



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: SGA Advisor/Non-Voting Member

A Student Services Representative will serve in an advisory capacity to SGA by virtue of his/her/their administrative appointment. The SGA Advisor will not have a vote on SGA issues. The SGA advisor aids in maintaining the organization by providing guidance, counsel, sharing ideas, showing support, and keeping SGA aware of college and system-wide guidelines and regulations.

### Section D. 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 ACOM CARES 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 Community Outreach

### Section H. Director of Diversity

### Section I. Director of Wellness

## ARTICLE IV. DUTIES OF THE OFFICERS

Each SGA officer will evaluate their duties and update if needed at least once per semester.

### 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 determine the head of the SDOY Committee for the SDOY selection process and communicate this with the SGA Advisor.
11. Shall serve as a committee member for the SDOY selection process during their term and for every year thereafter until graduating.
12. Shall serve as the SGA Representative to the ACOM administration, Dean's cabinet, and Board of Directors.
13. Shall serve as 1/3 the student vote in weekly meetings with the ACOM Curriculum Committee.
14. The SGA President may meet with the Associate Dean of Student Services anytime at their discretion. A meeting with the COM Dean is encouraged at least once a semester, but not mandatory.
15. Shall attend Class Representative meetings for both the OMS-I and OMS-II classes to exchange ideas and share pertinent SGA updates (a minimum of once per month).
16. The President may not serve on the Executive Board of any other student organization.
17. Shall give a speech at white coat ceremony.
18. Shall serve as an advisor to the newly elected SGA President-Elect during the transition period.
19. Must attend the OMS 1 Orientation unless excused by SGA Advisor.

### 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 development, organization, and membership of all new and existing 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. If necessary, shall act as a third party to resolve intraorganizational and interorganizational conflicts.
5. Shall organize and chair monthly meetings of the Club Presidents.
6. 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.
7. Shall manage Class Representative elections for the incoming first year class.
8. Shall accompany President on representative trips by default if SGA Officers wishing to attend exceeds available spots.
9. Shall serve as an advisor to the newly elected SGA Vice-President-Elect during the transition period.
10. Must attend the OMS I Orientation unless excused by SGA Advisor.

### **Section C. Director of Operations**

1. Shall take minutes for the SGA meetings and administer them to the SGA Officers, Dean, OMS-I and OMS-II Class Representatives, and SGA advisor.
2. Shall upload the SGA minutes on the SGA website after the meeting.
3. Shall approve the previous meeting's minutes at the start of each meeting.
4. Shall receive all minutes from participating student organizations.
5. Shall maintain an up-to-date roster of all SGA Officers.
6. Shall maintain SGA Officer attendance at all meetings, and therefore, good standing.
7. Shall act as the correspondent for the SGA (not including the newsletter).
8. Shall distribute the weekly email ("This Week at ACOM") to all staff, fellows, and all current classes.
9. Shall serve as the parliamentarian at all SGA meetings and shall insure that Robert's Rules of Order are followed.
10. Shall serve as an advisor to the newly elected SGA Director of Operations-Elect during the transition period.
11. Must attend the OMS-I Orientation unless excused by SGA Advisor.

### **Section D. Director of Finance**

1. Shall keep official records of all SGA financial transactions in conjunction with Accounting and Student Services
2. Shall be the main point of contact for members of student organizations requesting SGA funding.
3. Shall monitor transactions made by student organizations.
4. Shall present an updated budget to the SGA a minimum of once per semester.
5. Shall communicate with Vice President regarding student club budgets and eligibility.
6. Shall organize, set the parameters, and implement the distribution of the SGA-funded Organization (SFO) Travel Funds, the DO Day on the Hill, and OMED Travel Funds.
7. Shall serve as an advisor to the newly elected SGA Director of Finance-Elect during the transition period.
8. Must attend the OMS-I Orientation unless excused by SGA Advisor.

### **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, social media outlets (e.g. Facebook, Twitter, etc.).
3. Shall work with the Marketing Department to maintain an updated webpage for the ACOM SGA (including student organizations) and Media posts including, but not limited to, ACOM academic events 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 Southeast Health, or delegate these responsibilities to an SGA member who will be in attendance.
5. Shall serve as an advisor to the newly elected SGA Director of Public Relations-Elect during the transition period.
6. Must attend the OMS-I Orientation unless excused by SGA Advisor.

#### **Section F. Director of Events**

1. Shall be responsible for organizing no fewer than two fundraising events for the SGA per school year.
2. In conjunction with the Director of Public Relations, shall be responsible for promoting, attending, and keeping a photo record of all SGA sponsored events.
3. Shall be responsible for booking all speakers, venues, and entertainment for events sponsored by the SGA.
4. Shall initiate, direct, and maintain the House program each academic year. More information found in Article XII: ACOM Houses Competition.
5. Shall be responsible for organizing the Tensegrity Ball each spring semester.
6. Shall serve as an advisor to the newly elected SGA Director of Events-Elect during the transition period.
7. Must attend the OMS-I Orientation unless excused by SGA Advisor.
8. Shall preside over the Events Committee

#### **Section G. Director of Community Outreach**

1. Shall be the TOUCH Program liaison and chair.
2. Shall be the liaison to the Southeast Health Foundation.
3. Shall be the sole point of contact between ACOM student body and Southeast 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 Community Outreach-Elect during the transition period.
10. Will act as the COSGP TOUCH liaison.
11. Must attend the OMS-I Orientation unless excused by the SGA Advisor.

#### **Section H. Director of Diversity**

1. Shall preside over the Student Diversity Council.
2. Shall coordinate with Student Diversity Council to execute Diversity Week and regular events to celebrate diversity with the ACOM Student Body.
3. Shall collaborate with the Institutional Diversity Council, working directly with its student representative(s).
4. Shall foster an environment at ACOM that supports and advocates for diversity.

5. Shall serve as an advisor to the newly elected SGA Director of Diversity-Elect during the transition period.
6. Will act as the COSGP Diversity liaison.
7. Must attend the OMS-I Orientation unless excused by SGA Advisor.

### **Section I. Director of Wellness**

1. Shall preside over the Mental Health Awareness Task Force (MHATF).
2. Shall coordinate with MHATF to execute Wellness Week.
3. Shall coordinate with MHATF to execute DO Day of Wellness.
4. Will act as the COSGP Med/Wellness Liaison unless he/she/they forfeit said responsibility to an additional campus member.
5. Shall attend weekly meetings as scheduled to update SGA about wellness happenings at ACOM.
6. Shall work with SGA Advisor to coordinate monthly awareness media campaigns.
7. Shall work with Director of Operations on Weekly Wellness Tips for "This Week at ACOM"
8. Shall foster an environment an ACOM and within SGA that supports and advocates physical, mental, emotional, spiritual, and cultural wellness.
9. Shall host wellness centered events (e.g., Meditation Mondays, Mindful Eating, etc.) as he/she/they see fit.
10. Shall serve as an advisor to the newly selected SGA Director of Wellness-Elect during the transition period.
11. Must attend the OMS-I Orientation unless excused by SGA Advisor.

## **ARTICLE V. OMS-III/IV OFFICERS**

### **Section A. Transition Timing**

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 oversee and help to organize any class activities and projects.
  - e. Shall give a speech at the graduation for respective class.
2. Vice President
  - a. 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 their respective class.
4. Finance
  - a. Shall work with ACOM administration for purposes of financial assistance for the class, including but not limited to gifts and events.
5. Events
  - a. May offer ideas and suggestions to administration for Match Day and Graduation events.
  - 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. May work with the Vice-President to plan all reunions for their respective class.

6. Outreach
  - 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 report award recipients and publications to the current SGA Director of Public Relations.
8. Diversity
  - a. Shall continue to advocate for Diversity among students in OMS-III/OMS-IV clerkships.
  - b. Shall work with Site Coordinators to ensure adequate Diversity training and opportunities
9. Wellness
  - a. Shall continue to advocate for Wellness among students in OMS-III/OMS-IV clerkships.
  - b. Shall work with Site Coordinators to ensure adequate Wellness training and opportunities

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

### **Section A. Scheduling**

1. SGA shall hold one meeting per week which will be the standard
  - a. SGA must hold a minimum of 6 meeting per semester
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 their 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 follow Robert's Rules of Order.
2. The SGA President may arrange the agenda based on voting and/or time-sensitive priorities.

### **Section D. Town Hall Meetings**

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. Town Hall Meetings will be held in-person with a streaming format also available to facilitate participation.

## **ARTICLE VII. SGA ELECTIONS**

### **Section A. SGA 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 2.75 GPA average in their coursework, as per the ACOM Student Handbook.

### **Section B. SGA 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 SGA Advisor.
3. As supervised by the SGA Vice President, candidates will fill out an essay-question response that includes their past experiences that qualify them for the positions of interest that will 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 SGA campaigning will be facilitated by the SGA Vice President.
2. No external campaigning will be allowed, including but not limited to: Facebook, Twitter, GroupMe, Microsoft Teams, other forms of social media, bulletin boards, flyers, e-mail, t-shirts, baked goods, stationary supplies, instant messaging, text messaging, phone banking, etc.
  - a. Any candidates found in violation will be disqualified from the election immediately.
3. Candidates will have the opportunity to deliver a speech prior to election day.

### **Section D. SGA Elections**

1. Elections will occur via a poll sent out by the SGA Vice President.
2. If no candidate wins a majority vote (50% plus one vote), a second run-off election will occur as soon as possible via a poll sent out by the SGA Vice President 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 VIII. 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 2.75), or who is involved in disciplinary action shall be automatically removed from their office.
2. Any member of the SGA may resign from their position for any reason, at any time.
3. Vacancies in the SGA shall be filled according to Article VII, Section B, Subsection 3.

## **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 an 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 their 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 VII, Section B, Subsection 3.

## **ARTICLE IX. FINANCE**

### **Section A. Accounting**

1. The Director of Finance of the SGA shall receive and properly disburse all funds for SGA-funded organizations (SFOs), including the SGA. This mechanism shall remain in place as a means of verifying all expenditures.
2. All monies shall be placed into ACOM's budget under their own cost center set up and approved by ACOM. The SFO's treasurer will then be responsible for the funds and budget of their SFO.

### **Section B. Disbursement**

1. Although the SGA Director of Finance disburses all funds and verifies all expenditures, it is the responsibility of each SFO to govern those disbursed funds.
2. Any requests from non-funded groups for SGA monies shall be submitted in writing to the SGA Director of Finance. SGA will vote to approve or deny the funding request, on a case-by-case basis
3. Funds received by each SFO from fundraising, national affiliation, etc., shall be deposited into the SFO account.
4. Any expenditures made by SFOs that violate standards of conduct set forth by the ACOM Accounting Department, Student Services Department, and the ACOM Student Handbook can result in a professionalism warning.
5. At the end of each year, the SGA and SFO books will be available for audit, if requested by the ACOM.

### **Section C. Travel Stipends**

SFOs shall be able to request travel stipends to offset costs related to attendance of nationally affiliated and 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 D. Nonfunded Clubs (no budget)**

Nonfunded clubs will not access to any accounting established cost centers or other means of managing and collecting monies. They will not fundraise or collect dues. No student will hold funds under the name of a club that is not tied to an ACOM-approved and ACOM set up cost center. Club members may purchase items for clubs and have members reimburse them personally. These nonfunded clubs are not held to the same event requirements as SFOs, but they must follow policies set forth by ACOM Administration (e.g., event forms/approvals, etc.).



### **Section E. OMS-III/OMS-IV Funding**

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

## **ARTICLE X. CLASS REPRESENTATIVES**

### **Section A. Representative Elections**

1. Representative elections shall take place after Osteogenesis.
  - a. The format shall be specified by the SGA Vice President.
2. 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.
3. 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 Class Representative Advisor. This advisor is a Student Services Representative that also serves as the SGA Advisor.
3. Shall work in conjunction with SGA for the benefit of their represented class by, but not limited to, and as deemed necessary:
  - a. Acknowledging and addressing issues brought forth by the represented class
  - b. Endorsing SGA activities to the represented class
  - c. Acting as liaisons with the SGA President on issues requiring escalation to higher campus administration
  - d. Assisting in the execution of school-wide events.

## **ARTICLE XI. SGA-FUNDED ORGANIZATIONS, NONFUNDED CLUBS, AND COMMITTEES**

### **Section A. Definitions and Purpose**

1. SGA-funded organizations (SFOs), nonfunded 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 SFOs, nonfunded clubs, and committees are subject to the requirements set forth by the SGA and ACOM administration.
3. An SFO is defined as a recognized student group that receives a disbursement from the SGA budget for the use of programming and travel. SFOs are intended for students to develop professional skills.
4. A nonfunded 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. Clubs are intended for students to explore interests outside of medical school.
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. SGA-funded Organization (SFO) Recognition and Funding

### Recognition:

1. Process of Starting a New SFO:
  - a. Materials needed:
    - i. Organization Intent Form which asks for a list of 15 founding members and an advisor's signature.
      1. Solely these founding members will have voting privileges to elect the executive board.
      2. SGA members are not allowed to be on the list of founding members of any organizations.
    - ii. A document with the group's bylaws/constitution.
    - iii. Letter of Intent, describing the goals of the new SFO.
  - b. After collecting the above materials, groups must present at an SGA meeting.
    - i. Groups will have 10 minutes to present their proposal, followed by a 5-minute question and answer session.
  - c. After approval by the SGA in a five-eighths vote, they are officially a recognized organization.
  - d. New SFO's are eligible for SGA funding the semester after 2 events have been hosted. A cost center will be established following SGA Director of Finance approval.
  - e. An election is to be carried out among the members within four weeks of SGA approval.
  - f. Election process:
    - i. Once SGA approved, SFOs will announce to their class the new group and announce elections. Any student can run that meets the GPA requirements, if they do not already hold two executive board positions with other organizations.
    - ii. Those wishing to be on the executive board in any capacity must have a minimum GPA of 2.75.
      1. This will be approved by emailing a signed intent form to the current SGA Advisor prior to the election.
  - g. Founding members who present to the SGA will need to decide their positions prior to the election. If they are in a disagreement, the remaining founding members are to vote on the positions.
  - h. Only ONE president, ONE vice president, ONE treasurer, and ONE secretary are to be elected.
  - i. One Community Outreach coordinator is to be elected or combined with another position. This responsibility cannot be combined with the president, vice president, or treasurer position.
  - j. Other positions can be added, as long as they are added to the group's constitution and the current SGA Vice President is aware. An election needs to be carried out for that new position.
  - k. After the executive board election, the group will need to create a Teams page for communication and the current SGA Vice President will be an owner.
  - l. The elected president will receive a "Welcome Packet" via email from the SGA Advisor.
  - m. The current SGA Vice President will meet with the elected president to review topics and answer questions. The president must read the "Welcome Packet" prior to the meeting. This meeting will occur before the SFO hosts any events, including, but not limited to e-board meetings or general body meetings.
  - n. The current SGA Director of Finance will meet with the elected treasurer before an ACOM approved bank account is set up.
2. To remain active with the SGA and retain the support of ACOM, an SFO 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 SGA Advisor 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. SFOs must elect a minimum of four Executive Board officers, one president, one vice president, one treasurer, and one secretary.
    - ii. Appointment of one individual on the Executive Board to serve as the TOUCH Point liaison with the SGA Director of Community Outreach.
    - iii. Individual Eligibility
      - 1. Candidates must be an OMS-I or OMS-II with a minimum overall 2.75 GPA, as per the ACOM Student Handbook and must be in good standing with the school.
        - a. OMS-III, OMS-IV and Fellows are not eligible to hold an Executive Board position of a student organization, with the exemption of Sigma Sigma Phi.
      - 2. An OMS-I or OMS-II may only hold up to 2 Executive Board positions of two different student groups
        - a. OMS-I or OMS-II may only hold the title of President in only one student group.
      - 3. An OMS-I or OMS-II may hold an SGA Officer position and one student group Executive Board position.
        - a. SGA President may not hold an Executive Board for any student group.
        - b. SGA Officers may not hold the title of President for any student group.
    - iv. Organization Eligibility
      - 1. Candidates must be members of the respective organization one month prior to the organization's election.
        - a. Student groups with low membership and/or struggling to fill Executive Board positions are exempt from this rule.
          - i. These organizations must communicate with the SGA Vice President at least 1 week prior to their election before opening up their elections to the general student body.
        - b. In order to vote in an organization's election, students must be members of the respective organization at least 2 weeks before that organization's election.
  - k. Attendance at all Presidents Meetings by the SFO 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.
3. To renew funding and remain active with SGA, an SFO 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 SFO funds.
  - b. Philanthropy: money or goods raised for an outside organization.
  - c. Community Outreach: an event that benefits the local community.

- i. Organizations are encouraged to establish recurring community outreach opportunities for their members.
  - d. Co-op: an event held in conjunction with at least one other student group (SFO, club, faith-based/cultural group, or SGA)
  - e. Education: an event held to teach members in the form of guest speakers, presentations, or workshops.
- 4. If an SFO fails to meet the requirements established in Section B, Part 2 or 3, or the SFO does not have a complete e-board, they shall be placed on probation or subject to termination during the review process. SFOs that do not meet their e-board in the initial election period will have 2 weeks after the last group election to fill their empty e-board positions before they are placed on probation.
  - a. Probation will consist of the SFOs bank account being frozen and the SFO will not receive an allotment of SGA funds. With a frozen bank account, an SFO will not participate in fundraising or philanthropy, but are still encouraged to participate in Section B Part 3 c-e (outreach, co-op, and education) to justify reinstatement.
  - b. If the requirements in Section B Part 2 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 SGA. If the organization does not receive a simple majority vote they will remain on probation.
  - c. Failure to meet proper active requirements (Section B Part 2) during a probationary period will render an organization defunct for the following academic calendar year. If the organization wishes to become once again active, they must reapply to become a recognized organization as stated in Section B Part 1. They will then regain access to their bank account but will not receive SGA funding for one semester.
- 5. 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.

#### Funding:

- 1. In order for an SFO to receive or renew funding, it must not discriminate on the basis of age, race, color, 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 SFO 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 SFO
- 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 SFOs, at a minimum the E-Board of each respective SFO 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.
  - 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 Director of Finance demonstrating appropriate use of travel funds. Documentation may include but are not limited to travel receipts, conference registration, and a conference brochure/program.

#### **Section C: Club Recognition**

- 1. Process of Starting a New Club:
  - a. Materials needed:
    - i. Organization Intent Form which asks for a list of 15 founding members and an advisor's signature.

1. Solely these founding members will have voting privileges to elect the executive board.
  - ii. A document with the group's bylaws/constitution.
  - iii. Letter of Intent, describing the goals of the new club.
- b. After collecting the above materials, groups must present at an SGA meeting.
- c. After approval by the SGA in five-eighths vote, they are officially a recognized club.
- d. An election is to be carried out among the members within four weeks of SGA approval.
- e. Election process:
  - i. Once SGA approved, clubs will announce to their class the new group and announce elections. Any student that meets the GPA requirements can run if they do not already hold two executive board positions with other organizations.
  - ii. Those wishing to be on the executive board in any capacity must have a minimum GPA of 2.75.
    1. This will be approved by emailing a signed intent form to the current SGA Advisor prior to the election.
- f. Founding members who present to the SGA will need to decide their positions prior to the election. If they are in a disagreement, the remaining founding members are to vote on the positions.
- g. Clubs must at least have a president or point person.
- h. Clubs may not have a treasurer, given that they do not have access to an ACOM approved and established bank account.
- i. No student will hold funds under the name of a club that is not tied to an ACOM approved and ACOM established bank account. Club members may purchase items for clubs and have members reimburse them personally. These nonfunded clubs are not held to the same event requirements as SFOs, but they must follow policies set forth by ACOM Administration (e.g., event forms/approvals, etc.). Co-op events with SFOs are highly encouraged.
- j. Positions can be added, as long as they are added to the group's constitution and the current SGA Vice President is aware. An election needs to be carried out for that new position.
- k. After the executive board election, the group will need to create a Teams page for communication and the current SGA Vice President will be an owner.
- l. The elected president will receive a "Welcome Packet" via email from the SGA Advisor.
- m. The current SGA Vice President will meet with the elected president to review topics and answer questions. The president must read the "Welcome Packet" prior to the meeting. This meeting will occur before the club hosts any events, including, but not limited to e-board meetings or general body meetings.

#### **Section D: Faith-based and Cultural Groups**

1. Process of Starting a New Faith-Based or Cultural Group:
  - a. Materials needed:
    - i. Organization Intent Form which asks for a list of 15 founding members and an advisor's signature.
      1. Solely these founding members will have voting privileges to elect the executive board.
    - ii. A document with the group's bylaws/constitution.
    - iii. Letter of Intent, describing the goals of the new club.
  - b. After collecting the above materials, groups must present at an SGA meeting.
  - c. After approval by the SGA in a five-eighths vote, they are officially a recognized group.
  - d. An election is to be carried out among the members within four weeks of SGA approval.
  - e. Election process:

- i. Once SGA approved, clubs will announce to their class the new group and announce elections. Any student that meets the GPA requirements can run if they do not already hold two executive board positions with other organizations.
- ii. Those wishing to be on the executive board in any capacity must have a minimum GPA of 2.75.
  - 1. This will be approved by emailing a signed intent form to the current SGA Advisor prior to the election.
- f. Founding members who present to the SGA will need to decide their positions prior to the election. If they are in a disagreement, the remaining founding members are to vote on the positions.
- g. Faith-based and cultural groups must at least have a president or point person.
- h. Groups may not have a treasurer, given that they do not have access to an ACOM approved and established bank account.
- i. No student will hold funds under the name of a group that is not tied to an ACOM approved and ACOM established bank account. Group members may purchase items for clubs and have members reimburse them personally. These groups are not held to the same event requirements as SFOs, but they must follow policies set forth by ACOM Administration (e.g., event forms/approvals, etc.). Co-op events with SFOs and Student Diversity Council are highly encouraged.
- j. Positions can be added, as long as they are added to the group's constitution and the current SGA Vice President is aware. An election needs to be carried out for that new position.
- k. After the executive board election, the group will need to create a Teams page for communication and the current SGA Vice President will be an owner.
- l. The elected president will receive a "Welcome Packet" via email from the SGA Advisor.
- m. The current SGA Vice President will meet with the elected president to review topics and answer questions. The president must read the "Welcome Packet" prior to the meeting. This meeting will occur before the group hosts any events, including, but not limited to e-board meetings or general body meetings.

### **Section E: Committee Recognition**

1. A sponsoring organization/club may propose the creation of a new committee by submitting an Organization Intent Form and 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 five-eighths 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 reserve 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 F. Transition from a Club to an SGA-funded Organization**

1. A nonfunded club should not be looked at as a means to an SGA-funded Organization, as they are defined very differently; however, if a nonfunded club does find itself in a position to want to transition to an SFO these are the guidelines.
2. At the discretion of the SGA board, a club can transition into a funded organization if at least one of the following criteria is met:
  - a. The club has been established on campus for at least 1 full year
  - b. The club hosts events regularly (minimum of 2/semester)
  - c. The club has an established executive board
3. Along with the aforementioned information, the club must be in good standing with both the administration and the SGA.

4. The club will present their case to the SGA regarding how they believe their group would benefit the student body and community more as an SFO rather than a club.
  - a. A five-eighths vote of yes must be established to be transitioned.
5. Clubs that are transitioned are eligible to receive funding from the SGA as soon as 1 week after a successful vote.
6. All clubs transitioned to SFOs will follow the SFO requirements (Article IX, Section B, Paragraph 2) in order to keep their funding.
  - a. They will be referred to as an SFO and cannot revert back to their previous status as a club (This does not apply to faith-based or cultural groups).

### **Section G. Osteogenesis and New Member Recruitment**

1. Osteogenesis will be the first official presentation of all student groups.
2. Osteogenesis shall be held after OMS-I has completed their first block of exams are complete.
  - a. There will be no recruitment of any kind before Osteogenesis.
  - b. SOMA and AMSA will be the only student groups allowed to recruit prior to Osteogenesis because of the academic materials provided.
4. 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.

## **Article XII. ACOM HOUSES COMPETITION**

1. Details
  - a. There shall be 8 Houses named after famous DOs
    - 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.
      1. The SGA, will help facilitate faculty involvement.
      2. OMS-I added in the summer before matriculation with a random generator.
      3. There shall be one SGA member in each house.
  - c. If elected to SGA, OMS-II are permitted to change houses.
  - d. There shall be T-shirts made for each house, each year, during the first House Meeting.
  - e. Points
    - i. Offered in bulk to incentivize involvement in certain competitive events.
      1. Including but not limited to: SGA-sponsored events, Spirit Week, Casino Night, Field Day
      2. 1-30 points for attendance at an event
      3. Point values will be determined by the Director of Events.
    - ii. 1 point for every TOUCH hour
      1. Log hours on Track it Forward TOUCH site for review within 60 days of completion.
      2. House name must be included in the ID section on Track It Forward to be counted for House points.
    - iii. House fundraisers a goal for the future
  - f. Budget
    - i. There shall be \$150 allotted per house per semester (subject to change).
  - g. 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 a trophy, unless otherwise indicated by the Dean.
- 2. The SGA Director of Events
  - a. Shall oversee all houses and 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.
  - 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. Orientation events
  - d. Informs ACOM students via email about house point standings and events.
  - e. Presents the winning house at Tensegrity.
    - i. Facilitates prizes
    - ii. Engraves Houses Competition trophy
  - f. Encourages faculty and staff involvement.
- 3. House Leaders (OMS-II students)
  - a. Use house budget to host team-building events.
  - b. Responsible for introducing mentor-mentee in conjunction with SGA.
  - c. Organize fundraisers.
  - d. Keep house updated on Microsoft Teams.
  - e. Keep track of TOUCH points.

## ARTICLE XIII. SGA CONSTITUTION

### Section A. Ratification

1. This constitution shall be ratified by a unanimous vote of the current SGA Officers, then reviewed and approved by the SGA Advisor or ACOM Administration. The SGA Advisor and ACOM Administration reserve the right to make necessary recommendations for amendments. The date of ratification shall be recorded in Article XIII, Section B.
2. A copy of this constitution shall be made available to all students and faculty of ACOM.

### Section B. Date of Adoption

This current version of the constitution of the Alabama College of Osteopathic Medicine's Student Government Association was adopted on January 29th, 2021.

### 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 X. Representatives" first require a majority vote by currently sitting Class Representatives before moving to a vote by the SGA Officers.
  - b. The revised copy of the constitution will be emailed to the SGA Officers and the SGA Advisor no later than one week after confirmed amendments. This updated version



will be sent to the marketing department by the SGA Advisor to be updated on ACOM's website to make it available to all students and faculty of ACOM.