



Student Government Association **CONSTITUTION**

University of New England
College of Osteopathic Medicine

Revised and Approved August 2015



Section 1.....	8
Section 2.....	12
Section 3.....	13
Section 4.....	13
Article VI.....	14
Tenure of Office	14
Section 1.....	14
Section 2.....	14
Section 3.....	14
Section 4.....	14

Section 14.....	16
Article VIII.....	17
Nomination and Election of Executive Board Members	17
Section 1.....	17
Section 2.....	17
Section 3.....	17
Section 4.....	17
Section 5.....	17
Section 6.....	17
Section 7.....	17
Article IX.....	17
Finances of the UNE COM Student Body.....	18
Section 1.....	18
Section 2.....	18
Section 3.....	18
Article X.....	18
Standing Committees.....	18
Section 1.....	18
Section 2.....	18
Section 3.....	18
Section 4.....	19
Section 5.....	20
Section 6.....	20
Section 7.....	20
Section 8.....	20
Section 9.....	20
Section 10.....	21
Section 11:.....	21
Section 12:.....	22
Section 13:.....	22

Section 14:.....	22
Article XI.....	22
Committee Organization.....	22
Section 1.....	22
Section 2.....	22
Section 3.....	23
Section 4.....	23
Article XII.....	23
Duties of SGA Standing Committees.....	23
Section 1.....	23
Section 2.....	23
Section 3.....	23
Article XIII.....	23
Methods of Amending the Student Government Association Constitution	23
Section 1.....	23
Section 2.....	23
Section 3.....	24
Section 4.....	24
Article XIV	24
Interpretation of the SGA Constitution	24
Section 1.....	24
Article XV	24
Dean’s Roundtable Discussions.....	24
Section 1.....	24
Section 2.....	24
Section 3.....	24
Section 4.....	25
Section 5.....	25

PREAMBLE

This constitution is adopted by majority vote of the UNE COM SGA, and shall be deemed indispensable to the reasonable exercise of administrative jurisdiction. Its provisions shall be duly carried out in accordance with Robert's Rules of Order, and shall become incumbent upon the student body immediately upon its acceptance thereby.

ARTICLE I

Name, Structure, and Definition of Organization

- Section 1. The organization shall be known as the Student Government Association of the University Of New England College Of Osteopathic Medicine.
- Section 2. The Representative body of this Association shall be known as the Student Government Association (SGA).
- Section 3. Every member of this Association must be a full-time student at the University Of New England College Of Osteopathic Medicine.
- Section 4. Every member of the SGA must be a student in good standing within the University, having fulfilled all academic requirements for their class (as defined by the UNE COM Student Handbook), or have a prior documented agreement with the office of the Dean of Students, with no course failures to be repeated in the year prior to holding office.
- Section 5. The SGA shall be an official communicating voice, acting as the elected representation for the student body with the faculty, administration, fellow professionals, and general public.
- Section 6. The SGA does not discriminate on the basis of race, sex, creed, color, national origin, age, sexual orientation, disability, or gender identity in carrying out the meaning and intent of this constitution.
- Section 7. Faculty members or administrators from UNE COM shall be invited to attend meetings and forums, encouraged to speak or advise, and included in the official minutes of those meetings.

ARTICLE II

Representation to the Student Government Association

Section 1. Each class represented on the UNE COM campus shall elect, by a

Last Modified:

- c. Distribute C&O constitutions and/or by-laws to new C&O officers at the first C&O meeting of the academic year.
 - d. Supervise the scheduling of special interest events as arranged by all recognized UNE COM C&O.
 - e. Record any pertinent minutes for the UNE COM C&O meetings and distribute accordingly.
7. Prepare agenda for the student body monthly Dean's Roundtable Discussions.
 8. Aid and assist all other Executive Board members.
 9. Serve as Chair of the Elections Committee.
 10. Accompany the SGA President to the Summer, Fall, and Winter COSGP meetings.
 11. Serve as an official COM representative to the UNE Representative Council.

Section 1c: Duties of the SGA Senior Secretary:

1. Attend and vote at all SGA and Executive Board Meetings.
2. Keep a careful and authentic record of the proceedings of the SGA.
3. Publish or post copies of the minutes of each meeting after they have been approved. The minutes are to be publicly posted and provided to members of the UNE COM administration when requested.
4. Maintain the attendance record of the SGA members and inform the SGA Executive Board of those members who have inexcusably missed two (2) consecutive or three (3) total meetings annually.
5. The Senior Secretary shall assume the duties of the SGA President in the absence of the SGA President and Vice-President.
6. Act in conjunction with the SGA President and SGA Public Relations Officer to correspond on behalf of the SGA.
7. Aid and assist all other Executive Board members.
8. Serve on at least one (1) additional SGA Standing Committee.

Section 1d: Duties of the SGA Senior Treasurer:

1. Attend and have a vote at all SGA and Executive Board meetings.
2. Act as the sole monetary distributing agent of the SGA.
3. Authorize, following majority vote of the SGA, all monetary disbursements from the SGA budget.
4. Serve as Chair of the Finance Committee.
5. Maintain an accurate and timely record of all income and expenditures.
6. Act as financial advisor to all recognized Clubs and Organizations and

- classes of the College of Osteopathic Medicine.
7. Announce the submission deadlines for on-campus events sponsored by classes, committees, and organizations desiring SGA funding as described in [Article X](#), Section 3 and [SGA Handbook Appendix II](#).
 8. Prepare a budget for the academic year that will be proposed to and voted on by the SGA.
 9. Report on the financial standing of the SGA on a regular basis.
 10. Aid and assist all other Executive Board members.

Section 1e: Duties of the SGA Parliamentarian:

1. Attend all SGA and Executive Board meetings. The Parliamentarian will have no vote on the SGA Executive Board and is barred from voting during general SGA meetings unless the Parliamentarian has temporarily relinquished the authority of this position to the SGA President or presiding officer, at which time the Parliamentarian is relieved of these enumerated duties and is permitted a vote.
2. Interpret the SGA Constitution at all SGA and Executive Board meetings.
3. Enforce a modified Robert's Rules of Order, as defined and prescribed by the current SGA President, at any and all official SGA meetings.
4. Attend meetings of SGA Committees at their discretion in their official capacity.
5. Run an annual review of the SGA Constitution.
6. Aid and assist all other Executive Board members.

Section 1f: Duties of the SGA Junior Secretary/Treasurer:

1. Attend and have a vote at all SGA and Executive Board meetings.
2. Assume the duties of the SGA Secretary or Treasurer when absent.
3. Assist the SGA Secretary or Treasurer with any assigned duties.
4. Attend and record minutes at all Dean's Roundtable discussions.
5. Aid and assist all other Executive Board members.
6. Serve as a member of the Finance committee.

Section 1g: Duties of the SGA Public Relations Officer:

1. Attend and have a vote at all SGA and Executive Board meetings.
2. Update and maintain the SGA website
3. Publicize the SGA website to both on campus and off campus students.
4. Run and announce the monthly Student Doctor of the Month for the

- on-campus classes at the discretion of the current SGA.
5. Act in conjunction with the SGA President and SGA Senior Secretary to correspond on behalf of the SGA.
 6. Serve on at least one (1) SGA Standing Committee.

Section 2.

- of any class expenditures.
5. Serve on the SGA Finance Committee.
 6. Attend class, officer, and representative meetings called by the Class President

Section 2d: Duties of the Alumni Representative:

1. Attend Alumni Association meetings.
2. Effectively communicate between the alumni, the SGA, and the current student body.
3. This position shall be elected during the OMS-I year and shall be permanent for that class.
4. Attend and have a vote at all SGA meetings.
5. Serve on at least one (1) SGA Standing Committee.
6. Attend class, officer, and representative meetings called by the Class President.

Section 3. Duties of the Class Representative:

1. Attend and have a vote at all SGA meetings.
2. Act as a representative voice for the members of their class concerning issues that pertain to them under the jurisdiction of the SGA.
3. Serve on at least two (2) SGA Standing Committees.
4. Aid and assist the Class Officers in the accomplishment of class duties.
5. Attend class meetings and representative meetings called by the Class President

Section 4. Duties of Site Liaisons:

1. Serve as Representatives of their Class to the SGA in years III and IV.
2. Act as a Liaison between his/her third year Clinical Campus and the Department of Clinical Affairs.
3. Attend functions designated by Clinical Affairs when possible, including but not limited to Clinical Campus Showcase, Site Liaison Weekend at UNE COM and visits to the Clinical Campus by members of the Clinical Affairs Department.
4. Provide feedback on their rotation site to the Clinical Education Department as requested.
5. Eligible individuals are upcoming third- year students who

have not been elected as Class Officers. In the circumstance that no student at a clinical campus wishes to serve as Liaison for that site, the opportunity to run for Site Liaison shall then be extended to Class Officers. In the circumstance that the elected Site Liaison is unable to fulfill his/her responsibilities, the student with the second most votes will represent the site.

ARTICLE VI

Tenure of Office

- Section 1. The tenure of office shall be for one (1) year for OMS-I and OMS-II Class Representatives and Officers and two (2) years for OMS-III and OMS-IV Site Liaisons and Officers, or until a successor is elected and installed. If an elected official must vacate his/her position temporarily or permanently, a special election, conducted by the Elections Committee, shall be held in order to replace the vacated seat.
- Section 2. Any SGA member may be removed from office by a two-thirds (2/3) majority vote of the SGA in the event of their unexcused absence from two (2) consecutive or three (3) total SGA meetings over the course of the academic year. The SGA member shall have the opportunity to represent him or herself before a quorum of the SGA preceding such a vote.
- Section 3. Excused absences shall be those approved by the SGA Executive Board.
- Section 4. In order to remove a Class Officer or Representative, a petition must be submitted to the SGA with signatures of at least twenty (20) percent of that officer/representative's class. Following the submission of this petition, the SGA Elections Committee will arrange within ten (10) business days a vote within that class where a two-thirds (2/3) majority of votes cast by a quorum of the class will be required to remove that class officer. A quorum is defined as 2/3 of the total current class membership.
- Section 5. Any elected member of the SGA may confidentially resign from office at any time and for any reason by submitting a written statement to the

SGA Executive Board.

- Section 6. In the event of removal or resignation of the SGA President, the SGA Vice-President shall immediately assume the office of SGA President.
- Section 7. In the event of removal or resignation of any other SGA Executive Board member, the SGA President shall accept nominations for and/or recommend a replacement to that position from the current pool of on-campus SGA Representatives, subject to the majority approval of the SGA.
- Section 8. In the event of removal or resignation of a Class President, the Class Vice-President shall immediately assume the office of Class President.
- Section 9. In the event of any other vacancies, the SGA will accept nominations from the pool of that class's representatives.

ARTICLE VII

Quorum and Rules

- Section 1. A quorum of the SGA shall consist of two-thirds (2/3) of the duly elected on-campus members of the SGA.
- Section 2. SGA meetings shall be deemed as official and all decisions from said meetings deemed final and binding whenever a quorum is present.
- Section 3. A meeting not having quorum shall be held by the SGA members present. All proceedings of such meeting shall be deemed as official and final, pending approval at the next meeting with quorum present.
- Section 4. Meetings shall take place a minimum of twice per month during the academic year, unless a meeting is cancelled (see [Article VII](#) sections 5 and 13) and cannot be rescheduled. The dates and times of all scheduled SGA meetings may be changed by a simple majority vote of the SGA members or the SGA Executive Board.
- Section 5. In the event of a school cancellation, any scheduled SGA meeting will also be cancelled. Cancelled meetings may be rescheduled at the

discretion of the SGA President.

Section 6. All meetings shall be considered public and open, unless deemed closed at the discretion of the SGA.

Section 7. All public meetings shall be held at such places to accommodate all SGA members who wish to attend.

Section 8. The SGA President shall preside over all official meetings of the SGA.

Section 9. All meetings shall be conducted in accordance with the guidelines put forth in the following documents:

1. The SGA Cons 50.4 5530.000009127 Gp

ARTICLE VIII

Nomination and Election of Executive Board Members

Section 1. The Executive Board shall consist of the positions named in [Article III](#), section 1.

Section 2. Nominations and elections of all SGA members shall be carried out by the Elections Committee according to specific guidelines described in [SGA H ~~11~~a 122.2 555.610.3570.680.85 rg0.3570.680.85 RG\[SGA \]2\(H ~~11~~r\)11\(s\)w](#)

Finances of the UNE COM Student Body

Section 1. Any and all of the UNE COM

medicine, including, but not be limited to, National Osteopathic Medicine Week, October 19th as DO Day of Compassion, and the OMS-II rotation lottery.

- a. The Clinical Campus Assignment Process (CCAP) Committee will serve as a sub-committee of the Special Events Committee, overseeing the organization and implementation of the OMS-II rotation lottery.
- b. The CCAP Committee consists of the Special Events Committee Chair and Co-Chair, OMS-I and OMS-II Class Presidents, and SGA President. This group of individuals will work with the Office of Clinical Affairs in planning the Assignment Process and informational events about core rotations leading up to the Assignment Process. The CCAP subcommittee establishes its own Chair.
- c. CCAP Committee meetings will be made open to all UNE COM students, at the discretion of the committee.
- d. The Special Events Committee will also oversee the annual UNE COM Health Fair. The Health Fair will be chaired by a member of the current second year class who was elected by the SGA. This position is not limited to a SGA member.

Section 10: Community Service Committee

This Committee will be responsible for overseeing service projects sponsored by the SGA, as well as encouraging involvement of SGA members in projects sponsored by other clubs and organizations. The TOUCH (Translating Osteopathic Understanding into Community Health) program of the COSGP shall be run by a second year coordinator and a first year co-coordinator. This includes announcing and advertising the program and its awards, presenting during the first year service week, as well as tracking student TOUCH hours throughout the year and completing all necessary paperwork for the March 31 national TOUCH deadline.

Section 11: Hands Together Committee (in Honor of Aaron Martinuzzi)

This Committee will conduct a minimum of one fundraiser during the year in order to maintain a \$1,000 fund to assist students experiencing an emergency situation. The decision to disburse funds will be decided by a vote of the committee members. The chairperson will be a non-voting member of the Committee, except in the incident of a tie

vote. If a vote is in favor of a disbursement, the amount will be decided through a discussion between committee members. Members of the committee may not disclose or discuss any information about the request, disbursement, or decision-making with anyone outside of the committee. Students who wish to be anonymous to the committee may submit requests to the committee through the Office of Recruitment, Student, and Alumni Services.

Section 12: Technology Committee

The technology committee will be responsible for meeting with faculty and staff on a regular basis to ensure ease of implementation integration of the technology available to us at UNE COM. The committee will work with the technology officers on staff to achieve this goal. The committee will be chaired by an elected SGA member. Other members of the committee will be the class vice presidents, and SGA

- Section 3. The Chair and Co-Chair of each committee will be chosen by the SGA. The chair of the committee may be any OMS-II SGA Representative and will be elected at the time of the Executive Board members. The Co-Chair of each committee, will be an OMS-I SGA Representative.
- Section 4. New Standing Committees may be established by the SGA President as the need arises, subject to a majority vote of the SGA.

ARTICLE XII

Duties of SGA Standing Committees

- Section 1. Each Standing Committee shall define its own structure, objectives, and goals—except where specified in [Article X](#)—with the assistance of the SGA.
- Section 2. Each Standing Committee shall report to the SGA on a regular basis.
- Section 3. Each Standing Committee is required to establish a list of activities and procedures for operation of the Committee to ensure continuity from year to year.
- Section 4. Standing Committees shall register with, and submit budgets to, the Finance Committee as described in [Article X](#), Section 2, and [SGA Handbook Appendix II](#).

ARTICLE XIII

Methods of Amending the Student Government Association Constitution

- Section 1. Proposed amendments to the SGA Constitution may be submitted by any individual student for consideration by the SGA, subject to simple majority approval of the SGA. Alternatively, a petition containing the signatures of twenty (20) percent of the on-campus student body will mandate consideration of the proposal by the SGA.
- Section 2. The proposed amendment will be presented for a vote to the on-campus SGA members by the SGA Elections Committee. A two-thirds (2/3) majority vote of the on-campus Student Government Association

members shall be necessary to ratify the amendment.

Section 3. Alternatively, if deemed necessary by the SGA President or by two-thirds (2/3) majority vote of the SGA, proposed amendments may be

Section 4.

class. All Candidates for all positions must submit a letter of intent to the SGA Vice President.

Represent

2. **Budget training session**

In order to receive financial assistance, treasurers and/or chairs of each class, committee, club, and organization must attend a training session held by the SGA Treasurer within one (1) month from the beginning of the year on the subject of how to use and read University of New England Banner budget reports as well as how to plan campus events and apply for supplemental

disbursements. Each year, the respective OMS –IV class will receive a *minimum* of an additional \$1000 to help with graduation related events. This will ensure that each graduating class will have funding available for graduation events, class gifts, etc. The SGA Treasurer and Finance Committee can at any point present to the governing SGA body to increase these amounts from the current baseline.

5. **Discretionary Funds**

All recognized organizations shall have the opportunity to petition the SGA for discretionary funds providing the following criteria are met:

- a. The recognized organization shall match some percentage of the amount provided by the SGA.
- b. The SGA reserves the right to provide partial funding of an event up to, but no greater than 50% of the cost of the event.
- c. A representative of the petitioning organization shall be present at the SGA meeting to answer any SGA concerns regarding the event. Voting to pass funding will occur once the presenter leaves the room.
- d. The event to be financed shall be open and adequately advertised to all on-campus members of the UNE COM student body.
- e. The group must address any other considerations of the SGA voting body including, but not limited to, past performances and financial requests of the petitioning organization.
- f. The petitioning organization shall make its financial statement available for inspection by the SGA at the time of the petition.
- g. Clubs and organizations requesting money from the SGA must submit estimates/requests and a description of the event directly to the SGA Treasurer, SGA President or SGA Vice-President at least 48 hours before the next full SGA meeting (unless otherwise specified by the SGA Treasurer) for review by the SGA Executive Board Committee.
- h. The submitted request must include estimates/receipts of costs of food, speaker, travel, and other pertinent information, as well as a sign-up sheet estimating the number of people attending the event.
- i. Accept submissions for retroactive funding for events held within the same academic year by submitting a request as defined in section h to the SGA Treasurer within 10 school days (2 weeks) of the event within the same school year.
- j. All accepted petitions for funding must be followed, within thirty (30) days of the petitioned event, or before the next petition, with complete copies

- of receipts not accounted for at the time of petition.
- k. The SGA Executive Board will meet prior to the setting of the agenda the week before an upcoming SGA meeting in order to review all requests. Upon review of the requests and the financial records of the group(s) involved, the Financial Committee will recommend to the SGA either full, partial, or no funding for the petitioning group(s).
 - l. In the event a group not sponsored by a club requests funding, all of the above articles apply. In addition, the group must formally present how the funding requested will improve the COM community, and demonstrate why their event cannot be sponsored by a club. Voting will commence once the presenter(s) leave the room, and will be done anonymously. Simple majority vote is needed to pass funding.
 - m. All SGA charitable donations will be raised through fundraising and will not be derived from the SGA budget.

6. Clubs and Organizations Presidents' Meetings.

All recognized clubs and organizations are required to send a president to the Clubs and Organizations Presidents' meetings as scheduled by the SGA Vice-

The award to students shall be in the form of a fellowship. Each Pettapiece/Reese Fellow shall receive a partial disbursement of the granted award after acceptance of the application and associated forms. This shall be 1/3 of the stipend along with any reimbursement for research supplies. Another 1/3 will be distributed upon receipt of a midterm report to UNE COM SGA. The remaining portion of the stipend shall be paid when the research is presented in a professional forum. If research has been conducted in the past, such as with a previous summer, the full stipend can be granted at once.

If applying for funds to present at a research conference or to purchase supplies, students may apply for an award of up to 50% of their expenses. The maximum amount awarded to any one student for expenses, regardless of total costs, will be \$1000.

The Fellow shall be expected to pay for the cost of any and all research-related expenditures or activities from the funds received by the SGA. Estimates of these shall be detailed on Form B. Receipts of these shall be detailed on Form D. Reimbursement of student money (up to \$400.00) for costs associated with research shall be based upon this form.

The money shall be awarded to the Fellow as a stipend for completing the Pettapiece/Reese Fellowship under the following conditions:

- a. Submission of mid-project report to the SGA
- b. Presentation of study results to the University of New England College of Osteopathic Medicine community.
- c. That when publishing results of investigations, financial support from the UNE COM SGA shall be acknowledged.

SGA Handbook Appendix IV
Guidelines for funding and receipt and evaluation of applications
to the Educational Enhancement Fund of the UNE COM SGA

1. Funding

SGA Handbook Appendix V

Proposed Protocol for Disbursement of Funds by the Hands Together Committee

- 1. For circumstances in which the individual who would receive funds is of sound body and mind:**
 - a. Requests may be made to any member of the Hands Together Committee. If the student wishes to remain anonymous to the committee, they may make a request with a member of the Office of Recruitment, Student, and Alumni Services (RSAS) who will then present the request to the committee.
 - i. This request may be made by the student who would receive funds or by another member of the UNE COM community on their behalf. If the request is made by another member of the UNE COM community, the student who would be receiving the funds must provide documentation that they approve of the request.
 - b. The request will include a written explanation of the circumstance the student faces and an amount of money being requested.
 - i. If the request is for reimbursement of an expense already paid, documentation of the expense will be provided.
 - c. Upon receiving all of the required documentation, the Hands Together Committee will convene as soon as possible.
 - d. A vote will take place to decide whether or not to disburse funds. This will be done by majority rule. In the event of a tie, the chairperson will make the decision.
 - e. If the vote is in favor of disbursement, the committee will then vote on the initial monetary amount requested. This is also done by majority rule.
 - i. If the vote is not in favor of a disbursement, correspondence will be sent out to notify the student or the community member who made the request.
 - ii. If the vote is in favor of a disbursement but the amount requested of the committee is denied by a vote, a discussion will take place amongst committee members. An amount of money to be disbursed will be decided when the majority of committee members are in agreement.
 - f. Once an amount of money to be disbursed (if any) is decided on, the committee will use the appropriate pathways to ensure the appropriate

disbursement to the student in need.

i.