

The Constitution of the Student Government of Kansas Health Science Center College of Osteopathic Medicine

We the students at Kansas Health Science Center College of Osteopathic Medicine of Medicine and Biosciences, to secure student rights, provide organization for the management of student life, to communicate with the University's leadership, voice student opinion, and carry out the will of students, do hereby establish this constitution.

Article I: General Organization

SECTION I: INFORMATION

The name of this organization is the Kansas Health Science Center College of Osteopathic Medicine Student Government Association, hereafter referred to as SGA. The SGA consists of an Executive branch and a Legislative branch.

SECTION II: DEFINITIONS

- **Executive Board:** the president, vice president, secretary and treasurer who oversee the Student Senate.
- **Executive Cabinet:** comprised of the Executive Board and is responsible for maintaining communication between the Student Senate and the Executive Board.
- **General Elections:** an annual election to fill executive or legislative positions.
- **Student:** Currently enrolled students with full-time classification at Kansas Health Science Center College of Osteopathic Medicine.
- **Senate:**
 - 1) The formal, elected members of the legislative branch.
 - 2) A formal session of the elected members of the legislative branch, presided over by the executive branch.
- **Senator:** An elected, voting member of the legislative branch of the SGA.
- **Quorum:** The number of voting members required to vote upon legislation or other issues within the student government. Within the SGA, quorum is defined as three-fifths ($\frac{3}{5}$) of the voting members.

Article II: Executive Branch

SECTION I: COMPOSITION

The executive branch of the student government is composed of an Executive Cabinet, made up of the Executive Board. The Executive Cabinet Meets every six (6) to eight (8) weeks to insure proper communication between campus leadership boards.

Each campus has an Executive Board which is comprised of the president of the student body, vice-president of the student body, a secretary, and a treasurer. The role of the Executive Board on each campus is to oversee the legislative branch of Student

Government Association.

SECTION II: ELECTION OF EXECUTIVE OFFICERS

Qualifications:

1. All candidates for executive office must have a minimum GPA of 2.50. Failure to uphold this GPA will result in immediate termination of the student leader's time in office.
2. All candidates must be enrolled, full-time students at Kansas Health Science Center College of Osteopathic Medicine.

Election Process:

The SGA will call a special electoral session of the Student Senate to nominate and elect the Executive Board of SGA.

Eligibility:

Any Student Senate member is eligible to run for any position on the Executive Board, provided he or she is:

- Not serving as the president, vice president, secretary, or treasurer of any class.
 - In good professional and academic standing (minimum 2.5 GPA) as determined by the Office of the Registrar and Student Services; and,
 - Scheduled to be on campus the duration of the academic year for which they would serve as a member of Executive Board.
1. The Senate Executive Board president will call a special electoral session of the Student Senate to be held in conjunction with senator elections in the spring. At that time, the candidates for the following year's Executive Board will be nominated and voted for by ballot.
 2. All Senate members and Senate members-elect shall have one vote in this election.
 3. The current SGA President will preside over the election process.
 4. A candidate must have a simple majority of the votes for the office to win. A simple majority is defined as one candidate receiving greater than 50 percent of the total number of votes. If less than 50 percent of the vote is for one candidate, then a runoff election for the top two candidates will be held. The SGA president's ballot will not be counted except in the case of a tie vote.
 5. After the winner of that office is determined, the process shall be repeated for the candidates of the next office (Vice President, Secretary, & Treasurer). A candidate previously defeated in the bid for one office is eligible and may be considered a candidate for another office.

6. Term of Office: The Executive Board term shall begin on the first day of the academic year, for a term of one year, with transitional duties occurring during the summer.

SECTION III: EXECUTIVE DUTIES AND POWERS

Executive Board

1. The council, by a majority vote, may appoint students to fill positions on committees of the Senate or when students are requested to serve on faculty or administrative committees.
2. If a vacancy should occur in any executive office, the council, by a majority vote, shall appoint an already elected Senator to occupy the vacant position. In such a case, a simple majority of the Senate is required for confirmation of any appointed Senator.
3. The council, by a majority vote, will have the authority to appoint ad hoc Senators, as deemed necessary.
4. The council, by a majority vote, will have the authority to establish committees for the Senate.
5. In the case of a tie on any of these decisions, the President's vote carries.

President

1. The president of the student body shall preside over the Student Senate.
2. Act as the official representative to the KHSC Board of Trustees, the Council of Osteopathic Student Government Presidents (COSGP), the Missouri Association of Osteopathic Physicians and Surgeons (MAOPS), the American Osteopathic Association (AOA) House of Delegates, the current University administration, the student body, and all other groups with which SGA is involved.
3. Attend meetings of affiliated organizations or assure that an appropriate SGA member attends.
4. Direct the SGA toward the fulfillment of their annual and long-term goals.
5. Preside over all meetings of business and ensure the completion of the recommendations of SGA.
6. Serve on the Budget and Finance Committee.
7. Serve as ex-officio member of all committees of the Senate.
8. Conduct all elections as specified by this document.
9. Serve as representative for the incoming first-year classes until a representative is elected.
10. Serve on any additional committees and special events as appointed by university administration.
11. The president also has the following constitutional related responsibilities:
 - The president may exercise a veto over any action taken by the Senate. The veto action must be publicly presented by the first regular meeting of the Senate following the action. The Senate can override any veto with a two-thirds vote, which must be taken at the same meeting in which the president announces the veto action.

- The authority to interpret provisions of this constitution shall be vested in the student body president, whose interpretations must be delivered in sessions of the Senate and be sustained by a simple majority of the Senate.
- The president shall set the time of regular meetings and can call special sessions of the Senate. The president must call a special meeting within five business days and give 48-hour advanced notice before said meeting after receiving a written request signed by twenty-five percent (25%) of the Senate to do so.

Vice President

1. Assume the role of president for any functions or activities where required or in the absence of the SGA president.
2. Serve on the Budget and Finance Committee.
3. Serve as the Chair of the Council of Presidents (COP).
4. The vice-president will represent and assume all the duties of the president in the president's absence.
5. If the presidency becomes vacant, the vice-president will assume the role of student body president until the expiration of the elected government's term.

Secretary

1. Take minutes of all meetings, keep attendance records, prepare copies, keep permanent record, and appropriately distribute, ensuring that records are available to the public.
2. Serve as Chair of the Public Relations and Special Events Committee.
3. Serve on the Budget and Finance Committee.
4. Create and implement communication plan for all SGA business.

Treasurer

1. Be responsible for keeping an accurate written account/financial record of all money collected and expended by Student Senate and leads the effort to formulate an annual budget.
2. Serve as Chair of the Budget and Finance Committee.
3. Report the state of finances at SGA meetings.
4. Authorize, along with the Office of Student Affairs, the disbursement of funds from the SGA account.
5. Make recommendations and have documentation collected for Budget and Finance committee meetings for allocations to the student organizations.

Article III: Legislative Branch

SECTION I: TITLE

The legislative body of the SGA is known as Student Senate.

SECTION II: COMPOSITION

College of Osteopathic Medicine (COM)-

1. Four class officers will be elected for each of the four COM classes (OMS I, OMS II, OMS III, and OMS IV)
 - President
 - Vice President
 - Secretary
 - Treasurer
2. Four Senators will be elected from each class (OMS I- 1 Year Appointment, OMS II- 1 Year Appointment, OMS III- One Year Appointment, OMS IV- One Year Appointment).
3. All elected class officers and class Senators are entitled to one (1) vote on Senate business.
4. These Senators shall be elected during the spring semester at the time specified by the Senate president, except for first year Senators, who will be elected in the fall, at a time determined by the Office of Student Affairs.

SECTION III: CANDIDACY

1. Each candidate for an elected office shall have minimum cumulative grade point average of 2.50 at the time of election. Failure to achieve and maintain this GPA requirement will result in termination of office. All first-year candidates are automatically exempt from this clause until after their first semester of courses has been completed, for a GPA to be established/calculated.

SECTION IV: MEETINGS

The Senate shall meet every 4-6 weeks during the fall and spring semester of each school year. A regular meeting of the Senate may be omitted by a two-thirds (2/3) vote of the membership. The Executive Board of SGA shall determine the rules of attendance.

SECTION V: DUTIES AND POWERS

Student Senate Duties and Powers-

1. Any form of legislation requires quorum to be voted upon by the student Senate.
2. The Senate has the power to enact all legislation that is necessary and proper to promote the general welfare of the student body, and that is not in violation of the policies and procedures of Kansas Health Science Center College of Osteopathic Medicine.
3. The Senate has the power to allocate funds that are assigned to the student government of Kansas Health Science Center College of Osteopathic Medicine.

4. The Senate has the power to call special sessions of the Senate by presenting the president with a petition bearing the signatures of at least one-fourth (1/4) of the Senate.
5. The Senate will supervise all elections and has the power to call special elections upon the approval of 2/3 the Senate.

Student Senate Class Officer Duties and Powers-

Class President

1. Shall be the official representative of the academic class.
2. Shall conduct and preside over all class meetings.
3. Shall be a member of the Student Senate.
4. Shall represent the issues of the class to the Student Senate and the University.
5. Shall notify and inform the class of all pertinent information learned from administration, faculty, Student Senate, and other extracurricular activities.
6. Shall oversee, coordinate and request reports from all class committees.
7. Shall ensure the completion of the recommendations/assignments of the officers and the class.
8. Shall serve on the Council of Presidents Committee.
9. Shall be a member of the Curriculum Focus Group for the class.
10. Shall serve as a member of the SGA Budget and Finance Committee.

Class Vice President

1. Shall be a member of the Student Senate.
2. Shall preside over class meetings and all official class activities in the Class President's absence.
3. Shall serve as a member Curriculum Focus Group for the class.
4. Serve with the class president to meet with the administration when necessary.

Class Secretary

1. Shall be a member of the Student Senate.
2. Shall keep a careful and authentic record of the proceedings of all class meetings.
3. Shall be responsible for all internal and external class correspondence and communication.
4. Shall make arrangements for class meetings, including reserving rooms, setting the agenda, and notifying members. Shall serve on the Curriculum Focus Group for the class.

Class Treasurer

1. Shall be a member of the Student Senate.
2. Shall keep a current and a permanent account of class expenditures and obligations.
3. Shall act as the disbursing agent of the class.

4. Shall provide accurate reports.
5. Shall serve on the Curriculum Focus Group for the class.

Senators Duties and Powers-

1. Attend all SGA and respective class meetings.
2. To act as a class representative in student government and University issues.
3. Serve on at least one SGA committee.
4. To facilitate reciprocal communication between students and the University.

SECTION VI: NOMINATIONS AND ELECTIONS

Eligibility:

Any KCOM student in good professional and academic standing, as verified by Office of Student Affairs, and who is not an elected executive board member of any other student organization, is eligible to hold the position of senator.

Representation:

See Section II: COMPOSITION to understand the number of Senators elected for each program.

Nominations:

1. Nominations of students for each office will be called for by the Executive Board president of SGA, at least one week prior to the scheduled election.
2. Candidates must be nominated by a member of their own class.
3. Candidates are not allowed to "self-nominate."
4. If the student accepts his/her nomination, his/her name will be posted with a list of other nominees for consideration by the class. Nominations will be closed three business days prior to the election.
5. For the incoming class, nominees must prepare a one-page position paper to be submitted to the Office of Student Affairs at least two business days prior to the election. If a candidate does not provide a position paper within the time specified, his/her name will not be placed on the ballot for Student Senate elections.
6. Nominees are required to make a statement of their positions in front of their class, prior to the election.
7. Campaigning for class office and Student Senate is not permitted. Any questions or clarification should be directed to the Office of Student Affairs.

Election Process:

1. On the day of the scheduled election, all candidates will be afforded one

minute to present their qualifications, platform, or organization goals to the class.

2. The SGA President and the Office of Student Affairs will preside over the election process.
3. Election ballots will be available to students electronically. Results will be tallied and verified by the Office of Student Affairs.
4. A simple majority will determine election of class officers. A simple majority is defined as one candidate receiving greater than 50 percent of the total number of votes. If less than 50 percent of the vote is for one candidate, then a runoff election for the top two candidates will be held.
5. The candidate(s) receiving the highest total votes will determine election to Student Senate, based upon the total number of positions that are being filled.
6. The Office of Student Affairs will retain record of election results for a period of five school days following the election, after which time the results may not be contested.

SECTION VII: ORDER OF MEETINGS, QUORUMS, & PARLIAMENTARY PROCEDURE

Meetings

1. SGA meetings shall be held at least once every 4-6 weeks and may be scheduled more frequently if deemed necessary by the SGA president or the Office of Student Affairs.

Voting

1. Each Student Senate member shall be allotted one vote in deciding all elections, official policy, and business of the organization.
2. The SGA president shall have a vote only in the instance of a tie.
3. No voting may be conducted if a quorum is not present.
4. No proxy voting will be allowed.

Quorum

1. A quorum consists of two-thirds of the members of an organization present as described in Robert's Rules of Order.

Parliamentary Procedure

1. Unless otherwise stated, official business and SGA meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.

SECTION VIII: VACANCIES

If a vacancy should occur in any Executive Board office, by a majority vote, the Executive Board shall appoint an already elected Senator to occupy the vacant position. In such a case, a simple majority of the Senate is required for confirmation of any appointed Senator.

If a vacancy should occur in any class officer and/or class senator position, the council, by a majority vote, shall appoint a member of the appropriately corresponding class to serve in that position. In such a case, a simple majority of the Senate is required for confirmation of any appointed class officer and/or senator.

Article IV: Removal of SGA Members

SECTION I: RECALLS, RESIGNATIONS, AND IMPEACHMENT

Recalls-

Upon presentation of recall petitions signed by students comprising fifty percent (50%) of the corresponding class, an election for the recall of the president, vice president, secretary, and/or treasurer shall be held, with the positions to be held to a recall vote specified on the petition. A majority voice shall be required for removal of said officer(s).

Resignations-

Any elected representative may step down from their position of their own volition, at any time, at which the SGA president will declare a vacancy.

Impeachment-

Failure to Meet Minimum Duties:

1. If any voting representative is absent without justifiable cause for three non-consecutive or two consecutive meetings for which the members have been given notice, a two-thirds majority of the SGA Executive Board may declare a vacancy.
2. If a member of the SGA is found to have behaved contrary to the values of SGA and/or the KCOM Professional Code of Conduct, a two-thirds majority of the SGA Executive Board may declare a vacancy.

Student Body Initiated Impeachment Procedure:

1. A petition with the signatures of a simple majority of the represented class must be presented to the Student Government Association along with the reason(s) for the request of removal. If the person is an SGA Executive Board Officer, the petition must include a simple majority of first- and second-year students' signatures.
2. A two-thirds majority of the Executive Board of the Senate may declare a vacancy upon receipt of this petition. The Student Senate President shall then inform the elected person that he/she is relieved of her/his duties.
3. If the offending representative is the Student Senate President, the Student Senate Vice-President shall relieve the President of her/his duties, declare a vacancy, and serve as the Acting President until an election can take place.
4. If the offending representative is the Class President, the Class Vice-President shall relieve the President of his/her duties, serve as the Acting President until an election can take place.
5. The person, whose office has been declared vacant, has the right to appeal the decision to impeach to the full Student Senate, in writing, within five business days of dismissal. The full Student Senate will then consider the student's appeal and either uphold or overturn the decision by a simple majority vote of the Senate.

Article V: Recognition and Funding of Student Organizations

A Student Activity Fee, paid by every KCOM student, finances SGA activities and SGA student organizations.

SECTION I: STUDENT ORGANIZATIONS

Requesting Recognition and Sponsored Status of Student Organizations

1. Students wishing to start a new club or student organization must follow all University policies and procedures for establishing new organizations and must abide by all requirements set forth by the Office of Student Affairs.
2. Each new organization granted “provisional status” must remain on this status for a minimum of one year prior to being considered as a fully recognized club or organization.
3. Applications for Organizational Recognition may be obtained through the Office of Student Affairs.
4. Complete the Application for Organizational Recognition, which contains the following information: mission, election and duties of officers, dues and membership, ratification, and amendment procedures, as well as additional information.
5. Present at a meeting of the Student Senate the membership list and justification for the Senate to sponsor the organizations.
6. Organizations on “provisional status” may not receive funding from Student Senate.

Funding for Supported Organizations

1. SGA funding shall be allocated to sponsored organizations in two separate disbursements: once in the fall and once in the spring.
2. At the beginning of the academic year, each sponsored organization requesting funding shall provide the following documentation:
 - A list of officers
 - A list of members
 - Preliminary plans for a community service project.
 - A budget, outlining realistic and anticipated expenses for the year. Financial assistance for travel may be considered. The organization must apply through the Office of Student Affairs for consideration of their travel request.
3. At the mid-point of the academic year, and in order to receive the second disbursement of funds, each organization must:
 - Show proof of plans for one community service project per academic year. These projects must be organized and scheduled prior to receiving the club’s mid-year disbursement of funds.
 - A request of the balance of their funding, or any portion thereof, that

the organization deems necessary.

4. At the end of the academic year:
 - Show proof of completing one community service project.
5. If the scheduled community service event does not occur, all the money allocated to that organization, or a part thereof as determined by the Budget and Finance Committee, must be returned to the Student Senate by the beginning of the academic year.

Organization Presidents' Responsibilities to Senate and the Council of Organization Presidents

1. In the event that a deadline for receipt of specific materials is set by Senate Executive Vice President, Senate Executive Treasurer, or COP Advisor, it is the responsibility of the presidents of sponsored organizations to ensure the material is received by the appropriate person before the deadline. If, for some reason, it is not possible to comply with the deadline, it is the responsibility of the president to make other arrangements with the appropriate person.
2. It is also the responsibility of the organization presidents to ensure that all the appropriate forms are signed by the appropriate people before an official organization activity takes place. These forms include but are not limited to on-campus and off-campus room requests, fundraiser approval and report forms, speaker approval forms, and community service approval and report forms.
3. In the event that the president of a sponsored organization fails to meet his or her responsibilities, a financial penalty will be deducted from his or her respective organization's budget allocation. The amount of the penalty will be as follows:
 - i. First offense: \$30.00
 - ii. Second offense: \$40.00
 - iii. Third offense: \$50.00
 - iv. Fourth offense: Re-evaluation of the organization charter by Student senate and the COP advisor.
 - v. Additionally, if such a penalty has been imposed on a sponsored organization, funding may be delayed or withheld at the discretion of the Budget and Finance Committee.

Article VI: Student Senate Committees

SGA has a variety of committees which help it to fulfill its mission at the University. These committees vary depending upon priorities and may change from time-to-time. Therefore, the Executive Board of SGA has the authority to approve new committees and remove committees which are no longer needed.

As an unofficial, non-constitutional addition to this document, KCOM SGA has the following

active committees (This list may be updated without Senate approval):

- Board Preparation Committee
- Budget and Finance Committee
- Constitution Review Committee
- Council of Presidents
- Curriculum Focus Groups
- Learning Resources and Campus Operations Committee
- Public Relations and Special Events Committee
- Rotations Committee

Article VII: Amendments and Bylaws

Amendments to the Constitution may be proposed at sessions of the Senate either by a senator or by a student. An amendment will become effective following a unanimous vote of the Senate or a majority vote of the student body.

By-laws to this constitution may be passed, changed, or deleted by a two-thirds vote of the Senate.

SECTION I: AMENDMENTS

Amendments to this constitution shall be made by a two-thirds majority of the Student Senate.

SECTION II: RATIFICATION

This constitution shall be ratified by a two-thirds majority of the Student Senate.

Ratified on:

Printed on:

Amended on:

END OF DOCUMENT

Executive Cabinet
Wichita Executive Boards

