

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
Amended March 28, 2023
Amended March 17, 2026

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 school officials.

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 endeavor 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:

1. President (in the event of a voting tie only)
2. First Vice President
3. Second Vice President
4. Secretary
5. Treasurer
6. Public Relations Representative
7. Alumni Affairs Representative
8. Student Wellness Representative
9. First Year Class President
10. First Year Class Vice President
11. Second Year Class President
12. Second Year Class Vice President
13. Third Year Class President
14. Third Year Class Vice President
15. Fourth Year Class President
16. Fourth Year Class Vice President

The non-voting members of SGA shall be:

1. Immediate Past President
2. Curriculum Committee Representatives (one per curriculum per campus for a total of three representatives preclinically; one per clinical class)
3. Student Academic Progress Committee Representatives (one per class)
4. Honor Code Representatives (one per the Sewell campus and two per the Stratford campus at large per preclinical class; two per clinical class)

Section B. Attendance

1. All officers of the SGA, as defined in ARTICLE III, Section A, are required to attend each meeting in person when possible. Those who are at hub sites or have clinical duties preventing in person attendance are expected to only then join virtually. Any officer accumulating two excused absences in an academic year will receive a written warning.
2. 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.

3. For voting members of the SGA, as defined in ARTICLE III, Section A, 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 6. 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.
4. 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.
5. For non-voting members of the SGA, as defined in ARTICLE III, Section A, 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 requirements can be made at the discretion of the SGA President. Non-voting members who are at hub sites or have clinical duties preventing in person attendance can use alternative methods of communication to participate in meetings in accordance with ARTICLE III, Section B, Point 6. First- and second-year non-voting members are expected to attend meetings in person and may only utilize alternative methods of communication with prior approval from the SGA President. Any non-voting officer accumulating two excused absences in an academic year will receive a written warning.
6. 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.
7. A quorum shall consist of fifty percent or greater of the voting members of the SGA in person.
8. Attendance at mid-meetings is highly encouraged to foster a collaborative atmosphere to enhance productivity at mandatory SGA meetings

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. Composition

1. The Executive Committee shall be comprised of the following:
 - a. President

- b. First Vice President
- c. Second Vice President
- d. Secretary
- e. Treasurer
- f. Public Relations Representative
- g. Alumni Affairs Representative
- h. Student Wellness Representative
- i. Immediate Past President

Section B. Purpose

1. The purpose of the Executive Committee shall be to:
 - a. Develop budgets for presentation to the SGA
 - b. Prepare agendas for SGA meetings
 - c. Represent Rowan-Virtua SOM students to various University and National organizations

ARTICLE V. DUTIES OF THE OFFICERS

Section A. Duties of the President

1. The President shall be willing and able to attend SGA meetings in person and remain available to carry out the responsibilities of the office as they arise throughout the academic year.
2. Maintain functioning and overall direction of the SGA.
3. Preside over all meetings of the SGA and develop the agenda along with other members of the Council.
4. 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.
5. Verify all expenditures of student funds when presented by the Council Treasurer.
6. Organize and maintain membership in SGA committees.
7. Act as chair of the Executive Committee, voting only in the event of a tie.
8. Maintain an ongoing communication with the Assistant Dean of Student Affairs
9. Coordinate DO Day on the Hill for Rowan-Virtua SOM students.
10. Attend all necessary conferences and engagements, including quarterly COSGP Business Meetings.
11. Commit to serving in the advisory role of Immediate Past President (outlined in ARTICLE V, Section I. for one academic year following completion of their presidential term in order to support leadership continuity and organizational transition.

Section B. Duties of the First Vice President

1. The First Vice President shall be willing and able to attend SGA meetings in person and remain available to carry out the responsibilities of the office as they arise throughout the academic year.
2. Represent the interests of the third and fourth year classes.
3. Assume the duties of the President in their absence.
4. Oversee the organization and membership of all Rowan-Virtua SOM clubs/organizations (Student Organizations) and maintain communication with their respective presidents.
5. Evaluate the compliance of all student organizations with this constitution.
6. Serve as a member of a selected Standing Committee/Task Force or pilot new initiatives benefiting Rowan-Virtua SOM students.
7. 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 and sent via the weekly email following the monthly SGA meeting. All students may have access to this record once it is published/distributed.
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. Provide meeting reminders to Council Members prior to each scheduled meeting.
5. Distribute a weekly e-mail bulletin 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 Board.
4. Manage Alumni Spotlight and Alumni Grant management
5. 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 and maintain communication with the school's Marketing Department.
2. Maintain the SGA website and social media regularly in coordination with the Office of Student Affairs and Alumni Engagement.
3. Appoint or serve as the Chair of the Community Service and Student Events Committee (referred to as CSSEC) and act as liaison between CSSEC and SGA.
4. 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 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 Immediate Past President

1. The immediate past president shall be the individual who most recently completed a term as President of the SGA.
2. The immediate past president shall serve in a non-voting advisory capacity to the President and Executive Board.
3. Provide guidance and knowledge to the current President.
 - a. The Immediate Past President is expected to maintain regular communications with the current President.
 - b. Support leadership transition and mentorship of the current President.
4. Assist in ensuring continuity of initiatives and projects between administrations.
5. May attend SGA (open and closed portion) meetings in order to assist in advisory capacity, but is not required to attend in this role.
6. Shall chair the Constitution Sub-Committee, which will consist of the current President along with interested members of the Executive Council, to participate in the review and revision of the SGA constitution.

7. If the Immediate Past President is unable to fulfill the responsibilities of this role, they shall notify the President and the Executive Board, and the position will remain vacant until the next academic year.

Section J. Duties of the Class President

8. Act as the official spokesperson for their respective class at all SGA meetings.
9. Act as the representative/liaison of the class to the faculty, administration, alumni, and any other appropriate organizations or individuals.
10. Oversee the presentation of SGA information to their class.
11. Verify and approve all expenditures of their class funds when presented by the SGA Treasurer.
12. Schedule regular meetings with class council
13. Maintain ongoing communication with the Assistant Dean of Student Affairs
14. Organize and oversee class activities and projects.

Section K. Duties of the Class Vice-President

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

Section L. 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 their respective class.
3. Prepare and submit a curriculum report for each SGA open portion detailing updates from preclinical and clinical classes.
4. Assist the Class President in organizing and maintaining class activities, projects, etc.
5. Liaise between the students of their class and the course directors/clinical education team.

Section M. 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 their respective class.
3. Prepare and submit a student affairs report for each SGA open portion detailing updates from SAPC proceedings since the prior meeting
4. Assist the Class President in organizing and maintaining class activities, projects, etc.

Section N. Duties of the Code of Conduct 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. Prepare and submit a code of conduct report for each SGA open portion detailing updates
5. 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 - Past President, Chair
3. Election Committee - Fourth Year Class President, Chair
4. Student Wellness Committee - Student Wellness Representative
5. Community Service and Student Events Committee (CSSEC) - Public Relations Representative, Chair
 - a. 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 Association Board - SGA President and Class Presidents and alumni affairs representative

Section C. The Standing Committees of the Student Body:

1. SOMA
2. IDEA Council
3. NJAOPS

Section D. Standing Committee Ground Rules:

1. Students who are on academic probation are ineligible to participate as members of the Faculty/Student Standing Committees and SGA.
2. The President, with the approval of the Executive Committee, may appoint students to unexpired terms for the Faculty/Student Standing Committees.
3. 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.

4. The duties of each SGA standing committee shall be determined by the members of the Executive Committee.
5. The Chairpersons of each Standing Committee shall report on the activities of the Committee at each SGA Meeting.
6. The Chairpersons of each Standing Committee are responsible for funds made available by the SGA.
7. The 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

1. The order of business for the open portion of the SGA meetings shall be:
 - a. Call to order
 - b. Roll Call
 - c. Correction and adoption of the minutes
 - d. Deans' Updates
 - e. SGA Executive Council Reports
 - f. Class Presidents' Reports
 - g. Report of Standing Committees
 - i. This will include reports from Standing Committees of the Student Body as listed in Article VI Section C.
 - h. Open mic/new business
 - i. Minute motivator
2. The order of business for the closed portion of the SGA meetings shall be:
 - a. SGA Executive Council reports
 - b. Class Presidents' Reports
 - c. Funding Requests
 - d. New Business
 - e. Adjournment
3. Mid-meetings will be held on an as needed basis

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 a third or fourth year student during their term and the Second Vice President must be a second year student during their term.
2. Each nomination should be made at least ten days 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 Code of Conduct Council and the Student Affairs Dean. Once adjudicated, students may face disciplinary action as determined by the Student Affairs Dean and candidates will be disqualified from the election.
3. The election shall be carried out by an anonymous voting 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 Student Affairs Dean by the election committee.
5. If prior to, during, or immediately following an election, a candidate feels they were discriminated against in any manner, the candidate 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 E-Board at which time they may choose to convene another election or dismiss the incident. A two-thirds majority vote of the SGA E-Board officers 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.

8. The outgoing fourth year class president and vice president will convene an election no later than two weeks prior to the last SGA meeting of each year to determine incoming rising class councils for the following year.
9. The SGA elections will occur concomitantly with the rising second, third, and fourth year class elections as conducted by the outgoing fourth year class president and vice president..
10. All candidates of the election shall record a speech to be presented to the student body, 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

1. The first year class officers will assume responsibility immediately following their installation.
2. The second, third and fourth year Class Officers and SGA Officers shall assume their positions at the April SGA Meeting.
3. The incoming SGA council and class councils shall be duly installed by the graduating President.
4. 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 SGA executive board officers. If approved the appointee will remain in office until the next general election is held.

Section D. Special Role

1. The outgoing 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 on academic probation, or who is involved in disciplinary action shall be automatically relieved of their duties.
2. Any member of the SGA may resign from their position for any reason, at any time.

Section B. Impeachment of an Executive Board 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 E-Board officers, and approval by the Student Affairs Dean would be sufficient to remove an executive board 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 their 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 E-Board officers plus approval by the Student Affairs Dean would be sufficient to remove a class officer from office.
3. The vacated position will be filled according to election policy (ARTICLE VIII) 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 funds shall be placed into a noninterest bearing student account through the University. The Treasurer shall monitor the organizations' funds.
3. The treasurers of all SGA recognized funded clubs shall verify their own expenditures and manage their accounts. Financial reports for each club will be provided to the club leaders at least two times each year by the Office of Student Affairs.

Section B. Student Activity Fees

1. SGA - 35% of the total student activity fee shall be allocated for the SGA as a whole.
2. Classes - 22% 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 – 23% 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 – 2% of the total student activity fee shall be allocated for the I.D.E.A Council as a whole.
5. CSSEC – 1% of the total student activity fee shall be allocated for the CSSEC as a whole
6. Wellness Committee- 1.5% of the total student activity fee shall be allocated for the Wellness Committee as a whole.
7. Student Services Fund- 15.5% for approved student travel awards

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 funds 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 on-line 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 (programs) and Student Services Funding (travel) funding may be considered regardless of the organization's financial status. The expenditure of funds 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 Student Affairs for processing.
3. At the end of each year, the SGA budget reports 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 established by the University. To be recognized, the organization must demonstrate successful operations for at least one year as a student interest group, provide a copy of their Constitution, which shall remain on record with the SGA and a petition reflecting support by 5% of the student body. A two-thirds vote of voting members of the Student Council will be required for recognition. See Section B.
2. Student club recognition requires pre-approval from the Office of Student Affairs.
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 (one academic year) commences on the date of official recognition and continues to the end of the first fiscal year (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 second fiscal year. 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 placed into one of the following classifications:
 - a. Established Active - Defined as an officially recognized student organization that meets the following criteria:
 - i. All organizations must provide a list of students that have served as members or supporters of their club during the past year on their End of Year report, not including the organization's current board members. That list must equal or exceed 2% of the student enrollment.

- 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 one activity on Sewell Campus during its fiscal year.
 - v. Student organizations shall hold an annual election to be held at the student organization's discretion prior to April 30th of the current academic year. The results of all student organization elections are to be submitted by April 30th 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 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 30th 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 2% 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 on a rolling cycle, 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 if not reactivated within 7 years*; 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 will review and hold a general vote (2/3) on the status of all student organizations at least once per fiscal year during an SGA meeting. 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.
6. SGA reserves the right to evaluate a student organization at any time during its fiscal year.

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, disability, age or sexual orientation.
 - a. In the year 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. Following successful completion of a Probationary period and official action by SGA to approve as Established Active, the newly recognized club shall receive funding from that portion of the Student Activities fees allocated for clubs and organizations at the start of their first full academic year as an Established Active club.
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.
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 submit 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 30th of the current fiscal year.
 - a. The year-end report shall include all information deemed relevant by the SGA to assess the activity level that a club maintained throughout that respective academic year.
 - b. The year-end report form will be reviewed by the Student Affairs Office, the First Vice President, and the SGA Treasurer every year 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 annual 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 \$300 provided they meet the following criteria:
 - i. Membership: Greater than 2% of the entire student body, based on prior 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 one activity on Sewell campus per academic year.
 - iii. Community Service: At least one event per year that benefits the community at large or a community organization.
 - iv. School Service: Participation in at least two SOM organized events, including, but not limited to, Accepted Students Day, Club Fairs, etc.
 - v. SGA Storage/Meeting Room Clean Up: At least one time per year.
 - vi. SGA Meetings: Clubs are required to have a representative attend at least 75% of the SGA meetings each semester (that is 4 of 5 for the Fall meetings and 3 of 4 for the Spring meetings) to meet the Year-End Report requirements. All clubs MUST have one (1) E-Board member in person for SGA meetings. Each club must have a representative, and student leaders can only represent one club. If the representative is unable to be there in person (rotations, upcoming events/conferences, etc.) it is the club's responsibility to delegate a representative on behalf of the club. Anyone who is an e-board member for the club can serve as the representative for these meetings. One E-board representative (who is not a member of SGA and/or Class Council) may represent a maximum of one club 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 initial allotment based on additional points that the club may accrue. After the initial \$300 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 earned. The criteria for obtaining points is outlined on the end of year report and will include but not be limited to the following:
 - i. Holding one community service event per school year - one required
 - ii. Participating in school service events- two required.

- iii. Participating in non-service events throughout the school year- three required.
 - iv. Event/meeting on the Sewell campus - one required.
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 funding 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 a written petition signed by 25% of the student body.

Section B. A seventy-five percent affirmation vote from all voting in the SGA E-Board officers 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 available for viewing in the Student 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 15, 1995.