



UNIVERSITY OF PIKEVILLE

KENTUCKY COLLEGE OF OSTEOPATHIC MEDICINE

STUDENT GOVERNMENT ASSOCIATION

Bylaws of the Student Government Association

Kentucky College of Osteopathic Medicine
University of Pikeville

Revised April 2022

ARTICLE I. NAME

This body shall be known as the Student Government Association of the University of Pikeville- Kentucky College of Osteopathic Medicine (UP-KYCOM). Members of this student association are students registered at the Kentucky College of Osteopathic Medicine (KYCOM).

ARTICLE II. PURPOSE

The UP-KYCOM Student Government Association (SGA) is the official voice for all KYCOM students. The Assistance Dean for Graduate and Health Professions Student Affairs advises the student government and serves as its administrative liaison. SGA is responsible for fostering medical student professionalism through the KYCOM Student Honor Code and the KYCOM Student Ethics Council, acting as a liaison for the student body, promoting osteopathic medicine, supporting club and classroom activities, and working to improve the quality of life for all KYCOM students.

ARTICLE III. OBJECTIVES

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

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

3.3 The specific Student Government Association objectives shall be:

3.3.1 To act as elected representatives of the student body in all matters with regards to the faculty, administration, fellow professionals, and the public. To evaluate and promote the teaching of medicine at Kentucky College of Osteopathic Medicine (KYCOM).

3.3.2 To facilitate cooperation, communication, and understanding among the various health science disciplines at the University of Pikeville.

3.3.3 To address any concerns expressed by members of KYCOM's student body.

ARTICLE IV. MEMBERSHIP OF THE STUDENT GOVERNMENT ASSOCIATION

4.1 Non-voting members of the Student Government Association shall consist of every registered student at Kentucky College of Osteopathic Medicine

4.2 Voting members of the Student Government Association:

4.2.1 The Student Government Association Executive Board: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian, and Mental

Empowerment Directive (MED) chair shall be voting positions. However, the SGA President shall vote utilize his/her vote in the case of a tie.

4.2.2 Each class shall elect five administrative liaisons: Student Ethics Council Liaison, Curriculum Committee Liaison, Campus Liaison, Admissions Liaison, and Instructional Resources Committee Liaison.

4.2.3 Each class shall elect a four class council officers: President, Vice President, Secretary, and Treasurer.

4.2.4 Each class shall elect representatives. Representatives, one for each title respective of their year, are not voting members and are designated as follows:

4.2.4.1 First year class

1. Anatomy/ Neuroscience representative
2. Biochemistry/ Immunology representative
3. Cell Biology/ Physiology representative
4. Osteopathic Patient Care I/II representative
5. Principles of Osteopathic Medicine I/II representative
6. Biomedical Skills I/II representative

4.2.4.2 Second year class

1. Microbiology/ Internal Medicine representative
2. Pathology I/II representative
3. Pharmacology I/II representative
4. Clinical (Nutrition, Pediatrics, Psychiatry, OB/GYN, Surgery)
5. Osteopathic Patient Care III/IV representative
6. Clinical Application of Osteopathic Medicine I/II representative
7. Biomedical Skills III/IV representative

4.2.4.3 Third year class/ Fourth year class

1. Coordinating Rotation Site representative
2. Pikeville Region Core Site representative
3. North Region Core Site Representative
4. Central Region Core Site Representative
5. East Region Core Site Representative
6. West Region Core Site Representative

4.2.4.4 Voting members currently in clinical rotations shall be automatically excused from the attendance policy. However, if a clinical rotation does not conflict with Student Government Association meetings, the attendance policy shall be observed by that student.

4.2.5 Each Student Government Association approved club is entitled to elect 4 officers: President, Vice president, Secretary, and Treasurer. Each officer is entitled to one vote at each general council meeting, however each Student Government Association Club is only allowed one vote total at each meeting

4.2.5.1 An exception to this rule is made at the discretion of the SGA Executive Board. Instances where this is permitted is with student interest groups with historically low representation (i.e. student doctor members of armed forces programs (SAMOPS)).

4.3 Qualifications of Voting members of the Student Government Association:

4.3.1 Only full-time registered students in good academic standing, which is defined as passing of all coursework (preclinical, clinical, and otherwise) of the Kentucky College of Osteopathic Medicine may be nominated for membership of the Student Government Association.

4.3.2 Only students who do not have course/system failures, unless remediated prior to the year of holding office, will be eligible to hold any Student Government Association office position.

4.3.3 All members of the Student Government Executive Board must be at the KYCOM rotation hub for at least $\frac{3}{4}$ of the year in which they serve.

4.3.4 Only students who have fulfilled the academic requirements of their class shall be eligible to hold class elected office. Academic requirements are defined by the current KYCOM handbook.

4.4 Withdrawal and Replacement of Executive Board and Board-Elect members:

4.4.1 Any Executive Board member of the Student Government Association may be removed from office or denied all future voting privileges by a simple majority vote of the Student Government Association in the event of their unexcused absence from two consecutive SGA meetings or three overall over the course of the academic year.

4.4.2 Any Executive Board member of the Student Government Association may be removed from office by a $\frac{2}{3}$ vote of SGA voting members.

4.4.3 Excused absences shall be those approved by the Student Government Association Executive Board. The SGA secretary should be given at least a 24-hour notice prior to an anticipated absence. If advanced notice is not possible, an excuse must be submitted for consideration by the SGA Executive Board as soon as possible.

4.4.4 At any time, an elected or appointed member may resign by submitting a written statement to the Student Government Executive Board.

4.4.5 In the event of the removal or resignation of any presidential position, the 1st Vice President will immediately assume the presidential position and the 2nd Vice President will assume the duties of the 1st Vice President. If there is not a replacement for the President, the order of succession will be as follows: 1st Vice President, 2nd Vice President, Secretary, Treasurer, and Parliamentarian.

4.4.6 In the event of any other opening of an elected or appointed position, 1st Vice President, 2nd Vice President, Secretary, Treasurer, or Parliamentarian, the President may suggest a candidate for replacement that majority of the remaining executive board will vote on to approve.

4.4.7 In the event of any other opening of an elected or appointed position, the Executive officers of the affected class, club, or association shall appoint a replacement- pending approval of the Student Government Association voting members.

4.5 Withdrawal and Replacement of Voting members:

4.5.1 SGA voting members may not have 2 consecutive unexcused absences or 3 total unexcused absences from SGA required meetings or events.

4.5.2 A class officer/representative that has exceeded the maximum number of absences shall be brought before their class and a simple majority of the entire class number will vote to impeach or retain this officer in the said position. The class officer will have an opportunity to speak regarding their actions. Should impeachment occur, a new officer will be elected by the class. Elections will be under the direction of the SGA Parliamentarian.

4.5.2.1 The student body is not able to remove an individual from office except in the event of exceeded number of absences as stated in 4.5.2. A class officer or representative may be removed for faults other than excused absences only with the expressed direction and guidance of KYCOM administration and Promotion and Matriculation Committee.

4.5.3 In the event of the removal or resignation of any Coordinating Core Site Representative or Regional Core Site Representative the Student Government Association Executive Board and Class President for the respective Coordinating Core Site Representative's or Regional Core Site Representative's class will coordinate an election for a replacement or the respective Class President may appoint a candidate for replacement

ARTICLE V. EXECUTIVE BOARD OF STUDENT GOVERNMENT ASSOCIATION

5.1 Executive Board

5.1.1 The Executive Board shall consist of the Student Government Association President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian, Mental Empowerment Directive (MED) chair, and Diversity chair.

5.1.2 The Executive Board shall serve as an advisory board to the SGA President.

5.1.3 The Executive Board shall meet at the request of the SGA President.

5.1.4 Any Executive Board member may not serve concurrently another position within the Student Government Association. This includes positions such as class officers, representatives, liaisons or as Executive Board members of SGA approved clubs. The only exception to this rule shall be organizing chair positions of SGA approved clubs and that is up to the discretion of the SGA Parliamentarian.

5.1.5 Responsibilities of the Executive Board shall be to:

- 5.1.5.1 Serve as the official representatives concerning KYCOM cross-class student affairs to the administration, faculty, and the Board of Trustees.
- 5.1.5.2 Organize and/or oversee KYCOM student activities.
- 5.1.5.3 Set Student Government Association meeting times, including regular and special meetings.
- 5.1.5.4 Chair the four appointable committees, if their existence is deemed necessary, defined below.

5.2 Duties of the Student Government Association President shall be:

- 5.2.1 Preside over all meetings of the Student Government Association.
- 5.2.2 Prepare a written agenda with the assistance of the SGA Secretary prior to the SGA meetings, subject to approval by SGA voting members.
- 5.2.3 Set up a tentative calendar for the academic year for SGA meetings and Deans Forums.
- 5.2.4 Collect Deans Forum issues from students and prepare them for presentation at SGA meetings and Deans Forum
- 5.2.5 Cast a vote on any motion before the Student Government Association only in the case of a tie.
- 5.2.6 Act as chairperson of the Executive Board of the SGA.
- 5.2.7 Attend the University of Pikeville Board of Trustees (UPIKE BOT) quarterly meetings.
- 5.2.8 Coordinate with the assistant of the President of the University to prepare a report for UPIKE BOT at each meeting.
- 5.2.9 Carry out or delegate responsibility for any directives or motions of the Student Government Association.
- 5.2.10 Be an ex-officio member of all committees and clubs.
- 5.2.11 Recommend and appoint chairpersons and members to the Student Government Committees, adhering to bylaws, pending approval by the SGA voting members.
- 5.2.12 Recommend students to the Deans for Kentucky College of Osteopathic Medicine (KYCOM) faculty/student committees.
- 5.2.13 Coordinate, in an advisory capacity, all class officers and representatives in a monthly club presidents meeting.

5.2.14 Attend with another representative of the Executive Board (1st VP preferably) the Council of Osteopathic Student Government Presidents (COSGP) quarterly meetings as the student body representative for KYCOM.

5.2.15 Prepare requested school reports and special reports to be given at COSGP quarterly meetings.

5.2.16 Participate in conference calls for whichever COSGP committee that KYCOM is appointed to.

5.2.17 Purchase or have donated \$600 worth of goods for COSGP Silent Auction in July.

5.2.18 Sit as a contributing member of the Student Ethics Council. The chair of the Student Ethics Council shall be the 2nd year SEC Liaison.

5.2.18.1 The Student Ethics Council chair shall attend two SGA Executive Board meetings per semester. The SEC chair shall provide the SGA executive board with any pertinent updates regarding the student body.

5.2.19 Collaborate with the current SOMA president for joint ventures between SOMA and SGA.

5.2.19.1 The current SOMA president shall attend two SGA Executive Board meetings per semester. The SOMA president shall provide the SGA executive board with updates regarding current SOMA initiatives, resolutions, and events.

5.3 Duties of the Student Government Association 1st Vice President shall be:

5.3.1 Assume the responsibilities of the SGA President in his/her absence.

5.3.2 Have a vote in the Student Government Association meetings.

5.3.3 Attend COSGP quarterly meetings with the SGA President (unless the 1st VP designates the 2nd VP or another officer to attend in his/her place).

5.3.4 All orientation week social activities and any other social activities sponsored by SGA.

5.3.5 Organization of the annual KYCOM Spring Awards Banquet, including the organization and selection of faculty and student awards to be presented.

5.3.6 Coordinate Student Government Association club events:

5.3.6.1 Scheduling club related events during orientation week

5.3.6.2 Organization of the Annual Club Day during the fall semester

5.3.6.3 Coordinating all events of clubs with the Office of Student Affairs through the Social Committee.

5.3.7 Aid and assist other Executive Board members.

5.4 Duties of the Student Government Association 2nd Vice President shall be:

- 5.4.1** Have a vote in the Student Government Association meetings.
- 5.4.2** Work together with the executive assistant to the Associate Dean of Student Affairs to maintain a website with frequent media and data updates. The SGA 2nd VP shall serve as the point of contact for all news and social media initiatives on behalf of the students.
- 5.4.3** Write and coordinate the release of the KYCOM Osteopathic Outreach Newsletter, which shall be disseminated to all faculty, staff, and KYCOM students.
- 5.4.4** Oversee community service activities of the Student Government Association and relay information of events to all students on behalf of SGA approved clubs.
- 5.4.5** Manage the national TOUCH community service program for KYCOM students.
- 5.4.6** Serve as Student Doctor of the Year Committee Chair.
- 5.4.7** Serve as the Alumni association representative for KYCOM students in accordance with the Senior Director of Advancement.
- 5.4.8** Maintain and keep orderly student community spaces at KYCOM such as Stro's Place and coordinate coffee supplies through the Clinical Science Curriculum Coordinator.
- 5.4.9** Serve as chairperson of the public relations committee, shall it be decided by the executive board that this committee need be.
- 5.4.10** Aid and assist other Executive Board members.

5.5 Duties of the Student Government Association Secretary shall be:

- 5.5.1** Have a vote at Student Government Association meetings.
- 5.5.2** Record a careful and authentic record of the proceedings of the Student Government Association meetings.
- 5.5.3** Maintain the attendance records of the SGA voting members and inform those who have two consecutive or three total unexcused absences from meetings.
- 5.5.4** Together with the SGA President prepare the agenda for each meeting and distribute the agenda to SGA voting members.
- 5.5.5** Prepare and distribute the unapproved minutes to Executive Board members prior to Student Government Association meetings.
- 5.5.6** Publish and post copies of the approved minutes via email to the student body

5.5.7 Announce regular Student Government Association meetings one week prior to the meeting via email.

5.5.8 Preserve documents and files of the Student Government Association and act as the official correspondent for the Student Government Association

5.5.9 Publish a tentative schedule of all SGA meetings and maintain the activity calendar to inform students of all Kentucky College of Osteopathic Medicine events and pertinent community information.

5.5.10 Maintain and oversee all Student Government Association bulletin boards and appoint clubs to decorate these boards throughout the school year.

5.5.11 Aid and assist other Executive Board members.

5.6 Duties of the Student Government Association Treasurer shall be:

5.6.1 Have a vote at Student Government Association meetings.

5.6.2 Maintain an accurate and up-to-date record of all incoming and outgoing expenses.

5.6.3 Submit a typed treasurer's report at the first regular meeting of each month.

5.6.4 Prepare a budget for the upcoming school year subject to Student Government Association's approval. The budget should be completed by the end of February of the current year.

5.6.5 Receive and record receipts for all expenditures.

5.6.6 Pick up and deliver payments or make sure payments are received by the appropriate party. Act as financial advisor to all Student Government Association committees, clubs, and classes.

5.6.7 Receive from all classes and clubs a tentative budget as stated in the Kentucky College of Osteopathic Medicine (KYCOM) Student Handbook.

5.6.8 If a class or club falls short of tentative budget and requests funding, a form must be requested from SGA to be filled out by class or club elected officials and returned to SGA explaining details of amount to be requested (i.e. hotel, travel, members participating, etc.) as well as fundraisers completed and amount raised.

5.6.9 Review class and club financial records at least once annually.

5.6.10 Serve as chairperson of the Finance Committee, if it is deemed necessary that this committee exist.

5.6.11 Aid and assist other Executive Board members.

5.7 Duties of the Student Government Association Parliamentarian shall be:

5.7.1 Have a vote at Student Government Association meetings.

5.7.2 Ensure that all Student Government Association meetings are conducted according to these bylaws.

5.7.3 Serve as the official interpreter of the Student Government Association Bylaws.

5.7.4 Distribute copies of the Student Government Association Bylaws to all SGA voting members within a month of their election to the SGA.

5.7.5 Acquire and reference copies of the bylaws/constitutions of all SGA recognized clubs, ensuring that there are no contradictions with the Student Government Association Bylaws. Annually preserve, review, and revise (as needed) the Student Government Association bylaws and constitutions of all student body organizations.

5.7.6 Organize proposed amendments to bylaws to be presented and voted on during general council meetings of the Student Government Association.

5.7.6 Management of all KYCOM-affiliated and recognized student organizations:

5.7.6.1 Maintain and update lists of club officers and faculty advisors of clubs with the Office of Student Affairs and distribute to the Executive Board.

5.7.6.2 Obtain membership rosters from all SGA recognized clubs by the 3rd regular meeting of the year and submit to the Office of Student Affairs.

5.7.6.3 Enforce club report submission requirements and submit a full record of semester activities to the Associate Dean of Student affairs at the end of the Fall and Spring semester.

5.7.6.4 Ensure that all SGA affiliated student organizations have completed their elections by May at the latest (or according to their bylaws) and verify eligibility of all new candidates to office.

5.7.7 Assist students with creation of SGA clubs according bylaws. (Criteria of Becoming an SGA club found in Article X).

5.7.8 Conduct all elections for Executive Board members and oversee all class elections and class representative elections. (Elections protocols are noted in Article VII).

5.7.9 Serve as chairperson of the Student Concerns Committee, if it is deemed necessary that this committee exist.

5.7.10 Aid and assist other Executive Board members.

5.8 Duties of the Student Government Association Mental Empowerment Directive (MED) chair shall be:

5.8.1 Have a vote as Student Government Association meetings.

5.8.2 Serve as the official correspondent for the Student Government Association regarding their mental health and maintain correspondence in confidentiality.

5.8.3 Responsible for preparing a Mental Health and Wellness presentation for First year medical students during student orientation.

5.8.4 Maintains and oversees the Mental Wellness bulletin board and appoints committees to decorate the board throughout the year.

5.8.5 Coordinates all events and social activities of the Mental Health committee throughout the school year

5.8.6 Organization of the #KYCOMfit initiative to promote health and wellness amongst the student body at the Kentucky College of Osteopathic Medicine.

5.8.7 Serves as a chairperson of the Mental Health committee and is responsible for creating a Mental Health committee as well as conducting elections of all committee members.

5.8.7.1 The Mental Health committee shall include three first year students and three second year students for 6 committee members total.

5.8.7.2 Following SGA elections in the spring, the new Mental Empowerment Directive chair shall conduct an election for 3 individuals entering second year to serve on the Mental Health committee the following academic year. Candidates for the Mental Health committee that will be entering second year should submit a short paragraph to the Mental Empowerment Directive chair to be compiled into a ballot. Elections shall be conducted via electronic ballot sent to the student body. 3 committee members shall be elected via simple majority vote and shall serve in their second year.

5.8.7.3 In the fall, first years should submit a short paragraph to the Mental Empowerment Directive chair and 3 new first years shall be appointed by the Mental Empowerment Directive chair and their current committee. These individuals shall serve on the Mental Health committee immediately following their appointment.

5.8.8 Aid and assist other Executive Board members.

5.9 Duties of the Student Government Association Diversity chair shall be:

5.9.1 Have a vote as Student Government Association meetings.

5.9.2 Serve as the official correspondent for the Student Government Association regarding KYCOM diversity, and maintain correspondence in confidentiality.

5.9.3 Serve as the AACOM Diversity Liaison and work with the National Diversity Committee to carry out the yearly plan initiatives.

5.9.4 Attend Zoom meetings with National COSGP counterparts and provide updates to the National Diversity Committee Member.

5.9.5 Coordinates all events and social activities of the Diversity committee throughout the school year.

5.9.6 Work in conjunction with Administration to organize and plan the yearly Diwali

event.

5.9.7 Serves as a chairperson of the Diversity committee and is responsible for creating a Diversity committee as well as conducting elections of all committee members.

5.9.7.1 The Diversity committee shall include three first year students and three second year students for 6 committee members total.

5.9.7.2 Following SGA elections in the spring, the new Diversity chair shall conduct an election for 3 individuals entering second year to serve on the Diversity committee the following academic year. Candidates for the Mental Health committee that will be entering second year should submit a short paragraph to the Mental Empowerment Directive chair to be compiled into a ballot. Elections shall be conducted via electronic ballot sent to the student body. 3 committee members shall be elected via simple majority vote and shall serve in their second year.

5.9.7.3 In the fall, first years should submit a short paragraph to the Mental Empowerment Directive chair and 3 new first years shall be appointed by the Mental Empowerment Directive chair and their current committee. These individuals shall serve on the Mental Health committee immediately following their appointment.

5.9.8 Aid and assist other Executive Board members.

5.10 The Executive Board Terms of Office:

5.10.1 The Executive Board of the Student Government Association's term shall be from May 1 of the year they were elected through April 31 of the following year.

5.10.2 The Executive Board Elect is the group of officers elected in March prior to Class Officer elections. The Executive Board elect will train under the current Executive Board until May 1. These officers shall not act as official Student Government Association Executive Board representatives during their elect period.

ARTICLE VI. STUDENT GOVERNMENT ASSOCIATION CLASS OFFICERS

6.1 Duties of the Class President shall be:

6.1.1 Act as a liaison between the class and the administration regarding class affairs.

6.1.2 Have a vote at Student Government Association meetings.

6.1.3 Report to the Student Government Association on class business and report to the class on SGA business.

6.1.4 Report to the Class on class related affairs.

6.1.5 Chair all class meetings, and in the event of a class specific voting situation, serve as the definitive vote if a tie ensues.

6.1.6 Preside over a scheduled class meeting at least once per month and call/ preside over meetings of class officers and representatives as needed.

6.1.7 Recommend and appoint chairpersons and members to class committees subject to approval of the class officers and representatives.

6.1.8 Serve as an ex-officio member of all class committees.

6.1.9 Serve, on an as needed basis, on Student Government Association committees as appointed by the Executive Board.

6.2 Duties of the Class Vice President shall be:

6.2.1 Have a vote at Student Government Association meetings.

6.2.2 Take over the duties of the Class President should that person be unable to serve.

6.2.3 Support and aid the Class President in the accomplishment of their duties.

6.2.4 1st and 2nd year Class Vice Presidents will work together each year to plan the annual “Cadaver Ball” KYCOM Halloween Party.

6.2.5 Serve, on an as needed basis, on a Student Government Association committees, as appointed by the Executive Board.

6.3 Duties of the Class Secretary shall be:

6.3.1 Have a vote at Student Government Association meetings.

6.3.2 Distribute minutes and agendas to class officers and representatives one day prior to class meetings.

6.3.3 Record an authentic record of the proceedings of all class meetings.

6.3.4 Post copies of the minutes of class meetings for all class members via email within one week of the meeting.

6.3.5 Serve, on an as needed basis, on a Student Government Association committees, as appointed by the Executive Board.

6.4 Duties of the Class Treasurer shall be:

6.4.1 Have a vote at Student Government Association meetings.

6.4.2 Maintain an accurate log of class funds and remit payment on class expenditures.

6.4.3 Submit a budget for the class to the Students Government Association Treasurer.

6.4.4 Serve, on an as needed basis, on a Student Government Association committees, as appointed by the Executive Board.

6.5 Duties of the Class Representatives shall be:

6.5.1 Must attend all class meetings. Two unexcused absences will result in termination of office.

6.5.2 Serve on a Student Government Association committee, as appointed by the Executive Board.

6.5.3 Third and fourth year representatives are not required to serve on an SGA committee.

6.6 Core Site Representatives

6.6.1 Duties of the Coordinating Core Site Representative shall be:

6.6.1.1 Have a vote in Student Government Association Meetings

6.6.1.2 Serve as a liaison for communication between KYCOM and rotating students of their respective class

6.6.1.3 Respond to any questions, comments, or concerns within an appropriate time frame

6.6.1.4 Schedule monthly meetings with the Director of Clinical Affairs in an agreed upon manner to discuss any questions, comments, or concerns forwarded from the core site representatives or rotating students of their respective class

6.6.1.5 Help coordinate and collect data from their respective class pertaining to their experiences, opinions and general information of their rotation sites to be shared through the SGA E-Board and Department of Clinical Affairs to better inform the OMS-2 class regarding each rotation site

6.6.1.6 Observe the attendance policy if a clinical rotation does not conflict with the Student Government Association general council meetings to submit a report on behalf of the rotating students

6.6.1.7 Submit an update to the Student Government Association Secretary before the general council meeting to communicate any questions, comments, or concerns if not available due to current clinical rotation time restraints

6.6.1.8 Maintain contact and coordinate monthly meetings with all core site representatives at each location for their respective year

6.6.1.9 Form well documented occurrences and opinions of situations if deemed necessary, and communicate such occurrences to the Dean of Clinical Affairs

6.6.1.10 Serve as liaison for the Pikeville Medical Center site coordinator, if necessary, to communicate didactic schedule changes to all applicable rotating students

6.6.2 Duties of the Regional Core Site Representatives shall be:

6.6.2.1 Have a vote in Student Government Association general council meetings if available

6.6.2.2 Schedule monthly meetings for all students in their respective regions to discuss any necessary questions, comments, concerns, or improvements

6.6.2.3 Respond to any questions, comments, or concerns from their respective regions within an appropriate time frame

6.6.2.4 Provide information on resources available for each rotation, if available

6.6.2.5 Be a neutral party the students in their respective regions can contact for help if deemed necessary

- 6.6.2.6 Send monthly emails to all students in their respective regions with any updates from SGA or the office of clinical affairs
- 6.6.2.7 Send monthly emails to all students in their respective regions of any upcoming deadlines
- 6.6.2.8 Update physician contact list for their region if deemed necessary
- 6.6.2.9 Work with the medical student coordinator to communicate and schedule lectures, conferences, and monthly COMATs if deemed necessary
- 6.6.2.10 Serve as a liaison between administration and rotating students in their respective regions to communicate all rotation assignments
- 6.6.2.11 Report back to the Coordinating Core site Representative on a monthly basis, when deemed necessary, or when upon request from the Coordinating Core Site Representative
- 6.6.2.12 Serve as point of contact for their respective regions for incoming core site representatives, and second year students during their rotation lottery process to provide requested information if appropriate

6.7 Class Officer Terms of Office:

- 6.7.1 Class officers and/or representatives of the Second-year class will be elected in March after SGA elections and will take office on May 1 of the year of their election. The period from March to May should serve as a training period with the current class officers.
- 6.7.2 Class officers and representatives of the First-year class will be elected in September and will take office immediately.

ARTICLE VII. STUDENT GOVERNMENT ASSOCIATION ELECTIONS

7.1 General Election Guidelines:

- 7.1.1 Each organization sponsoring a general student election shall have a written statement in their constitution outlining the procedures governing eligibility, nominations, campaign, and voting. The statement should specify personnel running the election, either the Elections Committee or the club officers themselves.
- 7.1.2 The candidate receiving the simple majority of votes will be declared the winner of their respective office.
- 7.1.3 The SGA Parliamentarian will oversee Student Government Association elections, Class Officer Elections, and any club elections in which the Parliamentarian's help is requested.
- 7.1.4 No candidate for office may participate in executing elections
- 7.1.5 Any decision of the Parliamentarian may be appealed to the Student Government Association Executive Board and/or the Office of Student Affairs.

7.1.6 The Parliamentarian is responsible for distributing election rules to the candidates in the election.

7.1.7 The SGA administrative curriculum liaison shall oversee establishing procedures for defining and validating the academic qualifications of a candidate.

7.1.8 Students elected to serve on the SGA are not permitted to hold any other position in student organizations in accordance with SGA bylaws. The Executive Board is not permitted to hold any other position in SGA. Students elected to any President or Treasure position are not permitted to hold another position in a student organization. However, those elected to serve as Vice President, Secretary, or appointed as a committee chair and/or member, are permitted to hold a maximum of 1 other position in office as a Vice President, Secretary, or a committee chair and/or member.

7.1.8.1 An exception is made at the discretion of the SGA Executive Board, for example clubs that are an approved SGA exception that do not meet the minimum member requirements (i.e. SAMOPS), honors fraternities that possess restricted member requirements (SSP), or newly created student organizations during probationary periods while executive leadership of the new organization is being established.

7.1.9 The Parliamentarian shall be responsible for conducting elections and enforcing the election regulations:

7.1.9.1 Organizing the Election:

1. The election schedule will be emailed to all KYCOM students to allow those at distant hub sites to stay informed.
2. The Parliamentarian will organize candidate paragraphs the day before elections. Written copies of these paragraphs will be emailed to all KYCOM students.
3. All students currently enrolled at KYCOM will receive SGA Executive Board and SOMA paragraphs to vote on.
4. Class officer paragraphs will only be e-mailed to the specific class members
5. The SGA Parliamentarian will formulate an official ballot and together with the Associate Dean of Student Affairs will oversee the security of the ballots until tabulation.

7.1.9.2 Validating the Qualifications of a Candidate:

1. The SGA Parliamentarian is responsible for the collection of declarations for validation from the Office of Student Affairs.
2. The Parliamentarian will validate all candidates' eligibility through the Office of Student Affairs according to these bylaws within 1 day of the receipt of the declarations of candidacy.
3. Candidates failing to meet these eligibility requirements will be declared ineligible to run for office.

7.1.9.3 Enforcing the Election Regulations:

1. The Parliamentarian will assess campaign violations with regards to each submitted election proposal.

2. The Parliamentarian will keep specific, written records of all violations.
3. The Parliamentarian will file election complaints with the Office of Student Affairs.
4. Protests of the Election shall be submitted in writing to the Parliamentarian and the Student Government Association Executive Board within 7 calendar days of the election.
5. The Associate Dean of Student Affairs and Executive Board will respond to the protest within another 7 calendar days.
6. If no protests are received within the 7 allotted days, the election results will be considered valid and final.

7.2 Election of the Student Government Association Executive Board:

7.2.1 The election for the Executive Board shall be held no later than the second Friday in March of each year.

7.2.2 Administration of elections shall follow the guidelines set forth in Article VII, Section I, Pt 9.

7.2.3 Each candidate may run for only one Student Government Executive Office.

7.2.4 The winning candidate shall begin training with the present officer immediately in preparation to assume duties of the office on May 1.

7.2.5 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.

7.3 Election of Class Officers and Representatives

7.3.1 Administration of elections shall follow the guidelines set forth in Article VII, Section I, Pt 9.

7.3.2 Elections of Class Officers/Representatives of the First-Year Class:

7.3.2.1 Four (4) Class Officers: President, Vice President, Secretary and Treasurer

7.3.2.2 Six (6) Course Representatives: Anatomy/Neuroanatomy, Cell Biology/Physiology, Biochemistry/Immunology, OPC I/II, BMS I/II, and POM I/II

7.3.2.3 Five (5) Administrative Liaisons: Student Ethics Council, Curriculum Committee, Campus Liaison, Admissions Liaison, and Instructional Resources Committee.

1. Each of these positions, except for Student Ethics Council liaison, serves a one year term.
2. The Student Ethics Council liaison serves a two year term.
3. The Admissions Liaison may have separate elections protocol at the discretion of the Director of Admissions and Recruitment.

4. Each liaison must attend monthly General Council meetings. Absences must be approved at least 24 hours in advance by the SGA President or SGA Parliamentarian

7.3.3 Elections of Class Officers/Representatives/Liaisons of the First-Year Class shall be completed by the last week of September.

7.3.3.1 Winners will assume office the Monday following elections.

7.3.3.2 Any officer training required will be supplied or organized through the Student Government Association.

7.3.4 Election of Class Officers/Representatives of the Second-Year Class:

7.3.4.1 Four (4) Officers: President, Vice President, Secretary, and Treasurer

7.3.4.2 Seven (7) Course Representatives: Microbiology/ Internal Medicine, Pharmacology I/II, Pathology I/II, OPP III/IV, CAOM I/II, BMS III/IV, and Clinical Courses (Pediatrics, OBGYN, Surgery, EENY, Psychiatry, and Nutrition).

7.3.5 Elections of Class Officers/ Representatives of the Second-Year Class shall be held one week after SGA Executive Board elections, occurring no later than the third Friday in March.

7.3.5.1 Candidates may not run for both an SGA Executive Board Office and a Class Officer/ Representative position.

7.3.5.2 Winners will train with current officers until they assume office on June 1

7.3.6 Election of Rotation Site Representatives of the Third-Year Class:

7.3.6.1 One (1) Coordinating Site Representative from the list of applicants at the Pikeville Site

1. Third or Fourth year students eligible to run for the Coordinating Site Representative office must be located at the Pikeville Hub Site. This is necessary so that these students will be able to represent their class/school at on-campus meetings of the SGA General Council & in meetings with the Deans.

7.3.6.2 Five (5) Student Site Representatives, one from each of the following regions: West, Central, North, East, and Pikeville.

1. Each of these positions serves a two (2) year term

7.3.7 Elections of Third-Year Class Representatives shall be held in conjunction with SGA Executive Board and Second-Year Class Officer Elections

1. Winners will assume their office on June 1 and retain their position until graduation.

2. It is up to the discretion of the SGA President and Parliamentarian if it is necessary that an elections process be implemented for rotation site representatives (based on interest of the class in these positions- if there is a lack of candidates a volunteer based approach may be implemented where the students at each site may request their rotation site representative).

7.4 Election Day Procedures

7.4.1 Candidates' names will appear on an online ballot created by the SGA Parliamentarian.

7.4.2 Students will anonymously vote (once per candidate) throughout the date/time disclosed by the SGA Parliamentarian.

7.4.3 The results will then be posted via email to all pertinent KYCOM students and KYCOM faculty/staff.

7.4.4 The results will become official seven (7) calendar days following the election, pending no violations or official protests.

ARTICLE VIII. STUDENT GOVERNMENT ASSOCIATION MEETINGS

8.1 Guidelines for Meetings

8.1.1 Presiding over all Student Government Association meetings shall be the President of the Student Government Association.

8.1.1.1 The 1st Vice President of the Student Government Association shall preside over SGA meetings if the President is unable to attend.

8.1.2 All meetings of the Student Government Association shall be conducted according to the following hierarchy:

8.1.2.1 Student Government Association Bylaws

8.1.2.2 Robert's Rules of order regarding meetings

8.1.2.3 An executive session (closed meeting) may be called when deemed necessary by the Student Government Association President.

8.2 Regular and Special Meetings

8.2.1 The times and dates of regular meetings should be established at the first official meeting of the academic year.

8.2.2 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.

8.2.3 Special meetings may be called at the discretion of the Student Government Association President or by a simple majority vote of the Student Government Association at the preceding SGA meeting.

8.2.4 The Student Government Association Secretary shall notify officers from each class and all club presidents no less than 36 hours prior to the special meeting. Class officers and club presidents shall, in turn, contact all SGA members from their respective class or club. Acceptable forms of notification include email, telephone, or announcement.

8.2.4.1 If, by 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.

8.2.5 The Student Government Association President may reschedule a regular or special SGA meeting if unforeseen circumstances arise.

8.2.5.1 The SGA Secretary shall notify class officers and all club presidents no less than 36 hours prior to the regular or special SGA meeting. These officers shall, in turn, contact SGA members from their respective class or club.

8.3 Quorum for Student Government Association Meetings

8.3.1 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 the Executive Board, Club Presidents, and a simple majority of Class Officers/Representatives from the First and Second year classes.

8.3.2 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 IX. STUDENT GOVERNMENT ASSOCIATION COMMITTEES

9.1 Student Government Association Committees

9.1.1 Voting members of the Student Government Association may serve on at least one SGA committee. Appointments of SGA members to committees must meet the approval of the SGA President.

9.1.2 All business of the SGA committees shall be submitted for approval by the SGA voting members.

9.1.3 Student Government Association committees are described in Article IX, Sections 2-8 of these bylaws.

9.1.4 Executive Board members shall serve as chairpersons of standing committees, as stated in Article V, Sections 2-8.

9.1.5 Committee members should be notified of committee meetings at least 72 hours in advance of the meeting unless the meeting is deemed an emergency.

9.1.6 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 exception of the Finance Committee members, as stated in Article IX, Section 5, Part 3).

9.2 Public Relations Committee (Ad Hoc)

9.2.1 Members shall be appointed by the Executive Board.

9.2.2 The purpose shall be to coordinate public relations within the college on the student level and to communicate the medical students' voice to the public

9.2.3 The chairperson shall be the SGA 2nd Vice President or the SGA Secretary, as decided per the SGA Executive Board

9.3 Social Events Committee (Ad Hoc)

9.3.1 Members shall be appointed by the Executive Board.

9.3.2 The purpose shall be to plan Student Government Association social events and to assist the SGA 1st Vice President in organizing and overseeing campus activities for the year

9.3.3 The chairperson shall be the SGA 1st Vice President.

9.4 Student Concerns Committee (Ad Hoc)

9.4.1 Members shall be appointed by the Executive Board.

9.4.2 The purpose shall be to address student concerns and student service issues.

9.4.3 The chairperson shall be the SGA President or the SGA Parliamentarian, as decided per the SGA Executive Board.

9.5 Finance Committee (Ad Hoc)

9.5.1 Members shall be appointed by the Executive Board.

9.5.2 The purpose shall be to review budget proposals for the Student Government Association, to work with the Social Events Committee, to help raise funds for the SGA, and to advise the SGA on budget issues if need be.

9.5.3 In the event a Finance Committee member cannot attend a meeting, a representative cannot be sent in their place.

9.5.4 The chairperson shall be the SGA Treasurer

9.6 Diversity Committee

9.6.1 Members shall be appointed as stated in 5.9.7

9.6.2 The purpose shall be to plan Student Government Association diversity related events and to assist the Diversity chair in organizing and overseeing campus activities to promote and further the diversity of the student body.

9.6.3 The chairperson shall be the SGA Diversity chair

9.6.4 In the event that a diversity committee member has two unexcused absences from either events, or meetings, or both, the SGA Diversity chair has the option to remove that individual from the committee.

9.7 Mental Health and Wellness Committee

9.7.1 Members shall be appointed as stated in 5.8.7

9.7.2 The purpose shall be to focus on mental health awareness and creating positive habits in medical students and future physicians. The committee will promote the concept of mind, body, and spirit amongst our students for their own wellbeing and future role of serving as an osteopathic physician.

9.7.3 The committee chair is to refer student concerns to appropriate channels within the university and Humana Student Assistance Program regarding the mental health and wellbeing of any KYCOM student who is at risk of harming themselves or other students, while maintaining student confidentiality.

9.7.4 The chairperson shall be the SGA Mental Empowerment Directive (MED) Chair

9.7.5 In the event that a mental health and wellness committee member has two unexcused absences from either events, or meetings, or both, the SGA MED chair has the option to remove that individual from the committee.

9.8 Faculty-Student Committees

9.8.1 Faculty-Student Committees are explained in the Kentucky College of Osteopathic Medicine (KYCOM) Student Handbook.

9.8.2 Student representatives to Faculty-Student Committees will be elected by the student body to represent the student voice in these committees.

9.8.3 First year Faculty-Student Committee Representatives will be voted upon by the 1st year class and these representatives will serve a 2-year term unless otherwise determined by the Associate Dean of Student Affairs.

9.8.4 The following positions must be elected by each First-year class during their class elections at the beginning of the year:

9.8.4.1 Instructional Resource Committee Representative

9.8.4.2 Admissions Committee Representative

9.8.4.3 Campus Liaison

9.8.4.4 Curriculum Committee Representative

9.8.4.5 Student Ethics Council Representative (the only faculty member on this committee is Associate Dean for Student Affairs, serving in advisory role only)

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

9.9 Ad-hoc Committee - Bylaws Committee

9.9.1 This committee shall be designated to oversee the review and revision of current SGA Constitutional bylaws, policies, and procedures, as well as reviewing the KYCOM Student Handbook for reciprocity, in accordance and guidance with current Student Government policies and Robert's Rules of Order Newly Revised.

9.9.2 The Committee shall be chaired by the SGA Parliamentarian.

9.9.3 Members shall be appointed by the Chairperson of Bylaws Committee from the General Student Government Association Council or student body at large.

9.10 Ad-hoc Committee - Quality of Life Committee

9.10.1 This committee shall be designated to oversee the concerns and make heard the voices of KYCOM medical students, as an expansion (and in lieu of) of the Student Concerns Committee. This committee shall serve to oversee the receiving, reviewal, and compilation of complaints or concerns for the student body.

9.10.2 The Committee shall be chaired by the SGA Parliamentarian or re-assigned as designated by the SGA Executive Board .

9.10.3 Members shall be appointed by the SGA Parliamentarian and/or SGA President.

9.11 Ad-hoc Committee - Non-Didactic Years Quality of Life Committee

9.11.1 This committee shall be designated to oversee the concerns and make heard the voices of 3rd/4th year medical students and to review current policies and procedures that govern their education away from campus as well as their rights and entitlements. Further, this committee will serve to oversee procedures of “Rotation Lottery” and placement in conjunction with KYCOM administration, serving as a non-biased and partial leaders in the process.

9.11.2 The Committee chair shall be appointed by the SGA President and/or SGA Executive Board, restricted to 1st year KYCOM medical students or 3rd/4th year KYCOM medical students.

9.11.3 Members shall be appointed by the SGA President, SGA Executive Board, and/or KYCOM Administration, and will be 3rd/4th year KYCOM medical students and 1st year KYCOM medical students.

9.9 Creating Ad-Hoc Committees

9.9.1 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.

9.9.2 The members of the committees and chairperson shall be appointed by the SGA Executive Board.

9.9.3 These committees shall be formed and disbanded by a simple majority vote of the SGA general council.

ARTICLE X. STUDENT GOVERNMENT ASSOCIATION CLUBS

10.1 Criteria for becoming a Student Government Association Club

10.1.1 Complete a written proposal to the Student Government Association Executive Board and present the proposal at a regular Student Government Association meeting.

10.1.2 Submit a club constitution to the SGA Executive Board.

10.1.3 Must be able to fulfill all Student Government Association club responsibilities as stated in the bylaws.

10.1.4 Must be evaluated by the SGA Executive Board on the basis of student interest, club purpose, workability, and legality of the club constitution.

10.1.4.1 Interest in a club shall be defined as a membership of at least ten (10) KYCOM students at the end of the probationary period. Should interest not be met, the club may request for an extended probationary period to be approved by SGA voting members.

10.1.5 The club shall be given a probationary status upon approval by simple majority of the SGA at a regular meeting following the club proposal.

10.1.6 The club on approval by the majority vote of the Student Government Association after a regular meeting shall enter a probationary period. The club shall have all privileges and responsibilities during the probationary period.

10.1.6.1 The probationary period shall last for three months or six (6) Student Government Association meetings, whichever comes first.

10.1.6.2 This probationary period continues to progress even during scheduled holidays and breaks, such as spring break, summer break, etc.

10.1.7 The club shall be re-voted on at the first meeting after the probationary period. The club may:

10.1.7.1 Be approved by a simple majority vote which ends the probationary period.

10.1.7.2 Be denied Student Government Association status, thus forfeiting all club rights and privileges.

10.1.7.3 Have their probationary period extended by a simple majority vote.

10.2 Student Government Association Club Privileges

10.2.1 Four (4) club officers (President, Vice President, Secretary, Treasurer) shall have 1 vote each at Student Government Association meetings.

10.2.2 A club may use college facilities for meetings if the appropriate arrangements are made with the college.

10.2.3 A club may request funds from the SGA for events, seminars, and conventions.

10.2.4 A club may spend their monies in accordance with State and Federal laws and their local and national constitutions.

10.2.5 A club may participate in “Club Day” held during first-year orientation week provided they are recognized as such in accordance with Article X.

10.3 Student Government Association Club Reports

10.3.1 Each club shall be represented at each scheduled SGA meeting.

10.3.2 The President of each SGA club shall submit a club report at each SGA regular meeting. If, under extraneous circumstances, the President is unable to submit the club report, the Vice President of that club shall submit the club report. Protocol for submitting club reports shall be at the discretion of the SGA Parliamentarian.

10.3.3 The club report is to include descriptive accounts (including the time, place, etc.) of meetings, activities, and events held or attended by the club since the previous SGA general council meeting.

10.3.4 Clubs are allowed one absent club report. Two absent club reports results in the loss of voting privileges of all 4 club voting members and a review of the club status and funding by the Student Government Association Executive Board.

10.3.4.1 Failure to submit a club report detailing the account of the club for the previous month by the general council meeting will result in a \$75 fine on behalf of the club payable to the Student Government Association.

10.3.4.2 Failure to submit two consecutive club reports will result in an immediate probationary period of the club, unless the club president can give an acceptable excuse to the SGA Executive board for failure to adhere to protocol.

10.4 Student Government Association Club Responsibilities

10.4.1 An updated copy of the club local constitution and nation affiliate constitution, if applicable, must be on file with the Student Government Association Secretary by the third regular meeting of the SGA of each academic year.

10.4.2 The clubs’ local constitution and national affiliate constitution, if applicable, shall not conflict with the Student Government Association Bylaws.

10.4.3 The club must have an area of interest and/or function in areas not overlapping those of any other Student Government Association club.

10.4.4 The club must be open for membership to any student at Kentucky College of Osteopathic Medicine (KYCOM), unless the club’s National charter specifies otherwise (legality etc. to be approved by the SGA Executive Board prior to SGA club status).

10.4.5 The club must keep a current list of its membership and submit their membership list to the Student Government Association Executive Board Secretary by the third regular meeting of SGA of each academic year.

10.4.6 A club must have an active faculty advisor.

10.4.7 Classes, committees, and clubs must have ONE voting member in attendance at ALL SGA General Council Meetings

10.4.7.1 In an SGA meeting, every voting member represents ONE (1) vote and therefore cannot represent more than ONE (1) position at a meeting (club and class representatives etc).

10.4.7.2 Every SGA voting member who is attending an SGA meeting (club and class representatives etc.) must be present by the time roll call BEGINS. If a representative shows up after the START of roll call, they will be considered absent and penalized as such.

10.4.7.3 If a representative is late and asks the SGA Executive board to waive the penalty, it is up to the SGA Executive Board discretion to grant or deny the waiver.

10.4.8 Clubs must spend monies received from the Student Government Association on the projects for which the monies were requested. Any club that accepts monies from the Student Government Association, collects dues from students, or participates in fundraising must follow these procedures:

10.4.8.1 Maintain financial records.

10.4.8.2 Monies must be kept in a financial institution under the club name or in an account with the college bursar.

10.4.8.3 File a monthly Financial Report using the Student Government Association Financial Report Form that includes:

1. Beginning balance for that month
2. Income for that month itemized by dues collected, fundraising, and other
3. Expenditures for that month itemized
4. Ending balance for that month
5. Photocopy of the club's local bank statement or college account statement and copy of the proof of reconciliation for any reimbursements
6. Present their monthly financial report to its members at club meetings
7. Present their written financial report with each club report to the Student Government Association Executive Board at each SGA regular meeting
8. Must submit all the financial records as defined in Article X, Section 4, Part 8 to the Student Government Association Treasurer at least once a year. The time of the review shall be decided by the SGA Treasurer
9. Must make available all financial records as defined in in Article X, Section 4, Part 8 to any member of that club at their request
10. Provide for the signatures of the club treasurer and one other officer on checks for all club expenditures over fifty dollars
11. In the event of any discrepancy in the financial records of the club, the procedure shall be as defined in Article IX. Section 7.

10.4.9 It is imperative that Clubs must be ACTIVE throughout the Academic year. Each club is required to have three (3) club meetings in the Fall semester and four (4) club

meetings during the Spring semester or risk having their status as an SGA club reviewed by the SGA Executive Board

10.4.10 It is imperative that Clubs must be ACTIVE throughout the Academic year. Each club is required to have three (3) club events per semester or risk having their status as an SGA club reviewed by the SGA Executive Board

10.4.10.1 Club meetings DO NOT count as events

10.4.10.2 Club events are defined as any planned or scheduled occurrence initiated by the club's leadership or membership that is an educational or social opportunity to benefit either the members of that club, the entire student body, or the greater Pikeville community members.

10.5 Loss of Student Government Association Club Membership

10.5.1 A club that has its Student Government Association membership revoked forfeits the rights and privileges of that membership.

10.5.2 A club may be removed from SGA 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.

10.5.3 A club that has failed to submit two club reports shall be subject to the following process:

10.5.3.1 Club membership status shall be put on the agenda for the next regular Student Government Association meeting.

10.5.3.2 Club officers are required to attend the SGA meeting to explain the club's actions.

10.5.3.3 Club membership status shall be voted on at that meeting.

10.5.3.4 Club membership status may be revoked by simple majority vote of the SGA.

10.5.4 A club that has a discrepancy in club financial records shall be subject to the following process:

10.5.4.1 The SGA Treasurer shall have the College Bursar's Office review the records for a recommendation.

10.5.4.2 The records and the Bursar's recommendation shall be reviewed by the SGA Executive Board.

10.5.4.3 Club officers may attend the review and explain their actions.

10.5.4.4 The Student Government Association Executive Board may make a recommendation to the SGA at the next regular meeting.

10.5.4.5 Club officers may attend the SGA meeting to explain their actions.

10.5.4.6 Club membership status may be revoked by a simple majority vote of the SGA.

10.5.5 A club that has violated the Student Government Association attendance policy shall be fined one community service hour per E-board member per meeting missed. If the club refutes the service hours, then the club will lose its four (4) votes and its status

will be reviewed by the Executive Board. A recommendation will be made to the SGA voting members at the next regular SGA meeting

10.5.6 A club that has violated or is in violation of the Student Government Association Bylaws shall be subject to the following process:

10.5.6.1 The violation shall be reviewed by the SGA Executive Board at their monthly Executive Board meeting.

10.5.6.2 Club officers may attend the review to offer an explanation of their actions.

10.5.6.3 The SGA Executive Board may make a recommendation to the SGA at a regular meeting.

10.5.6.4 Club officers may attend the SGA meeting to offer an explanation of their actions.

10.5.6.5 Club membership status may be revoked by a simple majority vote of the Student Government Association.

10.5.6.6 A club may face a reversion to 3-month probationary period if it does not meet the following participatory criteria:

1. Meet for a meeting or event at least once a month reported by faculty, staff or members of the said club.
2. Clubs may be excused from the meeting obligation during the months of December, and May-August
3. A club may reapply for membership no earlier than two months after its dismissal from the Student Government Association.

ARTICLE XI. STUDENT GOVERNMENT ASSOCIATION FINANCES

11.1 Financial Records

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

11.2 Student Activity Fees

11.2.1 Student activity fees shall be set before March 1 by the college administration for the following year based on the proposed budget.

11.2.2 Student activity fees for underclassman shall be subject to change.

11.2.3 Student activity fees for upperclassman shall be fixed at the rate the fee was set during the previous underclassman year

11.2.4 Student activity fees are to be used for programs that are in the best interest of all university disciplines.

11.3 Disbursement of Funds

11.3.1 A proposed budget for the upcoming school year should be completed by the Executive Board and presented to the Student Government Association by the end of February.

11.3.1.1 The Executive Board shall present a budget for the upcoming school year at the end of February of the existing school year. The budget shall be voted on at a special meeting. No other business shall be discussed at this special meeting.

11.3.2 During the budgeting process in the Fall, the Student Government Association shall designate all budget line items as one of the following:

11.3.2.1 Approved in concept

11.3.2.2 Approved for specific dollar amount

11.3.2.3 Approved for later allocation

11.3.3 The process for the request and release of Student Government Association funds shall be:

11.3.3.1 Submit a proposed budget to the Student Government Association Finance Committee two weeks prior to the event.

11.3.3.2 Line items of the annual budget designated “approved in concept” shall be finally approved in dollar amounts by the Finance Committee.

11.3.3.3 Line items of the annual budget designated “approved for specific dollar amount” shall be released by the SGA Treasurer at the appropriate time.

11.3.3.4 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.

11.3.3.5 Present a final budget to the SGA after the event.

11.3.4 All clubs, committees, organizations, and individuals are advised to use the SGA Finance Committee to formulate a proper budget and proposal for presentation to the SGA.

11.3.5 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 Osteopathic Medicine (KYCOM).

11.3.6 All payments of receipts of expenditures shall require the signature of SGA Treasurer following approval of the Finance Committee before disbursement of any SGA funds.

ARTICLE XII. OFFICIAL STUDENT REPRESENTATION

12.1 Representation Hierarchy

12.1.1 In any case where a student officer is needed to be present at a function of the Kentucky College of Osteopathic Medicine, the highest-ranking member of the corresponding student-based organization shall be the KYCOM representative for the duration of their tenure.

12.1.2 In the event that the organization represented is a national organization, or an organization recognized by the SGA, the elected or appointed student from that

organization shall be the official Kentucky College of Osteopathic Medicine (KYCOM) representative.

12.2 Representation Designation

12.2.1 In the event that no student members of an 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 KYCOM. That member will hold this position until the end of the academic year of which they were appointed, unless otherwise decided upon by the SGA President.

ARTICLE XIII. COMMUNICATION WITH KYCOM ADMINISTRATION

13.1 Concerns

13.1.1 Students are encouraged to use Student Government President, Executive Board, Class Officers, and Committees to ensure proper action on concerns of the student body.

13.2 Representation Qualification

13.2.1 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 XIV. AMMENDMENTS TO THE BYLAWS

14.1 Initial Approval of Proposed Amendments

14.1.1 A simple majority of the current Student Government Association Executive Board members present is required for the proposed amendment(s) to be accepted to presented to the SGA members for consideration

14.1.2 If the proposed Bylaw significantly alters KYCOM procedures, the Associate Dean for Student Affairs MUST approve the Bylaw before presenting it to the SGA members.

14.1.3 No action on the proposed amendments can be taken by the Student Government Association at the time of initial presentation to the SGA Executive Board.

14.2 Approval of Proposed Amendments

14.2.1 All amendments must have the support of two-thirds of all voting Student Government Association members present before being incorporated into the SGA Bylaws.

14.2.2 Proposed amendments must be voted on by voting Student Government Association members present at the next meeting, following submission of the proposed amendments.

14.2.3 If the amendment is defeated or is not voted on at this meeting, it may be re-submitted at the next Student Government Association meeting.

14.2.4 Approved amendments shall go into effect immediately following their approval unless otherwise stated in the amendment.