



Alabama College of Osteopathic Medicine
Student Government Association
Constitution

ARTICLE I. NAME AND ORGANIZATION

Section A. Name.

This organization shall be known as the Student Government Association of the Alabama College of Osteopathic Medicine (ACOM). The Student Government Association, henceforth known as the SGA, will be the representative organization for the entirety of the student body of ACOM.

Section B. Members

Every student, by virtue of their matriculation at ACOM, will be a part of the represented student body. By payment of full tuition, as seen fit by ACOM student policy, each student shall be entitled to vote in the SGA elections. Every student who is in good academic standing with the school, as per the student policy, is eligible to run for and hold office within the SGA. All students at ACOM shall be subject to this constitution and the ACOM Student Handbook.

Section C. Policy and Statement of Nondiscrimination

The Alabama College of Osteopathic Medicine does not discriminate on the basis of age, race, color, sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring, or the admission of students.

ARTICLE II. PURPOSE

Section A. Within the Student Body

The purpose of the SGA first and foremost is to represent the ACOM student body to the best of its ability. The SGA shall also organize activities within the school for the involvement of the entire student body.

Section B. Within ACOM

The SGA will serve as a liaison between the student body and the faculty, staff, and all other members of the ACOM community with regards to responsibilities that have not been delegated to Quality Improvement Teams or Class Representatives.

Section C. Within the Dothan and Wiregrass communities

The SGA will serve as a liaison between the ACOM student body and local communities.

Section D. Within national and international borders

The SGA will serve as a liaison between the ACOM student body, the nation and the world at large.

ARTICLE III. OFFICERS OF THE STUDENT GOVERNMENT ASSOCIATION

Section A. President

Section B. Vice President

Section C. Director of Operations

Section D. Director of Finance

Section E. Director of Public Relations

Section F. Director of Events

Section G. Director of Outreach/Community

Section H. Director of Diversity and Wellness

ARTICLE IV. DUTIES OF THE OFFICERS

Section A. President

1. Shall preside over and create an agenda for all meetings of the SGA.
2. Shall act as Chairperson of the SGA.
3. Shall be the head representative of the student body.
4. Shall maintain communication between class officers and with class members.
5. Shall cast a vote on any motion before the SGA only in the case of a tie.
6. Shall carry out or delegate responsibility for any directives or motions of the SGA in order to report on these actions at subsequent meetings.
7. Shall be an ex officio member of all SGA committees (Ex officio member means that the President serves on each committee without a vote).
8. Shall represent the student body to the Council of Osteopathic Student Government Presidents (COSGP), the American Association of Colleges of Osteopathic Medicine (AACOM), and as a Student Delegate at the AOA House of Delegates for the Alabama Osteopathic Medical Association (ALOMA).
9. Shall establish all necessary committees and appoint each committee's respective chairperson.
10. Shall serve as the SGA Representative to the ACOM administration, Dean's cabinet and Board of Directors.
11. Shall serve as 1/3 the student vote in weekly meetings with the ACOM Curriculum Committee.
12. Shall attend meetings with the Associate Dean of Student Services (monthly) and the Dean/Senior Associate Dean (a minimum of once per term).
13. Shall attend Representative meetings for both the first and second year classes to exchange ideas and share pertinent SGA updates (a minimum of once per month).
14. The President may not serve on the Executive Board of any other student organization.
15. Shall give a speech at white coat ceremony.
16. Shall serve as an advisor to the newly elected SGA President-Elect during the transition period.

Section B. Vice President

1. Shall report directly to SGA President and will assume position and responsibilities of President in event of disqualification/impeachment of President.
2. Shall attend meetings/events on behalf of President and ACOM if President is unable to attend.
3. Shall oversee organization and membership of all SGA clubs/student organizations. Shall ensure, in concordance and agreement with Director of Finance, club eligibility for and allotment of SGA funds. Will oversee disciplinary procedures for clubs in violation of SGA and ACOM bylaws in concordance and agreement with the SGA and appropriate Deans of ACOM.
4. Shall organize and Chair monthly meetings of the Club Presidents.
5. Shall manage all relevant SGA elections, including special elections, and oversee transition of office and responsibilities in event of impeachment/disqualification of any members of the SGA. Will oversee impeachment/disqualification/disciplinary proceedings within the SGA in concordance with the SGA and appropriate Deans of ACOM.
6. Shall manage Class Representative elections for the incoming first year class.
7. Shall accompany President on representative trips by default if SGA Officers wishing to attend exceeds available spots.
8. Shall serve as an advisor to the newly elected SGA Vice-President-Elect during the transition period.

Section C. Director of Operations

1. Shall take minutes for the SGA meetings and administer them to the SGA Officers and Associate Dean of Student Services once approved by the SGA Officers.
2. Shall receive all minutes from participating student organizations.
3. Shall maintain an up-to-date roster of all SGA Officers
4. Shall maintain SGA Officer attendance at all meetings, and therefore, good standing.
5. Shall act as the correspondent for the SGA (not including the newsletter).
6. Shall serve as the parliamentarian at all SGA meetings and shall insure that Robert's Rules of Order are followed.
7. Shall serve as an advisor to the newly elected SGA Director of Operations-Elect during the transition period.

Section D. Director of Finance

1. Shall keep official records of all SGA financial transactions through the checking account.
2. Shall be the main point of contact for members of student organizations requesting SGA funding.
3. Shall keep official records of all transactions by student organizations.
4. Shall present an updated budget to the SGA a minimum of twice per semester.
5. Shall reimburse entities for approved transactions.
6. Shall communicate with Vice President regarding student club budgets and eligibility.
7. Shall organize, set the parameters, and implement the distribution of the Individual Travel Fund and the Club Travel Fund.
8. Shall serve as an advisor to the newly elected SGA Director of Finance-Elect during the transition period.

Section E. Director of Public Relations

1. Shall serve as main information source for all media contacts regarding the SGA and student body.
2. Shall collaborate with ACOM's Director of Communication to develop creative and innovative ways to promote ACOM to potential students, community, and rotation sites including, but not limited to, press releases and social media outlets (e.g. Facebook, Twitter, etc.).
3. Shall maintain an updated webpage for the ACOM SGA (including student organizations) and Media Releases including, but not limited to, ACOM academic events (e.g. White Coat Ceremony) and community service/outreach.
4. Shall attend all SGA sponsored events to promote and capture the events for fellow students, faculty and staff, community, and South East Health or delegate these responsibilities to an SGA member who will be in attendance.
5. Shall maintain and release the ACOM Newsletter a minimum of once per semester.
6. Shall serve as an advisor to the newly elected SGA Director of Public Relations-Elect during the transition period.

Section F. Director of Events

1. Shall be responsible for organizing no fewer than two fundraising events for the SGA per school year.
2. Shall serve as liaison between the SGA and Alumni association and coordinate all events between the two organizations.
3. In conjunction with the Director of Public Relations, shall be responsible for promoting, attending, and keeping a photo record of all SGA sponsored events.
4. Shall be responsible for booking all speakers, venues, and entertainment for events sponsored by the SGA.
5. Shall initiate, direct, and maintain the House program each academic year.
6. Shall be responsible for organizing the Tensegrity Ball each spring semester.
7. Shall serve as an advisor to the newly elected SGA Director of Events-Elect during the transition period.

Section G. Director of Outreach/Community

1. Shall be the TOUCH Program liaison and chair.
2. Shall be the liaison to the South East Health Foundation.
3. Shall be the sole point of contact between ACOM student body and South East Health Education Coordinator.
4. Shall assist in organizing, promoting, and executing community outreach activities sponsored by the SGA and student organizations.
5. Shall identify appropriate community outreach opportunities and coordinate with appropriate student organizations and the Academic Division of Student Services to meet those needs.
6. Shall ensure that established community outreach activities and relations are appropriately maintained.
7. Shall sponsor at least one event per semester.
8. Shall work with the Director of Public Relations to coordinate outreach and publicity events.
9. Shall serve as an advisor to the newly elected SGA Director of Outreach/Community-Elect during the transition period.

Section H. Director of Diversity and Wellness

1. Shall coordinate with clubs and execute Diversity Week
2. Shall foster an environment at ACOM that supports and advocates for Diversity
3. Shall preside over Mental Empowerment Directive (MED)
4. Shall coordinate with MED to execute Wellness Week

5. Shall coordinate DO Day of Wellness
6. Shall foster an environment at ACOM that supports and advocates for Wellness/Mental Health
7. Shall serve as an advisor to the newly elected SGA Director of Diversity and Wellness during the transition period

ARTICLE V. REPRESENTATIVES

Section A. Representative Elections

1. Representative elections shall take place following the second Anatomy and Molecular Medicine test of the Fall Term of OMS-I students. The format shall be specified by the Associate Dean of Student Services and SGA Vice President.
3. Representatives shall serve until the end of their OMS-II year, unless they are elected to an SGA Officer position, choose to step down on their own volition, or no longer meet the academic and professional requirements. Representative vacancies shall be filled by a separate election. The total number of Representatives shall equal seven per OMS class.

Section B. Representative Roles & Responsibilities

1. Shall serve as a quality improvement and student advisory team for their respective OMS class
 - a. OMS-II representatives shall serve as a quality improvement and student advisory team for the following OMS-I class until their corresponding class representatives are elected
 - b. Upon election of OMS-I Representatives, the OMS-II will host a combined meeting and offer advising during this transition period.
2. Shall plan and execute school and/or class-wide events alongside the ACOM Director of Student Life
3. Shall work in conjunction with SGA for the benefit of their represented class by, but not limited to, and as deemed necessary:
 - a. Acknowledge and address issues brought forth by the represented class
 - b. Endorse SGA activities to the represented class
 - c. Liaison with the SGA President on issues requiring escalation to higher campus administration
 - d. Assist in the execution of school-wide events.

ARTICLE VI. OMS-III/IV OFFICERS

Section A. Transition Timing

1. Upon inauguration of the SGA-Elects, the outgoing Officers shall become the Chairs of their respective class. As chairs, they shall have the following responsibilities until graduation, unless stated otherwise.

Section B: OMS-III/IV Officer Duties

1. President
 - a. Shall be the official representative of the respective class to the SGA and the ACOM Administration.
 - b. Shall maintain communication between the Administration and respective class.
 - c. Shall carry out or delegate responsibility for any directives or motions of the respective class
 - d. Shall be an ex officio member of all class committees (Ex officio member means that the President serves on each committee without a vote).
 - e. Shall establish all necessary committees and appoint each committee's respective chairperson.
 - f. Shall be in communication with the Associate Dean of Student Services (monthly) and the Dean/Senior Associate Dean (once per term).
 - g. Shall verify all expenditures of his/her class funds when presented by the Class Treasurer.
 - h. Shall oversee and help to organize any class activities and projects.
 - i. Shall have an official vote on any SGA issue that affects respective class
 - j. Shall give a speech at the graduation for respective class.
 - k. Shall serve as co-signature on any checking accounts for their respective class.
2. Vice President
 - a. Shall be responsible for coordinating any professionalism and leadership workshops for students of his or her respective class. This will be accomplished in conjunction with the Associate Dean of Student Services, Coordinator of Student Leadership and Activities, and the active SGA Vice President.
 - b. Shall act as a liaison for students in organizations that have membership extending beyond preclinical years and the ACOM administration and active SGA.
 - c. Shall be responsible for assisting in the contacting the members of his or her respective class for alumni events.

3. Operations
 - a. Shall act as correspondent for his/her respective class.
4. Finance
 - a. Shall maintain a bank account for purposes of class correspondence, class meetings or events, and fundraising income.
 - b. Shall maintain and publish financial records for his/her class during OMS-III/OMS-IV years.
 - c. Shall act as designated person for signing financial paperwork for his/her class during OMS-III/OMS-IV years.
 - d. Shall serve as co-signature on any checking accounts for their respective class.
5. Events
 - a. Shall plan class events including, but not limited to: Match Celebrations as well as the Graduation Gala at the end of OMS-IV.
 - b. Shall gather and maintain photographs from each rotation site to assemble a slideshow to share with the class at the end of OMS-IV.
 - c. Shall work with the Vice-President to plan all reunions for their respective class.
6. Outreach/Community
 - a. Shall collect and publicize information related to volunteering, service projects, health outreach and education, and work with underserved communities.
 - b. Shall encourage and promote service activities among students in OMS-III/OMS-IV clerkships.
7. Public Relations
 - a. Shall coordinate class-specific rotation site articles for publication in the ACOM Beat newsletter.
 - b. Shall report award recipients and publications to the current SGA Director of Public Relations.
8. Diversity and Wellness
 - a. Shall continue to advocate for Diversity and Wellness among students in OMS-III/OMS-IV clerkships.
 - b. Shall work with Site Coordinators to ensure adequate Diversity and Wellness training and opportunities

ARTICLE VII. MEETINGS OF THE SGA

Section A. Scheduling

1. SGA shall hold at least six meetings per semester. Ideally, one meeting per week will be the standard.
2. The dates of the meetings shall be determined by the SGA President at the start of each semester (contingent upon exam schedule changes). Time and location will be confirmed one week prior to each meeting.

Section B. Attendance

1. All officers of the SGA are required to attend each meeting.
2. One unexcused absence or two consecutive excused absences per academic year shall result in disciplinary action that will be left to the discretion of the SGA Officers and the Associate Dean of Student Services. The officer accumulating one unexcused or two consecutive excused absences will receive written warning.
3. Any absences in excess of those stated in Point 2 will result in a vacancy of his/her position. This vacancy will be filled by appointment by the President with an affirmation vote of two-thirds of the SGA Officers. The appointee must meet the class standing requirements as defined in the ACOM Student Handbook.
4. An excused absence from an SGA meeting must be obtained with the same protocols as those defined in the ACOM Student Handbook. In addition to those protocols, the student requesting an excused absence must also notify the Director of Operations, or the President if the Director of Operations is unavailable.
5. An unexcused absence from an SGA meeting must be obtained with the same protocols as those defined in the ACOM Student Handbook. In extenuating circumstances, exceptions to the written notification and attendance requirement can be made at the discretion of the SGA President.
6. A quorum shall consist of two-thirds or greater of the voting members of the SGA Officers.

Section C. Order of Business

1. The order of business for meetings of the SGA shall be:
 - a. Call to order
 - b. Roll Call
2. Reading of the minutes from previous meeting
3. Correction and adoption of the minutes
4. The Director of Student Life Report

5. The President's Report
 - a. Review of the Curriculum Committee Minutes, as appropriate
 - b. Review of the APECC Minutes, as appropriate
6. Vice President's Report
7. Director of Finance's Report
8. Director of Operations' Report
 - a. Including Secretarial Correspondences (incoming and outgoing)
9. Director of Public Relations' Report
10. Director of Community/Outreach's Report
11. Director of Events' Report
12. Director of Diversity & Wellness' Report
13. Old Business
14. New Business
15. Closing Comments
16. Establish Next Meeting Date and Time
17. Adjournment

Section D. Town Hall Meetings

1. The Student Body shall have an opportunity to voice concerns directly to student elected officials during scheduled Town Hall Meetings. Faculty and staff will not be permitted to attend Town Hall Meetings. Town Hall Meetings shall be held twice a semester or upon request.

ARTICLE VIII. ELECTIONS

Section A. Eligibility

1. To be eligible to run for any student leadership position, a candidate must be a first year osteopathic medical student in good standing with the school, and must have a minimum of a 2.75 GPA average.
2. If elected, SGA officers must maintain a minimum of a 2.5 GPA average in their coursework, as per the ACOM Student Handbook.

Section B. Nominations

1. Candidates must self-nominate no later than 5 days prior to Election Day.
2. Candidates must submit a letter of intent to run to the Associate Dean of Student Services detailing their interest in no more than two executive board positions.
 3. Candidates will include their past experiences that qualify them for the positions of interest in the form of essay question responses to be shared with the student body.
4. The SGA Vice President will notify the student body of any SGA Officer positions without candidates 7 days prior to elections.

Section C. Campaigning

1. The official method for campaigning will be facilitated by the SGA Vice President through the ACOM Student Portal.
2. No external campaigning will be allowed, including but not limited to: Facebook, Twitter, Groupme, Microsoft Teams, other forms of social media, bulletin boards, e-mail, t-shirts, instant messaging, text messaging, phone banking, etc. Any candidates found in violation will be disqualified from the election immediately.

Section D. Elections

1. Elections will occur via the ACOM student portal.
2. If no candidate wins a majority vote (50% plus one vote), a second run-off election will occur as soon as possible via the ACOM student portal between the top two candidates for each position.
3. In the event that a candidate wins the election for two positions, the candidate will be asked to choose the position they wish to take. A run-off election will then occur between the next two highest-voted candidates for the remaining position.

ARTICLE IX. RESIGNATION AND IMPEACHMENT

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 (overall GPA falls below 2.5), or who is involved in disciplinary action shall be automatically removed from his/her office.
2. Any member of the SGA may resign from his/her position for any reason, at anytime.

Section B: Impeachment of an SGA Officer

1. Any SGA Officer may be removed from elected office for reason of incompetence, malfeasance in office, or behavior unbecoming of a professional student at ACOM.
2. Impeachment proceedings against a SGA Officer may be initiated by petition of at least 25% of the current OMS-I and OMS-II students of ACOM. A vote of at least two-thirds of the student body plus approval by the Associate Dean of Student Services would be sufficient to remove an SGA Officer from office.
3. In the event SGA Officer is not fulfilling his/her duty, 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 Officers plus approval by the Associate Dean of Student Services would be sufficient to remove an SGA Officer from office.
4. Vacancies in the SGA shall be filled according to Article VI, Section B, Point 3.

ARTICLE X. FINANCE

Section A. Accounting

1. The Director of Finance of the SGA shall receive and properly disburse all funds for student organizations, including the SGA, classes, and clubs. This mechanism shall remain in place as a means of verifying all expenditures.
2. All monies shall be placed into a noninterest bearing student account through ACOM. The Director of Finance shall monitor each organization's funds in separate lines.

Section B. Student Activity Allotment

1. Student Government Association - fifty percent (50%) of the total student activity allotment shall be allocated for the SGA as a whole.
2. Organizations - fifty percent (50%) of the total student activity allotment shall be allocated among the approved organizations and subject to approval by a two-thirds vote of the SGA Officers. Each organization must submit a budget to the SGA Director of Finance in order to be eligible for funds.

Section C. Disbursement

1. Although the SGA Director of Finance disburses all funds and verifies all expenditures, it is the responsibility of each organization to govern those disbursed funds.
2. Any request for SGA monies shall be submitted in writing to the SGA Director of Finance. The expenditure of monies shall be disbursed on a line item basis. If an 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 Associate Dean of Student Services for processing.
3. Funds received by each organization from fundraising, national affiliation, etc., shall be deposited into the SGA account and credited to the organization's line.
4. Any expenditures made by student organizations that violate standards of conduct set forth in the ACOM Student Handbook shall not be reimbursed.
5. At the end of each year, the SGA books will be available for audit, if requested by the ACOM.

Section D. Reimbursement

1. All requests for reimbursement must be submitted in writing to the SGA Director of Finance.
2. All reimbursement requests must then be sent to the Bursar's Office in order for reimbursements to be dispersed.
3. Each year, once the student activity allotment has been determined, the SGA Director of Finance will set criteria for presumptive reimbursement of spending related to student organizations. All expenditures that do not meet this

criteria must be pre-approved by the SGA Director of Finance in order to receive reimbursement. Expenditures that meet this criteria do not require pre-approval. Final approval of all reimbursement requires the approval of the Associate Dean of Student Services.

Section E. Travel Stipends

1. Clubs and individuals shall be able to request travel stipends to offset costs related to attendance of related conferences and conventions. All requests shall be made through the SGA Director of Finance and will be dependent upon SGA policies set at the beginning of each school year.

Section F. OMS-III/OMS-IV Funding

1. OMS-III/OMS-IV Class Officers shall be able to request funding from the SGA Slush Fund, per financial policies.

ARTICLE XI. ORGANIZATIONS, CLUBS, AND COMMITTEES

Section A. Definitions and Purpose

1. Organizations, clubs, and committees are student groups recognized by ACOM with the purpose to enrich student life, explore interests, develop leadership and professional skills, and create engaging campus programming.
2. All organizations, clubs, and committees are subject to the requirements set forth by the SGA and ACOM administration.
3. An organization is defined as a recognized student group that receives a disbursement from the SGA budget for the use of programming and travel.
4. A club is defined as a recognized student group that does not receive funding from the SGA and is prohibited from possessing a bank account in their name.
5. A committee is defined as a recognized student group that exists as a subsidiary of an organization/club. A committee is a member and subject to the requirements and by-laws of their sponsoring organization/club. The sponsoring organization/club is responsible for the activities of the committee. A committee does not directly receive funding from SGA and is prohibited from possessing a bank account in their name.

Section B. Organization and Club Recognition

1. All new organizations and clubs must be recognized by the SGA before becoming officially recognized by ACOM. To be recognized, the organization/club must provide the following documents, which will remain on file with the SGA:
 - a. A copy of their constitution and bylaws
 - b. Organization/Club Information Form
 - c. A list of fifteen (15) founding members
 - d. A Letter of Intent, or (e)
 - e. Present at an upcoming SGA Meeting the intent of the organization.
2. At least a two-thirds vote of the SGA will be required for recognition. Once recognized, the organization/club shall be presented to the Dean of ACOM for final approval. The Dean reserves the right to veto and dismiss organizations/clubs that (s)he feels do not contribute to the overall mission of ACOM.
3. Once an organization has been recognized by the SGA and Dean, they shall be classified as on probation and shall receive no SGA funding for the duration of the semester that they are first recognized. Following this semester, they shall be classified as active and eligible for SGA funding.
4. To remain active with the SGA and retain the support of ACOM, an organization/club must meet the following requirements:
 - a. Participation in SGA activities.
 - b. Leadership and advisement of a full-time faculty or staff member.
 - c. Approval of activities and events through the Division of Student Services.
 - d. Contribution to and support of the philosophy and mission of ACOM.
 - e. Completion of successful evaluation by SGA.
 - f. Timely completion of all necessary forms and processes as directed by the ACOM Director of Student Life and SGA Vice President.
 - g. Submission of all meeting minutes and attendance rosters to the SGA Director of Operations within one week of meetings.
 - h. Participation in Osteogenesis in the Fall Semester.
 - i. Maintain a membership of at least 5% of the total student population, to include OMS-I and OMS-II.
 - j. Election of new Executive Board officers will be held at the beginning February with a deadline decided by the SGA Vice President

- i. Organizations must elect a minimum of four Executive Board officers, two of which must hold the title of president and treasurer.
 - ii. Clubs must elect at least one president/chairperson who is ultimately responsible for club activity and maintains communication with the SGA and ACOM Director of Student Life.
 - iii. Appointment of one individual on the Executive Board to serve as the TOUCH Point liaison with the SGA Director of Community Outreach.
 - k. Attendance at all Presidents Meetings by the organization/club president. If the organization/club president is unable to attend, they may elect to send a designee with written advance notice to the SGA Vice President.
5. To renew funding and remain active with SGA, an organization must complete a minimum of 3 events within these time periods: March 1-September 30, October 1- February 29. A total of 6 events must be completed within a year that satisfy each of the following categories:
 - a. Fundraiser: money raised specifically for club funds.
 - b. Philanthropy: money or goods raised for an outside organization
 - c. Community Outreach: an event that benefits the local community.
 - d. Co-op: an event held in conjunction with at least on other organization
 - e. Education: an event held to teach members in the form of guest speakers, presentations, or workshops
 6. If an organization or club fails to meet the requirements established in Section A, Part 4, they shall be placed on probation. or subject to termination during the review process.
 7. If a funded organization fails to meet the event requirements established in Section A, Part 5, they shall be placed on probation.
 - a. Organizations on probation will be required to generate their own funding and will not receive an allotment of SGA funds. If the requirements in Section A, Part 5 are met within the next academic calendar year, then the organization will have the opportunity to become active again with a simple majority vote of the Executive Board. If the organization does not receive a simple majority vote they will remain on probation.
 - b. Failure to meet proper active requirements during a probationary period will render an organization defunct for the following academic calendar year. If the organization wishes to once again become active, they must reapply to become a recognized organization as stated in Section B. This will result in a probationary status for the following academic semester.
 8. The SGA will re-evaluate the status of every active and probationary organization and club prior to disbursement of funding. The SGA reserves the right to evaluate an organization at any time during each academic semester if they feel the group is not meeting requirements or gives a reason to do so.
 9. To be eligible to run for an organization/club Executive Board position, a candidate must be an OMS-I or OMS-II with a minimum overall 2.5 GPA, as per the ACOM Student Handbook. The candidate must be in good standing with the school. OMS-III, OMS-IV and OPP Fellows are not eligible to hold an Executive Board position of a student organization.
 10. An OMS-I or OMS-II may hold two Executive Board positions of different organizations as long as they do not hold the title of president in both.
 11. An OMS-I or OMS-II may hold a position of SGA Officer and Executive Board position, as long as they do not hold the title of president.

Section C: Committee Recognition

1. A sponsoring organization/club may propose the creation of a new committee by submitting a Letter of Intent to the SGA. The Letter of Intent should detail the purpose, mission, and intended activities of the proposed committee.
2. At least a two-thirds vote of the SGA will be required for recognition of the committee.
3. To maintain recognition, the sponsoring organization/club must submit an activity report of their committee(s) annually or at the request of the SGA Vice President.
4. The SGA and ACOM administration reserves the right to terminate a committee at any time if they feel it is not meeting the ACOM's mission, vision, or goals.
5. Committees must have one designated leadership role, "Chairperson," who is a liaison to their sponsoring organization/club's Executive Board.

Section D. Organization Funding

1. In order for a student organization to receive or renew funding, it must not discriminate on the basis of age, race, color,

sex, gender, sexual orientation, religion or creed, national or ethnic origin, or disability in its programs, activities, hiring, or the admission of students.

2. Prior to disbursing funds, the SGA shall vote to recognize an organization as Active, Probationary or Terminated. It is the responsibility of the Vice President and the Director of Finance to provide the SGA with the status and compliance of each organization and club.
3. A two-thirds vote of the SGA is required for the approval of funding. This will be based upon information provided by the Director of Finance.
4. In regards for travel funding disbursed to organizations, at a minimum the E-Board of each respective club must be notified of receipt of funds for travel from SGA by the respective organizations' Treasurer and President and the E-Board must vote on how the funds are used at least 7 days before effective use of the funds. Confirmation will be recorded by copying an email to the SGA Treasurer and by recording the action in the organization's minutes
 - a. The E-Board must also share 'Opportunities for Travel/Attendance of Conferences' to the organization's members.
 - b. Upon return from the conference, sufficient documentation must be provided to the SGA Treasurer demonstrating appropriate use of travel funds. Documentation may include, but are not limited to: travel receipts, conference registration, and a conference brochure/program.

Section E. ACOM Student Organization Checking Account Policy and Procedures

1. For rules and guidelines, refer to Appendix (ACOM Student Organization Checking Account Policy and Procedures)

Section F. Osteogenesis and New Member Recruitment

1. Osteogenesis will be the first official presentation of the organizations and clubs.
2. Osteogenesis shall be held after OMS I has completed their first exam in Anatomy and Molecular Medicine.
3. There will be no recruitment of any kind apart from interactions held at Osteogenesis.
4. SOMA and AMSA will be the only student groups allowed to recruit prior to Osteogenesis because of the academic materials provided.
5. OMS I Students will not be allowed to participate, join, or volunteer for any club or organization until Osteogenesis has been held. This includes earning TOUCH Points.

Section G: ACOM Houses Competition

1. Details
 - a. There Shall be 8 Houses named after famous DO's
 - i. Blanck, Bolles, Cymet, Jadick, Kirby, Ross Lee, Still, Weaver
 - b. Upon matriculation, all OMS-I & OMS-II students are members
 - i. There shall be 2-3 OMS-II house leaders per house (3 leaders/house)
 1. The Dean, together with the SGA, will help facilitate faculty/hospital involvement
 2. OMS-I added in the summer before matriculation with a random generator
 3. There shall be one SGA member in each house
 1. OMS-II are permitted to change houses their second year if elected to SGA
 - c. There shall be T-shirts made for each house, each year, during the first House Meeting
 - d. Points
 - i. Offered in bulk to incentivize involvement in certain competitive events
 1. Including but not limited to: Kobe event, Spirit Week, Casino Night, Field Day
 - ii. 1-30 points for attendance at an event (TBD by event coordinator)
 - iii. 1 point for every TOUCH hour
 1. Log hours on Track it Forward TOUCH site
 - iv. House fundraisers a goal for the future
 - e. Budget
 - i. There shall be \$150 allotted per house per semester (subject to change)
 - ii. Ran by house leaders
 - f. Prize
 - i. awarded to the house with the most points, as determined the Monday prior to Tensegrity of the corresponding academic year

- ii. Shall consist of: Lunch with the dean, a spiral bound copy of Pocket Manual of OMT handbook to every house member, and the house name and winning year are engraved on trophy unless otherwise indicated by the Dean
- 2. The SGA Director of Events
 - a. Shall oversee all houses and keep track of points
 - i. Used LiveSchool inc. in 2019-2020 to keep track of points
 - b. Selects a subcommittee of House Leaders
 - i. Makes and distributes applications to find appropriate OMS-II House Leaders
 - ii. Holds at least 1 meeting/month with House Leaders- Can be our own version of a House Committee
 - c. Hosts events to encourage competition and camaraderie. These shall be including but not limited to:
 - i. Field day
 - ii. Spirit Week events
 - iii. Counting attendance at SGA events
 - iv. Kobe Bryant event
 - v. Orientation events
 - d. Informs ACOM Students via email about house point standings & events
 - e. Presents the winning house at Tensegrity
 - i. Facilitates prizes
 - ii. Engraves Houses Competition trophy
 - f. Encourages faculty and staff involvement
 - i. Discussions with The Director of Student Life and the Dean
 - g. Trains next SGA Director of Events
- 3. House Leaders (OMS-II students)
 - a. Use house budget to throw team-building events
 - b. Responsible for introducing mentor-mentee ASAP in conjunction w/ SGA
 - i. Offer guidance to OMS-I
 - c. Organize fundraisers
 - d. Keep house updated on Microsoft Teams
 - e. Keep track of TOUCH points
- 4. Faculty/Resident/Physician House leaders?
 - a. Offer guidance to all house members
 - b. Participate in events to encourage House team spirit

ARTICLE XII. SGA CONSTITUTION

Section A. Ratification

1. This constitution shall be ratified by a unanimous vote of the current SGA Officers and the Director of Student Life and Alumni Affairs. The date of ratification shall be recorded in Article XII, Section B.
2. A copy of this constitution shall be made available to all students and faculty of ACOM.

Section B. Date of Adoption

1. This constitution of the Alabama College of Osteopathic Medicine's Student Government Association was adopted on March 25, 2020.

Section C. Amendments

1. An amendment to this constitution may be proposed by any member of the SGA. In addition, any member of the student body in good standing with ACOM who presents a petition signed by 20% of the combined population of the OMS-I and OMS-II classes can propose an amendment.
2. An amendment to this constitution must be voted on by the SGA Officers and passed by a unanimous vote.
 - a. Amendments to "Article V. Representatives" first require a majority vote by currently sitting Class Representatives before moving to a vote by the SGA Officers.

Alabama College of Osteopathic Medicine

Title: ACOM Student Organization Checking Accounts

Effective Date: 7/2016

Revision Date:

Review Date: 06/2016



Policy & Procedure

POLICY

It is the policy of ACOM to provide students with instructional information on operating student club checking accounts

PURPOSE

The purpose of this policy is to ensure all students are aware of the requirements and procedures to be followed for managing ACOM student club checking accounts.

PROCEDURE

The following requirements must be followed for a student club, group or organization to activate and maintain official checking account:

- All expenditures under \$100 must be pre-approved by the club treasurer. All expenditures above \$100 must get pre-approval from SGA Director of Finance prior to making purchase. All expenditures over \$300 must be approved by the Dean of Student Services.
- ACOM SGA will deposit funds to individual club accounts based on club status each semester
- Students will deposit funds and make check payments at any time throughout the year
- Each club president will authorize the Director of Student Life & Alumni Affairs and SAMC Accounting to have access to contact the bank over questions or concerns related to any club accounts
- Over drafting the account will not be allowed
- ACOM has the right to issue a freeze/hold on any account at any time
- Peoples South Bank will call ACOM should any suspicious or fraudulent account behavior occur
- The monthly checking account statement will be mailed directly to ACOM at: 445 Health Sciences Blvd. Dothan, AL 36303 address, Attention: Director of Student Life & Alumni Affairs
- Each club is responsible for providing a bank account reconciliation to the Director of Student Life & Alumni Affairs each month within 10 days of receiving bank statement
- All club Presidents and Treasures will have signing rights to their specific club account
- Peoples South Bank will not allow any cash withdrawals, transfer of funds, cashing of checks, debit card purchases or online banking requests for any club account
- All purchases made must be directly related to benefit the club - No personal purchases

All purchases made must be of direct association to the student organization/club making the purchase. No personal purchases may be made from a student organization account. All student organization-related purchases are subject to the appropriate approval process. Any questions or concerns that result from a review of the monthly bank reconciliations by the Director of Student Life & Alumni Affairs, the Associate Dean of Student Services or ACOM SAMC Accounting should be addressed promptly.

Organization Name (Print)

Approval – Club President

Approval Date

Approval – Associate Dean of Student Services

Approval Date

Approval – Director of Student Life & Alumni
Affairs

Approval Date