selection of all Student Government awards
- Term of office will be one (1) year as stipulated by Article IV

Treasurer and Assistant Treasurer(s)

- Serve as a member of the Executive Board.
- Have a vote at Student Government meetings
- Act as Financial Advisor to all Student Government clubs
- Maintain accurate and up-to-date records of all incoming and outgoing money.
- Submit a typed Treasurer's report at the second regular term or yearly meeting of Student Government.
- Receive receipts for all expenditures.
- Acquire and deliver payments or ascertain that all payments are received by appropriate persons.
- Review club and organization financial records on a regular basis, at least once annually
- Prepare and submit, along with the Executive Board, an annual budget for consideration to the Executive Board elect.
- Term of office will be one (1) year as stipulated by Article IV

Webmaster/Historian

- Serve as a member of the Executive Board.
- Have a vote at Student Government meetings.
- Serve as the Webmaster for the Student Government website by updating and editing the website.
- Serve as Chairperson of the Diversity Committee
- Be responsible for coordinating appropriate payment of annual or biannual website fee.
- Assist clubs in maintaining their web pages and links to the Student Government website

Section III: Elections and Appointments

Election of the Student Government

Responsibilities of the First Vice President/Executive Board in Election of Officers

- In the event of the First Vice President being a candidate for an election, the responsibility for the election is given to the Student Government Second Vice President, then the Secretary, and then the Treasurer. In the case of the aforementioned persons all being

candidates, the Faculty Advisor shall appoint an Election Chairperson.

- Give notice of the forthcoming election in the Student Government minutes and inform the representative of each class to make an announcement to his/her respective classes. This must be done three (3) weeks prior to the election.
- Obtain a letter of intent from candidates which must be accompanied by a petition with twenty (20) signatures from respective classmates. This must be submitted to the Student Government at least one (1) week prior to the election. After this time, no new candidates will be added to the ballot, however, final write-in candidates on the voting ballot are permitted.
- Post a copy of a letter of intent or candidate's names with pictures for constituent viewing.
- Regulate and enforce rules of campaign in coordination with the Student Government Constitution and the LECOM Student Handbook.
- Organize a forum for the introduction of all recognized candidates. The candidates at this time will speak about their platform. The time limit will be 3 minutes.
- Formulate an official ballot and administer the election.
- Tally and submit the results to the Student Government President, then the candidates, and then to the student body immediately following completion of the election.
- All paper ballots must have the student's printed name and school ID to be valid.
- Responding to election challenges: Challenges of the process shall be submitted in writing to the Executive Board First Vice President within forty-eight (48) hours of the election results. The Executive Board First Vice President will call a meeting of the Student Government Executive Board to validate or invalidate the election challenge. If a challenge is valid, a new election should be held within fourteen (14) days. If no challenges are received

within forty-eight (48) hours, the election shall be considered valid and final.

Election of the Executive Board

- The election for the Executive Board shall take place by the 1st week of February.
- Each candidate may run for only one (1) Executive Board position.
- The election of the Student Government Executive Board shall be by general election of the student body. This includes the OMS-I, OMS-II, and OMS-III classes.
- In the event that no candidate receives a simple majority (>50 %) of the votes cast, there shall be a runoff election between the two leading candidates at a time specified by the Executive Board First Vice President.
- In the event there are no candidates for a Student Government Executive Board position, the Student Government President Elect shall appoint a member of the student body to fill that position, subject to approval by the new Student Government Executive Board and guided by the write-in votes.
- There shall be no absentee or proxy voting. All voting must occur in person on campus.
- Terms for members of the Executive Board, with the exception of the President, shall be from the February meeting of the current year to the March meeting of the following year. The President elect will assume the responsibilities at the conclusion of the March Meeting.
- Officer-elects of Student Government Association must begin attending meetings after the elections.
- Elected officials will serve in the position "elect board member" until the end of the current boards leadership as specified above.
- All candidates participating in the election for SGA President, SGA First Vice President, Second Vice President, Secretary, Treasurer, Assistant Treasurer(s) or Webmaster must have documentation of attendance of a minimum of two (2) official

student government meetings and have a face-to-face meeting with the current executive board member of their desired position prior to submission of a letter of intent. Involvement in Student Government Association Committee activities is strongly recommended

- In the event that no viable candidates have the minimum recorded attendance, submission of their letter of intent may be voted on by the current student government executive board.

Section IV: Terms of Office

The Term of office for all elected positions and any additional appointed positions will be one academic year. Extensions of terms will need to be approved by the Student Affairs Director. Early termination of term will need to be presented to the executive board in written document.

Section V: Committees

Specific objectives of committees should be outlined and updated annually in the strategic plan, as discussed in Article III, Executive Board.

Student Programming

The purpose of the student programming committee is to plan and host activities centered on improving the social environment for our students. An outline of current events is shown below.

- Fall Events
 - Fall welcome back park day
 - International night (in coordination with the Diversity committee)
 - Additional Events may be included
- Spring Events
 - LEPROM
 - Class Superlatives (OMS I AND II)
 - Based off class vote
 - Student Research Award (OMS I AND/OR II)
 - Based off applications and committee
 - Student Doctor of the year through COSGP
 - Civically engaged Student (OMS I AND II)
 - Based off applications and committee

- Civically engaged Club
 - Based off applications and committee
- Civically engaged student
 - Based off applications and committee
- Additional events may be included

Wellness Committee

The purpose of the wellness committee is to raise awareness for physical, spiritual, and mental well being. An outline for the committee is below.

- Wellness task forces, including the Mental Health Task Force
- Week of Wellness - based off national OMS Day of Wellness
- Promoting a safe space for students to seek out support for depression, anxiety, and guidance
- Peer to Peer suicide prevention training
- Rotation site wellness services guide
- Host events throughout the semester that promote student wellness

Service Committee

The purpose of the Service committee is to help the First Vice President in the duties of civic engagement promotion, explore new ideas to improve civic engagement, help ensure all clubs meet requirements, and promote TOUCH activity. An outline for the committee is below.

- Gather information from all student clubs to put together regular notice of service events
- Clarify TOUCH vs. volunteer and ensure that hours are logged appropriately
- Promote student volunteering
- Monitor student organization volunteering events and work with First Vice President to ensure student organizations meet the service requirement

Clinical Education Committee

The purpose of the Clinical Education Committee will be to best prepare students for clinical practice. This will be accomplished through clinical

workshops hosted by various student organizations, involvement in the Clinical Education course as appropriate, and resources for students' success during clinical rotations (i.e. as OMS III and OMS IV).

Diversity

The purpose of the diversity committee is to promote, recognize, and celebrate cultural diversity in the student body. An outline for proposed activities that attempt to achieve this goal is provided below:

- International festival day or week
- Teaching students traditional dances or activities
- Religious immersion experience
- Crash courses of languages in medical terminology
- Student National Medical Association

Article VI: Meetings

Guidelines for Meetings

- Presiding over all Student Government meetings shall be the Executive Board President of the Student Government Association.
- All meetings of the SGA shall be conducted according to the following hierarchy:
 - Student Government Constitution & Bylaws
 - LECOM Student Government Parliamentary Procedure Guidelines Robert's Rules of Order
- Meeting times and agendas are public information and may be viewed by any member of the student body.
- An executive session (closed meetings) may be called when deemed necessary by the Student Government President. These records need not be made public.
- The Order of Business for Student Government meetings shall be:
 - Call to order
 - Approval of the minutes
 - Old Business
 - New Business
 - Committee Reports
 - Open Discussion/ Student Organization Announcements

- Adjournment

Meeting Time

- Time and date of regular meetings shall be the third Wednesday of each month. These dates are subject to change by the Student Government Association Executive Board in the event of a scheduling conflict.
- Special additional meetings may be called at the discretion of the Student Government President or a simple majority (>50%) vote of the Student Government council.

Quorum for Student Government Meetings

- Student Government meetings shall be deemed official and all decisions from the said meetings deemed final and binding when a quorum is present. The quorum shall consist of a two-thirds (2/3) majority of Student Government voting members not on rotations.
- A meeting not having a quorum shall be held by a simple majority (>50%) vote of those Student Government members present. All proceedings not having a quorum shall be deemed official, final, and binding only after approval at the next meeting with a quorum present.

Section VII: Governing Rules

One of the initiatives of the Student Government Association is to ensure that all students are able to participate in the Student Government as well as in student run organizations. The Student Government Association is the governing body of the student organizations and works to ensure that the quality of the organizations is maintained. The Student Government has set forth standards and requirements for organizations that must be met yearly in order to maintain good status with the Student Government Association. Failure to comply with these standards may result in termination of student organizations .

Section I: Requirements:

- Failure to comply with the requirements described below may result in disciplinary action, as described in Section II. Appeals to suspension, probation, and termination may be seen in Section III.

- Meeting attendance requirement: All student organizations are required to have the President or an executive board member present at every regularly scheduled Student Government general meeting. The running meeting date is set forth in Article V.
- Organization activity requirements: All organizations are required to host at least one fundraising event and at least one service event once per academic year. The service events are to be reported to the First Vice President of the Student Government and the Fundraising events are to be documented with the Treasurers.
- Basic activity of organizations: Every organization is required to hold monthly meetings in the presence of their faculty advisor. All regular business of the organization is expected to be conducted in the setting of these meetings in compliance with the organization's constitution.

Section II: Disciplinary Process

Failure to comply with the expectations described above may result in disciplinary action as described below:

- Absence from one meeting without prior approved notice may result in a warning as deemed appropriate by the Executive Board
- Absence from two (2) or more meetings in one semester OR failure to comply with one (1) activity requirement per year will result in withholding of SGA funds to the violating organization.
- Absence from three (3) or more meetings in one semester OR (2) or more meetings in two consecutive semesters OR two (2) activity requirements in one year will result in an organization being placed on probationary status.
 - Organizations on probationary status will have their SGA funding withheld, if not already established from infractions as described above.
 - Decision to place an organization on probationary status should be discussed with the Student Government Faculty Advisor and subsequently must be approved through a majority (>50%) vote of the Executive Board. If approved, the organization should be notified immediately including justification and expectations of the organization while on probationary status.

- Organizations who have additional infractions while on probationary status may have evidence presented to the Student Government Advisor and Student Affairs Advisor and actions may be taken to terminate the organization.
- Probationary status will last until the end of the following semester. At that time, if the organization has complied with all Student Government expectations, probationary status should be removed and the organization notified of this update.
 - If the probationary status is extended, an explanation of the decision should be discussed at the following general meeting.
 - Early removal of probationary status should be discussed with the Faculty Advisor and requires a majority (>50%) vote of the current Student Government Executive Board.
- If the Student Government Executive Board has ample evidence that the club has not been meeting several of the requirements above the Student Government has the right to present this evidence to the Student Government Advisor and the Student Affairs Advisor and action may be taken to terminate the organization. Similar actions may be taken if organizations are found to be engaging in conduct that is severely detrimental to Student Government, the student body, or Lake Erie College of Medicine Bradenton campus.

Section III: Appeals Process

Organizations who wish to appeal any disciplinary action have the right to do so at any time. The process for appeals is outlined below:

- The President or representative executive board member of the organization must notify the Student Government Executive Board of their desire to appeal through e-mail. This correspondence should also be sent to the Student Government Faculty Advisor.
- If requested, an appeal hearing will be held. During this hearing, the Student Government Executive Board will present evidence to justify the disciplinary action, and the organization may present any contradictory evidence. This hearing should be attended by the Faculty Advisor.

- If there is a request for an appeal hearing, the organization representative must indicate if the request is for an open hearing (during a general Student Government meeting) or a closed hearing, to be attended by the Student Government Executive Board and appropriate parties.
- If there is an open hearing, the Student Government council will vote to maintain or overturn the disciplinary action through a majority (>50%) vote of members in attendance.
- If there is a closed hearing, the Student Government Executive Board will vote to maintain or overturn the disciplinary action through a majority vote. If a $\frac{2}{3}$ majority is not obtained OR if the organization requests, the appeal may be presented at the next Student Government general meeting with the decision determined in the manner described above.
- If requested, an arbitration process may be explored on a case-by-case basis.

Article VIII: Adoption and Amendments

Section I: Adoption

Adoption of the Constitution of the Student Government Association must be done by a $\frac{2}{3}$ majority vote during an established Student Government council meeting. The Constitution should be made available on the Student Government Website.

Section II: Amending the constitution

Amendment of the Constitution must be voted on by a $\frac{2}{3}$ majority vote an established Student Government council meeting. The Constitution should be made available on the Student Government Website with proposed changes presented along with the original wording. The amendment must be available on the Student Government Website at least one week prior to the vote.