

WEST VIRGINIA SCHOOL OF
OSTEOPATHIC MEDICINE
STUDENT GOVERNMENT ASSOCIATION
CONSTITUTION AND BY-LAWS



Revised: April, 2018

STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

The Student Government Association maintains communication among all members of the student body and acts as the sole official representative for the entire student body to the faculty, administration, fellow professionals and the public at large.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

I. STRUCTURE

ARTICLE I: NAME AND ORGANIZATION

Section I: Name

This organization shall be known as the Student Government Association (SGA) of the West Virginia School of Osteopathic Medicine.

Section II: Members

Every full-time student, defined as those who pay full tuition and activity fees, shall be represented by this association.

Section III: Voting Body

The representative body of this association shall be known as the Student Senate.

ARTICLE II: PURPOSE

The purpose of this organization is to promote student involvement in all aspects of their class, campus, and community. The SGA should enable the student body to pursue all activities that are beneficial to the students, campus, and community as a whole.

ARTICLE III: OFFICERS

Section I: Executive Board

The officers of this association shall be President, Vice President, Secretary, Historian, Treasurer, Student Representative to the WVSOM Board of Governors, and WVSOM representative to the State Advisory Council of Students.

These officers shall comprise the Executive committee of the Student Senate.

ARTICLE IV: DUTIES OF THE OFFICERS

Section I: President

The President shall be the official representative of the student body. The President shall be the presiding officer at all meetings of the Student Senate and the student body.

The President shall establish all necessary committees and appoint or remove their respective chairperson(s) as provided in Article XV of this document. The President shall serve as an ex-officio member of all standing committees of the Student Senate.

The President shall handle all communications and resolutions of problems that class leadership is unable to handle or extraneous issues or immediate concerns that relate to the student body at large and the WVSOM reputation and to work with WVSOM administration and staff to find an adequate immediate solution and to update the student body, staff, and administration any updates that may arise out of such situations.

The President will represent the student body at meetings of professional organizations such as the American Association of Colleges of Osteopathic Medicine and the American Osteopathic Association and will serve on and attend meetings of the Council of Osteopathic Student Government Presidents and the WV Society of Osteopathic Medicine.

Section II: Vice President

The Vice President shall assume all of the duties of the President in his/her absence. The Vice President is a voting member of the Executive Committee and the Student Senate.

In accordance with Article VII, Section VIII of this document, in the event that the President resigns or is removed from office, the Vice President will replace the President.

The Vice President will oversee all Student Senate elections, including election of the Executive Officers and all class officers.

The Vice President will serve as the student senate liaison to the student clubs/organizations and will attend all meetings of the Club President's Meetings as scheduled by the Office of Student Affairs.

The Vice President, will chair the SGA Club/Organization Committee. He/she will create and present a Club/Organization budget to the Senate at the first meeting of the new academic year.

The Vice President is to lead, maintain, and update the SGA Grant Committee and its necessary forms to ensure that proper SGA funds allocated to SGA Grants are made available to authorized clubs that serves to further the outreach efforts or learning objectives that are set out to benefit the community at large and the student body in particular. The annual monetary grant amounts shall be pre-determined by the SGA Grant committee that fiscally meets the existent SGA financial budget that year.

The Vice President will bring forward any club request for funds for consideration by the Senate, if the club is in good standing with the Office of Student Affairs and the request meets established criteria.

The Vice President will oversee the Frederic Smith Memorial Award selection process. Funds used for the award, in the amount of \$500.00, will be payable directly from the SGA WVSOM Foundation account to the award recipient.

Section III: Treasurer

The Treasurer shall keep accurate written accounts of all monies collected and expended by the Student Government. The Treasurer will present an updated accounting of the SGA budget at each meeting of the Senate, including revenue received, expenditures and monies approved and set aside.

The Treasurer is a voting member of the Executive Committee and the Student Senate.

The Treasurer, in collaboration with the Executive Committee, will establish the annual budget and present it to the full senate at the first regular meeting of the senate in the fall of each year.

The Treasurer will serve as an ex-officio member of the Club/Organization Committee.

The Treasurer will serve as the chairperson of the SGA Activities Committee.

The Treasurer will serve as the chairperson of the SGA Constitutional Committee.

Section IV: Secretary

The Secretary shall maintain a permanent record of all official meetings of the Executive Committee, the Student Senate and the Student Body. The Secretary will make available minutes of meetings to the student body once they have been accepted by the Office of Student Affairs and the student senate; and shall administer all official correspondence of the Student Body and the Student Senate.

The Secretary is a voting member of the Executive Committee and the Student Senate.

The Secretary shall serve as the chairperson of the Student Admissions Leadership Team.

Section V: Historian

The Historian shall maintain a working record of SGA sponsored events and SGA Executive Committee's contributions to WVSOM. The Historian is a voting member of the Executive

Committee and the Student Senate. The Historian shall serve as a liaison to the Office of Marketing and Communications at WVSOM.

Section VI: Board of Governors Representative

The Student Representative to the WVSOM Board of Governors attends all board meetings and reports to SGA. He/she will be a voting member of the Board and will report proceedings of the Board to the Executive Committee and the Student Senate.

The Student Representative to the WVSOM Board of Governors is a voting member of the Executive Committee and the Student Senate.

Section VII: WVSOM Representative to the State Advisory Council of Students (AKA WVSOM TOUCH Coordinator)

The Representative to the State Advisory Council of Students will also automatically become the WVSOM TOUCH (Translating Osteopathic Understanding into Community Health) Coordinator for WVSOM who will take charge in all related WVSOM student TOUCH events.

The Council of Osteopathic Student Government Presidents (COSGP) developed the TOUCH (Translating Osteopathic Understanding into Community Health) program.

TOUCH Coordinator duties include: inform all members of the student body about the TOUCH program; creating and maintaining and updating the TOUCH web site in accordance to the COSGP rules; training WVSOM student body on how to properly record and accumulate TOUCH hours; be responsible for the collection and recording of service hours submitted; take charge in approving or denying any student posted TOUCH hours; tallying the final TOUCH service hours accumulated as a whole student body and obtaining the Director of Student Affairs' approval of final student TOUCH hours submitted (given to the Director of Student Affairs at least two (2) weeks prior to the Spring Awards ceremony); and responsible for ordering the COSGP TOUCH pins from the COSGP to be awarded to the appropriate level of service hours accrued by each student.

He / she will also take charge in spearheading the annual WVSOM SGA and student run Mini Medical School, offered to the general public as a health awareness service, and will ensure that each SGA elected member will take equal share of their contribution or lead in assisting the TOUCH Coordinator in making the event an annual success.

He / she will participate in all meetings of the Council as scheduled by the Higher Education Policy Commission.

He/she will report to the Executive Committee and the Student Senate business conducted by the Council.

The Representative to the State Advisory Council of Students is a voting member of the Executive Committee and the Student Senate.

He/she will also serve as the Parliamentarian of the Student Senate and will ensure that meetings follow Roberts' Rules of Order.

ARTICLE V: REPRESENTATION OF THE STUDENT SENATE

Section I: Members

The membership of the Student Senate shall include:

The elected members of the Executive committee;

The President and two class senators from the first year class;

The President and two class senators from the second year class;

The President of the third and fourth year classes and one class senator from each class;

The Curriculum Committee Representatives for the first and second year classes.

Section II: Stipulations

No student may simultaneously serve as an elected officer or Senate representative (President, Vice President, Secretary, Treasurer, Curriculum Committee Representative, or Senate Representative) of both his/her class and the Student Government Executive Committee (President, Vice President, Secretary, Historian, Treasurer, WVSOM Representative to the State Advisory Council of Students, or Student Representative to the WVSOM Board of Governors).

Clause I:

No student elected to the SGA Executive Committee or as an elected officer for his/her class, including Senate Representatives and Curriculum Committee Representatives, are eligible to hold another elected or appointed office.

Section III: Voting

Each member of the Student Senate shall be allotted one vote in deciding all official policy and business of the organization.

As the presiding officer of the Senate, the President votes with all other members when a vote is by ballot. For all other forms of voting, the President does not vote. In the event of a tie, the President is not required to cast a vote unless he/she wants the motion to be adopted. He/she can then vote in the affirmative, and the motion passes.

Section IV: Appointed Representative

In the event that the Class President cannot attend Student Senate meetings due to required academic obligations, he/she may appoint another member of his/her class to attend those meetings. The appointed representative will then have powers and duties equivalent to these of the duly elected representative for the duration of that appointment. The President of the Student Senate shall be notified in writing before this appointment is effective.

ARTICLE VI: DUTIES OF STUDENT SENATE REPRESENTATIVES

Section I: Class Presidents

The President of the class shall be the official representative of his/her respective class to the student senate and the administration of WVSOM. The President shall be the presiding officer at all meetings of the class.

The President of each class is a voting member of the Student Senate.

As the official representative of the class, the president may be appointed by the administration to serve on school wide committees as deemed appropriate by the school's administration. The President of the class may have ceremonial responsibilities at formal class and/or school events.

Section II: Class Vice Presidents

Each class shall elect one (1) Vice President.

The Vice President of each class will work in collaboration with the class President to actively resolve concerns, promote class unity and represent the class to the school's administration.

The Vice President(s) may be appointed to serve or chair student senate committees as requested by the SGA President and/or to chair committees of their class as requested by their class President. The Vice President may be appointed to school committees as deemed appropriate by the school's administration.

Section III: Class Secretary

Each class will elect one (1) person to serve as the Secretary for the class. Class secretaries shall record the minutes of all meetings of the class officers and class meetings. The minutes will be submitted to the Office of Student Affairs and made available to all members of the class and the Student Senate as well as the WVSOM Community.

Section IV: Class Treasurer

The Treasurer of each class shall keep an accurate written account of all monies collected and expended by the class. The class treasurer will present an updated accounting of the class budget at each meeting of the class officers and all class meetings.

Section V: Class Senators to the Student Senate

In accordance with Article V, Section I, each class will elect representatives to the Student Senate. The class representative(s) should work in collaboration with the other class officers to insure that the best interests of their constituency and the student body are appropriately represented.

Class representatives are voting members of the Student Senate.

Section VI: Class Representatives to the Curriculum Committee

The Curriculum Committee is a faculty committee that serves in advisory capacity to the Vice President for Academic Affairs and Dean. The first and second year class will appoint one Class Representative to the Curriculum Committee.

The student representatives to the curriculum committee will attend all meetings as scheduled by the faculty chairperson of that committee.

The student representatives to the Curriculum Committee shall report all proceedings of the Curriculum Committee at each meeting of the Student Senate. The representatives shall seek comment and guidance from the Student Senate on proposed changes to the curriculum in order to appropriately represent the student body.

Section VII: Statewide Campus Representatives

The third year class shall elect one (1) representative from each of the statewide campus sites. Each statewide representative will serve as the liaison to the student senate and the school's administration regarding all matters of concern regarding that site.

Statewide representatives are not voting members of the Student Senate and shall therefore take to their Class President and/or their Student Senator all matters that should be considered by the Student Senate.

The representative from each statewide site shall:

Communicate regularly with students at the same statewide locations in order to provide feedback to the Student Senate and the appropriate members of the school's administration.

Meet with the Director of Medical Education, Assistant Dean or appropriate Associate Dean for that site, as needed, in order to facilitate communication between the students and the administration regarding policies and procedures for that site.

Report on student concerns to the Office of Student Affairs and/or the Vice President for Academic Affairs and Dean as needed and/or requested.

Be available to answer questions of rising third year students via telephone and/or email regarding the site.

Be available to meet with rising third year students while visiting prior to site selection and/or prior to beginning their rotations.

Attend statewide campus meetings as scheduled by the Associate Dean for Pre-doctoral Clinical Education or his/her staff.

Submit a written report to the Secretary of the Student Senate when requested. The report will be read into the record of the meeting(s) of the Student Senate.

Article VII: Removal from Office

Section I

Any member of the executive committee of the Student Senate or class officer may be removed from elected office for reason of incompetence, malfeasance in office, or behavior unbecoming of a professional student in a college of Osteopathic Medicine.

Section II

Removal proceedings may be initiated by presenting specific charges of misconduct to the Director of Student Affairs in the form of a written petition signed by at least fifty-one percent (51%) of the on campus students in the form of a written petition supported by at least two thirds of the Student Senate.

Section III

The Director of Student Affairs shall establish and chair a special investigatory committee whose membership shall include the Director of Student Affairs, the SGA President, the President of each class, and one Representative from the First and Second year Classes. If any of the above mentioned representatives are being investigated, they shall not serve on the committee.

This committee shall conduct an in-depth investigation into the specific charges, and shall, at its discretion, either drop the charges or advance the procedures by conducting a public hearing open to the on campus students. At this hearing the accused offender will be given a chance to present a proper and complete defense.

Section V

The investigatory committee shall, during the next regular school day, present the charges to the student body with regard to the validity of the charges of the accused offender. Voting will be done by secret ballot.

Section VI

A majority (greater than 50%) vote of the Senate is required to remove an official from office.

Section VII

Upon removal of an elected officer, the Student Government Association Vice President shall conduct a special election, in accordance with Article VIII Section IV, to fill the vacant position within one month. If the Vice President position is vacated, then the President will establish a special election committee, pursuant to Article XV of this document.

Clause I:

In the case of a special election where a single candidate is running for office, the candidate will win by default and a vote is not required.

Section VIII

Vacancies in the Student Senate shall be filled in accordance with the following: Vice President will replace the President; all other vacancies shall be filled by a special election.

Section IX

Any vacancies in the class shall be filled by a special election.

Section X

The power to appoint a temporary officer shall originate in the Student Senate.

II. PROCEDURES

ARTICLE VIII: ELECTIONS

Section I

Any student who is not on Academic Probation and has a minimum GPA of 85 percent is eligible to run for any one position on the Executive Committee of the Student Senate or Class Leadership. Students who wish to run for office must file in writing, or with their permission, have filed for them their name and desired office with the Office of Student Affairs no later than two business days prior to the election. No student can run for or accept a position that will allow for him/her to have more than one vote on the Student Senate. The Office of Student Affairs will place each name on the ballot after certifying that each candidate is indeed a qualified student as defined in Article I, Section II.

Clause I: Additional Screening for SGA and Class Leadership Nominees

SGA and Class Officer Nominees accepting their nomination for an elected position will hereby be referred to as the “candidate” in Article VIII.

Each candidate will be subject to review by a Screening Committee composed of the Dean and Vice President of Academic Affairs, Associate Dean for Preclinical Education, and Associate Dean for Predoctoral Education, and Director of Student Affairs. The Associate Dean for Predoctoral Education will only participate in the Screening Committee at times in which the candidate is a third or fourth year student running for a vacated SGA or Class Leadership position.

The purpose of the Screening Committee is to review each candidate’s record for professional misconduct violations and trends in professional misbehavior during their time at WVSOM. Upon review of each nominee, the Screening Committee will submit their recommendation of each nominee to the SGA Vice President regarding candidates’ fitness to serve in the capacity of the SGA or Class Leadership.

Clause II: Eligibility of SGA and Class Leadership Nominees

Candidates receiving a negative recommendation by the Screening Committee will be determined eligible for the election at the discretion of the SGA Executive Committee. No decision by the SGA Executive Committee will be based solely on the recommendation of the Screening Committee’s recommendation.

Candidates who receive a positive, non-negative, or no recommendation by the Screening Committee will automatically be placed on the final ballot and are eligible for student voting.

Section II

Prior to Student Senate and class elections, a meeting of the on-campus students will be held at which all candidates for the Executive Committee on either Student Senate or Class Leadership will be given a maximum of five minutes to present their qualifications and platform.

Clause I: SGA and Class Leadership Election Timelines Position

Information Session:

- An SGA-run information session may be held for SGA elected positions at a date prior to the Open Nomination Period.

Open Nomination Period:

- Nominations for all elected positions will be open for a minimum of 3 days.

Nomination Acceptance:

- At the end of the Open Nomination Period, the SGA Vice President will notify all nominees that they may accept or decline their nomination. Nominees must accept their nominations within 24 hours of being contacted by the SGA Vice President. Failure to accept a nomination within the 24 hour timeframe will disqualify a nominee from running for an elected position. A nominee who fails to accept their nomination within the 24 hour time frame, due to extenuating circumstances, may appeal to the SGA Executive Committee for reconsideration of their eligibility status.

Nominee Review:

- The SGA Vice President will submit the names of all candidates to the Screening Committee as defined under Article VIII, Section I, Clause I and Clause II. The committee will have a maximum of two (2) days to review all candidates and inform the SGA Vice President of their recommendation.

Paragraph Submission:

- All eligible candidates are required to submit a one-paragraph response, to the SGA Vice President, outlining their qualifications for the position and their platform. A deadline for the paragraph submission is at the discretion of the SGA Vice President. Any deadline imposed by the SGA Vice President should take into consideration the academic schedule and date of the election.

Speeches:

- Speeches will be held for the designated positions.

Voting:

- Voting will take place electronically. Voting will begin the day of the candidate speeches and close following at least three (3) school days.

Voting Verified:

- Voting results will be verified and released by the SGA President, SGA Vice President, and the Office of Student Affairs within 24 hours of the closing of the voting period.

Section III

Elections will be held in the spring of each year starting with the election of the Executive Committee as defined in Article III, Section I. Newly elected Executive Officers, and Senate members and class officers assume their duties effective July 1st.

Voting for the Executive Committee as defined in Article III, Section 1, will be open to the entire student body. Voting for Class Officer Elections shall be limited to the respective class. The candidate receiving a majority (greater than 50% of votes cast for each respective office shall be declared the winner. In the event that a candidate does not get a majority vote (greater than 50%) of votes cast, a run-off election will be held on each subsequent day until a candidate receives a majority (greater than 50%) of the votes cast.

Class officer elections will be held one week after the completed election of the Executive Committee.

Election of officers for the first year class will be held within 6 weeks of the start of the new academic year in the fall and assume their duties immediately.

Clause I: Club Leadership Voting Timelines

All clubs are required to hold elections for leadership positions following the Class Officer elections but no later than the last club president's meeting for the academic year. Exceptions to this rule are for clubs whose national by-laws require Club Officer Elections to occur during a specified time frame.

Section IV

Elections shall be under the direction of the Vice President of the Student Government Association assisted by one additional Senate Executive Committee member.

Section V

All elections shall be conducted electronically. There shall be strict accounting of persons casting ballots by checking them off with an official roster of students provided by the Office of Student Affairs. Number of votes will not be disclosed.

Section VI

All ballots shall be retained by the Office of Student Affairs for a period of five school days following the election, after which time the election results may not be contested.

Section VII

Each WVSOM student may only hold one (1) elected position in any capacity. ~~The exception to this rule are persons elected to the Judicial Board and the Academic Action Hearing Board. Judicial Board Representatives and Academic Action Hearing Board Representatives are eligible to hold one (1) additional elected position in a Club Leadership Capacity.~~

ARTICLE IX: TIME AND PLACE OF MEETINGS

Section I: Schedule

The time and place of all official meetings of the Student Senate shall be designated by the SGA President. There shall be at least two meetings per semester.

Section II: Meeting Request

The President shall call a meeting within one week of receipt of a written request signed by a majority of the Executive Committee.

ARTICLE X: ATTENDANCE

Section I: Student Senate

Unexcused absence of any member of the Student Senate for two (2) meetings shall cause a vacancy, which will be filled by a special election of the representative's electoral unit.

Section II: Elected Class Representatives

Elected Class Representatives are required to attend Student Senate meetings and will be subject to Article X, Section I, as it pertains to Student Senate meetings.

Each Class President, Vice-President, Secretary, Treasurer, Curriculum Committee Representative, and Student Senators for the first and second year classes are required to attend all class meetings, for their respective classes, in which the entire class has been invited to attend. Failure to do so is cause for initiation of the Removal from Office procedures as outlined in Article VII, unless permission to be excused was granted by the Director of Student Affairs prior to the meeting.

ARTICLE XI: QUORUM

A majority of the members of the Student Senate shall constitute a quorum.

ARTICLE XII: ORDER OF BUSINESS

- Call to Order
- Approval of the Agenda
- Roll Call
- Correction and Adoption of the Minutes
- Reports: Curriculum Committee; Historian; State Advisory Representative; Treasurer; Secretary; Vice President;; President; Board of Governor's Representative (aka TOUCH Coordinator); Class Presidents;
- Old Business
- New Business
- Remarks
- Adjournment

ARTICLE XIII: ROBERTS' RULES OF ORDER

Unless otherwise stated in this constitution, official business and meetings of the Student Senate shall be conducted in accordance with the latest revision of Roberts' Rules of Order, which shall be enforced by the TOUCH coordinator acting as Parliamentarian at all Senate meetings.

ARTICLE XIV: FINANCIAL RESOURCES AND DISBURSEMENTS

Section I

The activities fee assessed each student by the college shall be apportioned so that sixty percent of each student's contribution of the first and second years class, will be deposited in an account to be administered by the Office of Student Affairs. The remaining forty percent will be deposited in a general account to be administered by the Student Senate. Eighty percent of the third and fourth year class contributions will be deposited to the specific class, and twenty percent will be deposited in a general account to be administered by the Student Senate.

Section II

The Student Senate shall retain all profits from any Student Senate concessions on campus unless otherwise specifically designated by the Senate.

Section III

All checks, vouchers, cash, or other expenditures by the Student Senate shall be signed or authorized in writing by both the President and the Treasurer of the Senate. The executive committee of the Student Senate shall be required to submit a working budget to the Senate for its approval two weeks after notification of funds from the Office of Student Affairs. The budget shall outline estimated revenue and expenditures for the duration of the executive committee's term of office. All expenditures from the Student Government Association account shall require approval by the Student Senate. Such approval may be granted either by approving the expenditure as an item of the budget or as a separately introduced appropriation.

ARTICLE XV: COMMITTEES

Section I

The President of the Student Senate shall, with majority approval of the Student Senate, create all necessary committees and appoint or remove their respective chairpersons.

Section II

Each Committee will conduct all assigned business and will report its activities to the Student Senate at each official meeting. The committee will also keep appropriate record of any allotment of the activities fee.

Section III: Standing Committees

The standing committees of the Student Senate are:

- Club/Organization Committee
- Activities Committee
- Community Relations Committee
- PaLMS
- WVSOM Community Relations Committee
- Student D.O. of the Year Committee
- Grand Affair Committee
- SGA Constitutional Committee

Section IV: Club/Organization Committee

The Club/Organization Committee will review all club/organization requests for funding in accordance with the criteria and budget established by the Student Government Association.

The Club/Organization Committee shall confirm that a club is in good standing with the Office of Student Affairs as part of its review and consideration of all requests.

The Club/Organization Committee of the Student Senate will be chaired by the Vice President. The Treasurer of the Student Government Association will serve as an exofficio member of this committee.

Section V: Activities Committee

The Activities Committee shall plan and run events open to the student body and the WVSOM community. (Examples include: Spirit Day, Celebrate Osteopathic Medicine Week and Student Appreciation Day.)

The Activities Committee of the Student Senate shall be chaired by the Treasurer of the Student Government Association.

Section VI: Student Admissions Leadership Team (SALT)

The Secretary will chair the Student Admissions Leadership Team

Section VII: WVSOM Community Relations Committee (CRC)

As a sub-committee of the WVSOM SGA and under the supervision and final direction of the Director of Student Affairs, will be chaired by an elected past CRC committee chairperson.

The committee chair will work with and attend all meetings with the Lewisburg Parks and Recreation Committee as a liaison for the school. The committee chairperson will be in charge of electing its members from the current 1st year students to create a committee that will each take on a school wide or community wide project that will benefit both the student body in involving the student body to give back to the local surrounding public communities in offering Director of Student Affairs pre-approved volunteer work or services that will positively broaden and expand the relationship WVSOM has with its surrounding communities throughout the academic year.

As an SGA sub-committee, CRC members will work in coordination to help out with SGA ran events where and when help is needed.

Section VIII: Student D.O. of the Year Committee

The Student D.O. of the Year Committee shall select the student who best characterizes the values of an osteopathic medical student at West Virginia School of Osteopathic Medicine.

The committee, chaired and appointed by the President of the Student Government Association shall conduct the nomination and selection process in accordance with the procedures and timelines defined by the Council of Osteopathic Student Government Presidents. In addition, the Associate Deans for Preclinical and Predoctoral Education and the Director of Student Affairs should review the names of all nominees to ensure that the students nominated are in good standing. The President will notify the Director of Student Affairs of the WVSOM recipient. The Award will be presented at either the Spring Awards ceremony or at the Senior Banquet; this will be determined based on the class status of the recipient.

Section IX: Grand Affair Committee

The President of the Student Government Association shall serve as the chairperson of the Grand Affair Committee.

The chairperson will appoint members of the Student Senate and the student body to serve on this committee. The committee will be responsible for all levels of planning and running the Grand Affair. The committee will work with the Vice President for Communications and Administrative Affairs and other appropriate members of the school administration to coordinate the event.

It will be required of all prior 1st year students who received and benefited from any award given to them as last year's Spring Award Recipients, should be required to become automatically included as part of the Grand Affair Committee. They will all be required to assist in the setting up AND breaking down of the Grand Affair event on the actual date of the event at the direction of the committee, no excuses or absences are tolerated, accepted or considered, regardless if they themselves are paid attendees or not planning to attend the event at all. This is a way for them to contribute to the gift that keeps on giving, Spring Awards.

Section X: SGA Constitutional Committee

The Treasurer of the Student Government Association shall serve as the chairperson of the SGA Constitutional Committee.

The chairperson shall appoint only members of the Student Senate to serve on the committee. The committee is to review and ensure that all policies stated within the Student Government Association's Constitution and By-Laws are current and in accordance with school policy. Recommendation of new amendments can be proposed on an as-needed basis. The chairperson is to submit their recommendations to the Director of Student Affairs prior to the first Student

Senate meeting of the academic year for review. Following approval from the Office of Student Affairs, any proposed amendments are subject to the voting guidelines as outlined in Article XVIII.

ARTICLE XVI: STUDENT ORGANIZATIONS

Section I: Class Governance

The first year class shall elect a President, Vice Presidents, Treasurer, Secretary, one Curriculum Committee Representatives.

The second year class shall elect a President, Vice Presidents, Treasurer, Secretary, and Curriculum Committee Representative

The first and second year classes shall each elect two Class Senators to the Student Senate.

The third year class shall elect a President, Vice President, Treasurer, Secretary and one Student Senator. Officers for the third year class will hold office for two (2) consecutive years.

Section II

During the first and second year, all students are eligible to vote for and fill the following positions: President, Vice President, Treasurer, Secretary, and Curriculum Committee Representative, Student Senator.

Section III

Class elections shall be held in accordance with Article VIII.

ARTICLE XVII: STUDENT CLUBS

Section I

All clubs/organizations that are currently approved and recognized by the Office of Student Affairs shall also be recognized by the Student Government Association.

Section II: Honorary Organization

The honorary organizations recognized by the Student Senate are Psi Sigma Alpha and Sigma Sigma Phi.

Section III: By-Laws

Each organization shall establish by-laws by which to govern themselves and submit a copy of said by-laws to the Director of Student Affairs and the Student Government Association. The Student Senate shall review said by-laws and send comments to the ~~Assistant~~ Director of Student Affairs for consideration.

Section IV: Organizational Presidents Meeting

A committee of Organizational Presidents shall be formed and made up of the presidents of each organization recognized by the Student Senate.

Section V: Funding

In order to qualify for SGA funding each organization shall:

- hold a minimum of two (2) business meetings per semester
- the club/class President must attend the meetings of the Club/Organizational Presidents meetings as scheduled by the Office of Student Affairs
- participate in two (2) community service project per academic year.
- Participate in two (2) academic teaching events offered to the student body each academic year
- collect dues and fundraise on behalf of the organization at least one (1) time per academic year and be self-supporting.
- Complete a written application form to be submitted and approved by the SGA members, SGA Grant Committee, and the Director of Student Affairs

In order to qualify for SGA funding, each Class shall:

- hold a minimum of two (2) business meetings per semester

Fund requests submitted during the first semester shall be accompanied with written documentation of scheduled business meetings, community service projects, and fund raising events, when applicable.

Article XVIII: AMENDMENTS AND BY-LAWS

Section I: Proposed

Amendments and by-laws to this constitution may be proposed by any member of the Student Senate with two-thirds majority approval of the Senate. Also, amendments and by-laws may be proposed by a petition signed by 100 members of the student body. Amendments and by-laws shall next be submitted to the Director of Student Affairs for approval.

Section II: Adoption

Following administrative approval, a two-thirds affirmative vote of the Student Senate will be necessary to adopt a constitutional amendment or by-law.

Section III: Implementation

After a 30 day review period and approval by a majority vote (greater than 50%) of the votes cast, the amendments to this Constitution will become binding upon all students of the West Virginia School of Osteopathic Medicine.

Clause I: Minimum Student Body Voting Requirement

In order for amendments to this Constitution to be rejected by the student body during the 30 day review period, at least 100 members of the student body must vote against the amendments. The 100 student votes against the amendments must constitute a majority of the total student voting.

BY-LAWS

An agenda should be posted in each classroom and on the SGA webpage one week prior to Student Senate meetings. The minutes of the Senate meeting are to be posted within one (1) week of each meeting.