

## APPENDIX A

# Constitution of the Student Government Association of the Medical College of Georgia

adopted April 2008

### **Article I – Name and Purpose**

**Section I.** The name of this organization will be the Student Government Association (SGA) of the Medical College of Georgia (MCG).

**Section II.** The purpose of the SGA is to:

- A. To facilitate the exchange of information and ideas between the students of all five schools of MCG.
- B. To serve as a liaison between MCG students and the administration in order to represent student opinions, needs and interests to the administration; and to disseminate and promote the exchange of information from the administration to students.
- C. To take action to increase the quality of student services, academic programs, and MCG environment in order to further enhance the education of students.
- D. To plan and execute a variety of social, cultural, intellectual and recreational events to promote fellowship, personal growth, and enjoyment of MCG students.

**Section III.** Non-discrimination policy: The SGA will abide by the non-discrimination policy of MCG.

### **Article II – Membership**

**Section I.** Members of the SGA must be enrolled as students of MCG.

**Section II.** All MCG students are encouraged to attend meetings of the SGA. Voting members of SGA must be elected as SGA Representatives by their class as described in the SGA Bylaws.

## **Article III – Advisor**

**Section I.** An MCG faculty or staff member will serve as Advisor to the organization.

**Section II.** The duties of the Advisor are:

- A. Meeting with SGA Executive Officers
- B. Reviewing the yearly budget
- C. Signing all required paperwork as authorized by MCG and Board of Regents policies
- D. Advising on issues of risk management, organization leadership, and MCG policy

## **Article IV – Executive Officers**

**Section I.** Only MCG students will hold or run for office. The Executive Officers will be President, Vice President, Secretary, Comptroller, and Humanitarian. The term of office will be one year.

**Section II.** The duties of the Executive Officers will be as follows:

- A. President: The President will:
  - 1. Preside at all meetings
  - 2. Call meetings
  - 3. Appoint the chairman of all standing and ad hoc committees
  - 4. Serve as ex officio member of all standing committees and as a resource person for these committees
  - 1. Serve as a standing member of the Budget Committee and the Mandatory Student Fee Committee of MCG
  - 5. Aid in the orientation of new SGA Representatives
  - 6. Act as the official representative from the SGA to the administration and faculty
  - 7. Call a new election for any Executive Officer or Advisor position vacated by resignation
  - 8. Present an annual report
  - 9. Not serve two terms consecutively
- B. Vice-President: The Vice President will:
  - 1. Assume the duties and have the powers of the President in the absence of the President or upon his request

2. Serve as ex officio member of all ad hoc committees and as resource person for these committees
  3. Serve as a standing member of the Budget Committee and the Mandatory Student Fee Committee of MCG
- C. Secretary: The Secretary will:
1. Keep an accurate record of the proceedings of the monthly SGA meetings and Executive Council Meetings
  2. Maintain a list containing pertinent information about each voting member such as: name, email address, telephone number, class represented
  3. Prepare the minutes of meetings and distribute them (via email and/or posting on the website) no later than one week after the meeting
  4. Serve as a standing member of the Budget Committee and the Mandatory Student Fee Committee of MCG
  5. Be responsible for maintaining a file of all valuable documents and records of the association
  6. Send out notices to all association members listing the time, date, place, and agenda of the next meeting
  7. Follow up with those SGA Representatives not attending meetings
- D. Comptroller: The Comptroller will:
1. Be the official financial representative of the SGA
  2. Serve as chairman of the Budget Committee and serve as a standing member of the Mandatory Student Fee Committee of MCG
  3. Administer the accounts designated by the Budget Committee
  4. Provide notices and a system whereby the Budget Committee may handle requests (and subsequent appeals) for funds from the following year's budget, which is to be presented to the SGA no later than the last meeting in May
  5. Provide an accurate workable system for the control of payments within the network of the Medical College of Georgia financial officers
  6. Submit an annual budget in June for publication
  7. Act within the guidelines which designate the Medical College of Georgia's policies on student activity fees
  8. Draw up a budget for the Mandatory Student Fee Committee
  9. Maintain accurate records of financial transactions made year-to-date as well as those transactions that are still outstanding. These will be presented at each SGA meeting.
- E. Humanitarian: The Humanitarian will:
1. Serve as a liaison to Alpha Upsilon Phi
  2. Serve as a standing member of the Budget Committee and the Mandatory Student Fee Committee of MCG

3. Work to foster school-wide community service and philanthropy projects

## **Article V – Committees**

**Section I.** Standing and ad hoc committees will be appointed by the President.

**Section II.** Committee members do not have to be elected SGA Representatives

**Section III.** The following will be the standing committees of the SGA:

Art/Culture Committee: This committee will schedule, plan, and promote art and cultural events for MCG students and the MCG community; it will also work to support programs implemented by the MCG Arts Council. This committee will be composed of up to twelve students, with at least one student from each school.

Budget Committee: This committee will prepare a budget for the use of the Student Activity Fee. This committee will be chaired by the Comptroller and will be composed of the President, Vice President, Comptroller, Secretary, Humanitarian and a student from each of the five schools to be appointed by the President.

Entertainment Committee: This committee will schedule, plan, and promote monthly social events for MCG students and the MCG community. This committee will be chaired by an Executive Council member and will be composed of up to twelve students, with at least one student from each school.

Intramurals/Athletic Committee: This committee will work closely with the Associate Director of Fitness and Recreation to schedule, plan, and promote recreational events for MCG students and the MCG community. This committee will be composed of up to twelve students, with at least one student from each school.

Student Health Advisory Committee: This committee will work with the Medical Director of Student Health Services to ensure that Student Health Services and the mandatory student health insurance meet the health needs of MCG students. This committee will be chaired by the President and will consist of one other Executive Council member appointed by the President and one student from each school.

Technology Committee: This committee will participate in the evaluation of proposals for the use of the Student Technology Fee; it will also communicate student concerns regarding technology to MCG Information Technology Support Services. This committee will be chaired by an Executive Council member and will be composed of one student from each school.

Wellness Center Committee: This committee will participate in the decision-making process regarding the appropriation of the Wellness Center Fee. This committee will be chaired by an Executive Council member and will be composed of one student from each school.

**Section IV.** Ad hoc committees will be formed by the President, as the need arises.

### **Article VI – Meetings**

**Section I.** General meetings of the SGA will be held on a monthly basis throughout the school year.

**Section II.** Meetings of the SGA committees will be held as required by the SGA Bylaws.

### **Article VII – Constitutional Amendments**

**Section I.** Amendments to the Constitution may be proposed by any member of the SGA and shall be submitted to the Executive Committee in writing for consideration. A reading and email of the proposed amendment(s) will be required prior to submitting the amendment to a vote.

**Section II.** Written notification of the proposed amendment to all voting members must be made by mail or email at least five business days in advance of any proposed vote to change the Constitution.

**Section III.** A two-thirds vote of the elected SGA Representatives will be required for adoption.

**Section IV.** Amendments are to become effective immediately upon adoption unless otherwise specified in the amendment.

# Bylaws of the Student Government Association of the Medical College of Georgia

revised 2008

## **Article I – Parliamentary Authority**

**Section I.** Robert’s Rules of Order will govern this organization in all cases in which they are applicable.

## **Article II – Executive Officers**

**Section I.** Eligibility:

- A. The officer must be a student of the Medical College of Georgia for the entire term of office (excluding summer semester, depending on the program of study).

**Section II.** Officers will be elected in the following manner:

- A. Nominations will begin at the February SGA meeting and will remain open until noon on the Friday of the following week. Self-nominations will be allowed.
- B. Each Nominee will submit a short Letter of Intent, detailing why they are running for the office, their qualifications, and any other pertinent information. The Letters of Intent will be due at the close of the nomination period and will be emailed to the entire student body and/or posted on the SGA website on the day that nominations close.
- C. The election of officers for the forthcoming year will take place at the March SGA meeting. Candidates will be allowed no more than five minutes in which to give a speech before voting commences. The order of speeches will be: Humanitarian, Comptroller, Secretary, Vice President, and then President. Speeches for each office will be given in alphabetical order by last name. Candidates for the same office will wait outside the room while other candidates give their speeches.
- D. Only class Presidents, elected SGA Representatives, and SGA Executive Council members will be eligible to vote. Each class President, SGA Representative, and Executive Council member will get one vote. Early voting will begin at noon on the Monday following the closure of the nomination period and will extend until noon the day prior to the March SGA meeting. Email voting will be allowed for eligible voters who will not be on campus during the voting period.

- E. Ballots will be deposited in a sealed box, which will be accessible solely by a third party nominated by the SGA Executive Council. A 3/5 vote of the SGA Executive Council is required for such nomination. No members of the administration, the SGA Executive Committee, or SGA Representatives will have any rights to access this collections box until all ballots are collected and are ready to be counted.
- F. Ballots will be counted by the elected third party immediately upon the close of voting, with at least one representative from SGA Executive Council observing. The SGA Advisor has the option of monitoring. The SGA President may appoint multiple observers.
- G. Any member of the SGA Executive Council or the administration may call for a recount. Recount will follow same procedures as outlined in Section F. Revote may be mandated if a 2/3 majority of total SGA Representatives calls for this action.
- H. The candidate for each office who receives the most votes by a simple majority will be the victor.
- I. In the case of a tie, there will be a revote. The voting period will be one week and specific procedures will be specified at the time a revote is called.
- J. The newly elected officers of the SGA will assume office upon inauguration in April and will serve until the next inauguration the following April. If the officer is elected from the SGA Representatives, then the constituency that was represented by the said officer will have the option of holding elections to replace the officer's former position as SGA Representative according to Article IV of the Bylaws.

**Section III.** Officers will be removed in this manner:

- A. Voluntary resignation of any officer may be accepted at any time.
- B. If there is evidence to suggest that an officer is not fulfilling his or her constitutional duties, then a petition requesting his or her removal must be signed by at least half of the voting membership and presented at a general meeting. Then, upon verification of the validity of the petition, by the SGA Advisor, and, at least two weeks but no more than four weeks from the date of submission, another meeting shall be held at which the grievance will be presented, with both sides having the opportunity to present their reasons for dismissal or justification for retention. The Officer will remain in good standing until a final decision is made.
- C. The SGA Advisor, if appropriate, shall preside over the removal hearing. After all arguments have been heard, a secret-ballot vote shall be held. If at least two-thirds of the voting members present vote for removal, the officer shall be removed immediately.
- D. If the SGA President is removed or resigns, the SGA Vice-President will take his/her place in the interim. If any officer other than the SGA President is removed or resigns, the SGA President will

take his/her place in the interim. Regular election procedures will be followed to fill any vacant positions during the next regular business meeting.

**Section IV. Officer Compensation**

- A. Officers will receive due compensation for their services that will not increase or decrease during their term of office as recommended by the Budget Committee.
- B. This money will be paid each semester served including fall, spring, and summer.

**Article III – Voting Members**

**Section I.** Each class of the various schools of the Medical College of Georgia will be entitled to representation in the SGA. Should the school be divided, then each academic program will be entitled to one SGA Representative per class with that SGA Representative being responsible for his constituency's interest.

**Section II.** Each qualifying class will elect one SGA Representative for every 50 members, the membership of that class being determined by its previous year's fall semester enrollment. In addition, the elected President of each class will serve as a Representative for his class for the school year. The following table will be applied.

<b>Number of students enrolled</b>	<b>Number of representatives</b>
1 - 50	1
51 - 100	2
101 - 150	3
151 - 200	4
201 - 250	5
251 - 300	6
301 - 350	7
351 - 400	8

**Section III.** The returning classes of the various schools will hold SGA Representative elections no later than June 1. Incoming classes will elect their SGA Representatives no later than October 1. If any class fails to elect its SGA Representatives by the designated time, the President will appoint an SGA Representative(s) to serve the SGA from that constituency. The appointee will serve the standard term

of the elected SGA Representative with all rights and privileges unless his constituency chooses to elect some other person, at which time his term of office will be terminated.

**Section IV.** Newly elected SGA Representatives will assume their full duties and privileges beginning at the first SGA meeting of the academic year.

**Section V.** The term of office for SGA Representatives will be for one academic year based upon their respective schools' calendars.

**Section VI.** SGA Representatives are required to attend all monthly meetings of the SGA. An SGA Representative is allowed one absence and will be removed after a second absence.

**Section VII.** Any SGA Representative, in the event of his absence, may appoint an alternate from the constituency represented for the meeting in question. The alternate will have the power and privileges of the SGA Representative. Written transfer of the SGA Representative's designated alternate should be made available to the Secretary of the SGA.

**Section VIII.** In the event that an SGA Representative is, for any reason, unable or unwilling to fulfill his duties and responsibilities as an SGA Representative from his class, he may terminate his duties to the SGA by submitting a letter to that effect to the SGA Secretary in print or by email.

**Section IX.** If an SGA Representative resigns or is removed, the represented constituency will elect a replacement by the next regular business meeting.

#### **Article IV – Committees**

**Section I.** The composition and duties of the committees will be as follows:

A. Art/Culture Committee

1. The Art/Culture Committee will be composed of up to twelve members (at least one SGA Executive Council member and at least one student from each school).
2. This committee will schedule, plan, and promote art and cultural events for MCG students and the MCG community.
3. This committee will work to support programs implemented by the MCG Arts Council.
4. This committee will determine its own chair.

B. Budget Committee:

1. The Budget Committee will be composed of ten members (five SGA Executive Council members and one student from each school); the SGA Comptroller will be the chairperson of the committee.
2. This committee will prepare a yearly budget for the appropriation of Student Activity fees.

3. This committee will prepare a budget request for the use of the next academic year's student activity fees for presentation to the Mandatory Student Fee Committee.
  4. All financial requests to the SGA from members of the MCG community must be acted upon initially by this body in the following manner:
    - a. Requests may be accepted, modified or rejected. All decisions will be by a majority of Budget Committee members present.
    - b. Any student may appeal a Budget Committee decision before the full SGA. After the case is presented, the Budget Committee chair will defend its evaluation of the request. Once concluded, a motion may be made for a vote regarding the request with a two-thirds majority of the entire voting membership required to overturn the decision of the Budget Committee.
    - c. Any appeal before the full SGA concerning the budget may be presented one time during the budget year (July 1 - June 30). The vote of the full SGA will be final in regard to the appeal. Should new circumstances arise concerning an appeal or budget decision, the issue will be presented to the SGA Executive Council. The Executive Council will then decide if the circumstances warrant a second appeal to be presented to the full SGA.
- C. Entertainment Committee
1. The Entertainment Committee will be composed of up to twelve members (an SGA Executive Council member and at least one student from each school).
  2. This committee will work schedule, plan, and promote monthly social events for MCG students and the MCG community.
  3. This committee will work closely with the Budget Committee regarding funding for social events.
  4. This committee will determine its own chair.
- D. Intramurals/Athletic Committee
1. The Intramurals/Athletic Committee will be composed of up to twelve members (an SGA Executive Council member and at least one student from each school).
  2. This committee will work closely with the Associate Director of Fitness and Recreation to schedule, plan, and promote intramurals and recreational events for MCG students and the MCG community.
  3. This committee will determine its own chair.
- E. Student Health Advisory Committee
1. The Student Health Advisory Committee will be composed of seven members (the SGA President, one other SGA Executive Council member, and one student from each school); an SGA Executive Council member will be the chairperson of the committee.
  2. The committee will work closely with the Medical Director of Student Health Services (SHS) to ensure that SHS and the mandatory student health insurance meet the health needs of MCG students.
  3. This committee's roles include:

- a. Representing student body concerns regarding health care for MCG students
- b. Representing student body concerns regarding the mandatory student health insurance plan
- c. Serving in an advisory capacity to the administration of SHS
- d. Reviewing the annual budget for use of the Student Health Fee and advising on financial matters
- e. Recommending target issues for periodic SHS survey questionnaires

F. Technology Committee

- 1. The Technology Committee will be composed of six members (one SGA Executive Council member and one student from each school); the SGA Executive Council member will be the chairperson of the committee.
- 2. The committee will participate in the evaluation of proposals for use of the Student Technology Fee
- 3. The committee will communicate student concerns regarding technology to MCG Information Technology Support Services

G. Wellness Center Committee

- 1. The Wellness Center Committee will be composed of six members (one SGA Executive Council member and one student from each school); the SGA Executive Council member will be the chairperson of the committee.
- 2. The committee will participate in the decision-making process regarding the appropriation of the Wellness Center Fee and the portion of the Student Activity Fee that is used to support the Wellness Center.

**Section II.** The duties of the committee chairpersons will be as follows:

- A. The Chairperson will preside over all meetings.
- B. The Chairperson of each committee will take detailed minutes of all committee proceedings, including the date, time, names of attendees, and an accurate summary of discussions and decisions made; these minutes will be emailed to the SGA Secretary within one week of the committee meeting. The minutes will be filed in the SGA office.
- C. The Chairperson will report on committee proceedings at monthly SGA meetings.
- D. The Chairperson will prepare an end-of-the-year report detailing all events held and decisions made by the committee during the previous year.

**Section III.** Committee Membership:

- A. Committee members must be MCG students. It is not required that a student be an SGA Representative to serve on an SGA committee.

**Section IV.** The duties of the committee members will be as follows:

- A. Committee members will attend all committee meetings
- B. Committee members will be active participants in the committee and will assist the Committee Chairperson as requested.

**Section V.** Committee Meetings:

- A. Committees will meet no less than twice per semester (excluding summer semester).

## **Article V - Meetings**

**Section I.** Meetings of the SGA will be held during the first week of each month during the academic year, excluding December and May. In the event that an official Medical College of Georgia school holiday coincides with a meeting date, the meeting will be held one week later. Since the SGA does not meet during the summer months, the Executive Officers serve as the official representatives of the SGA. The schedule of meetings for the upcoming academic year will be published no later than July 1.

**Section II.** The agenda for the upcoming monthly meeting, including any attachments, will be emailed to all SGA Representatives no less than three days prior to the meeting.

**Section III.** The order of business for the SGA meeting will be as follows:

- A. Call to order
- B. Roll Call
- C. Reports of committees
- D. Old business
- E. New business
- F. Run of the Table
- G. Adjournment

## **Article VI – Voting at Meetings**

**Section I.** Only SGA Representatives present will be eligible to vote.

**Section II.** Each SGA Representative will have one vote.

**Section III.** A simple majority of the quorum present is required for adoption of all motions, resolutions or other questions requiring a vote, unless otherwise specified in the constitution or bylaws.

## **Article VII –Amendments to the Bylaws**

**Section I.** Amendments to the Bylaws may be proposed by any member of the SGA and shall be submitted to the Executive Committee in writing for consideration. A reading and email of the proposed amendment(s) will be required prior to submitting the amendment to a vote.

**Section II.** Written notification of the proposed amendment to all voting members must be made by mail or email at least two weeks in advance of any proposed vote to change the Bylaws.

**Section III.** A two-thirds vote of members present will be required for adoption.

**Section IV.** Amendments are to become effective immediately upon adoption unless otherwise specified in the amendment.