

**Lake Erie College of Osteopathic Medicine Bradenton  
School of Pharmacy  
Student Government Association  
Constitution**

**Rev. 10/19/2017**

*Preamble*

We, the students of Lake Erie College of Osteopathic Medicine (LECOM) School of Pharmacy, have drafted this constitution. This document is adopted subject to regulation and supervision of the Board of Trustees, Administration, and faculty of LECOM School of Pharmacy.

It shall be deemed worthy of recognition and of indispensable exercise by the authority granted to each of the above named jurisdictions.

Its provisions shall be duly carried out in accordance with Student Government by-laws, Student Government Standing Rules, and Robert's Rules of Order. It shall become incumbent upon the student body immediately upon its acceptance.

This document shall provide a means by which each student of LECOM School of Pharmacy shall have equality of opportunity, method of action, and ability of opinion to pursue their individual aspiration within the realm of this institution of pharmacy.

***Article I. Name and Doctor of Pharmacy Degree***

*Section 1. Name*

This body shall be known as the student body of LECOM School of Pharmacy. The representation of the student body shall be known as the Student Government.

*Section 2. Student Body*

The student body of LECOM School of Pharmacy shall include all students registered in a degree program paying Student Government fees and attending LECOM School of Pharmacy.

***Article II. Objective/Purpose***

*Section 1. Non-Discrimination*

The Student Government does not discriminate on the basis of race, sex, creed, color, national origin, age, sexual orientation, or disability in its programs or activities in carrying out the meaning and intent of this constitution.

### *Section 2. Purpose*

The purpose of Student Government shall be:

- A. To act as the official representation to voice the concerns and opinions of LECOM School of Pharmacy students to:
  1. The LECOM School of Pharmacy Administration and Faculty
  2. All Standing Committees of the above organizations
- B. To provide a means of expression for student opinions.
- C. To prepare a budget for student activities which the Student Government believes most clearly approaches the desires and needs of all students.
- D. To discuss the conduct of campus organizations that seems to be behaving in a manner prejudicial to the welfare of the profession, college, or other students; and to make recommendations to the appropriate body when requested and/or necessary. Discipline within our jurisdiction shall include a suspension of Student Government funds to these organizations. The suspension shall last one year or until reapplication for official status shall be deemed reasonable by Student Government.
- E. To oversee the establishment of new student organizations and to promote communications and cooperation among all student organizations.
- F. To assist with and/or supplement extracurricular education and social events for LECOM School of Pharmacy students.

## ***Article III. Membership***

### *Section 1. Constituents/Non-Voting Members*

- A. The student body; constituents to Student Government; shall consist of every registered student of LECOM School of Pharmacy in a degree program paying Student Government fees.

### *Section 2. Faculty Advisor/Non-Voting Member*

- A. Faculty Advisor will serve in an advisory position to Student Government.
- B. Faculty Advisor will not have a vote on Student Government issues.
- C. Term of Faculty Advisor shall coincide with the term of office of the Student Government Officers. Each class of student government officers shall have their own Faculty Advisor to serve as Faculty Advisor for that term of office. Removal

for any justifiable reason can occur by a simple majority of Student Government voting members. Consecutive terms shall not be limited.

- D. Resignation of Faculty Advisor must be written and submitted to the Director of Admissions and Student Services.
- E. If for any reason there is a removal of the Faculty Advisor, they must be replaced with a new Faculty Advisor immediately. No Student Government meetings or activities shall take place without a Faculty Advisor in position.

*Section 3. Director of Admissions and Student Services/Non-Voting Member*

- A. The Director of Admissions and Student Services will serve in an advisory capacity by virtue of his/her administrative appointment to the position as the Coordinator of Student Affairs.
- B. The Director of Admissions and Student Services will not have a vote on Student Government issues.

*Section 4. Student Government Officers/Voting Members*

- A. Student Government Executive Staff shall consist of: Student Government President, First Vice-President, Second Vice-President, Secretary, Historian and Treasurer.
- B. Student Government voting members for each class shall consist of: Class President.
- C. Student Government shall meet at the request of the President.
- D. A Student Government member may concurrently serve as a club or outside committee officer with a simple majority vote by Student Government.
- E. Responsibilities of Student Government are to:
  - a. Set Student Government meeting times, places, and events.
  - b. Oversee an adequate transition period following elections of new Student Government Officers.
  - c. Refer to Article II, Section 2.
- F. Attendance at all meetings is required unless previously excused by the remaining Student Government members.
- G. Qualifications: must be in good academic standing as set forth by the LECOM Student Handbook.
- H. Removal and resignation of Student Government members: Refer to Article IV, Section 4.

***Article IV. Duties of Student Government Officers***

*Section 1. Eligibility*

- A. Candidate must be in the class for which he/she represents.
- B. Candidate must be in good academic standing as set forth by the administration and the student handbook of LECOM School of Pharmacy.
- C. Term of office is three quarter years for the first year class and one year for the second, third and fourth year class.

- D. All students interested in running for President, First Vice-President, or Second Vice-President must attend at least one general meeting prior to elections.

### *Section 2. Positions Available*

- A. Offices for class representation shall include: President, Vice-President, Secretary, Historian, Class Representative and Treasurer. Every class member shall vote on these Student Government officers and the officers shall represent the entire class.

### *Section 3. Elections*

- A. Date of elections shall be set at the discretion of Student Government.
- B. Elections of first year classes will be held on the 5<sup>th</sup> or 6<sup>th</sup> week of the fall term, after mid-term grades become available.
- C. Election for all other classes will occur in April of the current school term for the subsequent school year.
- D. Terms of office will begin at the end of the spring semester and will run a course of 1 calendar year.
- E. The election shall be run under the following guidelines:
  - a. Give notice of forthcoming election at least two weeks prior to the election date.
  - b. The student body shall cast votes by written ballot or through electronic means, prepared by the SGA Executive Staff
  - c. There shall be no absentee ballots.
  - d. A letter of intention must be presented to the Student Government by the candidate at least one week prior to the election to be considered an official candidate.
- F. Elections shall be run by Student Government Guidelines and format of this election shall be set forth by Student Government.
- G. Candidates must receive a simple majority of the votes cast in order to be elected into office.

### *Section 4. Removal/Resignation*

- A. Resignations from office must be submitted in writing to the Director of Admissions and Student Services and to the remaining Student Government officers.
- B. Removal of a Student Government officer can occur either by a simple majority vote of the student body members (>50%) or by a simple majority vote by Student Government members (>50%). The party (ies) within the student body wishing to remove an officer must present a petition to the Director of Admissions and Student Services bearing the names and signatures of a simple majority (>50%) of the students in the class. The Director of Admissions and Student Services shall verify this petition.

- a. If this occurs, there will be a new election and any student in the class in good academic standing is an eligible candidate for the vacant position to carry out the duration of that term.
- b. If a current Student Government member wins the election then another election will take place to fill that member's position.

*Section 5. The Duties of the Student Government President Shall Be:*

- A. Act as liaison between the student body and the administration regarding class affairs.
- B. Report to the student body student-related affairs.
- C. To call and preside over meetings of Student Government.
- D. Has a vote in Student Government meetings that is only cast in the event of a tie, with the ability to propose motions
- E. Carry out or delegate responsibility for any directives or motions of the Student Government in order to report on these actions at subsequent meetings.
- F. Coordinate, in advisory capacity, all Student Government officers.
- G. Shall, upon invitation, sit in on Board of Directors Meetings and/or Board of Trustees Meetings and/or Deans Committees to voice student concerns, affairs, and priorities.
- H. Serves as advisor to the newly elected Student Government during the transition period.
- I. May act as cosignatory with the Treasurer on Student Government Checks.
- J. Shall serve as chair of the standing Constitution and By-Laws committee
- K. Term of office will be two years, with the second year being served as Student Government Immediate Past President, as defined in Article IV, Section 11.

*Section 6. The Duties of the Student Government First Vice-President shall be:*

- A. Shall assume the duties of the President should the President be unable to serve.
- B. Support and aid the president in the accomplishments of his/her duties.
- C. Shall act as Parliamentarian as stated in the LECOM School of Pharmacy Student Government Constitution and LECOM Parliamentary Procedure Guidelines.
- D. Coordinate all Student Government committees.
- E. Have a vote in Student Government meetings.
- F. Conduct all elections for class officer elections as stated in article IV section 3.
- G. Coordinate all Student Government clubs, groups, and organizations and report on such to Student Government.
- H. Organize the selection of all Student Government awards (Student Government Outstanding Faculty Award, Staff Awards, etc.)
- I. Serves as advisor to the newly elected Student Government during the transition period.
- J. May act as cosignatory with the Treasurer on Student Government checks.
- K. Term of office will be one year

*Section 7. The Duties of the Student Government Second Vice-President shall be:*

- A. Shall assume the duties of the President in the absence of the First Vice-President and President.
- B. Coordinate all class activities and events.
- C. Shall work to organize social, extracurricular, and extra educational endeavors of the student body
- D. Have a vote in Student Government meetings.
- E. Shall be responsible for, coordinate, and submit a Student Government calendar of social events for the year. A copy should be submitted to each of the following: Office of Student Affairs, Student Government Faculty Advisor, Office of Public Relations, and the Office of the Dean.
- F. Serves as advisor to the newly elected Student Government during the transition period.
- G. May act as cosignatory with the Treasurer on Student Government checks.
- H. Term of office will be one year

*Section 8. The Duties of the Student Government Secretary shall be:*

- A. Record an authentic record of the proceedings of the ~~class~~ general meetings and place in a binder, or retain electronically
- B. Email actual Student Government meeting minutes to Student Government officers.
- C. Email a synopsis of the minutes of the Student Government meetings for all class members.
- D. Prepare, with class President, a written agenda for class motions.
- E. Have a vote in Student Government meetings.
- F. Serves as advisor to the newly elected Student Government during the transition period.
- G. Term of office will be one year

*Section 9. The Duties of the Student Government Treasurer shall be:*

- A. Maintain an accurate log of student government funds and remit payment on any expenditures.
- B. Submit a budget for the student government to the Director of Student Affairs and the Director of Admissions and Student Services.
- C. Serves as advisor to the newly elected Student Government during the transition period.
- D. Term of office will be one year
- E. Have a vote in Student Government meetings.

*Section 10. The Duties of the Student Government Historian shall be:*

- A. Serve as the Webmaster for the Student Government and Class websites
- B. Serve as the 1<sup>st</sup> Vice Chairperson on both the Publicity and Awareness and Activities Committees
- C. Be responsible for paying the annual or biannual website fee
- D. Have a vote in Student Government meetings.
- E. Assist clubs in maintaining their web pages and links to the Student Government website
- F. Term of office will be one year
- G. In charge of submitting articles to the LECOM Pulse

*Section 11. The Duties of the Student Government Immediate Past President*

- 1. The position is to be filled by the departing President.
- 2. Is a non-voting member of the executive board.
- 3. Provide advice and leadership to the executive board regarding past practices and other matters to assist with governing the association.
- 4. Support the executive board in the transition period and during the year
- 5. Support and provide continuity to the SGA Board's work by fulfilling the envisioned future as well as the strategic plan of the Student Government Association.
- 6. Serve as a member of any committee as assigned by the current executive board.
- 7. Actively participate in Student Government meetings and communications.
- 8. Term of office will be one year.

***Article V. Student Government Meetings***

*Section 1. Guidelines for Meetings*

- A. The President of the Student Government shall preside over all Student Government meetings.
- B. The President of the second year class shall preside over Joint Student Government meetings
  - a. Joint meetings consist of Student Government officers of all three classes.
- C. All meetings of the Student Government shall be conducted according to the following hierarchy:
  - a. Student Government Constitution
  - b. LECOM School of Pharmacy Student Government Parliamentary Procedure Guidelines
  - c. Robert's Rules of Order
- D. Meeting times and agendas are public information and may be viewed by any member of the student body.
- E. An executive session (closed meetings) may be called when deemed necessary by the Student Government President. A synopsis of the minutes will be emailed to the students and the actual meeting minutes will be emailed to the Student Government members. The synopsis and actual minutes shall be kept on file with

the Faculty Advisor, which can be reviewed upon further request by a student body member.

- F. The Order of Business for Student Government meetings shall be:
  - a. Call to order
  - b. Approval of the minutes
  - c. Committee reports
  - d. Old Business
  - e. New Business
  - f. Adjournment

### *Section 2. Meeting Time*

- A. Time and date of regular meetings shall be decided by the Student Government.
- B. Special meetings may be called at the discretion of the Student Government President or a simple majority vote of the Student Government.
- C. All Student Government members must be notified in writing of the time and location of all Student Government meetings in order for a meeting to be held.
- D. All Student Government officers from each class should hold a joint meeting at least once a month, or at the discretion of the Student Government members.
  - a. A designated Student Government officer from each class will summarize their current class activities.
  - b. A secretary will be designated to record the minutes from the meeting and email the minutes to the class officers and a summary to the classes represented.
  - c. Decisions will be based upon a simple majority vote of the Student Government members in attendance.

### *Section 3. Quorum for Student Government Meetings*

- A. Student Government meetings shall be deemed as official, and all decisions from the said meeting deemed final and binding when a quorum is present. The quorum shall consist of a two-thirds (2/3) majority of Student Government voting members not on clinical rotations.
- B. A meeting not having a quorum shall be held by a simple majority vote of those Student Government members present. All proceedings not having a quorum shall be deemed official, final, and binding only after approval at the next meeting with quorum present.

## ***Article VI. Finance***

### *Section 1. Record Disclosures*



All financial records of the Student Government will be made available to any student body member upon written request.

*Section 2. Student Government Fees*

- A. Student Government fees shall be set by the Student Government members for the following year based on the proposed budget and pending approval of this budget by the administration and the Office of Student Affairs.
- B. Student activity fees shall be subject to change according to Student Government and administration approval.
- C. Student activity fees are used for programs that are in the interest of all college disciplines, interests, and programs.

*Section 3. Disbursement of Funds*

- A. A proposed budget should be drawn up by the Student Government Treasurer and presented to the Director of Admissions and Student Services during the transition stage. Upon approval of this budget, it shall be voted on by Student Government members and upon passing be presented to the administration for final approval.
- B. During the budgeting process in the fall, the Student Government shall designate all budget line items as one of the following:
  - a. Approved in concept for possible and tentative future allocation.
  - b. Approved for specific dollar amount.
  - c. Not approved.
- C. The process for request and release of Student Government funds shall be to:
  - a. Submit a proposed budget to the Director of Student Affairs and the Director of Admissions and Student Services.
  - b. All requesting bodies shall present to the Student Government Treasurer, Director of Student Affairs, and the Director of Admissions and Student Services a final budget for all allocations.
  - c. All clubs, committees, organizations, and individuals are advised to use the class Treasurer in order to formulate a proper budget and proposal for presentation to the Student Government. See Article VIII Section II.
- D. All payment of receipts of expenditures shall require the signatures of two Student Government members, one of which must be the Treasurer.

*Section 4: Disbursement of Funds to Clubs/Organizations*

- A. All clubs and organizations having been approved by the LECOM School of Pharmacy SGA Board shall be required whether, pre-existing or new, submit a budget to the SGA at the start of each school year. It is imperative each club/organization request all funds for the entire year. A written response explaining rationale for allotted funds for the entire school year will be required with each organization's budget. The way a club used their activity money in the past year to benefit students, as well as their participation influences the

- committee's decision on the sum of money given to that club for the next year. Some clubs receive community donations, foundation money, fundraiser money, and that is also considered when giving out SGA funds. Other factors are the number of students that benefit from the club, the number of members, the benefit of the entire LECOM student body and the fundraising efforts put forward by the club. The money that is left over at the end of the school year will be rolled over to next year's officers.
- B. Each club will receive \$100 the semester it is approved by the SGA Board and LECOM administration. Ten percent of the entire SGA Budget will be dispersed among the existing clubs/organizations that have accurately followed established guidelines above. If a club established itself during the midst of the school term, it shall be responsible for its own fundraising matters until the start of the following school year. At this time said organization will be allowed to submit a budget proposal to the SGA. An established club or organization may request supplementary funds outside of the original budget at any time. A one-page proposal shall be submitted at any time and reviewed at the next SGA Executive Board meeting. A 2/3 vote shall be required in order for funds to be dispersed. If funds are denied, the SGA board will notify the requestor within one week following the decision with a clear explanation, in writing, of the rationale for denial. It should be noted that before the SGA budget is approved, specific notation on funds available for dispersion to campus clubs/organizations be submitted and approved at the first Open Meeting of each school term.
  - C. It should be noted that there is no guarantee for all money requested.

#### *Section 5: Disbursement of Funds to Individual Students*

- A. The Dispersion of funds pertaining to any individual or group of students not associated with any existing clubs/organizations currently at LECOM Bradenton School of Pharmacy shall be required to abide by the following parameters:
  - 1. Must have a minimum 3.0 GPA
  - 2. Must show active involvement within student life and or Bradenton/Sarasota community
  - 3. Must submit a one-page proposal explaining purpose of venture and how said venture will contribute to the betterment of LECOM Bradenton School of Pharmacy
  - 4. Will be required upon completion of venture to present at the next SGA Open Meeting, a Deans Hour, or another available open forum explaining all relevant experiences that contribute to the betterment of the LECOM Bradenton Community
  - 5. Funds will be decided based on established criteria as well as a 2/3 vote by all voting members of the SGA Executive Board
  - 6. Not all funds requested are guaranteed
  - 7. A written statement will be provided by the SGA Board within one week of reviewing the proposal explaining the rationale for denying funds.

## ***Article VII. Communication with Administration***

Students are encouraged to use the proper channels in order to ensure proper action on concerns of the student body. These channels will be drafted in Student Government Constitution at a later date with Student Government and administrative advisement.

## ***Article VIII. Organizations, Clubs, Service Projects, & Intramurals***

### *Section 1. New Organizations*

- A. To be recognized as a new organization or club, a representative or the prospective President of the organization should submit the “New Organization or Club Form” to Student Government with the following: name of organization or club, prospective officers with signatures, faculty advisor with signature, club description, a mission stating how the organization will contribute to LECOM, and the proposed charter (if applicable). Forms can be obtained from any member of Student Government.
- B. The organization or club must submit a form every year to be eligible for funding and recognition by Student Government.

### *Section 2. Organization, Club, Service Project, and Intramural Funding*

- A. Any organization or club may request funding, using the “Request for Funding for Organizations or Clubs Form” designed by Student Government, provided that the following two conditions are met:
  - a. The organization/club plans and performs one service project per year (community or LECOM).
  - b. The organization/club holds one fundraiser per year to benefit that organization/club.
- B. Funding can also be requested for Intramurals and Individual Service Projects, using the “Request for Funding for Service Events or Intramurals Form.” Forms for funding can be obtained from any Student Government member.
- C. Completed forms must be submitted at least two weeks prior to event or activity. Funds will be distributed based on how the service or activity contributes to LECOM, number of participants, and other considerations as deemed by the standing Student Government.

## ***Article IX. Amendments to the Constitution***

### *Section 1. Initial Approval of Proposed Amendments*

- A. A simple majority of all voting Student Government members is required for proposed amendments to be accepted for consideration.
- B. A proposed amendment shall be dealt with in one of the following ways:
  - a. If the proposed amendment gets tabled by the Student Government at the time of initial presentation, no action, except discussion, on this issue will occur until the following scheduled Student Government meeting where a vote for ratification or rejection shall take place.
  - b. If the Student Government does not table the proposed amendment, the proposed amendment can be discussed and voted on at the initial meeting to become a temporary amendment. A temporary amendment is an amendment that is in effect until the following meeting where a vote for ratification or rejection shall take place.

*Section 2. Approval of Proposed Amendments*

- A. All amendments must have the support of a simple majority of all voting Student Government members before being incorporated into the Student Government Constitution, and Standing Rules.
- B. Proposed amendments must be voted on by Student Government members at the next meeting following submission of the proposed amendment.
- C. If the amendment is defeated or is not voted on at this meeting, it may be resubmitted for final vote at the next Student Government meeting.
- D. Approved amendments shall go into effect immediately following their approval unless otherwise stated in the amendment.
- E. Student Government must be in quorum being two-thirds of voting executive members.