

**UNIVERSITY OF PIKEVILLE
KENTUCKY COLLEGE OF OPTOMETRY
STUDENT GOVERNMENT ASSOCIATION BYLAWS
2018 Edition**

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 ARTICLE I. Overview	

Section 1. Name

The entire student body of Kentucky College of Optometry (KYCO) shall be known as the Student Association. The representation of this student body shall be known as the Student Government Association (SGA).

Section 2. Purpose

The Student Government Association shall be the official communicating voice for the student body. The Student Government Association will communicate with faculty and administration in affairs that affect the entire student body.

Section 3. Non-discrimination

The Student Government Association does not discriminate on the basis of race, sex, religion, color, national origin, age, sexual orientation, or disability when carrying out the meaning and intent of this constitution.

ARTICLE II. Objectives

Section 1. SGA Objectives

The specific Student Government Association objectives shall be:

- A. To serve as elected representatives in order to enhance communication between optometry students, faculty, and administration.
- B. To collaborate and discuss issues pertinent to the entire KYCO student body.
- C. To help organize events for the purpose of unifying the KYCO student body.
- D. To foster student professionalism.
- E. To support club and classroom activities.
- F. To improve the quality of student life for all KYCO students.
- G. To facilitate cooperation, communication, and understanding among the various health science disciplines at the University of Pikeville.

ARTICLE III. Membership of the Student Government Association

Section 1. Voting Members

- A. The Student Government Association Executive Board are voting members:
 - a. President (can only vote in case of ties)
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- B. The Class Senators of each class are voting members
- C. The President of each official organization approved by KYCO are voting members.

- D. The National Liaison of each nationally recognized optometry student organization is a voting member (only applicable if different than the local KYCO chapter's president).
- E. The American Optometric Student Association Trustee is a voting member.
- F. The American Optometric Student Association Trustee-elect is a voting member.
- G. Students on external clinical rotations are excused from mandatory meetings. These students will be allowed to vote if the SGA Executive Board believes the voting member has sufficient information to make an informed vote. Submission of Treasurer Reports are still mandatory.

Section 2. Non-Voting Members

- A. The Director of Student Affairs is not a voting member. The Director of Student Affairs has the role of advising the SGA and serving as the SGA's administrative liaison.
- B. One Faculty member, who is elected by the entire student body, will not be a voting member. This faculty member will serve as the SGA's faculty liaison.
- C. The Fourth Year Representative of the Continuing Optometric Education Committee will be a non-voting member, but will serve as the liaison between the committee and the SGA.
- D. The Second Year Representative, Third Year Representative, and Fourth Year Representative of the Educational Policy and Curriculum Committee will be non-voting members, but will serve as liaisons between the committee and the SGA.
- E. The First Year Representative, Second Year Representative, Third Year Representative, and Fourth Year Representative of the Student Professional Conduct and Ethics Committee will be non-voting members, but will serve as liaisons between the committee and the SGA.
- F. The Second Year Representative, Third Year Representative, and Fourth Year Representative of the Research Committee will be non-voting members, but will serve as liaisons between the committee and the SGA.

Section 3. Qualifications of Voting Members

- A. Only full-time registered students of the Kentucky College of Optometry may be nominated for membership on the Student Government Association.
- B. Only students who do not have course/clinic failures, unless remediated prior to the year of holding office, will be eligible to hold any Student Government Association office.
- C. All members of the Student Government Executive Board shall not be a fourth year KYCO student.
- D. Only students who have fulfilled the academic requirements of their class shall be eligible to hold an elected office. Academic requirements are defined by the Kentucky College of Optometry Student Handbook.

Section 4. Withdrawal and Replacement of SGA Executive Board and AOSA Trustee / Trustee-elect

- A. Any Executive Board member of the Student Government Association, AOSA Trustee, or AOSA Trustee-elect may be removed from office or be denied all future voting privileges by a simple majority vote of the Student Government Association in the event of their unexcused absence from two (2) consecutive or three (3) total SGA meetings/events over the course of the academic year.
- B. Any Executive Board member of the Student Government Association, AOSA Trustee, or AOSA Trustee-elect may be removed from office by a two-thirds ($\frac{2}{3}$) vote of SGA voting members.
- C. Excused absences shall be those approved by the Student Government Association Executive Board. The SGA secretary should be given at least twenty-four (24) hours notice prior to an anticipated absence. If advance notice is not possible, an excuse may be submitted for consideration by the SGA Executive Board as soon as possible.
- D. At any time, an elected or appointed member may resign by submitting a written statement to the SGA Executive Board.
- E. In the event of the removal or resignation of the SGA President, the Vice President will immediately assume the presidential position, until an election is conducted by the entire student body. If there is not a replacement for the SGA President, the order of succession will be as follows: Vice President, Secretary, Treasurer.
- F. In the event of any other opening of an SGA Executive Board position, an election by the entire student body will be held at the direction of the Third Year Class Senator, in the event this is not possible, the Director of Student Affairs will hold the election.
- G. In the event of the removal or resignation of the AOSA Trustee, the AOSA Trustee-elect will immediately assume the AOSA Trustee position. An election for a new AOSA Trustee-elect will be conducted by the SGA President.
- H. In the event of the removal or resignation of the AOSA Trustee-elect, an election for a new AOSA Trustee-elect will be conducted by the AOSA Trustee.

Section 5. Withdrawal and Replacement of Class Senators, Official Organization Presidents, and National Liaison Voting Members

- A. SGA voting members may be removed from office in the event of two (2) consecutive unexcused absences or three (3) total unexcused absences from SGA meetings/events over the course of the academic year.
- B. Excused absences shall be those approved by the Student Government Association Executive Board. The SGA secretary should be given at least twenty-four (24) hours notice prior to an anticipated absence. If advance notice is not possible, an excuse may be submitted for consideration by the SGA Executive Board as soon as possible.

- C. At any time, an elected or appointed member may resign by submitting a written statement to the SGA Executive Board.
- D. In the event of a vacant position, the SGA may appoint a Senator for a particular class; or official organization officers will assume the vacant position, until an election is conducted by:
 - a. The SGA President for Class Officers.
 - b. The Organization's Bylaws for Official Organizations.
 - c. The AOSA Trustee for national liaisons without a local chapter.
- E. A class Senator that has exceeded the maximum number of absences shall be brought before their class, in which a simple majority of the entire class number will vote to impeach or retain this officer in said position. The class Senator will have an opportunity to speak regarding their actions. Should impeachment occur, a new Senator will be elected by the class. Elections will be under the direction of the SGA President.
- F. An officer from an official organization that has exceeded the maximum number of absences shall be brought before their organization, in which a simple majority of the entire membership number will vote to impeach or retain this officer in said position. The officer will have an opportunity to speak regarding their actions. Should impeachment occur, a new officer will be elected by the organization's membership body. Elections will be under the rules of the organization's bylaws.
- G. A national liaison who has exceeded the maximum number of absences shall be brought before the student body, in which a simple majority of the entire student number will vote to impeach or retain this liaison in said position. The liaison will have an opportunity to speak regarding their actions. Should impeachment occur, a new liaison will be elected by the student body. Elections will be under the direction of the AOSA Trustee.

ARTICLE IV. **Executive Board of the Student Government Association**

Section 1. **Overview**

- A. The Executive Board shall consist of the Student Government Association President, Vice President, Secretary, and Treasurer.
- B. The Executive Board shall serve as an advisory board to the SGA President.
- C. The Executive Board shall meet at the request of the SGA President.
- D. Any Executive Board member may not serve concurrently as a class officer or as a President or Vice President of an official organization.
- E. Responsibilities of the Executive Board shall be to:
 - a. Serve as the official representatives concerning KYCO student affairs to the administration, faculty, and the Board of Trustees.
 - b. Organize and/or oversee KYCO student activities.
 - c. Set Student Government Association meeting times, including regular and special meetings.

- d. Chair the four essential committees of the SGA, as outlined in Article VIII, Sections 2-5.

Section 2. Duties of the Student Government Association President

The duties of the SGA President shall be to:

- A. Preside over all meetings of the Student Government Association.
- B. Prepare a written agenda with the assistance of the SGA Secretary prior to the SGA meetings, subject to approval by SGA voting members.
- C. Set up a tentative calendar for the academic year for SGA meetings and SGA Executive Board meetings.
- D. Cast a vote, along with the rest of the SGA Executive Board, and, in case of a tie, the voting process will occur again.
- E. Act as chairperson of the SGA Executive Board.
- F. Serve as the chairperson for the SGA Student Concerns Committee.
- G. Attend the University of Pikeville Board of Trustees' (UPIKE BOT) quarterly meetings.
- H. Coordinate with the assistant of the President of the University to prepare a report given to UPIKE BOT at each meeting.
- I. Carry out or delegate responsibility for any directives or motions of the Student Government Association.
- J. Be an ex-officio member of all committees and official organizations.
- K. Recommend and appoint chairpersons and members to the Student Government Committees, adhering to bylaws, pending approval by the SGA voting members.
- L. Recommend, when asked, students to the Deans for Kentucky College of Optometry faculty-student committees.
- M. Carry out election proceedings as per Article VI.
- N. Ensure that all Student Government Association actions are conducted according to these bylaws.
- O. Attend any meeting requesting their attendance by a class, official organization, or other entity.

Section 3. Duties of the Student Government Association Vice President

The duties of the SGA Vice President shall be to:

- A. Assume the duties of the SGA President in his/her absence.
- B. Serve as a voting member of the Student Government Association.
- C. Serve as a member of the Executive Board.
- D. Serve as chairperson of the SGA Social Committee.
- E. Oversee community service activities of the Student Government Association.
- F. Coordinate the Student Government Association Organization Fair during orientation week.
- G. Aid and assist other Executive Board members.

- H. Attend any meeting requesting their attendance by a class, official organization, or other entity.

Section 5. Duties of the Student Government Association Secretary

The duties of the SGA Secretary shall be to:

- A. Serve as a voting member of the Student Government Association.
- B. Serve as a member of the Executive Board.
- C. Serve as the chairperson for the SGA Public Relations Committee.
- D. Record a careful and authentic record of the proceedings of all Student Government Association meetings.
- E. Maintain the attendance records of the SGA voting members and inform those who have two (2) consecutive or three (3) total unexcused absences from meetings.
- F. Prepare, with the SGA President, the agenda for each meeting and distribute the agenda to the SGA voting members, Director of Student Affairs, and SGA Faculty member.
- G. Prepare and distribute the unapproved minutes to Executive Board members prior to Student Government Association meetings.
- H. Publish and post copies of the approved minutes via e-mail to the entire student body.
- I. Announce regular Student Government Association meetings one week prior to the meeting via e-mail.
- J. Preserve documents and files of the Student Government Association.
- K. Act as official correspondent for the Student Government Association.
- L. Publish a tentative schedule of all SGA meetings and SGA Executive Board meetings.
- M. Maintain the activity calendar to inform students of all Kentucky College of Optometry (KYCO) events and pertinent community information.
- N. Maintain and update lists of class officers, national liaisons, and official organization officers and their faculty advisors with the Office of Student Affairs and distribute to the Executive Board.
- O. Attend any meeting requesting their attendance by a class, official organization, or other entity.

Section 6. Duties of the Student Government Association Treasurer

The duties of the SGA Treasurer shall be to:

- A. Serve as a voting member of the Student Government Association.
- B. Serve as a member of the Executive Board.
- C. Serve as chairperson of the SGA Finance Committee.
- D. Maintain an accurate and up-to-date record of all incoming and outgoing expenses.
- E. Submit a typed Treasurer's Report at each SGA meeting and SGA Executive Board Meeting.

- F. Prepare a budget for the upcoming school year subject to Student Government Association approval. The budget should be completed by the end of May of the current year.
- G. Receive receipts for expenditures.
- H. Pick up and deliver payments or make sure payments are received by the appropriate party.
- I. Act as financial advisor to all Student Government Association classes, official organizations, and committees.
- J. Receive from all classes, official organizations, national liaisons, and committees a tentative budget as stated in the Article X. If a class or club falls short of tentative budget and requests funding, a form must be requested from the SGA Treasurer to be filled out and returned to the SGA Treasurer explaining details of the reason and amount being requested (i.e. hotel, travel, members participating, etc.). Each class, official organization, national liaison, or committee requesting additional funds will present their request at the next SGA meeting, to be discussed and voted on by the SGA.
- K. Collect photocopies of original monthly bank statements from all classes, official organizations, national liaisons, and committees.
- L. Review class, official organization, national liaison, and committee financial records at least once annually.

Section 8. Executive Board Term of Office

- A. The Executive Board's term shall be from June 1 of the year they were elected through May 31 of the following year.
- B. The Executive Board-elect is the group of officers elected in March of the year they will begin their term. The Executive Board-elect will train under the current Executive Board until the beginning of the new academic year following their March election. These officers shall not act as official Student Government Association Executive Board representatives during their elect period.

ARTICLE V. Class Officers

Section 1. Duties of the Class Senator

The duties of each Class Senator shall be to:

- A. Act as a liaison between the class and the administration regarding class affairs.
- B. Act as a representative of the class to the Student Government Association.
- C. Serve as a voting member of the Student Government Association.
- D. Report to the class on class related affairs.
- E. Report to the Student Government Association on class business.
- F. Report to the class on SGA business.
- G. Chair all class meetings, and in the event of a class specific voting situation, serve as the definitive vote if a tie ensues.

- H. Recommend and appoint chairpersons and members to class committees subject to approval of the class officers.
- I. Serve as an ex-officio member of any/all class committees.
- J. Serve on one of four Student Government Association Committees, as appointed by the Executive Board.
- K. Publish and post copies of the approved minutes via e-mail to the entire class.
- L. Preserve documents and files pertinent to the class
- M. Act as official correspondent for the Student Government Association.
- N. Serve on one of four Student Government Association committees, as appointed by the Executive Board.
- O. Maintain an accurate and up-to-date record of all incoming and outgoing expenses.
- P. Review class financial records at least once a semester if applicable.
- A. Serve on one of four Student Government Association committees, as appointed by the Executive Board.

Section 2. Class Senator Term of Office:

- A. The First Year Class Senator will be elected at the end of August and will take office immediately following the election results. The First Year Class Senator will receive training and guidance from the Second Year Class Senator. Their term will end on the first day of the new academic year.
- B. The Second Year Class Senator will be elected in March of their first academic year. The Second Year Class Senator-elect will be in training with the current Second Year Class Senator from March until the first day of the new academic year. Their term will begin the first day of the academic year following their March election. Their term will end on the first day of the following academic year.
- C. The Third Year Class Senator will be elected in March of their second academic year. The Third Year Class Senator-elect will be in training with the current Third Year Class Senator from March until the first day of the new academic year. Their term will begin the first day of the academic year following their March election. Their term will end the last day of their final (4th) academic year. This Senator will serve a two-year term.

ARTICLE VI. Elections

Section 1. Election Guidelines for the Student Government Association Executive Board

- A. Students who wish to declare candidacy or students who desire to nominate a student for candidacy must inform the current SGA President via email by March 1 of the desired term year. Each student must email the SGA President which office they are requesting for candidacy.

- B. The SGA President must receive a confirmation from a nominated student candidate by March 1 of the desired term year.
- C. Each candidate may run for only one Student Government Executive Board position.
- D. The election for the Executive Board shall be held no later than the second Friday in March of the desired term year.
- E. The Director of Student Affairs and any SGA Executive Board member not running for office will oversee the election proceedings and tabulation of the votes.
- F. The candidate receiving the simple majority of votes will be declared the winner of their respective office.
- G. The winning candidate shall begin training with the present officer immediately in preparation to assume duties of the office on June 1.
- H. In the event there are no candidates for a Student Government Association Executive Board position, the Student Government President-Elect shall appoint a member of the student body to fill that position, subject to approval of the newly elected members of the Student Government Association.

Section 2. Election Guidelines for Class Senators

- A. Students who wish to declare candidacy or students who desire to nominate a student for candidacy must inform the current SGA President via email by August 15 of the desired term year for first year class elections and March 1 of the desired term year for second and third year class elections. Each student must email the SGA President which office they are requesting for candidacy.
- B. The SGA President must receive a confirmation from a nominated student candidate by August 17 of the desired term year for first year class elections and March 1 of the desired term year for second and third year class elections.
- C. Each candidate may run for only one class officer position.
- D. A Class Officer may not serve concurrently as an SGA Executive Board member or as a President or Vice President of an official organization.
- E. The positions for election are President, Vice President, Secretary, and Treasurer.
- F. The election for Class Senators shall be held no later than the last Friday in August of the desired term year for first year class elections and no later than the end of March of the preceding term year for second and third year class elections.
- G. The Director of Student Affairs and any Class Officers not running for office will oversee the election proceedings and tabulation of the votes.
- H. The candidate receiving the simple majority of votes will be declared the winner of their respective office.

- I. The winning first year candidate shall begin their duties immediately, but will train with the current second year Senator. The winning second and third year Senators shall begin training with the present officer immediately in preparation to assume duties of the office beginning the first day of the following academic year.
- J. In the event there are no candidates for a Class Senator position, the SGA President shall appoint a member of that class to fill that position, subject to approval of the SGA.

Section 3. Election Guidelines for Official Organizations

- A. Each official organization shall host an election for officers, as per their bylaws.
- B. The Director of Student Affairs, the SGA Faculty representative, and the Student Government Association President shall be present for all vote tabulations.
- C. The candidate receiving the simple majority of votes will be declared the winner of their respective office.
- D. Following the election, the organization shall submit a written statement to the SGA Secretary to inform the SGA of the new officers.

Section 4. Election Guidelines for American Optometric Student Association Trustee/Trustee-elect and National Liaisons

- I. Students who wish to declare candidacy or students who desire to nominate a student for candidacy must inform the AOSA Trustee of the desired academic year (current AOSA Trustee-elect). Each student must email the AOSA Trustee-elect which position they are requesting for candidacy.
- J. The AOSA Trustee-elect must receive a confirmation from a nominated student candidate.
- K. Each candidate must submit the proper application for their national position, if applicable. Elections will be based on the timeframe and guidelines given by the national committees. However, the AOSA-Trustee/Trustee-elect election will be held on the same timeframe as the SGA Executive Board election.
- L. Each candidate may run for only one national position.
- M. A National Liaison may not serve concurrently as an SGA Executive Board member or as a Class Officer.
- N. The Director of Student Affairs, AOSA Trustee, and any SGA Executive Board member not running for office will oversee the election proceedings and tabulation of the votes.
- O. The winning candidate shall begin training with the present officer immediately in preparation to assume duties of the office.
- P. In the event there are no candidates for a national position, the AOSA Trustee-elect shall appoint a member of the student body to fill that position,

subject to approval of the newly elected members of the Student Government Association.

Section 5. Procedure for Election Day

- A. The SGA President will send an email at least one week prior to the election. The email will inform the student body of the upcoming election, the candidates for each position, and the location, date, and time of where the Candidate Forum will be held.
- B. The Candidate Forum will allow each candidate to give a presentation to their fellow students regarding the reasons why they are running for this position, their goals for the upcoming school year, etc. The Candidate Forum will be open to the whole student body, attendance is not mandatory.
- C. Proceeding the Candidate Forum, the SGA President will send a link to the voting ballot via email. Each class will receive the appropriate candidate list for their Class Officer elections, for the SGA Executive Board, and for the AOSA-Trustee/Trustee-elect.
- D. On the electronic ballot, candidates' names will appear in alphabetical order according to office position.
- E. The Director of Student Affairs, the SGA President, and the AOSA Trustee will tally and submit the results in writing to the Student Government Association Executive Board immediately following the election.
- F. The results will then be posted, via e-mail, to all KYCO students.
- G. The results will become official seven (7) calendar days following the election, pending no violations or official protests.

ARTICLE VII. Student Government Association Meetings

Section 1. Guidelines for Meetings

- A. Presiding over all Student Government Association meetings shall be the President of the Student Government Association. The Vice President of the Student Government Association shall preside over SGA meetings in the event that the President is unable to attend.
- B. All meetings of the Student Government Association shall be conducted according to the following hierarchy:
 - a. Student Government Association Bylaws
 - b. Robert's Rules of Order regarding meetings
 - c. An executive session (closed meeting) may be called when deemed necessary by the Student Government President.

Section 2. Meeting Time and How it is Changed

- A. The times and dates of regular meetings should be established at the first official meeting of the academic year. A minimum of 6 meetings per year shall be held. The time and date of meetings may be changed by a simple

majority vote of the Student Government Association at the preceding Student Government Association meeting.

- B. Special meetings may be called at the discretion of the Student Government Association President. The Student Government Association Secretary shall notify each Class Senator, all Official Organization Presidents, National Liaisons, and Faculty-Student Committee Representatives no less than thirty-six (36) hours prior to the special meeting. Class Senators shall, in turn, contact their class student body informing them of the change. Acceptable forms of notification include e-mail, telephone, or announcement.
- C. Special meetings may be called by a simple majority vote of the Student Government Association at the preceding SGA meeting.
- D. If, by forty-eight (48) hours prior to a regular Student Government Association meeting, no old or new business has been submitted to the Executive Board for consideration, the SGA Executive Board may cancel the meeting (after the minimum semester meeting requirement has been fulfilled).
- E. The Student Government Association President may reschedule a regular or special SGA meeting if unforeseen circumstances arise. The SGA Secretary shall notify the Executive Board, all Class Senators, Official Organization Presidents, National Liaisons, and Faculty-Student Committee Representatives no less than thirty-six (36) hours prior to the regular or special SGA meeting. Class Senators shall, in turn, inform their student bodies of the changes. Acceptable forms of notification include e-mail, telephone, or announcement.

Section 3. Quorum for Student Government Association Meetings

- A. Student Government Association meetings shall be deemed as official and all decisions from said meeting deemed final and binding when a quorum is present. The quorum shall consist of a simple majority of Executive Board members, Class Senators from each class, Official Organization Presidents, National Liaisons, and Faculty-Student Committee Representatives.
- B. A meeting not having quorum shall not be deemed as official and no business shall be conducted. A meeting may be held by those members present, but decisions will not be final or official until they can be introduced at the next meeting when quorum is present.

ARTICLE VIII. Committees

Section 1. Student Government Association Committees

- A. All voting members of the Student Government Association may serve on an SGA committee.
- B. It is mandatory for SGA Executive Board Officers and Class Officers to serve on at least one SGA committee.

- C. All business of the SGA committees shall be submitted for approval by the SGA voting members.
- D. Student Government Association committees are described in Article VIII, Sections 2-5 of these bylaws.
- E. SGA Executive Board members shall serve as chairpersons of standing committees, as stated in Article IV, Sections 2-6.
- F. Committee members should be notified of committee meetings at least seventy-two (72) hours in advance of the meeting unless the meeting is deemed an emergency.
- G. If a member of a committee cannot attend a meeting, it is the responsibility of that member to have another officer or representative from their class or club attend (with the exception of the Finance Committee members, as stated in Article VIII, Section 5.D).

Section 2. Public Relations Committee

- A. Members shall be appointed by the Executive Board.
- B. The purpose shall be to coordinate public relations within the College on the student level and produce the Student Government Association Newsletter.
- C. The chairperson shall be the SGA Secretary.

Section 3. Social Events Committee

- A. Members shall be appointed by the Executive Board.
- B. The purpose shall be to plan Student Government Association sponsored social events and to assist the SGA Vice President in organizing and overseeing campus activities for the year.
- C. The chairperson shall be the SGA Vice President.

Section 4. Student Concerns Committee

- A. Members shall be appointed by the Executive Board.
- B. The purpose shall be to address student concerns and student service issues.
- C. The chairperson shall be the SGA President.

Section 5. Finance Committee

- A. Members shall be appointed by the Executive Board.
- B. The purpose shall be to review budget proposals for the Student Government Association, to help raise funds for the SGA, and to advise the SGA on budget issues.
- C. The chairperson shall be the SGA Treasurer.
- D. In the event a Finance Committee member cannot attend a meeting, a representative cannot be sent in their place.

Section 6. Faculty-Student Committees

- A. Student representatives are selected based on the Kentucky College of Optometry (KYCO) Student Handbook and Faculty Handbook for the Admissions Committee, Continuing Optometric Education Committee,

Educational Policy and Curriculum Committee, Student Professional Conduct and Ethics Committee, and Research Committee.

- B. The student representatives are required to attend SGA meetings as non-voting members and are responsible to report to the Student Government Association on committee business.

Section 7. Ad-Hoc Committees

- A. Ad-Hoc committees shall be set up by the Student Government Association whenever there is SGA business not covered by one of these standing committees.
- B. The members of the committees and chairperson shall be appointed by the SGA Executive Board.
- C. These committees shall be formed and disbanded by a simple majority vote of the SGA.

ARTICLE IX. Student Government Association Official Organizations

Section 1. Criteria for Becoming an Official Organization (Club) of the Student Government Association

- A. An organization wanting to be recognized as an official organization of KYCO and a member of the SGA, must complete a *Request to be an Official Organization Form* and return the form to the Office of Student Affairs.
- B. The Director of Student Affairs will make the decision regarding approval or denial of the request. The Director of Student Affairs will present the request to the SGA for discussion at the next scheduled meeting prior to making a decision.
- C. Organizations that are granted approval by the Director of Student Affairs will become a member of the Student Government Association.
- D. These official organizations will be referred to as an “official organization” or as a “club” in the bylaws of the SGA.

Section 2. Student Government Association Club Privileges

- A. The Club President (or equivalent) shall have one (1) vote in the Student Government Association.
- B. A club may use college facilities for meetings if the appropriate arrangements are made with the College.
- C. A club may request funds from the SGA for events, seminars, and conventions.
- D. A club may spend their monies in accordance with State and Federal laws and their local and national constitutions.
- E. A club may participate in the annual Organization Fair held during first year orientation.

Section 3. Student Government Association Club Reports

- A. Each club shall be represented at each scheduled SGA meeting. If the Club President is unable to attend the meeting, the President shall appoint a representative from their organization to attend the meeting in their place.
- B. The President (or equivalent) of each SGA club shall submit a Club Report at each SGA regular meeting.
- C. The Club Report is to include descriptive accounts (to include time, place, etc.) of meetings, activities, and events held or attended by the club since the previous SGA regular meeting. Included in this report shall be an updated Financial Report since the previous SGA regular meeting (see Article IX, Section 4.J.c.).
- D. Clubs are allowed one (1) absent Club Report per academic year. Two (2) absent Club Reports, in one academic year, results in the loss of voting privileges of that club and a review of the club status and funding by the Student Government Association Executive Board (Article IX, Section 5).
- E. Club Reports not given by the President must be reviewed by the Club President (or equivalent).
- F. Club Reports given by a non-President must be signed and dated by the Club President (or equivalent), thus attesting that they have reviewed and approved the Club Report.

Section 4. Student Government Association Club Responsibilities

- A. A club must have representation at every SGA meeting. Excused absences for the Club President must be approved by the SGA Executive Board in accordance with Article III, Section 5.B.
- B. An updated copy of the club's local constitution and national affiliate constitution, if applicable, must be on file with the Student Government Association Secretary by the second regular meeting of the SGA of each academic year.
- C. The club's local constitution and national affiliate constitution, if applicable, shall not conflict with the Student Government Association Bylaws.
- D. The club must have an area of interest and/or function in areas not overlapping those of any other Student Government Association club.
- E. The club must be open for membership to any student at Kentucky College of Optometry (KYCO), unless the club's national charter specifies otherwise (legality, etc. to be approved by the Director of Student Affairs prior to SGA official organization status).
- F. The club must keep a current list of its membership.
- G. The club must submit their membership list to the Student Government Association Executive Board Secretary by the second regular meeting of the SGA of each academic year.
- H. A club must have an active faculty advisor.
- I. A club must spend monies received from the Student Government Association on the projects for which the monies were requested.

- J. Any club that accepts monies from the Student Government Association, collects dues from students, or participates in fundraising must follow these procedures:
 - a. Maintain financial records.
 - b. Monies must be kept in an account with the college bursar.
 - c. File a monthly Financial Report using the Student Government Association Financial Report Form that includes:
 - i. Beginning balance for that month.
 - ii. Income for that month itemized by dues collected, fundraised, and other (specified).
 - iii. Expenditures for that month itemized.
 - iv. Ending balance for that month.
 - v. Photocopy of the club's college account statement.
 - vi. Copy of the proof of reconciliation for any reimbursements.
 - d. Present their monthly Financial Report to its members at club meetings.
 - e. Present their written Financial Report with each Club Report to the Student Government Association Executive Board at each SGA regular meeting.
 - f. Must submit all the financial records as defined in Article IX, Section 4.I.a to the Student Government Association Treasurer at least once a year. The time of the review will be decided by the SGA Treasurer.
 - g. Must make available all financial records as defined in Article IX, Section 4.I.a to any member of that club at their request.
 - h. Provide for the signatures of the treasurer and one other officer on checks for all club expenditures over fifty dollars.
 - i. In the event of any discrepancy in the financial records of the club, the procedure shall be as defined in Article IX, Section 5.

Section 5. Loss of Student Government Association Club Membership

- A. A club that has its Student Government Association membership revoked forfeits the rights and privileges of that membership.
- B. A club may be removed as an SGA official organization by the Executive Board in the event the club is in violation of its local or national affiliate's constitution, SGA Bylaws, federal law, or state law.
- C. A club that has failed to submit two (2) Club Reports, in one academic year, shall be subject to the following process:
 - a. The club's membership shall be put on the agenda for the next regular Student Government Association meeting.
 - b. The club's officers are required to attend the SGA meeting to offer an explanation of the club's actions.
 - c. The club's membership status shall be voted on at that SGA meeting.
 - d. The club's membership may be revoked by simple majority vote of the SGA.

- D. A club that has a discrepancy in the club's financial records shall be subject to the following process:
 - a. The SGA Treasurer shall have the college bursar's office review the records for a recommendation.
 - b. The records and the bursar's recommendation shall be reviewed by the SGA Executive Board.
 - c. The club's officers may attend the review and offer an explanation of the club's actions.
 - d. The Student Government Association Executive Board may make a recommendation to the SGA at the next regular meeting.
 - e. The club's officers may attend the SGA meeting to offer an explanation of the club's actions.
 - f. The club's membership may be revoked by a simple majority vote of the SGA.
- E. A club shall be fined fifty dollars (\$50) per unexcused meeting missed, up to the funds given by the SGA. If a club violates the attendance policy of the SGA Bylaws, the club will lose its one (1) vote and its status will be reviewed by the SGA Executive Board. A recommendation will be made to the SGA voting members at the next regular SGA meeting.
- F. A club that has violated or is in violation of the Student Government Association Bylaws shall be subject to the following process:
 - a. The violation shall be reviewed by the SGA Executive Board.
 - b. The club's officers may attend the review to offer an explanation of the club's actions.
 - c. The SGA Executive Board may make a recommendation to the SGA at the regular meeting.
 - d. The club's officers may attend the SGA meeting to offer an explanation of the club's actions.
 - e. The club's membership may be revoked by a simple majority vote of the Student Government Association.
- G. A club may face a reversion to six (6) month probationary period if it does not meet the following participatory criteria:
 - a. Meet for meeting or event at least once a month reported by faculty, staff, or members of the said club.
 - b. Clubs may be excused from the meeting obligation during the months of December, May, June, and July.
- H. A club may reapply for membership no earlier than two months after its dismissal from the Student Government Association.

ARTICLE X. Finance

Section 1. Financial Records

All financial records of the Student Government Association will be made available to any student body member upon request.

Section 2. Student Activity Fees

- A. Student activity fees shall be set before June 15 by the college administration for the following year based on the proposed budget.
- B. Student activity fees shall be subject to change.
- C. Student activity fees are to be used for programs that are in the best interest of all university disciplines.

Section 3. Disbursement of Funds

- A. A proposed budget for the upcoming school year should be completed by the Executive Board, in collaboration with the Executive Board-elect, and presented to the Student Government Association by the end of April prior to the upcoming school year.
- B. The Executive Board shall present a budget to the KYCO student body for the upcoming school year at the end of April of the existing school year. The budget shall be voted on by the entire KYCO student body at a special meeting. No other business shall be discussed at this special meeting.
- C. During the budgeting process in the fall, the Student Government Association shall designate all budget line items as one of the following:
 - a. Approved in concept.
 - b. Approved for specific dollar amount.
 - c. Approved for later allocation.
- D. The process for the request and release of Student Government Association funds shall be:
 - a. Submit a proposed budget to the Student Government Association Finance Committee two weeks prior to the event.
 - b. Line items of the annual budget designated "approved in concept" shall be finally approved in dollar amounts by the Finance Committee.
 - c. Line items of the annual budget designated "approved for specific dollar amount" shall be released by the SGA Treasurer at the appropriate time.
 - d. Line items of the annual budget designated "approved for later allocation" shall need majority approval from the SGA for disbursement. The Finance Committee will review requests for funds from these line items. They will present the request and a recommendation for action to the SGA for final approval at that meeting.
 - e. Present a final budget to the SGA after the event.

- f. All clubs, committees, organizations, and individuals are advised to use the SGA Finance Committee in order to formulate a proper budget and proposal for presentation to the SGA.
- g. Monies from SGA funds to clubs, committees, organizations, and individuals will be granted providing the event is open to all students of Kentucky College of Optometry.
- h. All payments of receipts of expenditures shall require the signature of the SGA Treasurer following approval of the Finance Committee before disbursement of any SGA funds.

ARTICLE XI. Official Student Representation

Section 1. Representation Hierarchy

In any case where a student officer is needed to be present at a function of the Kentucky College of Optometry, the highest ranking member of the represented organization shall be the KYCO representative for the duration of their tenure. In the event that the organization being represented is a national organization, the elected or appointed student from that organization shall be the official Kentucky College of Optometry representative.

Section 2. Representation Designation

In the event that no student members of that organization are represented as designated above, the Student Government Association President shall designate a student member of the organization to act as the representative from that organization and from KYCO. That member will hold this position until the end of the academic year of which they were appointed.

ARTICLE XII. Communication with the Administration of KYCO

Section 1. Concerns

Students are encouraged to use the SGA President, SGA Executive Board, Class Senators, and Committees in order to initiate proper action on concerns of the student body.

Section 2. Representation Qualifications

A student must have voted support of the Student Government Association prior to representing the SGA if the student is not an acting SGA officer.

ARTICLE XIII. Amendments to the Bylaws

Section 1. Initial Approval of Proposed Amendments

- A. Proposed Amendments can be made by anyone in the KYCO student body. In order to be considered by the SGA, the amendment must have the support of at least thirty (30) other students.
- B. Once the appropriate support has been given, the proposed amendment is sent to the SGA for consideration.
- C. No action on the proposed amendments can be taken by the Student Government Association at the time of initial presentation to the SGA.

Section 2. Approval of Proposed Amendments

- A. All amendments must have the support of two-thirds ($\frac{2}{3}$) of all voting Student Government Association members present before being incorporated into the SGA Bylaws.
- B. Proposed amendments must be voted on by voting Student Government Association members present at the next meeting, following submission of the proposed amendments. Before voting, the SGA members are encouraged to discuss the amendment with their respective class or organization.
- C. If the amendment is defeated or is not voted on at this meeting, it may be resubmitted at the next Student Government Association meeting.
- D. Approved amendments shall go into effect immediately following their approval unless otherwise stated in the amendment.