

# SGA Constitution and By-Laws



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# Preamble

The Student Government Association of St. George's University, hereafter referred to as SGA, exists to represent the students in all academic and non-academic affairs pertaining to their education, and to their physical and emotional well-being. The SGA shall be organized to provide students of the School of Arts and Sciences, the School of Medicine, the School of Veterinary Medicine, and the School of Graduate Studies of St. George's University with a structured, democratically run body to represent them in administrative manners, student affairs, and to the Alumni Association. Class Representatives shall serve as liaisons to bring issues to the attention of the SGA Council. It is the vision of the SGA that all concerns that may come before the body will be addressed with the goal of improving the general well-being of the entire SGU community and the students in particular. It shall be the aim of the SGA to uphold the SGU Honor Code and maintain the highest ethical standards in all that it does.

## Article I. SGA Organizational Structure

### Section 1.01 The Student Government Association

a) The SGA will be comprised of a body of elected student representatives from each of the schools of SGU. Members of the General Body shall elect from amongst their numbers an Executive Board of students. The students of the Executive Board shall govern the SGA, with the consent of the General Body, in the manner outlined by this document. The Executive Board shall maintain this Constitution, as well as a set of By-Laws to protect the integrity of the organization. The SGA shall populate committees, as outlined in the By-Laws, as well as send representation to the committees of the University. When gathered into a whole, this body, being the entirety of the SGA membership, shall be referred to as the Council.

### Section 1.02 Membership Definitions

- a) SGA membership shall be comprised only of matriculated full-time students in good standing as outlined in Section 1.03 of this Constitution and in the student handbook issued at the beginning of the academic program in which they are currently enrolled.
- b) SGA Council shall be composed of members of: SGA General Body Membership, SGA Executive Board Officers, and Faculty Advisors.
- c) The SGA General body shall be the General Body of the governing apparatus and will be selected from the SGU Student Body by democratic election as outlined in Article III. The General Body will represent the will of their constituent classmates.
- d) The SGA Executive Board shall be composed of twelve officers: President, Vice President of Communications, Vice President of Administrative Affairs, Vice President of Financial Affairs, Vice President of Operational Affairs, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Student Life, President of SVM Affairs, Vice President SVM Affairs, President of SAS and Undergraduate Affairs, and Vice President of SAS and

Undergraduate Affairs. All members of the SGA Executive Board must be members of the SGA General Body.

e) The Faculty Advisors shall be ex-officio non-voting members of the SGA Executive Board and will provide information and advise the SGA and the Executive Board on all matters relating to policy and finance.

## Section 1.03 Membership Qualifications

a) To be eligible to serve as an SGA representative, a student must be in good standing with the University and meet the following requirements, which are dictated by the Office of the Dean of Students and may be changed at their discretion:

- i) School of Medicine students must have at least an 80.0% WMPG
- ii) School of Veterinary Medicine students must have at least a 3.0 GPA
- iii) School of Arts and Sciences students must have at least a 3.0 GPA
- iv) No student from any school may serve as an SGA representative for a term which they are repeating. Once they have successfully completed that term with a passing grade, they may serve as an SGA representative for the next term.

## Section 1.04 Terms of Service

a) A Term of service for all elected SGA positions shall be defined by the SGU academic calendar for the Fall Term and Spring Term.

b) Upon election to the SGA General Body, a Class Representative shall serve one Term of Service. There shall be no term limit to the number of times a student may hold the office of Class Representative.

c) Fall Term of Service

i. The fall term of service shall begin in June, immediately after the final exams are taken by the Term 4 School of Medicine Class. In no case shall this be later than July 1st.

ii. The term of service shall continue through the last day of the Fall Semester, in December, for which the voting members of the SGA were elected. In no case shall this be later than the official end-of-term date published by the University.

d) Spring Term of Service

i. The spring term of service shall begin in December, immediately following the last day of the Fall Term. In no case shall date be later than the official end-of-term date published by the University.

ii. The term of service shall continue until the Term 4 School of Medicine Class takes their final exams in June. In no case shall this be later than July 1st.

e) Individual Member Terms of Service

i. Although a term of service, in general terms, shall begin on the day immediately following the end of the previous academic semester, an individual SGA member's term of service will not begin until he or she has been elected or appointed to the SGA Council and notified of said election or appointment. An SGA member's term of service will begin at the earliest time that the following conditions are satisfied:

- 1) The academic term prior to that for which the SGA member was elected/appointed has ended.
  - 2) The SGA member has been elected or appointed to the SGA council and has been notified of said election or appointment.
- ii. A representative's term of service will end following the end of the term for which they were elected to serve.
  - iii. Representatives who have been elected but whose term of service has not officially begun may still be expected to fulfill certain duties, including attending meetings and participating in the voting process.

## Section 1.05 Rights and Responsibilities of SGA Representatives

- a) A Class Representative of the SGA, for each term in Grenada, shall have the individual rights and responsibilities as follows:
  - i) Shall serve to represent the members of his/her term in his/her school, in all matters of the SGA.
  - ii) Shall attend all meetings of the SGA Council, and all meetings of any SGA Committees upon which he/she serves. Failure to meet attendance requirements will result in sanctions as specified in Article IV, Section 4.01
  - iii) Shall serve as a liaison between the students of his/her term and the SGA Council.
  - iv) Shall serve as a liaison between the students of his/her term and the University Administration and Faculty.
  - v) Shall be required to complete service hours at the following SGA sponsored events. Failure to meet service requirement will result in sanctions as specified in Article IV, Section 4.01. The following events have a mandatory service hours requirement:
    - 1) Council Meetings
    - 2) Committee Meetings
      - (a) This applies only to committee members.
    - 3) Dean's Meeting with Class Representatives
    - 4) Sandblast or Unity Ball
  - vi) Shall be required to complete 6 additional service hours, which will henceforth be referred to as "community service hours," over the course of the academic term. Community service hours may be completed at any location in Grenada approved by SGA as outlined below. Failure to meet this service requirement will result in sanctions as specified in Article IV, Section 4.01
    - 1) At least 4 of these community service hours must be completed at an SGA sponsored event as outlined below:
      - (a) Sandblast Ticket Sales (2 hours) or Unity Ball Ticket Sales (2 hours)
      - (b) Island Vibes Ticket Sales (2 hours)
        - (1) If Island Vibes is occurring
      - (c) Should an SGA Representative work a Unity Ball or Sandblast ticket sale shift in order to gain free event entry, the shift will not count towards service hours.

- (d) Ice Cream Social
  - (f) Any SGA-sponsored event
  - (e) Any other event which is deemed by the VP of External Affairs to be an SGA sponsored event
  - (f) Any other event which is deemed an SGA sponsored event by the Executive Board, as determined by a vote in which  $\frac{3}{4}$  of the total Executive Board membership votes to deem the event an SGA sponsored event.
    - (1) If either the VP of External Affairs or the Executive Board, by a  $\frac{3}{4}$  vote as described above, determines the event to be an SGA sponsored event, it will be considered an SGA sponsored event
  - vii) Shall not promote any non-SGA event or cause while working at an SGA function as an SGA representative.
  - viii) Shall not advertise or partake in the selling of any SGA merchandise without prior consent as an SGA Representative. This includes non-licensed SGA apparel and affiliated items.
- b) Class Coordinators of the SGA in Grenada for each term shall have rights and responsibilities as follows:
- i) Shall be a member of the SGA General Body.
  - ii) Shall be elected at the beginning of each term by the Class Representatives for the term and cohort to which they belong.
  - iii) Shall be responsible for ensuring that there is proper communication between the Class Representatives and the students in the term he/she represents. The job of communication itself may be delegated as he/she feels is appropriate, but ultimate responsibility shall still remain with the said Class Coordinator for ensuring that said communication is accurate, timely and properly maintained.
  - iv) Shall act as the point of communication for the SGA Executive Board to communicate with the Class Representatives of his/her term during times in between regularly scheduled meetings of the SGA Council
  - v) Shall prepare materials for, attend, and take attendance at Dean's Meeting and report any absences to VP of Communications.
  - vi) Shall ensure that SGA communication to the student body is properly conveyed to all members of their respective term, including members of the main cohort, members of alternative programs of academic success, and members of dual degree programs. It will additionally be the role of the Class Coordinator to ensure that issues of these student populations are adequately heard and addressed by the SGA.
  - vii) Unless otherwise specified by the VP of Administrative Affairs, the number of Class Coordinators per term shall be as follows.
    - 1) The School of Medicine shall elect 2 Coordinators per term
      - (a) In Classes that have separate lecture times, there will be one coordinator selected from each non-ITI lecture group, with lecture group being defined as the students attending a particular lecture at a particular time.
    - 2) The School of Veterinary Medicine shall elect 1 Coordinator per term



- 3) The School of Arts and Sciences shall elect 1 Coordinator per Department; Business, Biological, Marine and Wildlife Conservation Sciences, Humanities and Social Sciences, Computers and Technology, Nursing, Pre-medical/Pre-veterinary
- viii) Elections shall be conducted in a manner as specified by the VP of Administrative Affairs.
- ix) Each class listed in section “vii” shall begin the term with at least 1 but no more than 4 Class Coordinators. At no time shall the number of Class Coordinators for a given class exceed 4. At no time shall the number of Class Coordinators for the group of colleges in the School of Medicine that attend the same lecture time exceed 2.
- x) If the number of Class Coordinators for a school drops below the initial number of class coordinators for the term, or if the VP of Administrative Affairs otherwise deems additional class coordinator(s) necessary, the VP of Administrative Affairs may (but is not required to) add additional Class Coordinators, either by election or appointment, as determined appropriate by the VP of Administrative Affairs.
- c) Chairpersons of SGA Committees shall have the rights and responsibilities as follows
- i) Shall call meetings of the committee for which he/she is the chair at his/her discretion. These meetings must be called frequently enough to achieve the goals and meet the deadlines of said committee.
  - ii) Upon request by the Vice President of Administrative Affairs, shall submit official written committee reports to the Vice President of Administrative Affairs within seven calendar days of such a meeting, unless a meeting of the SGA Council comes first. In such a case, said report shall be submitted no less than 48 hours before said meeting, with the stipulation that the Chairperson must be given, at minimum, 24 hours to submit the report.
  - iii) Shall report the status of the committee’s work as appropriate or as requested by the Executive Board at meetings of the SGA Council.
  - iv) Shall maintain all records, receipts, and minutes related to official committee business, and take responsibility for forwarding such records to the Vice President of Administrative Affairs in a timely manner.
  - v) Shall assist the SGA Executive Board in completing any work of the SGA Council that falls under the jurisdiction of his/her committee.
  - vi) Shall be granted two SGA hours towards the community service hour requirement.
  - vii) Shall serve as chairperson to no more than two committees at any one time unless they are an Executive Board member and are stipulated as a Chairperson by the Bylaws. In the event that a chairperson position is not filled and an SGA representative who already holds the max number of positions as committee chair is nominated for the position, he/she will be allowed to hold more than 2 position
- d) Student Chairpersons of St. George’s University committees shall have the rights and responsibilities as follows.
- i) Shall respond to calls for meetings by the University Chairperson of said committee and shall organize all representatives registered with said committee to attend.
  - ii) Upon request by the Vice President of Administrative Affairs, shall submit official written committee reports to the Vice President of Administrative Affairs within seven calendar days of such a meeting, unless a meeting of the SGA Council comes first. In such a case, said report shall be submitted no less than 48 hours before said meeting,

with the stipulation that the Chairperson must be given, at minimum, 24 hours to submit the report.

iii) Shall report the status of the committee's work as appropriate or as requested by the Executive Board at meetings of the SGA Council.

iv) Shall maintain all records, receipts, and minutes related to official committee business, and take responsibility for forwarding such records to the Vice President of Administration in a timely manner.

v) Shall assist the SGA Executive Board in completing any work of the SGA Council that falls under the jurisdiction of his/her committee.

vi) Shall be granted two SGA hours towards the community service hour requirement.

vii) Shall serve as chairperson to no more than two committees at any one time unless they are an Executive Board member and are stipulated as a Chairperson by the Bylaws. In the event that a chairperson position is not filled and an SGA representative who already holds the max number of positions as committee chair is nominated for the position, he/she will be allowed to hold more than 2 position

e) A clinical representative shall be elected by his or her peers to act as an intermediary on behalf of the outgoing sixth term School of Veterinary Medicine students during clinical year.

## Section 1.06 Duties of the Executive Board Officers

a) All Executive Board Offices shall serve for one term of service

b) Re-election to the SGA Executive Board shall be allowed, provided that no person shall serve in the same Executive Officer Position for more than two consecutive terms.

c) The President of the SGA shall have the following rights and responsibilities:

i) Shall preside over all meetings of the SGA Executive Board and the SGA General Body.

ii) Shall have at least one term's experience on the Executive Board. Experience shall be defined as serving as a member of the SGA Executive Board for at least one term of service and having met all requirements as they apply to that Executive Board position.

A) If no representative meeting this requirement is willing to serve as president, a representative that does not meet this requirement may become president.

iii) Shall serve the official liaison between the SGA and the rest of the SGU community, including administration, faculty, and organizations. The President shall also be the official representative of the SGA to external organizations. Delegation of this responsibility is allowed, but ultimate responsibility shall remain with the President for any business his/her designate may conduct on behalf of SGA.

iv) Shall meet with the SGU Administration as appropriate. Those meetings shall, at minimum, include communication with the following administrative officials:

A) Chancellor and/or Advisor to the Chancellor

B) Vice Chancellor

C) Dean of Students

D) Dean of Basic Medical Sciences

E) Provost

F) Business Administrator

- v) Shall set the agenda for all meetings of the SGA Council and the SGA Executive Board.
  - vi) Shall have the privilege to call for an immediate vote on any action item, regardless of any tabling motion for said item.
  - vii) Shall have the privilege to make Presidential Appointments according to the procedures specified in this Constitution.
  - viii) Shall have the privilege to call meetings of either the SGA General Body or the SGA Executive Board beyond those regularly scheduled, should he/she feel the need to do so.
  - ix) Shall organize a new SGA Representative Orientation with the other members of the Executive Board.
  - x) Shall organize a transition with the government-elect at the end of the term.
  - xi) Shall be an elected SGA class representative for the term to which they belong, and shall uphold the duties as such, but shall not have the ability to vote on matters of the full SGA Council unless a vote of the Council is tied.
  - xii) Shall vote in any votes occurring solely amongst the Executive Board.
  - xiii) Shall not receive any monetary compensation, goods, or services from a private enterprise in exchange for any favor from the SGA for that private enterprise.
  - xiv) Shall serve on the SGA and SGU committees stipulated by the Bylaws
  - xv) Shall create an End-of-Term Summary with input from the remaining Executive Board
- d) The Vice President of Communications of the SGA shall have the rights and responsibilities as follows:
- i) Shall, as requested, assist the President in governance of the SGA.
  - ii) Shall record all minutes of any official meeting of the SGA Executive Board and the SGA General Body.
  - iii) Shall distribute said minutes to all members of the appropriate branch of the SGA within seven calendar days of such a meeting.
  - iv) Shall post all meeting minutes and attendance records to the website SGA uses to organize the SGA General Body.
  - v) Shall be responsible for all official correspondence of the SGA. This shall include all follow-up communications as demanded by specific issues.
  - vi) Shall circulate all announcements and agendas related to a meeting of the SGA Council as far as possible in advance of, but no less than 48 hours before, such a meeting.
  - vii) Shall maintain SGA bulletin boards throughout the campus with copies of all pertinent information to be shared with the SGA at large.
  - viii) Shall be responsible for adequately maintaining all records of the SGA, inclusive of but not limited to:
    - A) Meeting agendas and minutes
    - B) Correspondence
    - C) Attendance, including quorum calculations
  - ix) Shall be responsible for assisting the Vice President of Administrative Affairs in maintaining proper voting procedure for any vote taken by the SGA General Body.
  - x) Shall have the power to assume any and all duties of the President in his/her absence or at his/her request.
  - xi) Shall become President if the existing President vacates the office of the Presidency.

- xii) Shall uphold all the responsibilities of the office of the Vice President of Communications.
  - xiii) Shall fulfill all the duties of an SGA Elected Class Representative, as specified in Article I, Section 1.04 a of this Constitution.
  - xiv) Shall not receive any monetary compensation, goods, or services from a private enterprise in exchange for any favor from the SGA for that private enterprise.
  - xv) Shall serve on the SGA and SGU committees stipulated by the Bylaws
  - xvi) Shall assist the President in creating an End-of-Term Summary
- e) The Vice President of Financial Affairs of the SGA shall have the rights and responsibilities as follows:
- i) Shall be responsible for the supervision and management of all financial matters concerning SGA.
  - ii) Shall formulate a budget for term of office.
  - iii) Shall order food for Council Meetings.
  - iv) Shall be responsible for maintaining all accounts of the SGA in a sound financial manner, both in balance and of all associated records.
  - v) Shall be responsible for receiving and distributing all moneys belonging to the SGA as specified by this Constitution.
  - vi) Shall provide a report at each meeting of the SGA General Body as to the financial status of the SGA.
  - vii) Shall collect Programming Fund grant or loan request paperwork.
  - viii) Shall have the responsibility to ensure that any SGA Programming Fund grant or loan requests fit within the framework of the SGA budget before allowing such a request to come to the floor for debate.
  - ix) Shall fulfill all the duties of an SGA Elected Class Representative as part of the SGA General Body, as specified in Article I, Section 1.04.a of this Constitution.
  - x) Shall not receive any monetary compensation, goods, or services from a private enterprise in exchange for any favor from the SGA for that private enterprise.
  - xi) Shall serve on the SGA and SGU committees stipulated by the Bylaws
  - xii) The VP of Financial Affairs can be overruled on any matter by a unanimous vote of the remaining executive board.
  - xiii) Shall create an End-of-Term Financial Summary which shall be shared with the SGA Council and VP of Administrative Affairs for record keeping purposes.
- f) The Vice President of External Affairs of the SGA shall have the rights and responsibilities as follows:
- i) Shall be responsible for the recording of all official minutes of any SGA Council and SGA Executive Board meeting in the absence of the Vice President of Communications.
  - ii) Shall fulfill all duties as the SANDBLAST coordinator, inclusive of but not limited to:
    - A) Organizing the SANDBLAST Planning Committee
    - B) Representing the SGA to the SGU Administration for the purposes of SANDBLAST planning
    - C) Maintaining all records of SANDBLAST activities
    - D) Updating the SANDBLAST Planning Committee Handbook as necessary
    - E) Shall maintain relations with external sponsors and business for SANDBLAST
  - iii) Shall fulfill all duties as the Unity Ball Coordinator, inclusive of but not limited to:

- A) Organizing the Unity Ball Planning Committee
  - B) Representing the SGA to the SGU Administration for the purposes of Unity Ball planning
  - C) Maintaining all records of Unity Ball activities
  - D) Updating the Unity Ball Planning Committee Handbook as necessary
  - E) Shall maintain relations with external sponsors and business for Unity Ball
- iii) Shall assist the Elected Class Representatives from First Term in reaching the appropriate balance between academic responsibilities and fulfilling the duties of an SGA Elected Class Representative.
  - iv) Shall plan SGA events and fundraisers others than SANDBLAST
  - v) Shall fulfill all the duties of an SGA Elected Class Representative as part of the SGA General Body, as specified in Article I, Section 1.04.a of this Constitution.
  - vi) Shall not receive any monetary compensation, goods, or services from a private enterprise in exchange for any favor from the SGA for that private enterprise.
  - vii) Shall serve on the SGA and SGU committees stipulated by the Bylaws
  - viii) Shall create an End-of-Term Summary which shall be shared with the SGA Council and VP of Administrative Affairs for record keeping purposes.
- g) The Vice President of Internal Affairs shall have the rights and responsibilities as follows:
- i) Shall serve as the Chairperson of the Council of Presidents, the collective of all Student Organization Presidents.
  - ii) Shall call periodic meetings with all organization presidents to schedule the events for the term of all SGA sponsored organizations.
    - A) This may be deferred to DOS in cases where DOS is willing to complete this task.
  - iii) Shall be the facilitator of said meetings with organization presidents.
  - iv) Shall be responsible for the approval of SGA sponsored club events.
  - v) Shall monitor and serve as the final executor of disputes of the timetable of events for all SGA sponsored organizations for the term.
  - vi) Shall serve as a liaison between the University Administration and the Council of Presidents.
  - vii) Shall assist in the organization of new student orientation at the beginning of the term.
  - viii) Shall fulfill all the duties of an SGA Elected Class Representative, as specified in Article I, Section 1.04 a of this Constitution.
  - ix) Shall not receive any monetary compensation, goods, or services from a private enterprise in exchange for any favor from the SGA for that private enterprise.
  - x) Shall keep all record of community service hours completed by SGA Representatives
  - xi) Shall maintain service records for all members of SGA, including SGA-C, in order to:
    - A) Determine eligibility for graduation ceremony honor cords and letters of recommendation from the SGA Faculty advisors and the Dean of Students Office.
    - B) Send a finalized list to University Administration and SGA Faculty advisors detailing which members will receive any honor cords as eligible, and which members are eligible for a letter of recommendation respectively.
  - xii) Shall serve on the SGA and SGU committees stipulated by the Bylaws

- xiii) Shall create an End-of-Term Summary which shall be shared with the SGA Council and VP of Administrative Affairs for record keeping purposes.
- h) The Vice President of Operational Affairs shall have the rights and responsibilities as follows:
  - i) Shall coordinate busing and mediate all issues concerning busing.
  - ii) Shall act as the student director of security concerns.
  - iii) Shall liaise with the housing office and address all concerns of the student body as they pertain to housing, both on and off campus, and assist as possible in the housing conditions of the KBT program.
  - iv) Shall mediate all other issues regarding non-academic affairs not otherwise assigned to another Executive Board member.
  - v) Shall fulfill all the duties of an SGA Elected Class Representative, as specified in Article I, Section 1.04 a of this Constitution.
  - vi) Shall not receive any monetary compensation, goods, or services from a private enterprise in exchange for any favor from the SGA for that private enterprise.
  - vii) Shall serve on the SGA and SGU committees stipulated by the Bylaws
  - viii) Shall maintain a Student Complaint form
  - ix) Shall create an End-of-Term Summary which shall be shared with the SGA Council and VP of Administrative Affairs for record keeping purposes.
- i) The Vice President of Administrative Affairs shall have the following rights and responsibilities as follows:
  - i) Shall act as the Parliamentarian of the SGA and will moderate all meetings of the SGA Council and Executive Board
  - ii) Shall be responsible for upholding all the parliamentarian duties to include:
    - A) Familiarity with all constitutional rules and procedures and --- interpreting and ruling on any questions regarding the constitution.
      - (1) The decision of the VP of Administrative Affairs may be overturned by a unanimous vote of the remaining Executive Board members.
    - B) Updating the Constitution with any passed amendments.
    - C) In conjunction with the President, maintaining proper order during SGA Council meetings.
    - D) Maintaining proper voting procedure for any vote taken by the SGA General Body.
  - iii) Shall, as requested, assist the President in governance of the SGA.
  - iv) Shall have the ability to alter the Constitution only in the context of grammatical or syntactical errors, or in the event that the Table of Contents are inaccurate, without making a formal amendment. Changes made may not alter the content of the passages outside of grammatical or syntactical context.
  - v) Shall have the ability to alter section 1.03a to reflect the most current grade requirements designated by DOS, without making a formal amendment. Shall have the ability to add, remove, or alter other membership requirements in section 1.03 to reflect current requirements designated by DOS, without making a formal amendment.
    - A) Shall not have the ability to alter membership requirements in any way other than those stated above, without making a formal amendment.
  - vi) Shall maintain a calendar of all SGA events and committee meetings and communicate with committee members as necessary to effectuate their attendance and participation at said meetings.
  - vii) Shall maintain the SGA's access to 25Live and schedule all events needed within the system.
  - viii) Shall request and receive committee reports and minutes.
  - ix) Shall report the status of a committee to the SGA council in the event that a member of the committee is unable or unwilling to make such a report.



- x) Shall otherwise liaise with all committees as necessary to facilitate their operations.
  - xi) Shall assist the Vice President of External Affairs with
    - A) Sandblast preparation
    - B) The planning of Unity Ball
  - xii) Shall assist the Vice President of Internal Affairs with:
    - A) Meetings for organizations and clubs
  - xiii) Shall assist any member of the executive board with fulfilling their respective duties when necessary within reason.
  - xiv) Shall fulfill all the duties of an SGA Elected Class Representative, as specified in Article I, Section 1.04 a of this Constitution.
  - xv) Shall not receive any monetary compensation, goods, or services from a private enterprise in exchange for any favor from the SGA for that private enterprise.
  - xvi) Shall serve on the SGA and SGU committees stipulated by the Bylaws
  - xvii) Shall act as an administrator on relevant Facebook pages
  - xviii) Shall compile an End-of-Term Summary which shall be shared with the SGA Council and saved on the SGA website for record keeping purposes.
- k) The Vice President of Student Life shall have the rights and responsibilities as follows:
- i) Shall produce programming and events in association with increasing Student Wellness for all members of the Student Body
  - ii) Shall work with the VP of Financial Affairs to set a budget for such programming
  - iii) Shall assemble a committee to carry out relevant Student Wellness programming
  - iv) Sit on the Wellness Committee and the International Student Committee
  - v) Shall assist the Vice President of External Affairs with
    - A) Sandblast preparation
    - B) The planning of Unity Ball
  - vi) Shall assist the Vice President of Internal Affairs with:
    - A) Meetings for organizations and clubs
  - vii) Shall assist any member of the executive board with fulfilling their respective duties when necessary within reason.
  - viii) Shall fulfill all the duties of an SGA Elected Class Representative, as specified in Article I, Section 1.04 a of this Constitution.
  - ix) Shall not receive any monetary compensation, goods, or services from a private enterprise in exchange for any favor from the SGA for that private enterprise.
  - x) Shall serve on the SGA and SGU committees stipulated by the Bylaws
  - xi) Shall create an End-of-Term Summary which shall be shared with the SGA Council and VP of Administrative Affairs for record keeping purposes.
- l) The President of School of Veterinary Medicine Affairs of the SGA shall have the rights and responsibilities as follows:
- i) Eligibility for SVM President shall require at least one term's experience on the Executive Board. Experience shall be defined as serving as a member of the SGA Executive Board for at least one term of service and having met all requirements as they apply to that Executive Board position. President of SVM shall be an enrolled student of the School of Veterinary Medicine.
    - A) The requirement for a term of experience on the executive board may be waived provided that no student meeting the requirement is willing to serve.
  - ii) Shall, as requested, assist the President in governance of the SGA.
  - iii) Shall liaise with SGA members from the School of Veterinary Medicine regarding issues particular to the Veterinary school and shall report those issues at Executive Board meetings for discussion and resolution.

- iv) Shall meet with SGU SVM Administration as appropriate. Those meetings shall, at minimum, include communication with the following administrative officials:
  - A) Dean of School of Veterinary Medicine
  - B) Associate Dean of the School of Veterinary Medicine
  - C) Associate Dean of Academics of the School of Veterinary Medicine
  - D) Associate Dean of Students of the School of Veterinary Medicine
  - E) Shall be the student chair of the SVM Academic Affairs Committee
  - F) Shall uphold all the responsibilities of the office of the Vice President of SVM Affairs.
- v) Shall fulfill all the duties of an SGA Elected Class Representative, as specified in Article I, Section 1.04.a of this Constitution.
- vi) Shall not receive any monetary compensation, goods, or services from a private enterprise in exchange for any favor from the SGA for that private enterprise.
- vii) Shall serve on the SGA and SGU committees stipulated by the Bylaws
- viii) Shall create an End-of-Term Summary which shall be shared with the SGA Council and VP of Administrative Affairs for record keeping purposes.
- m) The Vice President of School of Veterinary Medicine Affairs shall have the rights and responsibilities as follows:
  - i) Shall, as requested, assist the President in governance of the SGA
  - ii) Vice President of SVM shall be an enrolled student of the School of Veterinary Medicine.
  - iii) Shall assist the President of SVM Affairs in liaising with SVM SGA representatives regarding issues pertaining to the School of Veterinary Medicine, and shall report those issues at the meetings of the SGA Executive Board for discussion and resolution.
  - iv) Shall liaise with SVM SGA representatives regarding facilities issues, and shall report those issues to the SGA VP of Operations and the SGA Executive Board for discussion and resolution
  - v) Shall assist the President of SVM Affairs with the responsibilities outlined in Article I, Section 1.05 j of this Constitution
  - vi) Shall fulfill all the duties of an SGA Elected Class Representative, as specified in Article I, Section 1.04 a of this Constitution
  - vii) Shall not receive any monetary compensation, goods, or services from a private enterprise in exchange for any favor from the SGA for that private enterprise.
  - viii) Shall serve on the SGA and SGU committees stipulated by the Bylaws
  - vix) Shall assist the SVM President in preparing an End-of-Term Summary
- n) The President of School of Arts and Sciences and Undergraduate Affairs shall have the rights and responsibilities as follows:
  - i) Shall, as requested, assist the President in governance of the SGA
  - ii) Shall be a matriculated student of the School of Arts and Sciences with at least one term's experience on the Executive Board. Experience shall be defined as serving as a member of the SGA Executive Board for at least one term of service and having met all requirements as they apply to that Executive Board position.
    - A) The requirement for a term of experience on the executive board may be waived provided that no student meeting the requirement is willing to serve.
  - iii) Shall liaise with SGA members from the School of Arts and Sciences regarding issues particular to the undergraduate school and shall report those issues at Executive Board meetings for discussion and resolution. The President of USGA Affairs
  - iv) Shall meet with SGU SAS Administration as appropriate. Those meetings shall, at minimum, include communication with the following administrative officials:
    - A) Dean of the School of Arts and Sciences



- B) Dean of Students
  - v) Shall oversee all Undergraduate Student Organizations
  - vi) Shall oversee, with the assistance of the Vice President of the School of Arts and Sciences and Undergraduate Affairs oversee the expenditure and maintenance of the USGA Budget
  - vii) Shall fulfill all the duties of an SGA Elected Class Representative, as specified in Article I, Section 1.04 a of this Constitution.
  - viii) Shall not receive any monetary compensation, goods, or services from a private enterprise in exchange for any favor from the SGA for that private enterprise.
  - ix) Shall serve on the SGA and SGU committees stipulated by the Bylaws
  - x) Shall create an End-of-Term Summary which shall be shared with the SGA Council and VP of Administrative Affairs for record keeping purposes.
- o) The Vice President of School of Arts and Sciences and Undergraduate Affairs shall have the rights and responsibilities as follows:
  - i) Shall, as requested, assist the President in governance of the SGA
  - ii) Shall be a matriculated student of the School of Arts and Sciences
  - iii) Shall assist the President of USGA Affairs in liaising with USGA SGA representatives regarding issues pertaining to the School of Arts and Sciences, and shall report those issues at the meetings of the SGA Executive Board for discussion and resolution.
  - iv) Shall liaise with USGA SGA representatives regarding facilities issues, and shall report those issues to the SGA VP of Operations and the SGA Executive Board for discussion and resolution
  - v) Shall assist the President of USGA Affairs with the responsibilities outlined in Section 1.05 I, of this Constitution
  - vi) Shall fulfill all the duties of an SGA Elected Class Representative, as specified in Article I, Section 1.04 a of this Constitution
  - vii) Shall not receive any monetary compensation, goods, or services from a private enterprise in exchange for any favor from the SGA for that private enterprise.
  - viii) Shall serve on the SGA and SGU committees stipulated by the Bylaws
  - ix) Shall assist the President of SAS and Undergraduate Affairs in creating an End-of-Term Summary

## Article II. Convening the SGA Council

### Section 2.01 Schedule

- a. Meetings of the SGA General Body shall be every two weeks as the academic calendar allows. Adjustments may be made for exam periods as appropriate, provided there is never more than three weeks between meetings of the SGA General Body. The first meeting of any term of service should be no later than the third week of classes, based on the schedule for the incoming First Term students of the respective schools.

### Section 2.02 Attendance

- a. All meetings of the SGA General Body shall be open meetings unless otherwise specified.

- b. The minutes of every meeting of any body and/or committee of the SGA shall include an official attendance list, which shall be used to determine the attendance requirement.

### Section 2.03 Voting Eligibility

- a. Voting members of the SGA shall only consist of the elected Class Representatives from each term who make up the SGA Council as well as the President; only in the case of a tie vote.

### Section 2.04 Quorum

- a. Quorum shall be defined as two-thirds of the current SGA General Body. Quorum shall apply to ALL votes taken by the SGA General Body.
- b. Quorum may be suspended subject to motion and approval by a two-thirds majority affirmation vote except where specified in the Constitution.
- c. In no case shall any votes be taken if less than 51% of the SGA General Body is present.

### Section 2.05 Tie Breaker Procedures

- a. This section shall apply to all official votes of the SGA General Body and shall only be invoked when specified in the Constitution.
- b. In the event of a tie vote for any action item, the vote shall be referred to the sitting SGA President.
- c. Elections of Executive Board-Elect shall follow tie breaker guidelines as per Article 3, Section 3.06 of this Constitution.

## Article III. Electoral Procedure

### Section 3.01 The SGA Elections Committee

- a. All elections of members to the SGA Executive Board shall fall under the sole jurisdiction of the SGA Elections Committee. The Elections Committee may administer other elections at the discretion of the Executive Board.
- b. Chairperson of the Elections Committee shall be a sitting member of the SGA Executive Board. The chairperson should not be running in the SGA Executive Board election at the time of their service on the Elections Committee. Chairperson will be appointed by the sitting SGA Executive Board. Should no sitting Executive Board member be eligible to be chairperson of said committee, the chairperson will be a senior member of the General Body appointed by the sitting Executive Board.
- c. The SGA Elections Committee shall be composed of two School of Medicine representatives, two School of Veterinary Medicine representatives, and two School of Arts and Sciences representatives, as well as the chairperson and a Faculty Advisor. None of the representatives shall be running in the SGA Executive Board election at the time of their service on the committee. School representatives shall be voted on by the representatives in their cohort, as per the elections timeline specified in Article, Section 3.05. Any student serving on said committee must be in good standing as outlined in the student handbook issued at the beginning of the academic program in which they are currently enrolled.

- i. The Elections Committee representatives other than the chairperson and Faculty Advisor shall be elected by the SGA General Body according to the procedure for electing any other committee positions.
- d. The Faculty Advisor chosen by the sitting Executive Board will be an ad hoc member of the committee, and no elections committee meetings shall take place without the advisor present. The Faculty Advisor shall be tasked to manage and keep confidential any voting data.
  - i. Should the content of voting data come into question, additional faculty advisor(s), including all faculty advisors, if necessary, may be asked, based on a majority vote of the elections committee, to verify the results. The elections committee may, by majority vote, accept the decision of the majority of faculty advisors.
  - ii. If, after all faculty advisors have verified the results, or if there is a discrepancy in the faculty advisors' reports, the chairperson of the committee may be asked to verify the results, by majority vote of the elections committee, which may include the chairperson in the vote. The elections committee may then vote by simple majority to accept the decision of the chairperson.
  - iii. If dispute still exists, the remaining members of the elections committee must view and verify the results themselves. After this, a vote of the Elections Committee must take place to verify the results.
  - iv. If there are more than two possibilities as to what the contents of the original voting data might be, and the Elections Committee cannot verify the results by a majority vote, the current SGA President will view the data and make a unilateral decision as to the contents of the original voting data and the results of the vote. The decision of the SGA President will be final.
  - v. Dissemination of any information regarding who individual members of the SGA Council voted for beyond those authorized, based on the above, to possess that information is a gross act of misconduct and may result in expulsion from SGA.
- e. Said committee is charged with all responsibilities pertaining to running such an election, inclusive of but not limited to:
  - i. Establishing procedures for and running said elections in accordance with the guidelines specified in this Constitution.
  - ii. Ensuring the Constitutionality of elections.
  - iii. Ruling, within 24 hours, on the validity of any complaints regarding a breach of election procedures in any election which an Elections Committee administered, or in any case in which an Elections Committee is formed to adjudicate an elections dispute. If it is found that a violation took place, the SGA Elections Committee shall be given authority to take measures necessary to rectify such a problem. This includes but is not limited to the disqualification of a candidate and the nullification of any election results.
  - iv. Certifying all election results for which they serve as administrators once all appeals have been properly addressed. Upon certification by the SGA Elections Committee, no further appeal request will be considered.
  - v. Establishing a calendar for elections which they are administering that will provide enough time to elect the SGA General Body-Elect and the SGA Executive Board-Elect
- f. Decisions of the Elections Committee will be by majority vote of the six regular members. Should a tie take place, the chairperson will cast the deciding vote, unless it is otherwise specified that the chairperson is prohibited from voting.

## Section 3.02 Election of the SGA General Body-Elect

- a. Representation by population will ensure one representative position available per 30 students in the Schools of Medicine and Veterinary Medicine and per 25 students in the school of Arts and Sciences. In the event of less than 35 students in a class, there shall be one representative elected.

- b. Incoming medical students to Grenada from the KBT program will elect representatives from their respective transitioning class before transitioning to the Grenada campus.
  - i. Incoming KBT students will elect up to four representatives to serve in SGA.
- c. For School of Medicine classes that have separate colleges, each college will vote separately for their own representatives, the number of which will be one representative per 30 students. These representatives will thereafter be considered representatives for the entire class, rather than their college alone.
- d. Eligibility for election to Class Representative shall require that the student running is in the term which they are running to represent and a matriculated student in good standing as outlined in the student handbook issued at the beginning of the academic program they are currently enrolled in.
- e. The election of the SGA General Body-Elect is the ultimate responsibility of the Executive Board. The Executive board may decide by majority vote to do any of the following:
  - i. Administer the elections themselves, with primary responsibility for the election falling on the VP of Administrative Affairs
  - ii. Delegate the administration of the election to the faculty advisors
  - iii. Allow the current Elections Committee to administer the election, or, if there is no current Elections Committee, hold elections for an Elections Committee that will then administer the election.
- f. Nominations for the SGA General Body-Elect
  - i. Shall be sent out as an electronic announcement via email.
  - ii. Shall be submitted in writing to the chair of the SGA Elections Committee, and shall remain secret until the nominee has accepted his/her nomination.
    - 1. Candidates must make the decision to accept or decline their nomination within 48 hours before the scheduled start of elections. Such notification must include the candidate's signature on the Candidate Profile. The Candidate Profiles must be electronically signed and submitted by the deadline per the Elections Committee instructions.
- g. Elections for the SGA General Body-Elect
  - i. Shall be scheduled no later than the last week of classes for said students in the term prior to the term for which such Class Representatives are being elected to serve.
    - 1. For first-term students, elections should be held within two weeks from the start of classes.
  - ii. Shall include Candidate Profiles, along with candidate photos, for all elections held online. The Candidate Profiles shall be available with the online ballot. Ballots for all elections may be prepared by the Faculty Advisors. Ballots shall not be prepared until nominations are closed and all candidates have either accepted or declined their nomination 48 hours prior to the start of the election.
  - iii. The number of representatives to elect for each School shall be determined with the cooperation of the Registrar for each School. Medical and Veterinary schools may elect 1 representative per 30 enrolled students for each Term, while Arts and Sciences schools may elect 1 representative per 25 enrolled students for each term. The total number of students will be rounded to the nearest 30 or 25, respectively. The number of representatives per term according to this calculation may not be exceeded in the initial election, with the exception that the representatives from the KBT program to the Term 3 School of Medicine class will serve in addition to the number of representatives elected according to the above calculation.
  - iv. Following the close of all polls, the ballots shall be turned over by those working the polls to the SGA Elections Committee for counting. --- For online elections, only the Faculty Advisors will have access to count votes.
    - 1. If there is an Elections Committee, any proposed breach of election procedures will be appealed to the Elections Committee. If it is found that a violation took place, the SGA Elections Committee shall be given authority to take measures

- necessary to rectify such a problem. This includes but is not limited to the disqualification of a candidate and the nullification of any election results.
2. If there is not an elections committee, any proposed breach of election procedures will be appealed to the Executive Board. The Executive Board shall be given authority to take measures necessary to rectify such a problem. This may include delegating adjudication to the faculty advisors. This may also include but is not limited to the disqualification of a candidate and the nullification of any election results.
  - v. KBT students will conduct their own elections and appoint representatives of the transitioning class as specified in Section 3.02b to join their respective term when transitioning to the Grenada campus. These students will be incorporated into normal voting procedures in subsequent terms.

### Section 3.03 Results of General Body Elections

- a. Shall not be publicly posted until certified by the SGA Elections Committee, if there is one, or the Executive Board, if there is not and Elections Committee. Results/posting of results for Class Representative Elections shall be as follows:
  - i. The candidates with the highest number of votes shall be declared the winners of the election, and their names shall be posted in alphabetical order.
  - ii. In the event of a tie for the last Class Representative position, whoever is administering the election shall hold a run-off election as soon as can reasonably be scheduled. Until such election takes place, only the names of the elected Class Representatives shall be posted. Following such an election, the name of the winning Class Representative shall be posted. KBT elected representatives must submit their election results to the SGA Faculty Advisors before transitioning to the Grenada campus.
- b. In no case shall anyone reveal the actual number of votes won by any candidate.
- c. Appeals to election results shall be allowed. Any candidate may submit such in writing to the chair of the SGA Elections Committee, if there is one, or the VP of Administrative Affairs, if there is not an Elections Committee, within 24 hours from the date of closing of the polls. If an appeal is made, a vote recount shall take place within 2 calendar days of such a request. A candidate may be present for the recount.
  - i. A vote recount does not involve any additional voting.
- d. The SGA Elections Committee, or whichever group is administering the election, shall keep all ballots for the duration of the term. The ballots shall, if possible, be handed over to the next Elections Committee following the election of a new Elections Committee. This process shall be repeated, such that a given set of ballots are kept for a period of two years. After such time, the ballots are to be destroyed.
- e. In the event that the number of applicants to join the SGA General Body does not exceed the number required for the particular class, all applications will be reviewed by the SGA Executive Board. The executive board can vote to accept all applicants as members of the SGA General Body or to discuss and debate each individual application. A majority vote will rule.
- f. The Executive Board may, under special circumstances, as determined by the Executive Board, vote by  $\frac{3}{4}$  majority vote to appoint one student per school per term to the SGA general body at any time after the elections for that term have concluded. This may include any qualified student attending SGU. Care should be taken to avoid appointing students that classes have chosen to exclude from the SGA for appropriate reasons.

### Section 3.04 Election of the SGA Executive Board-Elect

- a. All officers of the SGA Executive Board-Elect shall be elected by the incoming SGA General Body-Elect and present SGA General Body. Nominations of candidates shall be made in accordance with the timeline in Section 3.05.



- i. All candidates for an Executive Board position must have served at least one term on the General Body
  - b. Elections Committee shall create a Slate as per the Elections Timeline in Section 3.05. Slate shall be created per guidelines including but not limited to:
    - i. Elections Committee shall conduct interviews for each individual Executive Board candidate. Each candidate shall be asked questions pre-determined by the Elections Committee Chairperson and the Faculty Advisor who serves on the Elections Committee. A separate set of questions shall be determined for each Executive Board position. All candidates running for each individual Executive Board position shall be asked the same set of questions. After each candidate has been asked the set list of questions for their candidacy, s/he will have one minute to present any additional information to the committee regarding their qualifications and experience related to the position for which they are running.
    - ii. One member of the Elections Committee shall be chosen by the Committee Chair to take notes during candidate interviews. These notes shall remain confidential among the committee members, and are just for discussion purposes.
    - iii. Interviews shall be conducted in the following order: SGA President, SVM President, SASUA President, Vice President of Communications, Vice President of SVM Affairs, Vice President of SASUA Affairs, Vice President of Finance, Vice President of Administrative Affairs, Vice President of Operations, Vice President of Internal Affairs, Vice President of External Affairs, and Vice President of Student Life. All interviews for SGA President shall take place first. Following all SGA President Candidate interviews, the committee will discuss and slate an SGA President before moving on to interviews for SVM President. This shall apply for each office as per the above listed order of interviews.
    - iv. Outside of scheduled interviews, candidates shall not campaign to any members of the elections committee.
    - v. Sitting Executive Board officers may submit a recommendation to the Elections Committee for their successor. Recommendations may only be submitted by an officer currently holding the position. Recommendation submissions are not a requirement.
  - c. At the General Body meeting following interviews, the Elections Committee shall present their slate to the General Body. Presentation shall include explanations behind each of the committee's decisions.
  - d. Elections for the SGA Executive Board shall be held in accordance with the timeline outlined in Section 3.05. Voting eligibility is to include the current SGA General Body and the SGA General Body Elect.
  - e. Voting shall take place by a method in which the identity of the voters can be determined and recorded for later verification. The content of the votes, in particular the candidates for whom each vote was cast and in what quantity, must be able to be determined concretely, and that information must be recorded for later verification. The sitting Executive Board will determine the method of voting. If no suitable alternative can be agreed upon, voting will take place by paper ballot. The identity of voters must be recorded along with each vote, although the identity of the voter need not be recorded in direct connection with the candidate for whom they voted. All votes, even those containing misspellings, in which the candidate being selected is indisputable, as determined by a  $\frac{3}{4}$  vote of the Executive Board or by lack of objection, will count. Votes in which the identity of the candidate being selected is in dispute, as determined by any objection along with failure of a  $\frac{3}{4}$  vote of the Executive Board to reject the objection, will be disqualified. Quorum for an SGA Executive Board-Elect election shall be two-thirds of the SGA General Body and General Body-Elect.
  - f. Voting shall take place under the following guidelines:
    - i. Quorum shall be two thirds of the SGA General Body.
    - ii. After presentation of the Slate by the Elections Committee, voting process shall proceed by individual office, as per the order stated in 3.04.b.iii, starting with SGA President. Votes for each individual office must pass by a two thirds majority of the General Body present for the vote.

- iii. If any individually slated office should not pass by a two thirds vote, floor nominations shall be accepted for that position.
- iv. Should any positions need to take floor nominations, elections for these offices will be held at the following general body meeting, as per Section 3.05.g. This meeting cannot occur sooner than one week following the meeting in which floor nomination are taken. All candidates for said position shall give two minute speeches to the SGA General Body, followed by a pro/con period for each candidate.
- v. If more than 2 individuals run for a position and one candidate does not receive greater than 50% of the vote, that ballot shall be treated as a plurality vote to determine the two most popular. Then a majority vote shall be conducted amongst the two highest polling candidates for the position.
- g. Appeals to election results shall be allowed. Any candidates may submit such in writing to the chair of the SGA Elections Committee and the Faculty Advisor on the committee within 24 hours from the time of closing of the polls. If an appeal is made, a vote recount shall take place within two calendar days of such a request. A candidate or his/her representative may be present for the recount. The Elections Committee may take any additional measures necessary to ensure a fair election outcome, provided that the appeal is made within 24 hours of the closing of the polls
  - i. The Elections Committee may take necessary measures to correct election violations when they become aware, after 24 hours, of potential election violations when the following two conditions are met:
    - 1. The violation in question is an extremely gross violation that would significantly affect the outcome of the election
    - 2. The Elections Committee votes unanimously both that the violation occurred, and that action should be taken to correct the situation
- h. For appeals occurring when there is no Elections Committee, the Executive Board will preside over the appeal. They may do any of the following:
  - i. Reconvene the previous Elections Committee to handle the appeal by the previously described method
  - ii. Hold elections for a special Elections Committee to handle the appeal
  - iii. Serve as the Elections Committee for the adjudication of the appeal, having the same rights and responsibilities described previously for the Elections Committee as it relates to the appeal
  - iv. Delegate the adjudication and handling of the appeal to the faculty advisors
- i. The Elections Committee Chairman shall preside over the SGA Executive Board-Elect election.
- j. The Chairman shall keep all ballots for the duration of the term. After such time, the ballots are to be destroyed, or erased if electronic ballots are used.

## Section 3.05 Timeline for Election of SGA Executive Board-Elect

- a. Timeline shall be announced to the SGA General Body three general body meetings before the end of the term.
- b. Elections Committee Chairperson shall be appointed at the at the Executive Board meeting following the announcement of elections timeline to the General Body.
- c. Nominations for candidates shall be made two general body meetings before the end of the term. Self-nominations are allowed and encouraged. Candidates may be nominated for more than one Executive Board position.
- d. Committee members shall be voted on two general body meetings before the end of the term. Committee members shall be chosen as per the guidelines in section 3.01.c.
- e. Elections Committee shall conduct candidate interviews and create a Slate in the weeks between Executive Board nominations, as per Section 3.05 d, and Elections of the Executive Board-Elect, as per Section 3.05 f. Interviews shall be conducted per the guidelines in Section 3.04 of this Constitution.

- f. Announcement of Slate and subsequent voting shall take place at the penultimate general body meeting of the term. Voting shall follow the procedures outlined in Section 3.04.
- g. Shall any Executive Board positions remain contested, elections for said position shall fall during the final general body meeting of the term.

## Section 3.06 Tie Breaker Procedures

- a. This section shall apply only to election of the SGA Executive Board-Elect and shall only be invoked when specified by this Constitution.
- b. In an election between two candidates for any SGA Executive Board Officer-Elect position, if neither candidate receives a majority of the vote, an additional discussion period will take place immediately, followed by an additional vote of the general body. In the event that neither candidate receives a majority on the second vote, the vote shall be referred to the sitting SGA Executive Board for a decision. The sitting SGA Executive Board shall render a decision by a majority vote among all remaining voting members of said Executive Board.
  - i. Quorum for said vote shall be all remaining voting members of said Executive Board.
  - ii. If neither candidate receives a majority of the Executive Board votes, the SGA President will appoint an SGA member, which may be any SGA member, to the position. If there is no President, or the President is unwilling or unable to appoint a representative to the position, the VP of Communications will appoint a representative, who may be any SGA member, to the position. If there is no VP of communications, or if the VP of communications is unwilling or unable to appoint someone, the VP of Administrative Affairs will appoint a representative, who may be any SGA member.

## Article IV. Impeachment, Removal, and Order of Ascension

### Section 4.01 Automatic Removal from Office

- a. Removal from any office of either the SGA General Body or the SGA Executive Board shall be automatic for any one of the following offenses:
  - i. Three total absences from SGA Events, outlined in Section 1.05.a.v, during any single term of service. This shall be referred to as 'default resignation' and will be applied as soon as the third absence is accrued.
  - ii. Failure to complete Service Hours, as outlined in Section 1.04.a.vi, during any single term of service. This shall be referred to as 'default resignation'
  - iii. Taking a "Leave of Absence" as defined by the University.
  - iv. With the exception of Leave of Absence, any representative that is removed from office may not re-apply to be an SGA Representative in future terms.

### Section 4.02 Attendance

- a. Shall be taken by the Vice President of Internal Affairs at the beginning of each SGA Council meeting or SGA event.
- b. Absences



- i. Are defined as non-attendance at any meetings of the SGA Council and/or the SGA Executive Board, non-attendance at mandatory SGA Events, or leaving before a motion to adjourn any SGA General Body Meeting.
- ii. Of more than one quarter of any given meeting may only be excused for those students who are enrolled in a class whose time overlaps with the SGA scheduled meeting. Proof of enrollment in such a class is necessary for an excused absence to be granted.
- c. Service hours at SGA sponsored events (beyond regularly scheduled meetings of the SGA body) are required for each class representative.
  - i. Failure to attend any mandatory event will result in an unexcused absence. Mandatory events are listed in Section 1.05.a.v
  - ii. Sandblast and Unity Ball are mandatory events. Each SGA Representative is required to work a minimum of 2 hours at Sandblast or Unity Ball, consisting of one event shift or one set-up or clean-up shift. Failure to attend a Sandblast or Unity Ball set-up, event, or clean-up shift will result in 2 unexcused absences. Attendance at Sandblast and Unity Ball will be taken by the SGA Executive Board and reported to the VP of Internal Affairs.
  - iii. All committee meetings are mandatory. Attendance at committee meetings shall be taken by Committee Chairs and reported to the VP of Internal Affairs.
  - iv. Dean Meetings are mandatory for:
    - 1. At least two representatives per college in Term 1 SOM
    - 2. All representatives in Terms 2-5 SOM
    - 3. All representatives where possible and coordinators in SVM and SAS.
      - a. Attendance at Dean Meetings shall be taken by Class Coordinators and reported to the VP of Internal Affairs.

## Section 4.03 Procedures for Removal from Office by Petition

- a. Any elected member of the SGA General Body, the SGA Executive Board, and any SGA Standing or Ad Hoc Committee may be impeached and subsequently removed from office by a properly submitted and ratified Petition for Removal.
- b. Any member of the SGA in good standing with the University may submit such a petition.
- c. Procedures for removal from office by petition shall be as follows:
  - i. A petition detailing the following shall be submitted to the SGA Faculty Advisors and SGA Executive Board:
    - 1. Name of individual whom the petition desires to be removed from office.
    - 2. Charges to this individual that merit removal from office.
    - 3. Appropriate evidence to substantiate the charge, as specified in Item 2 of this list.
    - 4. The petitioner shall sign said petition.
  - ii. Within 48 hours, the SGA Faculty Advisors shall notify each of the following people as to receipt of a Petition for Removal:
    - 1. Each member of the SGA General Body, including members of the SGA Executive Board. The SGA Executive Board shall be notified no less than 24 hours before the rest of the SGA General Body.
    - 2. Details of the Petition for Removal shall be immediately forwarded to the person to whom said petition is directed.
    - 3. In no case shall the name of the accused individual be revealed to anyone other than him/her at this time.

- iii. Within seven calendar days, the SGA Executive Board shall call a meeting of the SGA General Body for the purposes of ratifying or rejecting the submitted Petition for Removal.
  1. Representation from the SGA Faculty Advisors shall be in attendance at said meeting. Said meeting shall constitute the formal hearing of the accused.
  2. At the hearing, the petitioner shall be given sufficient time to further detail the charges and present further evidence against the accused. The petitioner may bring other students to speak on behalf of the said petition. If he/she chooses not to publicly appear to further explain the petition, then said petition shall serve as the only details regarding the accused.
  3. Following presentation by the petitioner, the accused shall be given sufficient time to rebut the charges and present evidence in his/her support. The accused may bring other students to speak on his/her behalf.
  4. After both sides have spoken, there shall be a question/answer session of sufficient time that all members of the SGA General Body are satisfied that all outstanding issues have been addressed. Questions may be directed to one particular individual or side, but both sides shall be given the opportunity to answer any asked question.
  5. Following the question/answer session, all non-members of the SGA General Body and the accused, even if he/she is a member of the SGA General Body, shall be asked to leave the room. Discussion may then ensue among all remaining members of the SGA General Body.
  6. At the conclusion of the discussion by the SGA General Body, a vote shall be taken to ratify or reject the Petition for Removal on the floor.
  7. Said vote shall be by secret ballot. Quorum for an impeachment vote shall be two-thirds of the SGA General Body. Quorum may not be suspended for such a vote. The Vice President of Communications shall count the vote. Both the petitioner and the accused or their representative may be present for said counting. A simple majority of those voting shall be required to ratify a Petition for Removal. If such a majority is achieved, the accused is removed from office effective immediately, and appropriate measures shall be immediately invoked to replace said individual

## Section 4.04 Conduct Unbecoming a Member of the Student Government Association

- a. Members of the SGA shall at all times behave in accordance with the University Code of Conduct and shall not otherwise act in a manner that may bring dishonor or disrepute to the SGA.
- b. Any member who engages in conduct inconsistent with this section shall receive a warning from the Faculty Advisors of the SGA.
- c. If a member so warned fails to rectify his or her conduct or engages in further instances of similar conduct, he or she may be removed from the SGA at the discretion of the Faculty Advisors of the SGA.
- d. If the conduct violating this section is sufficiently egregious, the member engaging in such conduct may be removed from the SGA by the Faculty Advisors of the SGA without prior warning, provided a majority decision by all Advisors is reached.
- e. Any member removed under this section who seeks reinstatement in the same academic term as the removal, or reelection in any subsequent academic term, may be reinstated upon a successful appeal to the SGA Executive Board as follows:

- i. The removed member shall notify the President of the SGA of his or her intention to seek reinstatement;
- ii. A panel consisting of the SGA Executive Board and one representative of the Dean of Students office will convene to consider the appellant's basis for reinstatement;
- iii. The appellant will appear before the panel and offer any support for his or her reinstatement;
- iv. After hearing the appellant's basis for reinstatement, the panel will deliberate outside of the presence of the appellant;
- v. The appellant shall be reinstated upon a majority vote of the panel and notified of the panel's decision within 24 hours.

## Section 4.05 Order of Ascension to the Office of the SGA Executive Board

- a. President
  - i. In the event of a vacancy in the office of the President of the SGA, the Vice President of Communications shall assume the title, rights, and responsibilities of the office of President of the SGA.
  - ii. A new Vice President of Communications shall then be appointed and confirmed as specified by the Bylaws that accompany this Constitution.
  - iii. In the event that the Vice President of Communications does not wish to fulfill the presidential duties, then the position shall be opened for election among current Executive Board members
  - iv. Quorum for said vote shall be majority of the current Executive Board members
  - v. If no member of the Executive Board is successfully voted into the position, or if no member of the Executive Board wishes to fulfill the presidential duties then the position shall be opened to candidates from the SGA General Body, which will vote on the candidates. Executive Board members who were not successfully elected during the Executive Board election shall not be allowed to run again for candidacy once the position has been opened to the SGA General Body.
  - vi. Quorum for said vote shall be three-fourths of the SGA General Body.
- b. SGA Executive Board Officer Position other than the President
  - i. In the event of a vacancy in any SGA Executive Board Officer position other than that of the President of the SGA, the position shall be made open to candidates from the SGA General Body, which will then vote on said candidates.
  - ii. Quorum for said vote shall be three-fourths of the SGA General Body.

## Article V. Faculty Advisors

### Section 5.01 Term of Service

- a. The term of service for a faculty advisor is two years. This term is renewable by acceptance of the faculty advisor and under the recommendation and ratification of the Executive Board of the SGA prior to the end of the current term of service. There is no maximum term of service cap for the faculty advisor position.
- b. There shall be no set limit to the number of Faculty Advisors and appointment of a Faculty Advisor will be at the discretion of the Executive Board of the SGA.

## Section 5.02 Role of Faculty Advisors

- a. The faculty advisors act as non-voting members of the SGA and provide administrative input and advice at meetings. They also provide advice and support for students to and from administration on matters pertaining to the SGA and or the General Body. It is not expected that the faculty advisors attend every meeting but that they avail themselves when possible upon the request of the executive officers or at time when their administrative input is requested at meetings
- b. The role is also one as mediators in regards to conflict resolution within the SGA council.
- c. Other duties include those as SGA website administrators and online election monitoring and sequestering.
- d. In the event that a designated Faculty Advisor is unable to perform his/her duties or wishes to terminate their term of service by stepping down, it is the responsibility of the current advisor to suggest alternative persons that may fill their role adequately. If no suitable person will volunteer for the position it should be brought forward to the DOS office for a potential interim appointee until suitable persons can be identified.
- e. Any action of the Faculty Advisors should be representative of a majority opinion of all Faculty Advisors. Should all Advisors not agree on a course of action, a vote should be conducted with the majority representing the action to be taken.
- f. Any meeting or event that requires attendance by the Faculty Advisors as prescribed in this document may be attended by a representative portion or an individual representative from the Faculty Advisors, as agreed to by all of the Advisors.

## Article VI. Committees of the SGA

### Section 6.01 Committee Organization

- a. The SGA shall have the power to establish committees, as it deems necessary to facilitate the orderly operations of the SGA. Committees shall be designated as Standing or Ad Hoc.
- b. Committees of the SGA shall have either a single chairperson or two co-chairs and the number of members determined reasonable by the SGA in the motion that grants the existence of said committee. The President shall have the authority to appoint said chair(s).
- c. All committees of the SGA shall be granted the authority to form subcommittees as required facilitating the operation of said committees. Such a request must be approved by a simple majority of the SGA General Body
- d. All budgets and expenditures of any committee of the SGA require advance approval by a simple majority of the SGA General Body.

### Section 6.02 Standing Committees

- a. Shall, once established, remain in existence each term until removed from the List of Standing Committees as contained in the SGA Bylaws document that accompanies this Constitution.
- b. Chair shall be a member of the SGA Executive Board. Committee chairpersons are specified in the Bylaws that accompany this Constitution.

## Section 6.03 Ad Hoc Committees

- a. Shall be formed on an as needed basis to accomplish particular goals of the SGA that fall out of the scope of the SGA standing committees. Such committees shall remain in existence until the goals of the committee have been accomplished, or until SGA determines that the committee is no longer required.
- b. The SGA President shall appoint the chairperson of an Ad Hoc Committee. He/she must be a member of the SGA Council in good standing with the University.

## Section 6.04 University Committees

- a. The University assembles its own committees and, as needed, populates them with student representation. It shall be the responsibility of the Vice President of Administrative Affairs to elect such representation as outlined by the Bylaws.

# Article VII. Financial Governance

## Section 7.01 Financial Accountability

- a. Anyone authorized to spend monies on behalf of the SGA shall obtain a receipt for said expenditures. Receipts shall be forwarded within seven calendar days to the Vice President of Finance of the SGA for budgetary posting.
- b. Any moneys received by any member of the SGA on behalf of the SGA shall be forwarded within three calendar days to the Vice President of Finance of the SGA for budgetary posting.

## Section 7.02 The SGA Budget

- a. The SGA Vice President of Finance-Elect shall submit the SGA Budget for each term within seven calendar days of his/her election to the Dean of Students Office for funding.
- b. The budget shall include for each School's class slideshow (fifth term SOM and sixth term SVM) an allocation of a base of \$350 EC to use toward the show's preparation. In addition, \$5 EC will be allotted per student per fifth term class in the medical school, and per student in the sixth term for the veterinary school.

## Section 7.03 Funds Proposals

- a. A 'funds request form', which shall include information regarding club or organization's financial status, must be submitted to the SGA Vice President of Finance a minimum of one week prior to the meeting at which fund requests will be discussed by the SGA General Body when exceeding 2500 EC dollars.
- b. Executive Board approval shall be capped at 2500 EC dollars for the entire term.
- c. The SGA General Body will discuss the request and a motion to approve the request must be made. A two-thirds majority of those voting shall be required to approve the funding request.
- d. A 'post-event summary' must be submitted to the SGA Vice President of Finance within one week of the event.

- e. SGA is not intended to bear the burden of any club's expenses. Without proper fundraising on behalf of the club, their request for funds should be rejected unless otherwise deemed valid by the SGA General Body. Proper fundraising should be considered a subjective term that is left up to the SGA General Body.

## Section 7.04 The SGA Bank Account

- a. The Vice President of Finance shall be responsible for maintaining the SGA Checking Account as well as the Prudent Reserve Account in a sound fiscal manner, both in balance and in maintenance of all associated records.
- b. All withdrawals from the SGA checking account or the prudent reserve account shall require two signatures, regardless of the amount. The first signature must be that of the Vice President of Finance. The second signature must be that of the President or Vice President of Communications.
- c. A prudent reserve account will be maintained in the amount of \$100,000 EC. These funds will be kept separate from the operational checking account and only accessible in the event that the operational checking account is left in a bankrupt state from the previous semester. The SGA Executive Board must approve the access to these funds by a three-fourths majority vote of General Body of SGA or unanimous vote. Once funds are removed efforts must be made each semester to replace the prudent reserve funds bringing the balance of the account back to \$100,000 EC.

## Section 7.05. SASUA Bank Account

- a. The President and Vice President of SASUA shall receive from the Office of the Dean of Students a separate source of funding from that of the SGA to provide for the budgets of the Undergraduate Student Organizations as well as the undergraduate funds requests.
- b. It will be the responsibility of the President and Vice President of the School of Arts and Sciences and Undergraduate Affairs to maintain a Bank Account for these funds and, with the approval of a majority of the Representatives of the School of Arts and Sciences, organized into the SASUA Committee per the Bylaws, to dispense the funds as appropriately outlined by the Bylaws.

# Article VIII. Amendment of Constitution

## Section 8.01. Amendments

- a. This Constitution may be amended by a two-thirds affirmative vote of the SGA General Body.
- b. Quorum for such a vote shall be two-thirds of the SGA General Body. Quorum may be suspended by a two-thirds vote of the members of the SGA General Body present for the vote, provided that the number of members of the SGA General Body is not less than 51% of the total membership of the SGA General Body.
- c. A written draft of any proposed amendments to this Constitution must be given to the Vice President of Communications and Vice President of Administrative Affairs at least one week prior to the meeting at which such amendment is to be discussed and voted on. Said amendment shall be immediately forwarded to all members of the SGA Council with appropriate notification as to the discussion date and time of said amendment.



- d. Voting on an amendment shall take place at the next regularly scheduled SGA General Body meeting.
- e. All ratified amendments shall take effect immediately upon their acceptance.

## Article IX. SGA Bylaws

### Section 9.01. Bylaws

- a. This constitution shall always be accompanied by a set of bylaws entitled Bylaws of the Student Government Association of St. George's University
- b. Said document shall be approved by each newly elected SGA Executive Board at their first meeting in their term of service by a three-fourths vote. Quorum for such a vote shall be all SGA Executive Board Officers.
- c. Said document may be amended by a three-fourths vote of the elected SGA Executive Board. Quorum for such a vote shall be all SGA Executive Board Officers.
- d. The Executive Board will enforce the Bylaws with the same authority as the Constitution.

## Article X. Invalidation Provision

### Section 10.01 Preservation of the Document

- a. Should any part of this Constitution be deemed unacceptable by the administration of the University, only that part shall be deemed invalid. All remaining parts of this Constitution shall be considered valid as written.

# By-Laws of the STUDENT GOVERNMENT ASSOCIATION St. George's University University Center - Grenada, West Indies

## SECTION I: MAINTENANCE OF THIS DOCUMENT

This document shall be maintained according to the Article IX: SGA By-Laws provision of the Constitution of the Student Government Association. In the event that the Constitution differs with anything in this document, the Constitution shall be the prevailing document.

This document shall be approved by each newly elected SGA Executive Board at the beginning of each term by a three-fourths vote. Quorum for such a vote shall be all SGA Elected Executive Board Officers.

This document may be amended by a three-fourths vote of the elected Executive Board. Quorum for such a vote shall be all Executive Board Officers.

The presiding SGA Executive Board shall be responsible for ensuring that all requirements set forth in these by-laws are met.

## SECTION II: BY-LAWS OF THE SGA

### By-Law #1: Officially Recognized Member Organizations of the SGA Council

Angels in Armor	AAARF	
American Animal Hospital Association	AAHA	
African Cultural Students Association	AFCSA	
American Medical Student Association	AMSA	
Asian Pacific Islander Student Association	APISA	
Armenian Students Association	ASA	
Business Students Association	BSA	
Canadian Students Association	CanSA	
Caribbean Students Association	CASA	
Christian Students Association	CSA	
Catholic Students Organization	CSO	



Dermatology Interest Group      DIG      **(INACTIVE)**  
 Education, Conservation and Outreach      ECO  
 Emergency Medicine Club      EMC  
 Exotics and Wildlife Society      EWS  
 Humanities and Social Sciences Students Association      HS3A  
 Humanitarian Service Organization      HSO      **(INACTIVE)**  
 Improv Comedy Club      ICC  
 Indian Cultural Student Association      ICSA  
 Iota Epsilon Alpha Honor Medical Society      IEA  
 International Federation of Medical Students      IFMSA  
 Integrative Health and Medicine Club      IHMC  
 Internal Medicine Club      IMC  
 St. George's University Integrative Veterinary Medicine Club      IVMC  
 International Veterinary Students Association      IVSA  
 Journal Club      **(INACTIVE)**  
 Jewish Student Association      JSA  
 Large Animal Society      LAS  
 Management Information Systems & Information Technology Association      MISIT  
 Muslim Students Association      MSA  
 One Health One Medicine Movement      OHOM  
 Orphanage Students Organization      OSO  
 Pride & Equality SGU      P&E SGU  
 Pothounds Against Pregnancy Student Association      PAPSA  
 Pre-Med Biology Student Organization      PBSO  
 Pediatrics Club  
 Photography Club      **(INACTIVE)**  
 Physicians For Human Rights      PHR  
 Public Health Association      PHSA  
 Persian Students Association      PSA  
 Radiology Club  
 Student Chapter of the American College of Veterinary Internal Medicine      SCACVIM  
 Student Chapter of the American College of Veterinary Pathology      SCACVP  
 Student Chapter of the Association of Shelter Veterinarians      SCASV  
 Student Chapter of the American Veterinary Dental Society      SCAVDS  
 Student Chapter of the American Veterinary Medical Association      SCAVMA  
 Students of Canadian Veterinary Medical Association of St. George's University      SCVMA  
 Seventh-Day Adventist Students Organization      SDASO  
 Student Chapter of the Society for Theriogenology      SFT  
 Student Government Association      SGA  
 St. George's University Musicians' Collective      SGUMC  
 St. George's University Neuroscience Society      SGUNS  
 St. George's University Nursing Student Association      SGUNSA  
 St. George's University Interest Group in Genomics      SIG-G  
 St. John's Orthodox Christian Club      SJOCC  
 Student National Medical Association      SNMA  
 Significant Others Organization      SOO  
 Surgery Club  
 Student Veterinary Emergency & Critical Care Society      SVECCS  
 School of Veterinary Medicine Surgery Club      SVMSC  
 Undergraduate Student Government Association      USGA  
 Veterinary Business Management Association      VBMA  
 Veterinary Student Herpetological Society      VSHS  
 Women in Medicine      WIM

## By-Law #2: Standing Committees of the SGA

Except where otherwise stated, the delegates of a Standing Committee shall be elected by the entire SGA Voting Body. If a position is specified for a school and/or term, only SGA class representatives of that respective school and/or term shall vote for the delegate.

Delegates to standing or ad-hoc committees will be chosen by plurality vote, where the candidates with the most votes are awarded to position, up to the number of committee positions. Ties for the final position or positions (e.g. two people tie for the final position, or three people tie for the final two positions) will be handled by a run-off election. If there is a tie after the run-off election, the committee chair will decide the winner(s), with the requirement that the winner(s) be a candidate that tied in the run-off election.

There will be no quorum for committee elections, with the caveat that a candidate must receive at least two votes to be elected to the position. If positions are not filled after an election because there were not enough candidates receiving at least two votes, the committee chair will appoint representatives, who need not have been candidates during the election, to fill the positions.

Committee delegates are members of the Standing Committees that have voting privileges. Membership on any Standing Committee of the SGA shall be open to any SGA student representative who is in good standing with the University.

Nominations and elections shall take place at the first scheduled meeting of the SGA Voting Body which includes the Class Representatives of the First Term Students.

All elected committee representatives can choose to hold their chair for an additional term unless otherwise stated by the current Executive Board.

Each committee will be chaired by a SGA Executive Board member, as specified in the below committee descriptions.

All committee reports should be limited to 5 minutes or less, not including Q&A, with a detailed report submitted the Tuesday before the General Council Meeting to VP of Communications.

To resign from a committee, a representative must submit a formal resignation to the student chair of the committee in question 2 weeks prior to the date on which the representative is to be released from their responsibilities. Any committee responsibilities that occur within those two weeks are still mandatory for the resigning representative and failure to attend meetings or other responsibilities will result in an unexcused absence per event missed.

### STANDING COMMITTEE LIST

SOM ACADEMIC AFFAIRS – Chaired by SGA President

The President of SGA as well as one representative from each SOM term will serve as the official SGA delegates to the SOM Academic Affairs Committee. The President will serve as the representative for their respective term. If a student representative is serving their second term on the committee and is in the same term as the President, the President shall have voting rights. One representative from MPH, one from FTM, and one from the Undergraduate program will also sit on this committee, as well as one ITI representative from term 1 and 2 combined and one representative from term 3/4 and 5 combined, will also have a seat on this committee. The CFP, MPH, premedical, and SOM ITI Representatives, do not have voting rights, unless another student member of the committee is absent.

SVM ACADEMIC AFFAIRS – Chaired by VP of SVM Affairs

Two SGA- SVM representatives from 1st - 5th term will sit on this committee for up to 2 terms.

SAS ACADEMIC AFFAIRS – Chaired by USGA President  
2 USGA Representatives will sit on this committee.

SOM CURRICULUM COMMITTEE – Chaired by SGA President  
One candidate each from 2nd & 4th terms will serve up to 2 terms each.

CTTL COMMITTEE– Chaired by VP of Administrative Affairs  
This committee is responsible for reporting IT issues on campus and maintaining Sakai. Chaired by VP of Administrative Affairs, who shall represent their school in the committee so that only 8 reps total sit on the committee.

EMERGENCY PREPAREDNESS COMMITTEE- Chaired by VP of Administrative Affairs. This committee also represents the will of the students to the Disaster Management Board of the University. The chairs will relay information to the general body so that all SGA representatives will know what is expected of them during a disaster situation.

JUDICIAL COMMITTEE – Chaired by VP of External Affairs  
Members shall be elected to represent the interests of the student body to the University Disciplinary Panel, (as well as the University Faculty Affairs Committee when invited). The members are also responsible for attending the regular meetings of the University Judicial Panel. This panel is composed of students and faculty to adjudicate charges arising in matters of the Honor Code. Student representatives can be in any term and any school. One student representative per school must serve on this committee. Chaired by VP of External Affairs, who shall represent their school in the committee so that only 3 reps total sit on the committee.

NON-ACADEMIC AFFAIRS COMMITTEE – Chaired by VP of Operations and VP of Internal Affairs  
This committee will represent the will of the students to the Administration in matters of housing, building use, security, and other problems of a non-academic nature. One of the chairs will also be responsible for communicating with the housing department, participating in the lottery system, and helping to resolve student housing issues. The Vice President of Operations and the Vice President of Internal Affairs serve as the student chairs to this committee and will serve as the official SGA delegates to the University Non Academic Affairs Committee. Student representatives can be in any term and any school. Two student representatives per school shall sit on this committee.

FINANCE COMMITTEE – Chaired by VP of Finance  
This committee is responsible for assisting the VP of Finance with their duties including organizing and keeping track of funds during major events. The committee will also be assisting other clubs and organizations with financial advice. Representatives can be in any term and any school. Number of representatives each term will be determined by the acting VP of Finance. Chaired by VP of Finance.

PUBLIC RELATIONS COMMITTEE – Chaired by VP of Communications  
Members will be responsible for photography and recording of major SGA events. Members are also responsible for running SGA social media pages, such as Instagram, Twitter, and Facebook. Representatives can be in any term and any school. Number of representatives each term will be determined by the acting VP of Communications.

SANDBLAST COMMITTEE – Chaired by VP of External Affairs  
This committee assists the VP of External Affairs in the planning and organizing of the event. Representatives can be in any term and any school. Number of representatives each term will be determined by the acting VP of External Affairs.

UNITY BALL COMMITTEE – Chaired by VP of Internal Affairs  
This committee assists the VP of Internal Affairs in the planning and organizing of the event. Representatives can be in any term and any school. Number of representatives each term will be determined by the acting VP of Internal Affairs.

FOOTSTEPS BUDDY COMMITTEE – Chaired by VP of Communications

This committee shall plan KBT Footsteps Buddy Meet & Greet event each semester, pair incoming KBT students with current SOM term 3/4 students, and set up upper term buddies for incoming SOM Term 1 students. Orientation event will be planned with DOS for incoming students and their respective Footsteps Buddy. Committee will consist of one past KBT student representative as well as one SOM term 3/4 representative.

EVENT SECURITY COMMITTEE – Chaired by VP of Operations

This committee shall work under the direction of the VP of Operations to provide student led security and safety efforts at events planned or organized by the SGA. This committee will coordinate with campus security and other security providing organizations affiliated with such an event to ensure student safety and wellbeing. This committee's membership shall be at the discretion of the VP of Operations and members shall not be limited by school or term.

## Bylaw #3 Financial Matters

The Term Budget of SGA is at the discretion of the VP of Finance and the President. All members of the Executive Board should be made aware of the balance in the SGA bank account. Allocations towards charities, student conferences, SGA events, and any other possible expenses shall be at the discretion of the acting VP of Finance. All expenditures are at the discretion of the SGA Executive Board.

A petty cash account can be made available for use by any member of the Executive Board. The exact amount of this petty cash is decided upon by the acting VP of Finance and does not require a vote by the Executive Board. All receipts must be saved and given to the VP of Finance no later than 1 week after the money has been spent.

The VP of Finance will give a treasurer's report at every general meeting of the Student Government. This will include income and expenditures.

All club fund requests up to 2500EC should be brought to the Executive Board for a vote. A majority of the entire Executive Board must be in agreement.

Any club fund requests in excess of 2500EC shall be brought to the entire SGA voting body for a vote. Prior to voting, the VP of Finance may inform the members of the SGA voting body as to the availability of funds in the Term Budget allocated towards charity.

There will be a prudent reserve that is only open to SGA Executive Board. The amount of this prudent reserve shall be 100,000EC and should remain in an SGA bank account. This reserve should not remain under 100,000EC unless there is an emergency.

The VP of Finance and a faculty advisor will do a financial review twice a term (once at midterms and again at the end of the term).

The outgoing VP of Finance is required to submit a financial statement, which summarizes all financial activities of SGA, to the Dean of Students office no later than the first week of the start of the following term.

Student Government Association cellular phones will be distributed to all executive members by the SGU Business Office. It is the responsibility of Executive Board members to replace any lost or damaged phones with one of comparable type.

## Bylaw #4 Posting Rules

All postings must be stamped by SGA or DOS. SGA is responsible for stamping flyers for all approved student organizations. Flyers to be posted by those other than recognized clubs must be stamped by DOS. Flyers to remain for an extended period of time must be stamped by both SGA and DOS.

SGA can stamp flyers for more than one event to occur on the same day, as long as all events end before 9:40. Events taking place after 9:40 are decided upon during the Council of Presidents meeting. SGA can only stamp the flyers for the organization that has won that date at the COP meeting. No two student organizations are allowed to have an event on the same evening beginning after 9:40.

The Council of Presidents meeting takes place within 2 weeks after the official start of the term. All club presidents or their designate are required to attend. Also, any on campus dorms that wish to throw parties must be in attendance and must select a party date through the lottery system. The party dates for the first weekend after orientation will also be picked in a separate lottery process during this COP meeting. They also agree to give up their first round pick in the party lottery.

SGU organizations will be allowed to pick one party date per term. Additional party dates may be requested from SGA with a letter from the Business Office on the availability of equipment and transportation. The structure of the Council of Presidents meeting is determined by the VP of Internal Affairs.

## Bylaw #5 Structure of Meetings

All meetings of the Student government will be structured to loosely follow Robert's Rules of Order. This is determined by the President. All meetings are open to all members of SGU, unless a closed meeting is specified by the President.

## Bylaw #6 Student Organizations

Student organizations seeking official recognition by SGA must present to the entire SGA voting body. Organizations seeking SGA recognition must present a budget and constitution to the SGA VP of Internal Affairs no later than one week before the meeting they wish to present their club to the SGA voting body.

Organizations must maintain a folder on the Student Organization Sakai site complete with an active Constitution, bylaws, and executive members. If an organization fails to do this, they will be deemed inactive for that term, and will lose party dates and use of school resources. If an organization remains inactive for 2 consecutive terms, they will lose official recognition from SGA.

SGA is not the final word in approval of any organization applying for recognition. The SGA President is responsible for sending a letter to the DOS office on their recommendation for the applying organization. All student organizations requesting recognition must submit their proposed constitution, budget, and executive list to the DOS office no later than 2 weeks after presenting to SGA.

All student organizations must submit a list of the executive board including contact information to SGA no later than 2 weeks after the organizations approval by the DOS office.

## Bylaw #7 Other Executive Boards

No member of the Executive Board of SGA will be allowed to sit on the executive board of any other student organization on campus, with the exception of USGA.

## Bylaw #8 Voting

All members of the Executive Board, with the exception of the President, are allowed to vote on all matters. The President does not vote unless there is a tie. The President breaks the tie.

## Bylaw #9 Meetings of the Executive Board

The Executive Board must meet at least once before each general meeting to establish the agenda for the meeting. The Executive Board can meet more regularly at the discretion of the President.

The executive meetings are closed meetings. Other members of SGA may be invited to attend the executive meetings. These members do not vote on executive matters.

One faculty advisor must be present at all official meetings of the executive board.

## Bylaw #10 Appointed Positions

The president has the power to appoint positions. These appointments may be ad hoc or semester-long.

## Bylaw #11 Eligibility for Executive Board Candidacy

All members of the Executive Board must have served at least one term as an SGA representative and be in good standing, as defined by this document, in order to hold and elected their position.

# Bylaw #12 By-Laws for the School of Arts and Science and Undergraduate Affairs Committee

## SECTION 1: PROLOGUE

The School of Arts and Sciences and Undergraduate Affairs Committee hereafter referred to as SASUA Committee represents the executive hand of the School of Arts and Sciences Undergraduate Affairs responsible for directing the affairs of the SASUA. The committee is responsible for planning and coordinating SASUA-related activities in conjunction with the objectives of the SGA general body.

## SECTION 2: COMMITTEE MEMBERS

This committee, co-chaired by the president and vice-president of SASUA Affairs, shall comprise of the following who are active SASUA representatives:

- Chairperson
- Vice-chairperson
- Treasurer
- Administrative Liaison
- Public Relations Officer

## SECTION 3: Meetings and Attendance

- The SASUA Committee may convene as often as may be considered necessary to address any issues of an executive nature related to the SASUA.
- The SASUA Committee may call meetings of the SASUA representative body of the SGA as they deem necessary.
- Failure to attend these meetings by members will result in an unexcused absence as outlined in Article IV, section 4.02.

## SECTION 4: Election of Committee Members

- Election of committee members shall be carried out in accordance with By-law #2
- Election may be done at the SGA general body meeting or at a separate meeting called by the SASUA Committee for the SASUA representatives.

## SECTION 5: ROLE OF COMMITTEE MEMBERS

- i. Chair
  - a) Shall be the president of SASUA
  - b) Shall call and be responsible for scheduling of and presiding over SASUA Committee and rep meetings.
  - c) Shall be a co-signatory of SASUA cheques.
  - d) Shall represent SASUA at official functions or designate a representative to do so.
  - e) Shall coordinate all SASUA activities.
  - f) Shall be co-responsible for the running of elections for SASUA Committee members.
  - g) Shall be responsible for taking attendance of SASUA members at SGA meetings.
  - h) Shall fulfil all other roles as outlined in Article I, section 1.06 subsection 1.
- ii. Vice-chair
  - a) Shall assist the chair with all tasks and duties.
  - b) Shall automatically assume the duties and responsibilities of the chair in the event that he/she is absent or relinquishes his/her duties.
  - c) Shall be responsible for department coordinators who are expected to respond to and update the vice-chair in all matters.



- d) Shall be responsible for maintaining order during meetings with special consideration for Robert's Rules.
  - e) Shall caution members regarding any absences.
  - f) Shall prepare official statements and documents on behalf of the SASUA, SASUA Committee and SASUA reps.
  - g) Shall take attendance at SASUA Committee and rep meetings.
- iii. Treasurer
- a) Shall keep complete and accurate financial records for the SASUA.
  - b) Shall co-sign all SASUA cheques.
  - c) Shall present financial statements to the SASUA Committee and VP Finance at the end of each term or as often as it is requested.
  - d) Shall prepare a SASUA budget to be presented at the start of the semester to the Dean of Students office for funds request.
  - e) Shall oversee all fundraising activities of the SASUA.
  - f) Shall provide fortnightly financial updates of the organization's financial status or upon request by any SASUA rep.
  - g) Shall review proposed plans and budgets from the USOs and CASA
  - h) Shall sit on the Finance Committee.
- iv. Public Relations Officer
- a) Shall be responsible for the marketing and promotion of all SASUA events to the general student body.
  - b) Shall represent the SASUA at functions and activities along with the president and/or vice president or any other committee member.
  - c) Shall be tasked with the disclosure of public information for the SASUA.
  - d) Shall be responsible for updating and maintaining the SASUA website on Sakai and Facebook and Instagram, and any other social media that may be subsequently accessed by the SASUA.
  - e) Shall be given first preference to sit on the Public Relations Committee.
- v. Administrative Liaison
- a) Shall take attendance at SASUA Committee and rep meetings.
  - b) Shall meet with SASUA's advisor/s for discussion on the issues and the revision of the by-laws.
  - c) Shall automatically assume the duties and responsibilities of the treasurer in the event that he/she is absent or relinquishes his/ her duties.
  - d) Shall create, with input from the president, an agenda for USGA meetings.
  - e) Shall prepare minutes of all SASUA Committee and rep meetings and present such minutes to the SASUA Committee within 72 hours (three days) or as needed.
  - f) Shall be given first preference to sit on the Judicial Committee.