

ROWAN-VIRTUA SCHOOL OF OSTEOPATHIC MEDICINE  
STUDENT GOVERNMENT ASSOCIATION CONSTITUTION  
RATIFIED JANUARY 15, 1995

Amended September 20, 2012

Amended September 18, 2014

Amended January 17, 2017

Amended February 22, 2017

Amended March 26, 2018

Amended September 17, 2018

Amended October 16, 2018

Amended March 25, 2019

Amended March 9, 2020

Amended March 30, 2021

Amended March 21, 2022

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**ARTICLE I. THE NAME AND ORGANIZATION**

**Section A.** This organization shall be known as the Student Government Association (SGA) of the Rowan-Virtua School of Osteopathic Medicine.

**Section B.** Members of the student body shall elect representatives to SGA to represent them.

**Section C.** Participation by a student in any SGA activity will be contingent upon that student having met the requirements for membership.

**ARTICLE II. PURPOSE**

**Section A.** The purpose of this organization shall be to maintain communications between all members of the student body, the faculty, the administration, the State Osteopathic Society, the American Osteopathic Association, other relevant professional associations, and the public at large.

**Section B.** Each member of the organization is commissioned to increase public awareness of Osteopathic Medicine.

**Section C.** The organization shall be a vehicle through which students' opinions and grievances can be collectively voiced. Subsequently, this information can be properly channeled through the elected SGA Board to the appropriate authorities.

**Section D.** The SGA, through its elected board, should designate measures which preserve good order, fellowship, and decorum among the students.

**Section E.** All members of the SGA, in cooperation with the faculty, should extend a cordial welcome to incoming first year students.

**Section F.** The organization should attempt to provide athletic, educational, and entertainment activities for the students.

### **ARTICLE III. OFFICERS OF THE SGA**

**Section A.** The voting members of the SGA shall be:

- President (in the event of a voting tie only)
- First Vice President
- Second Vice President
- Secretary
- Treasurer
- Public Relations Representative
- Alumni Affairs Representative
- Student Wellness Representative
- First Year Class President
- First Year Class Vice President
- Second Year Class President

- Second Year Class Vice President
- Third Year Class President
- Third Year Class Vice President
- Fourth Year Class President
- Fourth Year Class Vice President

The non-voting members of SGA shall be:

- Curriculum Committee Representatives (one per class)
- Student Academic Progress Committee Representatives (one per class)
- Honor Code Representatives (three per class, two per Stratford campus one per Sewell campus)
- Problem Based Learning Representative (two per PBL class, one per Sewell campus)

**Section B.** Attendance

1. All officers of the SGA, as defined in ARTICLE III, Section A, are required to attend each meeting.
2. Absences greater than half of the meetings in an academic year shall be construed as an apathetic attitude toward the SGA. Any officer accumulating two excused absences in an academic year will receive a written warning.
3. For all officers of the SGA, greater than three excused absences or one unexcused absence in an academic year will result in the vacancy of that officer's position with notification to the members of their class. This vacancy will be filled by appointment by the President with the affirmation vote of two-thirds of the SGA. The appointee must meet the class standing requirements as defined in ARTICLE VIII, Section A, Point 1.
4. For voting members of the SGA, as defined in ARTICLE III, Section A, Point 1, an unexcused absence is defined as not having a voting proxy representative at a given meeting or not being present via alternative communication as defined in ARTICLE III, Section B, Point 7. Notification of an impending absence and designation of a proxy should be made in writing to the SGA President at least twenty four hours before the scheduled meeting time. These notices will be presented to the Secretary as official excused absences for roll taking purposes. In extenuating circumstances,

exceptions to the written notification and attendance requirement can be made at the discretion of the SGA President.

5. A voting proxy for a Class President or Class Vice-President in their absence shall be the Class Student Academic Progress Committee, Curriculum or Honor Code Representative within that Class Council. A voting proxy for a member of the Executive Committee, as defined in ARTICLE IV, Section A, will be appointed from among any of the non-voting members of the SGA.

6. For non-voting members of the SGA, as defined in ARTICLE III, Section A, Point 2, an unexcused absence is defined as the failure to provide notification of an absence. Notification of an impending absence should be made in writing to the SGA President at least twenty-four hours before the scheduled meeting time. These notices will be presented to the Secretary as official excused absences for roll taking purposes. In extenuating circumstances, exceptions to the written notification and attendance requirement can be made at the discretion of the SGA President. Non-voting members can use alternative methods of communication to participate in meetings in accordance with ARTICLE III, Section B, Point 7.

7. Alternative methods of communication in place of in-person attendance may be approved at the discretion of the SGA President. Said request must be made at least twenty-four hours in advance of each meeting. This article excludes the SGA President. Alternative communication can occur via any platform that is supported by the technology available at the SGA meetings and enables the remote participant to hear and be heard by the other council members in the room.

8. A quorum shall consist of fifty percent or greater of the voting members of the SGA.

**Section C.** Robert's Rules of Order will be followed at all meetings, except at the discretion of the SGA president.

#### **ARTICLE IV. THE EXECUTIVE COMMITTEE**

**Section A.** The Executive Committee shall consist of the President, the First Vice President, the Second Vice President, the Secretary, the Treasurer, the Public Relations Representative, the Alumni Affairs Representative, and the Student Wellness Representative. The purpose of the Executive Committee will be to develop budgets for presentation to the SGA, prepare

agendas for SGA meetings, and represent Rowan-Virtua SOM students to various University and National organizations.

## **ARTICLE V. DUTIES OF THE OFFICERS**

### **Section A. Duties of the President**

1. Maintain functioning and overall direction of the SGA.
2. Preside over all meetings of the SGA and develop the agenda along with other members of the Council.
3. Act as the official representative/liaison of the student body to the faculty, administration, alumni, Board of Trustees, New Jersey American Osteopathic Association House Delegation, New Jersey Association of Osteopathic Physicians and Surgeons (NJAOPS), New Jersey Osteopathic Education Foundation (NJOEF), Council of Osteopathic Student Government Presidents (COSGP), and any other relevant professional associations. Attend their respective meetings or designate a proxy to attend.
4. Verify all expenditures of student funds when presented by the Council Treasurer.
5. Organize and maintain membership in SGA committees.
6. Act as chair of the Executive Committee, voting only in the event of a tie.
7. Maintain an ongoing communication with the Assistant Dean of Student Affairs by establishing a regular meeting schedule.
8. Coordinate DO Day on the Hill for Rowan-Virtua SOM students.
9. Preside over selection of SGA IDEA council representative at the yearly spring transition meeting.
10. Attend all necessary conferences and engagements, including quarterly COSGP Business Meetings.

### **Section B. Duties of the First Vice President**

1. Represent the interests of the third and fourth year classes.
2. Assume the duties of the President in his/her absence.
3. Oversee the organization and membership of all Rowan-Virtua SOM clubs/organizations (Student Organizations) and maintain communication with their respective presidents.
4. Evaluate the compliance of all student organizations with this constitution.

5. Serve as a member of a selected Standing Committee/ Task Force or pilot new initiatives benefiting Rowan-Virtua SOM students.
6. Serve as a voting member of the Executive Committee.

**Section C.** Duties of the Second Vice President

1. Represent the interests of the first and second year classes.
2. Serve as chair for the Medicine Ball Committee.
3. Assist the First Vice President in evaluating the compliance of all student organizations with this constitution.
4. Serve as a voting member of the Executive Committee.

**Section D.** Duties of the Secretary

1. Maintain an accurate record of all proceedings and correspondences of the Council. This record will be maintained on the SGA website. All students may have access to this record once it is published to the SGA website.
2. Preserve documents of the Council, including constitutions and bylaws. Publish the minutes of each meeting following their approval. Release preliminary minutes within one week of each meeting.
3. Maintain the attendance roster of all SGA meetings and report/notify all members not in good standing including those who are failing to meet the attendance requirements outlined in ARTICLE III, Section B.
4. Announce each meeting to the Council Members.
5. Distribute a weekly newsletter to the student body highlighting major student announcements and upcoming events.
6. Serve as a voting member of the Executive Committee.

**Section E.** Duties of the Treasurer

1. Act as the disbursing agent for the SGA. Obtain the President's approval for all disbursements from the SGA Budget.
2. Maintain an accurate record of all income and expenditures of the SGA.
3. Prepare an annual budget being certain that all expenditures are provided for as a line item in the Budget.

4. Prepare a detailed financial report for the monthly SGA meetings.
5. Assist the First Vice President in evaluating the compliance of all Student Organizations with this constitution.

**Section F. Duties of the Alumni Affairs Representative**

1. Represent the interests of alumni to the student body.
2. Act as student representative/liaison to the alumni.
3. Maintain communication with the Alumni Association.
4. Serve as a voting member of the Executive Committee.

**Section G. Duties of the Public Relations Representative**

1. Act as representative/liaison of the Public Affairs Office.
2. Maintain the SGA website.
3. Maintain communication with the Office of Public Affairs.
4. Serve as the Chair of the Community Service and Student Events Committee (referred to as CSSEC) and act as liaison between CSSEC and SGA.
5. Serve as a voting member of the Executive Committee.

**Section H. Duties of the Student Wellness Representative**

1. Serve as Chair of the Student Wellness Committee.
2. Promote the importance of holistic wellness (body, mind and spirit) by coordinating and overseeing school sponsored social, multicultural, recreational and educational events in aim to improve the student experience.
3. Maintain communication with the office of Student Affairs and act as the representative/liaison of the student body to the faculty, administration, alumni and any other appropriate organizations or individuals in regards to wellness issues.
4. Maintain communication with other members of the SGA and respective Class Council to help address campus wellness issues.
5. Serve as a voting member of the Executive Committee.

**Section I. Duties of the Class President**

1. Act as the official spokesperson for his/her respective class at all SGA meetings.
2. Act as the representative/liaison of the class to the faculty, administration, alumni, and any other appropriate organizations or individuals.
3. Verify all expenditures of his/her class funds when presented by the SGA Treasurer.
4. Maintain ongoing communication with the Assistant Dean of Student Affairs by establishing a regular meeting schedule.
5. Organize and oversee class activities and projects.

**Section J. Duties of the Class Vice-President**

1. Assume all duties of the President in his/her absence.
2. Assist the Class President in organizing and maintaining class activities, projects, etc.
3. Oversee the presentation of SGA information to his/her class.
4. Serve as a member of Community Service and Student Events Committee.

**Section K. Duties of the Curriculum Representative**

1. Attend all Rowan-Virtua SOM Curriculum Committee meetings.
2. Report the events and issues of these proceedings to the SGA and his/her respective class.
3. Prepare and submit a curriculum report each semester detailing the issues facing his/her respective class.
4. Assist the Class President in organizing and maintaining class activities, projects, etc.
5. Liaise between the students of his/her class and the course directors/clinical education team.

**Section L. Duties of the Student Academic Progress Committee Representative**

1. Attend all Rowan-Virtua SOM Student Academic Progress Committee meetings.
2. Report the events and issues of these proceedings to the SGA and his/her respective class.



3. Prepare and submit a student affairs report each semester detailing the issues facing his/her respective class.
4. Assist the Class President in organizing and maintaining class activities, projects, etc.

**Section M.** Duties of the Problem Based Learning Representative:

1. Act as a liaison between the Problem Based Learning Curriculum and the SGA.
2. Assist the Class President in organizing and maintaining class activities, projects, etc.
3. Attend Curriculum and SGA meetings.

**Section N.** Duties of the Honor Council Representative

1. Represent the Rowan-Virtua SOM community's commitment to adherence to standards of professional and ethical conduct as well as of personal integrity and honesty.
2. Encourage student-to-student intervention as the preferable first response to perceived violations.
3. Investigate student complaints of alleged violations if either the peer intervention did not resolve the situation, or the complainant requested intervention by the Honor Code Representative, with the understanding that investigation might result in referral to the administration, specifically to the Assistant Dean of Student Affairs.
4. Assist the Class President in organizing and maintaining class activities, projects, etc.

**ARTICLE VI. PARTICIPATION IN STANDING COMMITTEES**

**Section A** The Standing Committees of the SGA shall be:

1. Medicine Ball - Second Vice President, Chair
2. Constitution - Chair appointed by the President as needed
3. Election Committee - Fourth Year Class President, Chair
4. Student Wellness Committee - Student Wellness Representative
5. Community Service and Student Events  
Committee (CSSCE) - Public Relations  
Representative, Chair

(i) The Vice President of each class shall serve as members of the committee. Other members will be selected from the student body by the Chair of the committee, with approval from SGA.

**Section B** The Standing Committees of the Faculty/Administration shall be:

1. Curriculum- Three members of each class composed of one traditional curriculum student and two PBL curriculum students elected by classmates for a one year term during the pre-clinical years. One PBL student must represent Sewell campus. In the clinical years there will be one elected representative per class.
2. Student Academic Progress Committee- One member of each class elected by classmates for a one year term.
3. Orientation- Second Year Class President and Second Year Class Vice President.
4. Alumni- SGA President and Class Presidents.
5. Library- One member of each class appointed by each class's respective Class Council.

**Section C** Students who are required to repeat academic work are ineligible to participate as members of the Faculty/Student Standing Committees.

**Section D** The President, with the approval of the Executive Committee, may appoint students to unexpired terms for the Faculty/Student Standing Committees.

**Section E** All student members of Faculty/Student Standing Committees who are appointed by the President of the SGA must be approved by a majority of the SGA.

**Section F** The duties of each SGA standing committee shall be determined by the members of the Executive Committee.

**Section G** The Chairpersons of each Standing Committee shall report on the activities of the Committee at each SGA Meeting.

**Section H** The Chairpersons of each Standing Committee are responsible for funds made available by the SGA.

**Section I** The Council President shall have the right to generate new or modify current Standing Committees with the majority of the voting members of the SGA.

## **ARTICLE VII. MEETINGS OF THE SGA**

**Section A** Scheduling

1. SGA must hold at least three meetings per semester. Ideally one meeting per month will be the standard.
2. The location and time of the meeting will be determined by the Executive Council at the start of each semester.
3. The open portion of SGA meetings will be open to all Rowan-Virtua SOM students. Comments or presentations will be entertained during the open portion of the meeting.

**Section B** Attendance

1. Attendance shall be monitored in accordance with ARTICLE III, Section B.

**Section C** Order of Business

The order of business for meetings of the Council shall be:

1. Call to order
2. Roll Call
3. Correction and adoption of the minutes
4. Deans' Updates
5. President's Report
6. First Vice President's Report
7. Second Vice President's Report
8. Treasurer's Report
9. Secretarial Correspondences (incoming and outgoing)
10. Alumni Affairs Report
11. Public Relations Report
12. Student Wellness Report
13. Report of Standing Committees
14. Special Reports
15. Class Presidents' Reports
16. Funding Requests

17. Old Business

18. New Business

19. Adjournment

## **ARTICLE VIII. ELECTIONS**

### **Section A** Nominations

1. Prospective officers for the following year's SGA shall be selected from members of the current first, second, or third year classes. Prospective class officers shall be selected from their respective class body. The First Vice President must be chosen from the current second or current third year class and the Second Vice President must be chosen from the current first year class. Sewell campus will have closed elections for Honor code and PBL Curriculum representatives.
2. Each nomination should be made at least two weeks prior to the election.
3. Nominations should be presented to the appropriate election committee.
4. Any candidate for office must confirm their acceptance of the nomination verbally or in writing to the election committee within the designated acceptance window.

### **Section B** Elections

1. The general election shall be under the auspices of the election committee. The election committee shall consist of the outgoing Fourth Year President and Vice President. Any student seeking office will not be involved in coordinating the Election.
2. During the election period, candidates are forbidden from campaigning. The only time during which a candidate can endorse him or herself is through the written speech submitted to the election committee for distribution to the student body and/or during the spoken speech given before the ballots are distributed. At no point during the election cycle, including the written and spoken speeches, are students allowed to campaign for or against any other candidates in any election. If a student is discovered to be campaigning or complicit in campaigning on their own or any other student's behalf, they will be reported to the Honor Council and the Dean of Student Affairs. Students will face punishment as determined by the Dean and candidates will be disqualified from the election.

3. The election shall be carried out by secret ballot, where write-in votes will not be accepted. There shall be strict accounting of students casting ballots, via a secure online platform.
4. Notification of all election results shall be made to the SGA by the election committee as soon as possible. These results will be made public the business day following the closure of the balloting. In addition, a written copy will be sent to the Assistant Dean of Student Affairs by the election committee.
5. If prior to, during, or immediately following an election, a candidate feels that s/he was discriminated against in any manner, s/he may file a contest of the election to the election committee within one day of the balloting. In turn, the election committee shall present the grievance to the SGA at which time the Council may choose to convene another election or dismiss the incident. A two-thirds majority vote of the Council members will be necessary to determine the course of action.
6. The candidate receiving the most votes, and at least one-third of the voting pool, is the new officer. If a candidate has the most votes, but lacks one-third of the voting pool, a run-off election will be held with the top two candidates.
7. The entering first year class shall have an election of their Class Representatives and selection of committee members for that year completed by the September SGA meeting each year, with the exception of the SAPC representative who will be elected during the first week of November.
8. The outgoing first, second, and third year students will convene an election no later than two weeks prior to the last SGA meeting of each year to determine their officers for the following year.
9. The SGA elections will occur concomitantly with the first, second, and third year class elections.
10. All candidates of the election shall be present and deliver a speech, regardless of whether the position is opposed or unopposed. Exceptions may be made at the discretion of the election committee.
11. It is the responsibility of the second year class council to organize elections for the first year council.

**Section C** Installation and Terms

The first year class officers will assume responsibility immediately following their installation.

1. The remaining Class Officers and SGA Officers shall assume their positions within four weeks following confirmation of election results.
2. The new President shall be duly installed by the graduating President and, once installed, s/he shall install the remainder of the staff.
3. In the event of a vacancy, the SGA president reserves the right to appoint a replacement to the executive council. This appointment must be approved by 3/4ths vote of the voting members of the SGA. If approved the appointee will remain in office until the next general election is held.

**Section D** Special Role

The exiting SGA Officers shall serve as ex-officio members of the new council for the April transition meeting. They will be there for guidance and consultations, but do not serve as a voting member.

**ARTICLE IX. IMPEACHMENT AND RESIGNATION**

**Section A** Leave of Absence and Resignation

1. Any member of the SGA who is placed on leave of absence, who is in academic difficulty, or who is involved in disciplinary action shall be automatically relieved of his/her duties.
2. Any member of the SGA may resign from their position for any reason, at any time.

**Section B** Impeachment of an Executive Committee Member

1. Impeachment proceedings against a SGA Board member may be initiated by petition of at least 25% of the total student body. A vote of at least two-thirds of the student body shall be required to remove an officer from office.
2. In the event an executive committee member is not fulfilling his or her duty on the SGA, impeachment proceedings may also be initiated by petition of at least 50% of the SGA. A vote of at least two-thirds of the SGA plus approval by the Assistant Dean of Student Affairs would be sufficient to remove an executive committee member from office.

3. The vacated positions will be filled according to election policy (ARTICLE VIII) within 30 days. In the interim the position will be filled according to the SGA Hierarchy; President, First Vice President, Second Vice President Treasurer, Secretary. However, in the case of the SGA President, the First Vice President will assume the role for the remainder of the term.

**Section C** Impeachment of a Class Officer

1. Impeachment proceedings against a class officer can be initiated by petition of at least 50% of the class body. A vote of at least three-fourths of the class body shall be required to remove a class officer from office.

2. In the event a class officer is not fulfilling his/her duty on the SGA, impeachment proceedings may also be initiated by petition of at least 50% of the SGA. A vote of at least two-thirds of the SGA plus approval by the Assistant Dean of Student Affairs would be sufficient to remove a class officer from office.

3. The vacated position will be filled according to election policy (ARTICLE VI) within 30 days. In the interim the position will be filled according to the Class Hierarchy; President, Vice President, Curriculum Committee Representative, Student Academic Progress Committee Representative. However, in the case of the Class President, the Class Vice President will assume the role for the remainder of the term.

**ARTICLE X. FINANCE**

**Section A** Accounting

1. The Treasurer of the SGA shall verify expenditures of the SGA.

2. All moneys shall be placed into a noninterest bearing student account through the University. The Treasurer shall monitor the organizations' funds in separate accounts.

3. The treasurers of all SGA recognized funded clubs shall verify their own expenditures and manage their accounts with the help of the Student Affairs office staff.

**Section B** Student Activity Fees

1. SGA - 40% of the total student activity fee shall be allocated for the SGA as a whole.

2. Classes - 25% of the total student activity fee shall be allocated to the four classes and divided among each class based on the number of students in each class.
3. Organizations – 30.0% of the total student activity fee shall be allocated among the approved organizations (ARTICLE XI) as proposed by the budget committee and subject to approval by a two-thirds vote of the SGA.
4. I.D.E.A. Council – 3.5% of the total student activity fee shall be allocated for the I.D.E.A Council as a whole.
5. CSSCE – 1.5% of the total student activity fee shall be allocated for the CSSCE as a whole.

**Section C** Disbursement

1. It is the responsibility of each organization or class to govern its judicial disbursement with the aid of the Student Affairs Office staff.
2. Any request for SGA moneys shall be submitted in writing to the SGA Treasurer, SGA President, SGA Secretary, and the appropriate staff member from the Student Affairs Office using the appropriate form. Funding will only be awarded from the SGA Operational Budget when the requesting organization demonstrates a financial inability to support the costs of their program. Alumni Grant requests and NJOEF funding may be considered regardless of the organization's financial status. The expenditure of moneys shall be disbursed on a line item basis. If expenditure is not a line item in the budget, then the SGA must approve it prior to its payment. If approved, the expenditure will be forwarded to the University Student Coordinator for processing.
3. At the end of each year, the SGA books will be available for audit if requested by the University.

**ARTICLE XI. ORGANIZATIONS**

**Section A** Recognition

1. All new organizations must be recognized by the SGA before becoming officially recognized by the University. To be recognized, the organization must provide a copy of their Charter and a copy of their Constitution and Bylaws, which shall remain on record with the SGA. A two-thirds vote of voting members of the Student



Council will be required for recognition. An organization may be officially recognized by the SGA in the absence of funding. See Section B.

2. Student club recognition also requires approval from the office of the Dean.

3. Once a club has been officially recognized by SGA it will be placed into Probationary Status. Probationary Status grants a club all the rights and privileges of an Established Active club except that the Probationary Club will not be eligible for funding through the Student Activities Disbursement. The probationary period (two academic years) commences on the date of official recognition and continues to the end of the second fiscal period (June 30) provided that the club is established by the end of January of the academic year. If a club is established after January of the academic year the probationary period will continue to the end of the third fiscal period. Successful completion of the Probationary Period is defined as meeting all of the requirements of an Established Active Club or Organization as defined in ARTICLE XI, Section A, Point 5, Subpoint (a).

4. Upon Completion of the Probationary Period, an organization will be deemed either Established Active or Defunct as outlined below. All campus organizations will be placed into one of the following classifications:

(a) Established Active - Defined as an officially recognized student organization that meets the following criteria:

(i) has a student membership of at least 5% of the total student population.

(ii) schedules at least 1 student related topic or informative event open to the student population during its fiscal year.

(iii) participates in at least one Student Government organized event during a fiscal year.

(iv) host or participate in at least two activities on Sewell Campus during its fiscal year.

(v) Student organizations shall hold an annual election to be held at the student organization's general membership meeting prior to April 15th of the current academic year. The results of all student organization elections are to be submitted by April 15th to the office of Student Affairs and the current SGA President and First Vice President. The newly elected officers of the student organizations must meet with the previous officers for transition of chapter functions. It is the responsibility of the newly elected officers to ensure

that the student organization is entirely in compliance with Article XI of this constitution. The newly elected officers must also ensure that a copy of the student organization's current constitution is on file with the office of Student Affairs and the SGA.

(vi) All Established Active students organizations on campus must arrange a date to participate in the Student Lounge and club closet cleaning schedule at least once a year, as per the SGA First Vice President.

(vii) All Established Active organizations must complete the annual End of Year Report released by Student Affairs by April 15th in order to maintain funded status.

(b) Established Inactive - Defined as a student organization that fails to meet the criteria defined in ARTICLE XI Section A, Point 4, Subpoint (a). A club shall be designated Establish Inactive only after a general SGA vote (2/3).

(i) A club shall remain Established Inactive until the SGA votes to reactivate them. The club shall be ineligible for future funding until reclassified as Established Reactive or Defunct as stated in Article XI, Section A, Point 4, Subpoints (c) and (d).

(c) Established Reactivated – Defined as a student organization which has been voted by the SGA to be classified as Established Reactivated and complies with the following:

(i) Currently an Established Inactive club.

(ii) An active student membership of at least 5% of the total student population.

(iii) During the period of Established Reactivated the club must provide the SGA with evidence of continued student interest and involvement in Student Government activities. The period of Established Reactivated classification shall be no less than three months. SGA will conduct votes on the status of Established Reactivated clubs twice annually: at the January meeting and at the April Meeting of each academic year, at which all clubs which have met the three month threshold will be voted into either Established Active or Defunct status.

(d) Defunct - Defined as a student organization which fails to meet the criteria listed under Article XI, Section A, Point 4, Subpoint (a) or a club which is currently designated Established Inactivated and fails to meet the criteria to be classified as an Established Reactivated club. Defunct clubs shall be abolished; however, if student interest arises in a defunct club it can be re-initiated as a Probationary Club as defined in ARTICLE XI, Section A, Point 3.

5. SGA reserves the right to evaluate a student organization at any time during its fiscal year. If SGA deems that a club is not meeting the criteria listed in Article XI, SGA can hold a general vote (2/3) to change the classification of a club. A club shall be granted at least 1 month to prepare arguments for its presentation to be given at a SGA meeting before the general vote (2/3 vote) is cast determining its reclassification.

## **Section B** Funding

1. In order for a club or student organization to receive or renew funding, its membership and/or charter shall not be exclusionary based on gender, race, culture, religion, marital status, age or sexual orientation.

(a) In the years in which a club or student organization is approved for probationary status they may petition the SGA for funding from its operating budget. This process will be followed until such a time as the club is determined to be Established Active or Defunct.

(b) Starting the year a probationary club, which continues to meet the criteria for funding, is determined to be Established Active, it shall receive its funding from that portion of the Student Activities fees allocated for clubs and organizations.

2. At the end of an organization's probationary period, Student Government shall vote to recognize a club as Established Active or Defunct. It is the responsibility of the First Vice President to provide SGA with the status and compliance of each club. This shall take place at the next scheduled meeting following the beginning of a new fiscal year.

3. A general SGA vote is required for the approval for funding.

(a) Student Government shall base their decision if a club meets the criteria listed under Article XI, Section A.

(b) A club must file a year-end report as listed in Article XI, Section B, Point 4.

4. All SGA recognized clubs and student organizations must submit a year-end report detailing the club's activities during the fiscal year due by April 15th of the current fiscal year.

(a) The year-end report shall include all information deemed relevant by the current SGA to assess the activity level that a club maintained throughout that respective academic year.

(b) The year-end report will be reviewed by the Student Affairs Office, the First Vice President, and the SGA Treasurer every 2 years in order to ensure that it effectively evaluates student organizations. The report requirements will be mutually agreed upon by Student Affairs and SGA.

5. The semester funds allotted to the clubs from the student activity fees will be disbursed using two criteria. An initial allotment of funds will be given to all clubs and student organizations that meet the basic criteria outlined in ARTICLE XI, Section B, Point 5, Subpoint (a) with additional funding being awarded to clubs and student organizations based upon a point system outlined in ARTICLE XI, Section B, Point 5, Subpoint (c)

(a) Each Established Active or Established Reactivated club or student organization that submits an end of year report will be eligible for an initial annual allotment of \$200 provided they meet the following criteria:

(i) Membership: Greater than 5% of the entire student body, based on last year

(ii) Activities: At least three non-service activities per year, this can include: general meetings, club fundraisers, or educational events. Must host at least two activities on Sewell campus per fiscal year.

(iii) Community Service: At least one event per year that benefits an entity outside of the University.

(iv) School Service: Participation in at least two SGA organized events, including, but not limited to, Accepted Students Day, Club Fairs, etc.

(v) Wellness Activity: At least one event per year, that benefits the overall wellness of students on campus or is in association with events planned by the student affairs office or wellness committee.

(vi) SGA Storage/Meeting Room and Student Lounge Clean Up: At least one time per year.

(vii) SGA Meetings: At least three general SGA meetings per semester must be attended by an e-board representative (who is not a member of SGA and Class Councils) from each club. One E-board representative may represent a maximum of two clubs at the SGA meeting.

(b) Clubs and student organizations that fail to submit their end of year report by the assigned deadline will not be eligible for funding from the Student Activities disbursement the following fiscal year.

(c) Clubs and student organizations may be awarded additional funding over and above the \$200 initial allotment based on additional points that the club may accrue. After the initial \$200 disbursements are given to all eligible clubs and student organizations, the remaining money in the disbursement pool will be divided amongst the organizations based upon how many points they have. The criteria for obtaining points will be outlined clearly on the end of year report and will include but not be limited to the following:

(i) Having greater than 5% of the student body hold membership

(ii) Holding more than 1 community service event per school year

(iii) Holding more than 5 non-service events throughout the school year

6. Any clubs who are deemed Defunct as defined in ARTICLE XI, Section A, Point 4, Subpoint (d) shall have any financial balance remaining in their account added to the pool of money that is disbursed to student organizations the following year.

## **ARTICLE XII. AMENDMENTS**

**Section A** Amendments to the Constitution may be proposed by any member of the SGA or by written petition signed by 25% of the student body.

**Section B** A seventy-five percent affirmation vote from all voting in the SGA shall be necessary for adoption of amendments to the constitution.

## **ARTICLE XIII. RATIFICATION**

**Section A** This constitution shall become effective immediately upon a two-thirds majority vote of those students voting. The date of ratification shall be noted and made a permanent part of this record.

**Section B** A copy of this document shall be provided to each student in the Education Handbook.

#### **ARTICLE XIV.      DATE OF ADOPTION**

**Section A** This Constitution was ratified by a 2/3 majority vote of those voting in the election of the SGA on January 18, 1995, and was subsequently revised and approved by SGA on April 7, 1997, October 4, 1997, February 11, 1999, April 17, 2001, February 12, 2006, September 20, 2007, March 18, 2010, September 20, 2012, August 18, 2013, and August 21, 2014, September 18, 2014, and January 17, 2017, February 22, 2017; March 26, 2018; September 17, 2018; October 16, 2018; and March 25, 2019, March 9<sup>th</sup>, 2020, March 30<sup>th</sup>, 2021, March 21<sup>st</sup>, 2022, March 28<sup>th</sup>, 2023.