



# Student Government Association **CONSTITUTION**

University of New England  
College of Osteopathic Medicine

*Revised and Approved August 2015*



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# **PREAMBLE**

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

## **ARTICLE I**

### ***Name, Structure, and Definition of Organization***

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

## **ARTICLE II**

### ***Representation to the Student Government Association***

- Section 1. Each class represented on the UNE COM campus shall elect, by a class vote, a President, Vice-President, Secretary/Treasurer, and fifteen (15) Representatives for the Student Government Association, as described in [SGA Handbook Appendix I](#) and administered by the Elections Committee. Prior to the start of third year, Class Officers and Site Liaisons shall be elected to serve a two-year term for the upcoming third year class.
- Section 2. All members currently enrolled in clinical rotations shall be excused from the SGA attendance policy.
- Section 3. SGA Representatives and Class Officers will be elected before the second to the last SGA meeting of the academic year. First-year students will elect Class Officers and SGA Representatives within three weeks of the onset of the academic year, as described in [SGA Handbook Appendix I](#).
- Section 4. The newly elected SGA shall meet as a formal governing body within thirty days of the election of Class Officers and SGA Representatives of the first-year class.
- Section 5. All SGA Officers, with the exception of the SGA President, shall be elected from the SGA Representatives, as described in [Article III](#) and [Article VIII](#).

## **ARTICLE III**

### ***Officers of the Student Government Association***

- Section 1. The SGA Executive Board shall consist of the SGA President, Vice-President, Secretary, Treasurer, Parliamentarian, Junior Secretary/Treasurer, and Public Relations Officer. All officers, with the exception of the President and Parliamentarian, shall be full voting members of this Committee. The President shall have a vote only in the event of a tie.

- Section 2. The President of the SGA shall be elected by a vote of the on-campus student body, to be conducted by the presiding Vice-President of the SGA, or his/her designee.
- Section 3. The Vice-President, Treasurer, Senior Secretary, and Parliamentarian of the SGA shall be elected by a full vote of the SGA, consisting of both the outgoing and incoming SGA representatives not including the newly elected clinical site liaisons, before the adjournment of the second to the last meeting of the SGA of the academic year from a pool of newly elected and eligible class representatives as described in [Article VIII](#).
- Section 4. All other Officers of the SGA shall be elected by the SGA members at the first full meeting of the SGA of the academic year.
- Section 5. The Executive Board will be chaired by the SGA President and will meet at the request of the President.

## **ARTICLE IV**

### ***Installation of Officers***

- Section 1. The President-elect shall be duly installed by the retiring President at the spring Council of Osteopathic Student Government Presidents meeting (or at a time before the start of the new academic year designated by the retiring president) and the new President shall install the remainder of the SGA Officers once they have all been elected as described in [Article VIII](#).

## **ARTICLE V**

### ***Duties of the Officers***

#### Section 1. SGA Executive Board

##### Section 1a: Duties of the SGA President:

1. Preside over all meetings of the Student Government Association and establish the dates, times, and locations of those meetings.
2. Cast a vote on any motion before the SGA and before the Executive Board in the case of a tie.
3. Delegate responsibility for any passed motion of the SGA.



4. Organize Ad-Hoc Committees when the SGA takes on a project or event that does not fall under one of the Standing Committees of the SGA.
5. Prescribe a modified Robert's Rules of Order, defined by the current SGA President, for the Parliamentarian to enforce at any and all official SGA meetings.
6. Attend meetings of SGA Committees and recognized clubs and organizations at their discretion in their official capacity.
7. Accept nominations and recommend members to the Deans for all UNE COM faculty/student Committees, unless otherwise defined in the SGA Constitution.
8. Act as the official representative of the student body to the faculty, administration, alumni, Council of Osteopathic Student Government Presidents (COSGP), and any other group with which the SGA may be involved.
9. Act in conjunction with the SGA Secretaries to correspond on behalf of the SGA.
10. Occupy or assign an alternate to the student seat on the Board of Directors of the Maine Osteopathic Association.
11. Attend the annual American Osteopathic Association House of Delegates.
12. Enforce the SGA Constitution.
13. Serve as Chair of the Executive Board.
14. Plan the agenda for each meeting of the SGA
15. Serve as an official COM representative to the UNE Representative Council
16. Aid and assist all other Executive Board members.

**Section 1b: Duties of the SGA Vice-President:**

1. Attend and have a vote at all SGA and Executive Board meetings.
2. Assume the duties of the President when absent.
3. Attend meetings of SGA Committees and recognized clubs and organizations at their discretion in their official capacity.
4. Serve as the SGA Liaison to UNE COM Clubs and Organizations (C&O) in conjunction with the office of the Associate Dean of Students for the College of Osteopathic Medicine; specifically:
  - a. Schedule, arrange, prepare agendas for, announce, and preside over the C&O meetings held every other month.
  - b. Maintain and update lists of C&O officers and faculty advisors.

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

#### Section 1c: Duties of the SGA Senior Secretary:

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

#### Section 1d: Duties of the SGA Senior Treasurer:

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

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

Section 1e: Duties of the SGA Parliamentarian:

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

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

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

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

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

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

## Section 2. SGA Class Officers

### Section 2a: Duties of the Class President:

1. Act as a liaison between the class and the administration regarding all class affairs.
2. Attend and have a vote at all SGA meetings.
3. Report to the class on all class-related affairs.
4. Report to the SGA on all business of the class.
5. Call any class meetings when deemed necessary
6. Preside over class meeting and any other meetings as called by either the Class President or by simple majority vote of the class.
7. Call and preside over meetings of the Class Officers as necessary.
8. Serve on the Special Events Committee as a member of the CCAP Subcommittee.
9. Aid and assist all other class officers in the accomplishment of class duties.

### Section 2b: Duties of the Class Vice-President:

1. Have a vote at all SGA meetings.
2. Assume the office of the Class President should that person be unable to serve out the duration of his/her term.
3. Coordinate the selection and presentation of faculty awards (for on-campus classes).
4. Aid and assist all other class officers in the accomplishment of class duties.
5. Attend class, officer, and representative meetings called by the Class President.

### Section 2c: Duties of the Class Secretary/Treasurer:

1. Attend and have a vote at all SGA meetings.
2. Record and post an authentic record of the proceedings of official class and officer meetings.
3. Act as sole monetary distributing agent of the class account.
4. Maintain an accurate and timely log of class funds and remit payment

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

Section 2d: Duties of the Alumni Representative:

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

Section 3. Duties of the Class Representative:

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

Section 4. Duties of Site Liaisons:

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

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

## **ARTICLE VI**

### ***Tenure of Office***

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

SGA Executive Board.

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

## **ARTICLE VII**

### ***Quorum and Rules***

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

discretion of the SGA President.

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

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

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

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

1. The SGA Constitution and Handbook.
2. Modified Robert's Rules of Order, defined by the current SGA President, regarding meeting protocol.

Section 10. A meeting of the Executive Board may be called as deemed necessary by the SGA President.

Section 11. Special meetings may be called at the discretion of the SGA President. The Executive Board shall notify an Officer from each class no less than thirty-six (36) hours prior to the special meeting and the Class Officer shall, in turn, contact SGA members from his/her respective class.

Section 12. Special meetings may be called by a simple majority vote of the SGA.

Section 13. A simple majority will be defined as a vote in which the percentage exceeds 100 percent divided by the total number of options being voted on. A simple majority will be the requirement unless otherwise stated or predetermined. This simple majority will be required and enforced in all SGA motions, elections, surveys, subcommittees, and all other SGA sanctioned, endorsed, or associated processes.

Section 14. If, by forty-eight (48) hours prior to a regular SGA meeting, no old or new business has been submitted to the Executive Board for consideration, the SGA President may cancel the meeting at his or her discretion.



# ARTICLE VIII

## ***Nomination and Election of Executive Board Members***

- Section 1. The Executive Board shall consist of the positions named in [Article III](#), section 1.
- Section 2. Nominations and elections of all SGA members shall be carried out by the Elections Committee according to specific guidelines described in [SGA Handbook Appendix I](#).
- Section 3. Class Officers shall be voting members of the SGA but are not eligible for Executive Board positions.
- Section 4. Any student is eligible to be a candidate for the position of SGA President provided he or she meets the following criteria:
1. The student is in good academic standing with the College of Osteopathic Medicine.
  2. The student will be entering the OMS-II year in the fall following election.
  3. The student submits a letter of intent to the current SGA Elections Committee Chair by the specified deadline.
- Section 5. Nominees for SGA Vice-President, Treasurer, and Senior Secretary shall come from the pool of newly elected rising OMS-II SGA Representatives as stated in [Article III](#), Section 4, and [SGA Handbook Appendix I](#).
- Section 6. Nominees for the remaining SGA Executive Board positions shall come from the pool of on-campus OMS-I SGA representatives at the first full SGA meeting of the academic year.
- Section 7. Nominations for all Executive Board positions, with the exception of SGA President, shall be made by one of the following:
1. A duly elected and eligible SGA member may nominate him/herself for SGA Executive Board positions.
  2. Another SGA member may nominate an eligible SGA member for SGA Executive Board positions.

# ARTICLE IX

## ***Finances of the UNE COM Student Body***

- Section 1. Any and all of the UNE COM student activities fees delegated to the SGA will be allocated through the Office of Recruitment, Student, and Alumni Services for the College of Osteopathic Medicine.
- Section 2. Subsequent funding will be the result of account interest accrual and from programs/activities sponsored by the SGA.
- Section 3. UNE COM individual class budgets will be partially funded by the SGA as defined in [SGA Handbook Appendix II](#).
- Section 4. It shall be the duty of the treasurer and the members of the Finance committee (as described in [Article X, Section 3](#)) to annually review the SGA's finances and prepare a budget to be presented to and voted on by the general body of the SGA.

## **ARTICLE X**

### ***Standing Committees***

- Section 1. Executive Board  
This Committee will establish goals and priorities for the SGA, periodically assess progress towards meeting those goals, and ensure the legitimacy and standing of the SGA in the University community. This Committee will be composed of the SGA Officers and will be chaired by the SGA President as described in [Article III](#).
- Section 2. Elections Committee  
The Elections Committee will conduct all SGA business pertaining to elections as defined in [SGA Handbook Appendix I](#). The SGA Vice-President will chair this Committee.
- Section 3. Finance Committee  
This Committee will receive and review budgets and funding requests from UNE COM classes, committees, clubs, and organizations and will recommend action on said material to the SGA as defined by [SGA Handbook Appendix II](#). All classes and committees may petition for funding at any point during the semester, but are strongly encouraged

to submit budgets within two (2) months after the beginning of the academic year. All existing clubs and organizations must meet the criteria associated with financial recognition as detailed in [SGA Handbook Appendix II](#) within two (2) months after the beginning of the academic year in order for their requests to be considered by the Committee for the remainder of the academic year. Newly formed clubs will request funding at their club recognition request to be voted on by the SGA.

The Committee will specify and announce the details of this financial recognition to all of the above groups at a budget training session to be held within one (1) month after the beginning of the academic year as detailed in [SGA Handbook Appendix II](#).

Meetings are open unless announced as closed by the Chair of the Committee, in which case only elected SGA Representatives and other at-large members will be eligible to attend.

The Committee shall review applications for the SGA Education Enhancement Fund. All applications to this fund must first be vetted and approved by the Office of Recruitment, Student, and Alumni Services through current criteria as detailed in [SGA Handbook Appendix IV](#).

The Chair of this Committee will be the SGA Treasurer. He/she will be a non-voting member of the Committee, except in the incident of a tie vote.

#### Section 4. Curriculum Committee

The Curriculum Committee will be split into two sub-committees, one for the first year class, and one for the second year class. An SGA member of each class will chair their respective sub-committee. Jointly, they will both co-chair the overall SGA Curriculum Committee.

This Committee will address all curricular concerns, compile and conduct student led evaluations and surveys, and represent the SGA to appropriate administrative committees or representatives. The Committee shall supply student representatives to the UNE COM Curriculum Advisory Committee (CAC) as defined CAC bylaws.

The Curriculum Committee will help coordinate COMLEX reviews sponsored by faculty and outside sources.

Section 5. Social Committee

This Committee will be responsible for planning, organizing, and publicizing social activities for the UNE COM student body, including, but not limited to, the Halloween Party, the Ski Trip or Winter Social Activity, and the Spring Fling or COM Prom.

Section 6. Professional Development Committee

This Committee will be responsible for planning, organizing, and publicizing professional development activities both within the student body and in the broader community. The Committee will also announce, solicit, and evaluate student applications for the Pettapiece/Reese Osteopathic Research Fund, as described in [SGA Handbook Appendix III](#).

Section 7. Ethics Committee

This Committee will address any and all issues regarding student ethics and violations of such as defined in the UNE COM Student Ethics Handbook. The Committee shall at least be composed of an OMS-II Chair, an OMS-I Co-Chair and one Class Officer from OMS-I and OMS-II classes. The Ethics Committee may consult with OMS-III and OMS-IV students if a consensus cannot be reached by the on-campus students. Although this Committee is open to all UNE COM students, official representation to the UNE COM Ethics Board will be restricted to the SGA members of the Ethics Committee. The OMS-II Chair will also serve as the official COM representative to the University Student Conduct Board.

Section 8. Legislative Committee

This Committee will address, investigate, and report on legal and political issues involving osteopathic medicine and medical students in general. The Committee will coordinate planning of DO Day on the Hill with the assistance of other relevant groups and the Office of Recruitment, Student, and Alumni Services. The Committee will also help to facilitate UNE COM participation at Physician's Day at the Legislature in Augusta, Maine.

Section 9. Special Events Committee

This Committee will address any and all special events that require SGA involvement and that promote awareness of osteopathic

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

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

#### Section 10: Community Service Committee

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

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

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

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

#### Section 12: Technology Committee

The technology committee will be responsible for meeting with faculty and staff on a regular basis to ensure ease of implementation integration of the technology available to us at UNE COM. The committee will work with the technology officers on staff to achieve this goal. The committee will be chaired by an elected SGA member. Other members of the committee will be the class vice presidents, and SGA representatives. This Committee shall be composed two co-chairs, one from the first year class, and one from the second year class. The chairs serve as liaisons between SGA committees and may be asked to attend any meetings that include technology related issues.

Section 13: All committee chairs will create and maintain an electronic transition document, outlining their activities over the course of the academic year. This document will be posted on the UNE COM SGA website.

Section 14: Committees will be allocated funds according to [SGA Handbook Appendix II](#), Section 4 at the beginning of the year to spend at their discretion for events pertaining to their SGA duties and responsibilities. All expenditures will be reviewed by the Executive Board or Finance Committee.

## **ARTICLE XI**

### ***Committee Organization***

Section 1. SGA Standing Committee membership will be established by the second full SGA meeting of the academic year.

Section 2. All UNE COM students are eligible for involvement in SGA committee work, at the discretion of the committee chair(s).

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

## **ARTICLE XII**

### ***Duties of SGA Standing Committees***

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

## **ARTICLE XIII**

### ***Methods of Amending the Student Government Association Constitution***

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

members shall be necessary to ratify the amendment.

Section 3. Alternatively, if deemed necessary by the SGA President or by two-thirds (2/3) majority vote of the SGA, proposed amendments may be taken to the on-campus student body for approval by two-thirds (2/3) majority vote.

Section 4. The Constitution shall undergo thorough review on an annual basis at the discretion of the Parliamentarian. The Parliamentarian, or the designates of that office, will have discretionary power to make minor revisions, which will be presented to be approved by the SGA body by a two-thirds (2/3) majority vote.

## **ARTICLE XIV**

### ***Interpretation of the SGA Constitution***

Section 1. All articles and provisions contained herein shall be subject solely to the interpretation of the Student Government Association, with such power invested in the SGA Parliamentarian.

## **ARTICLE XV**

### ***Dean's Roundtable Discussions***

Section 1. The SGA shall arrange round table discussions with the Dean(s) of the College of Osteopathic Medicine on a monthly basis.

Section 2. The student body will be encouraged to submit their concerns to the SGA either by electronic communication to the SGA Vice-President or in person at the bimonthly SGA meetings. The SGA shall work with the Office of Recruitment, Student, and Alumni Services to solve any issues that are within their scope before submitting concerns to the Dean's Leadership Team.

Section 3. Issues not resolved by the SGA or the Office of Recruitment, Student, and Alumni Services shall be submitted in the form of an agenda to the Office of Recruitment, Student, and Alumni Services to be brought to the Dean's Leadership Team no later than one (1) week before the forthcoming Dean's Roundtable.



- Section 4. All SGA members are required to attend at least two (2) Dean's Roundtable Discussions per academic year. At least one (1) member of the Executive Board is expected to be present at each Dean's Roundtable.
- Section 5. Minutes are to be recorded at the Dean's Roundtable by the Junior Secretary/Treasurer. If they cannot attend the discussion, it is their duty to find an alternate to record the official minutes. Minutes are to be posted to the official COM SGA website after each Dean's Roundtable. Minutes need not be approved by the full SGA before posting.

# **SGA Handbook Appendix I**

## **Election guidelines**

### **1. Class elections**

Elections are to be organized by the SGA Elections Committee and will be held twice per academic year. In the fall term, class officers and SGA representatives will be elected for the new OMS-I class within three weeks of the start of classes or before the first SGA meeting. In the fall term elections, the SGA president and vice-president may set election parameters as they see fit in conjunction with the orientation schedule of the new OMS-I class. In the spring term, the SGA President, Class Officers, and Representatives for the rising OMS-II through III classes will be elected, as defined in the SGA Constitution.

### **2. Candidacy**

Candidates are deemed eligible for an election if they meet election deadlines and requirements for candidacy as defined in [Article I](#), Sections 3 and 4. Each candidate will be given an opportunity to advertise their platform and qualifications.

### **3. Candidate announcements**

For the fall and spring term elections, the Elections Committee will announce the available positions and call for letters of intent. Letters of intent will be made available to the class. Elections will promptly follow and will take place sequentially to allow all students to run for all available positions. For the fall term, OMS-I Class Officers will be elected followed by SGA representatives. The sequence of spring term elections will be SGA President followed by Class officers and finally SGA Representatives and Site Liaisons. A student may submit a letter of intent to run for one of the positions during the above mentioned period following the initial announcement, but are not eligible to run for subsequent positions once they have been officially elected into a position.

### **4. Election procedure**

Officers – Speeches for Class Officer positions and SGA President will ideally take place with advance notice either during a lunch hour or at the start of a mandatory attendance class, with permission of the class instructor.

Candidates for SGA President will give verbal speeches to the OMS-I class.

Candidates for Class Officers only give verbal speeches to their respective

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

Representatives – Candidates for SGA Representative will be asked to submit a letter of intent, as specified by the Elections Committee. This letter will be posted at least two days before the election to allow ample time for the students to educate themselves about the candidates.

All elections will be held through an online platform. The Elections Committee is responsible for creating the online election ballot through the online platform. The online elections will be open for at least a 24 hour period. Specific parameters must be set to ensure that each student only vote once and that the voting process is a confidential process. Once voting polls are closed, the SGA Vice President will view the results of online elections. Representatives and officers will be selected based on simple majority. An electronic copy of the voting records shall be kept on file by the SGA Vice-President. The results of each election will communicated to each class via email.

**5. Lack of candidates**

In the event that a candidate for class officer runs unopposed or fewer than fifteen (15) students run for SGA Representative, they will be granted the position. A second election process will be held shortly thereafter to fill the empty position(s). If there remain no interested candidates, the position(s) will remain unfilled until the start of the second semester at which time another election process to attempt to fill the positions will be held.

## **SGA Handbook Appendix II**

### **Recognition and financial support for UNE COM student clubs and organizations**

#### **1. Club recognition**

Club membership requires SGA recognition and may be funded or unfunded based on mission and need. Any club applying for SGA recognition must complete the following:

- a. Present to the SGA with a proposal for their club which includes their purpose, how they would contribute to the UNE COM community, current leadership, and proposed events.
- b. Have a working constitution.
- c. Have a UNE Faculty Advisor.
- d. Adhere to the UNE COM non-discriminatory policy and be open to all UNE COM students.

Any club seeking annual funding must also complete the following:

- a. Have been a recognized nonfunded club for at least one year.
- b. Complete an SGA budget proposal for how they would utilize annual financial assistance.
- c. Demonstrate how they contributed to the UNE COM community as a recognized club.

If a new club is seeking funding at their initial club proposal, they are eligible for up to \$250 per semester until the next club budgeting cycle is due to the SGA. Requests for approval within the last 30 days of the semester will be considered for disbursement in the following semester. If a club has not been recognized for one year, they will still apply at the next budget cycle but the submitted budget will be reviewed based on events and programming to date.

If the club has not shown impact within the community, they may stay on introductory funding status and receive \$250 per semester the following year (maximum 2 academic calendar years) or the club will be placed on non-funding status until the next budget cycle at the discretion of the finance committee. Proof of impact on the COM community from prior and proposed events are required for any club budget submission.

## 2. **Budget training session**

In order to receive financial assistance, treasurers and/or chairs of each class, committee, club, and organization must attend a training session held by the SGA Treasurer within one (1) month from the beginning of the year on the subject of how to use and read University of New England Banner budget reports as well as how to plan campus events and apply for supplemental funding for the cost of said events. This training session may include chairs and/or treasurers from each of the groups and may be held during the course of a Clubs and Organizations meeting at the discretion of both the SGA Vice-President and Treasurer.

## 3. **Monthly Report Forms**

All recognized clubs and organizations are required to submit a monthly report form at the end of each month (see SGA website). Should the organization not submit this form or fail to meet its own bylaws, that organization shall be placed on “probationary status” for the period of time until the next required summation. At that time, should the organization again fail to meet this requirement, the organization will be removed as a recognized organization pending an SGA majority vote.

*Probationary status is defined as being denied financial recognition for the semester subsequent the offending matters defined as two (2) or more unexcused absences from C&O meetings, failure to submit respective monthly report forms and/or other required paperwork. Written warnings will be issued to C&Os following the first unexcused absence.*

## 4. **Disbursement of funds to recognized and financed organizations**

Each fiscal year, the SGA will refill the Pettapiece/Reese Fund and select committees within the SGA. No more than 25% of the remaining working budget will be split evenly among the enrolled clubs & organizations at each Club and Organizations budget cycle. Discretionary Funds are to be disbursed to petitioning recognized organizations pending an SGA majority vote as discussed in section 5.

An additional amount not to exceed 25% of the working budget shall be designated as funds for the SGA Educational Enhancement Fund. This amount will be calculated based on prior year utilization and approved by a vote of the SGA no later than September of the new school year. Each class (OMS-1 through OMS-IV) will receive \$1,000.00 annually made in two

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

## 5. **Discretionary Funds**

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

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

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

**6. Clubs and Organizations Presidents' Meetings.**

All recognized clubs and organizations are required to send a president to the Clubs and Organizations Presidents' meetings as scheduled by the SGA Vice-President. Failure to send representation to the meeting will be grounds for probationary status as defined above. Failure to send representation to the first Clubs and Organizations Meeting of the academic school year will result in a failure of financial disbursement by SGA.

## **SGA Handbook Appendix III**

### **Guidelines for receipt and evaluation of applications to the Carmen Pettapiece/Reese, DO Research Fund of the UNE COM SGA**

#### **1. Application deadlines**

A single deadline will be established; however, students may submit completed applications to the Chair of the SGA Professional Development Committee at any time during the course of the academic year (August to May).

The following guidelines are suggested as appropriate times for the Committee to advertise for and solicit applications:

1. The deadline will be established by the Professional Development Chair.
2. Students may submit applications in the fall for research that was conducted over the previous summer as funds can be granted to research that has been completed in the recent past.

#### **2. Application review process**

After the deadline, the Chair of the Professional Development Committee will convene a meeting of the Committee to review the submitted materials.

With the guidance of the faculty advisor, the committee will rank applications by scientific merit and contribution to Osteopathic Medicine.

Committee members shall vote on applications for funding; In the event of a tie, the committee shall present to the SGA for funding. If a tie still exists, the Chair shall act as the tiebreaker.

Applicants shall be notified of the status of their proposals within three weeks of the application deadline. Those applicants whose proposals are forwarded to the SGA for consideration shall be invited to attend the SGA meeting at which their proposal is considered.

#### **3. Guidelines for funding of student projects**

Students may apply for awards of up to \$2,000.00 and for reimbursement of costs associated with research up to \$400.00. Students may utilize this fund once per academic year.



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

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

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

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

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

## **SGA Handbook Appendix IV**

### **Guidelines for funding and receipt and evaluation of applications to the Educational Enhancement Fund of the UNE COM SGA**

#### **1. Funding**

This fund will set aside no more than 25% of the SGA working budget as described in [Article X](#), Section III for student reimbursement purposes to attend professional education opportunities, present research, or serve in a leadership position. The purpose of this fund is to be used as supplement to help cover the gap between club/organization monies, grants and fellowships, and a student's personal costs. The SGA will allocate a portion of its working budget to this fund in the beginning of the year, and can at any point vote to increase or decrease this amount if necessary.

#### **2. Application process**

All currently enrolled students (OMS-I to OMS-IV) can apply to receive money to help cover their cost of attending professional and educational conferences, leadership trainings, and nationally recognized/accredited medically related events. Applications for the current academic year must be submitted no later than April 30th. Students will need to submit the following items to the SGA Treasurer for qualification to receive funding:

- a. SGA Education Enhancement Fund Request and Award amount
- b. Receipts for travel expenses, lodging and other desired costs
- c. Itemized budget for all associated costs
- d. Completed travel expense voucher

Students may receive assistance from this source multiple times throughout the year until their \$250 limit is reached or the EEF budget is exhausted. Students are refunded (up to a maximum of \$250) 100% of conference registration fees and 100% of fees associated with attending the conference.

#### **3. Application review process**

The SGA Finance Committee led by the OMS-II SGA Treasurer will evaluate each application and determine the appropriate award based on the completed application. A maximum of \$250 will be awarded per student per eligible year OR an award amount revised and voted upon by the SGA. All final award amounts are subject to available funding and number of applicants.

## **SGA Handbook Appendix V**

### **Proposed Protocol for Disbursement of Funds by the Hands Together Committee**

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

disbursement to the student in need.

- i. If the request was made through RSAS rendering the student anonymous to the committee, the RSAS member responsible for presenting the case will be notified of the decision made.
- g. Circumstances not specifically addressed in this protocol will be discussed amongst committee members and decisions will be rendered through voting (majority rule) at the discretion of the chairperson.

**2. For circumstances in which the individual who would receive funds is unable to communicate:**

- a. Requests may be made to any member of the Hands Together Committee or a member of the RSAS.
  - i. This request may be made by any member of the UNE COM community on the student's behalf.
- b. The remainder of the protocol described in situation one (1) above remains unchanged.

**3. For circumstances in which the individual who would either request (on behalf of another student) or receive funds is a member of the committee:**

- a. This student may follow the same protocol outlined in situation one (1) above, but must excuse themselves from all committee work specifically related to their case.