**The Student Government Association**

**of**

**Pacific Northwest University of Health Sciences**

**CONSTITUTIONAL BYLAWS**

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# ARTICLE I: Duties of the SGA

**Section 1. General Responsibilities**

1. The following are the responsibility of the Student Government Association of Pacific Northwest University of Health Sciences [hereinafter SGA]:
2. Community service events
3. Public relations events
4. School social/spirit events
5. Legislative affairs/health policy awareness events
6. Facilities improvement events
7. Intramural sports events
8. Student well-being/mental health events
9. All other events and activities initiated or run by students

**Section 2. Membership**:

1. Membership of the SGA shall consist of all elected SGA representatives.

# Section 3. Meetings:

# Meetings of the SGA shall be held at least once every six weeks and may be scheduled more frequently if deemed necessary by the Executive President.

# A meeting may be declared closed at the discretion of the Executive President or by a simple majority vote upon the motion of a voting SGA member. Upon making this decision, the public will be excluded; those remaining will include members of the SGA.

# Unless otherwise stated by the Executive President, all official business and meetings of the SGA shall be conducted in accordance with the latest edition of Robert’s Rules of Order.

## Section 4. Order of Business

1. The following order of business is offered as an outline. It can by adjusted or amended at the discretion of the Executive President:
2. Call to order
3. Roll call
4. Approval of minutes
5. Executive Council reports
6. Class Council reports
7. Senator reports
8. Old business
9. New business
10. Good of the Order
11. Adjournment

## Section 5. Attendance of Meetings

1. Each voting SGA member is entitled to file the names of two proxies per elected term with the SGA Executive Secretary. All members of SGA who are on rotations are required to appoint at least one on-campus proxy to cast a vote on their behalf if they are unable to attend SGA Council meetings. The name and or method of vote must be filed within 48 hours of SGA or Executive Council meetings to be valid.
2. All voting SGA members are expected to be present at all SGA Council meetings unless academic or personal reasons prevent their attendance. If a member is unable to attend an SGA Council meeting, they must notify a member of the Executive Council before the time set forth for the meeting. Failure to attend without prior notice or consistent tardiness is a failure of the member to represent his or her constituents.
3. When any SGA member fails to represent his or her constituents in two regular meetings of the council without valid proxy, the SGA member will be notified of his or her responsibility to attend required meetings. A third absence without valid proxy may result in a Special Petition for removal of the SGA member from the SGA filed by the Executive Secretary. This Special Petition must be signed by a simple majority of all SGA members. Following the filing of the petition, the removal proceedings will be conducted as outlined in the impeachment process in Section V-B of the SGA-PNWU Constitution.

**Section 6. Midterm Evaluation of Student Government Association Members**

1. The administration and SGA leadership shall perform annual evaluations of executive and class council members. The first mid-term evaluations must occur during January of each year.
2. Before the evaluation takes place, each council member will prepare a self-evaluation including, but not limited to, the following:
3. Leadership philosophy
4. Accomplishments over the preceding term
5. Areas of improvement
6. Plans for the following term and other leadership objectives
7. At a minimum, evaluations will include, but are not limited to, the following:
8. Strengths exhibited by the council member
9. Areas of possible improvement
10. Professionalism
11. Proactive leadership initiatives
12. Participation in SGA events
13. Role-modeling
14. Plans for the following term

4. Evaluators: The Executive Vice-President, Executive Secretary, and Executive Treasurer shall evaluate the Executive President.

5. The Executive President shall evaluate the Executive Vice-President, Executive Secretary, and Executive Treasurer.

6. The Class Vice-President of Academic Affairs and Class Secretary-Treasurer shall evaluate the Class President.

7. The Class President shall evaluate the Class Vice-Presidents and Class Secretary-Treasurer.

8. The Class Vice-President of Student Affairs shall evaluate the Senator for Legislative Affairs, Senator for Campus Programs, Senator for Administrative Services, Senator for Public Affairs, and Senator for Diversity and Inclusion.

# ARTICLE II: Duties of the Executive Council

## Section 1. General Responsibilities

1. The SGA Executive Council meets to review all business to be brought before the next SGA Council meeting. The Executive Council serves to provide direct feedback between the class presidents and the Executive President, Executive Vice-President, Executive Secretary and Executive Treasurer.
2. The SGA Executive Council may delegate any business to an appropriate body.
3. Any member of the SGA Executive Council may express his or her opinion during any SGA Council meeting. This opinion may not necessarily represent the opinion of the entire SGA Executive Council. When Executive Council member expresses his or her opinion during any SGA Council meeting, they must identify whether they are speaking on behalf of either the entire SGA Executive Council or themselves.

## Section 2. Duties of the Executive President

1. The duties of the Executive President shall be as follows:
2. Preside over SGA meetings of business and ensure the completion of the recommendations of the SGA.
3. Act as the official SGA representative to the Council of Osteopathic Student Government Presidents [hereinafter COSGP], the American Osteopathic Association [hereinafter AOA] House of Delegates, the current PNWU administration, the ASBPNWU, the PNWU Foundation Board, and all other groups with which the ASBPNWU is involved. (If the Executive President is not part of the DO cohort, they will appoint the highest ranking DO student to represent PNWU at the COSGP and AOA)
4. Direct the SGA towards the fulfillment of their annual and long-term goals.
5. Assist Student Affairs in the orientation of the first-year class in topics such as the role and structure of SGA, the Honor Code, and others as requested by administration.
6. Meet with the Dean of the College of Medicine for student updates.
7. Serve as *ex officio* member of all committees of the SGA.
8. Work with the Senators for Legislative Affairs to organize the first-year class council election after their first test block.
9. Work with the Senators for Legislative Affairs to organize the class council and Executive Council elections in the spring.
10. Orient the Executive President-Elect in all required duties.
11. Duly install new SGA members by organizing leadership orientation for the entire council after first-year elections.
12. Serve as, appoint, or oversee the following student representatives as necessary:
	1. COSGP Committee Liaisons
		1. Student DO of the Year Selection
		2. TOUCH
		3. Wellness/MED
		4. Research
		5. Global Health
		6. Medical/Clinical Education
		7. Diversity
		8. Legislative Affairs
	2. Admissions Committee
	3. SGA Representative of the Washington Osteopathic Medical Association [hereinafter WOMA]
13. Ensure that SGA members understand Robert’s Rules of Order if applicable.
14. Evaluate the following members of the Executive Council: (1) Executive Vice-President, (2) Executive Secretary, and (3) Executive Treasurer.
15. Perform a self-evaluation in December of each year.
16. Travel:
	1. In order to represent the ASBPNWU on a national level, the SGA Executive President (or DO designee, if not part of the DO cohort) shall either attend or send a proxy to all scheduled COSGP meetings and to the AOA National Conference. The Executive President may also invite additional members of the SGA at his or her discretion.
	2. After each national meeting, all attendees are required to present a comprehensive report of the proceedings to the SGA.
	3. If any unbudgeted trips need to be taken, they must be presented to the Executive Council for approval and funding.

## Section 3. Duties of the Executive President-Elect

1. The duties of the Executive President-Elect shall be as follows:
2. Attend all meetings of the SGA as a non-voting SGA member if not a current member of the SGA.
3. Attend all meetings of the Executive Council as a non-voting executive council member if not a current member of the Executive Council.
4. Become familiar with all duties of all SGA positions.
5. Attend the spring COSGP meeting with the out-going Executive President. (If not part of the DO Cohort, will appoint the highest ranking DO student to represent PNWU)

## Section 4. Duties of the Executive Vice-President

1. The duties of the Executive Vice-President shall be as follows:
2. Assume the duties of the Executive President in his or her absence.
3. Serve as a member of the SGA and Executive Council.
4. Attend all Executive Council and SGA Council meetings as a voting member.
5. Work closely with PNWU administration on matters that pertain to approved student organizations (e.g. scheduling of activities, facilities, etc.)
6. Collect and organize annual student organization reports for SGA review.
7. Orient the Executive Vice-President-Elect in all required duties.
8. Manage the first-year orientation week service event
	1. Contact volunteer organizations to coordinate student groups.
9. T.O.U.C.H. Program:
	1. Serve as, appoint, or oversee Service (T.O.U.C.H.) Program Representative
		1. See Article VI, Section 3 for further details.
	2. Contact COSGP Programs Representative (National T.O.U.C.H. Coordinator) so they can explain how to operate it.
10. Clubs:
	1. Act as Chairperson of the Council of Club Presidents [COCP] meetings in fall and spring.
		1. Orient the new club leaders on proper procedures.
		2. Ensure end of term Jot Forms are turned in to ensure fundraiser and event requirements are met for each club. These are due in January (fall term) and May (spring term).
	2. Run and organize the PNWU Club Fair.
	3. Track club renewal forms during the school year.
		1. They are due at the end of the year, so they can be voted on at the beginning of the next year.
	4. Meet with the presidents of any newly formed clubs to orient them.
	5. Remain available as the primary resource to answer any questions the club presidents may have.
11. Share information about scholarships, contests, and events with the student body as sent to you by the Assistant Director of Student Affairs or other administration.
12. Evaluate the Executive President.
13. Perform a self-evaluation in December of each year.

## Section 5. Duties of the Executive Secretary

1. The duties of the Executive Secretary shall be as follows:
2. Serve as a member of the SGA and Executive Council.
3. Attend all Executive Council and SGA Council meetings as a voting member.
4. Maintain authentic records of the proceedings of the SGA.
	1. Announce each meeting to the SGA and send out calendar invites every month.
5. Create agendas for Executive Council meetings and SGA Council meetings and send them to the respective parties.
6. After approval, publish (or e-mail) copies of the minutes to appropriate constituents.
	1. The minutes are to include roll call, important points or motions brought before the SGA, and the outcome of said motions (e.g. yea, nay, and abstentions).
7. Gather proxy information from each SGA member, especially those members who are serving their rotations.
8. Act as the official correspondent of the SGA.
9. Maintain access to the SGA office, cabinets, copy machine code, and e-mail accounts.
10. Maintain the student activities calendar and the student event request process in conjunction with the PNWU administration.
11. Orient the Executive Secretary-Elect in all required duties.
12. Moodle page
	1. Manage the Moodle page, including updating documents as they are added or changed at meetings
	2. Post minutes to the SGA Moodle page within two days after SGA Council meetings.
	3. After minutes are approved at the next SGA Council meeting, replace the online file with the official, approved document.
13. SGA email account
	1. Manage the email account daily.
	2. Send emails to student body, faculty, and staff from the SGA account, NOT their personal account.
14. Keep the mailbox key and check the mailbox.
15. Evaluate the Executive President
16. Perform a self-evaluation in December of each year.

## Section 6. Duties of the Executive Treasurer

1. The duties of the Executive Treasurer shall be as follows:
2. Serve as a member of the SGA and Executive Council.
3. Attend all Executive Council and SGA Council meetings as a voting member.
4. Authorize together with the Executive Council all disbursements from the SGA budget.
5. Act as the fund disbursing agent of the SGA.
6. Maintain an accurate record of all income and expenditures of the SGA.
7. Receive and properly deposit all monies from PNWU, student organizations, and outside entities.
8. Orient all student organizations and class councils on the procedures of funds disbursement.
9. Orient the Executive Treasurer-Elect in all required duties.
10. Evaluate the Executive President
11. Perform a self-evaluation in December of each year.

## Section 7. Duties of the Class Presidents

1. The duties of the class presidents shall be as follows:
2. Serve as a member of the SGA and executive council as their class representative.
3. See Article III, Section 2 for further duties.

## Section 8. Duties of the Executive Vice-President-Elect, Executive Secretary-Elect and Executive Treasurer-Elect

1. The duties of the Executive Vice-President-Elect, Executive Secretary-Elect and Executive Treasurer-Elect shall be as follows:
2. Become familiar with and, when possible, participate in all duties of their respective offices.

# ARTICLE III: Duties of the Class Councils

## Section 1. General Responsibilities

1. The following areas are the responsibility of each class council:

1. Plan its class’ social events.
2. Provide input to the faculty and administration on its class’ curriculum.
3. Provide input to the faculty and administration on its class’ rotations program if applicable.
4. Provide input to the faculty and administration on its class’ board preparation program if applicable.
5. Determine its class’s motto
6. Oversee fundraising effort to cover its class stoles, class gift, and flowers.
7. Any other activity targeted to its class.

## Section 2. Duties of the Class President

1. The duties of the class president are as follows:
2. Serve as a member of the Class Council, Executive Council, and SGA Council.
3. Serve as a voting member at all Executive Council and SGA Council meetings.
4. Attend meetings with the their program Dean’s as requested.
5. Class Council meetings:
	1. Coordinate, set up, and preside over all class council meetings;
	2. Ensure meetings are concise and ordered; and
	3. Hold elected members accountable for their positions.
6. Oversee class activities.
7. Serve as the official class representative during Executive Council meetings, SGA Council meetings, and meetings with PNWU administration.
8. Notify and inform the class of all pertinent information learned from administration, faculty, SGA, and other activities.
9. Direct the class council toward the fulfillment of its annual and long-term goals.
10. Evaluate the following members of the Class Council: Class Vice-President of Student Affairs, Class Vice-President of Academic Affairs, and Class Secretary-Treasurer.
11. Perform a self-evaluation in December of each year.

## Section 3. Duties of the Class Vice-President of Student Affairs

1. The duties of the Class Vice-President of Student Affairs are as follows:
2. Assume the duties of the Class President in his or her absence.
3. Attend SGA and Class Council meetings as a voting member.
4. Organize class activities, for example, fundraising and sponsored activities for the class in conjunction with the Class President.
5. Promote SGA activities to the class.
6. Collaborate with the Social Committee to plan and execute school wide events.
7. Assist in planning important SGA events including:
	1. Med Prom;
	2. End of the year barbeque;
	3. Faculty Appreciation Dinner; and
	4. Post-test block class activities.
8. Appoint or act as the following class representatives:
	1. Rotations representative.
		1. Meet with appropriate staff to facilitate site selection.
		2. Report concerns and recommendations from the class regarding the site selection process to the administration.
9. Evaluate Class Senators.
10. Perform a self-evaluation in December of each year.

## Section 4. Duties of the Vice-President of Academic Affairs

1. The duties of the Class Vice-President of Academic Affairs are as follows:
2. Attend SGA and Class Council meetings as a voting member.
3. Maintain documentation of class curricular and academic issues.
4. First- and second-year Class Vice-President of Academic Affairs:
	1. Attend and participate in all Curriculum Committee meetings.
5. Send curriculum feedback to the Curriculum Committee chair.
	1. Maintain course liaison program for first- and second-year class as follows:
		1. Appoint course liaisons for each course from a list of volunteers each semester.
		2. Organize a training session for all course liaisons.
		3. Communicate to the class the designated course liaisons.
		4. Evaluate the effectiveness of each liaison and address problems as needed.
		5. Report class concerns and recommendations received from class liaisons to the Curriculum Committee.
6. Third- and fourth-year Class Vice-President of Academic Affairs:
	1. Maintain rotation site liaison program as follows:
		1. Appoint rotation site liaisons for each rotation site froma list of volunteers each year.
		2. Organize a training session for all rotation site liaisons.
		3. Communicate to the class the designated rotation site liaisons.
		4. Evaluate effectiveness of each rotation site liaison and address problems as needed.
		5. Report class concerns and recommendations received from rotation site liaisons to the administration.
7. Evaluate the Class President.
8. Perform a self-evaluation in December of each year.

## Section 5. Duties of the Class Secretary-Treasurer

1. The duties of the Class Secretary-Treasurer are as follows:
	1. Serve as a member of the SGA and Class Council.
	2. Attend all Class Council and SGA Council meetings as a voting member.
	3. Maintain authentic records of all Class Council meetings.
	4. Announce each meeting to the Class Council.
	5. After approval, publish (or e-mail) copies of the minutes to the class.
		1. Take roll and keep minutes at class council meetings.
		2. The minutes are to include any important points brought before the Class Council.
		3. This includes motions brought before the Class Council and the outcome of said motions, that is, yea, nay and abstentions
		4. Minutes do not need to be written verbatim
		5. Important points should be concise and quoted where appropriate.
	6. Act as the official correspondent of the Class Council.
	7. Maintain access to class e-mail account.
	8. Authorize, together with the Executive Treasurer, all disbursements from the class budget.
	9. Maintain and document the class budget.
	10. Maintain and document class fundraising.
	11. Evaluate the Class President.
	12. Perform a self-evaluation in December of each year.

# ARTICLE IV: Duties of the Senators

**Section 1. Responsibilities**: The general responsibilities of the senators are as follows:

1. Attend SGA Council meetings as a voting member.
2. Serve as a conduit between the first- and second-year class.
3. Report to Executive Council, including attending Executive Council as a non-voting member when decisions by the council are needed for the senator’s committee(s).
	1. Each senator will chair one bureau.
	2. Each senator will designate which bureau they are running for during the election process.
4. Each senator will provide oversight and manage the functions of the committees that fall under each bureau.
5. Organize ASBPNWU activities, for example, fundraising and sponsored activities, in conjunction with the Executive Council.

# ARTICLE V: Bureaus and Committees

## Section 1. General Requirements

1. Each senator will serve as co-chairperson to one of five bureaus:
	1. Administrative Services;
	2. Campus Programs;
	3. Legislative Affairs;
	4. Public Affairs; or
	5. Diversity and Inclusion
2. Each bureau will be co-chaired by a first-year senator and a second-year senator.
3. During the course of the year, SGA may assign committees to specific bureaus.
4. Each committee approved by the SGA by a simple majority vote will consist of at least one chairperson who must be a current member of the ASBPNWU
5. Other members of the student body who desire to be a member of an SGA committee may do so with approval from the appropriate senators.
6. Any income generated by a committee must be given in its entirety to the SGA Executive Treasurer for deposit into the SGA general account.
7. Committee appointments are at the complete discretion of the SGA with an emphasis on forming as diverse a committee as possible.
8. Committees formed will expire on the last day of spring term with all remaining money being rolled back into the executive budget.
9. At the end of each year, the SGA will vote on the efficacy of each committee to determine the continuation of each committee in future school years.
10. A committee does not need to be filled if the SGA determines that there is no need to form the committee.
11. Committee chairs are required to submit reports to their respective bureau chairpersons, who will disseminate the information to the SGA.
12. Committee chairpersons will be required to attend SGA Council meetings as requested by the appropriate senators.
13. Each senator shall perform a self-evaluation in December of each year.

**Section 2. Bureau of Legislative Affairs:**

**Part A: Legislative Affairs Committee**

1. **Purpose:** The Legislative Committee has the responsibility to act on behalf of ASBPNWU with the SGA Executive President on matters involving the student body on a local, regional and national level.
	1. All language to be added or other changes to the bylaws must pass through the Bylaws and Constitution Committee for review before presentation to the SGA. If two-thirds of the SGA votes to approve the change, it will be added to the bylaws. Furthermore, an extensive review of the constitution shall be held each year to determine if changes are needed. The proposed constitution needs to be approved according to the current constitution.
2. **Committee Structure**:This committee will consist of a chairperson appointed by the Bureau of Legislative Affairs. Any additional members will be appointed by the chairperson.
3. **Duties:**
4. Organize local and state legislative advocacy efforts, including correlation with S.O.M.A. for D.O. Day in Olympia, WA, and D.O. Day on the Hill in Washington D.C.; (If part of the DO Cohort)
5. Work with the Executive President to organize first and second-year elections in fall and spring;
6. Review all motions to change the bylaws;
7. Revise bylaws for vote by the SGA; and
8. Review the constitution annually.

## Section 3. Bureau of Campus Programs

## Part A: Social Committee

1. **Purpose:** Plan and implement social events for PNWU. The events are subject to the discretion of the SGA and shall include a formal, a holiday party, and the faculty and staff appreciation event.
2. **Committee Structure:** This committee will consist of a chairperson appointed by the Bureau of Campus Programs. Any additional members shall be appointed by the committee chairperson.
3. **Duties:**
4. A formal;
5. A holiday party;
6. Student events, for example, potlucks every one-to-three months; and
7. Faculty and Staff Appreciation Event.

## Section 4. Bureau of Administrative Services

## Part A. Admissions Committee

1. **Purpose:** In conjunction with the Office of Student Affairs, the Admissions Committee will assist with admissions services.
2. **Committee Structure:** This committee will consist of a chairperson appointed by the Bureau of Administrative Services. Any additional members shall be appointed by the committee chairperson.
3. **Duties**
4. Work with the SGA Executive President to appoint four student representatives to the university admissions committee.
	1. Students must be appointed by a peer. Interested candidates must submit an application, and applications must be blinded prior to evaluation by the SGA Executive President and Senator(s) for Administrative Services.
5. Work with the Office of Student Affairs to plan and coordinate the “Big Doc/Little Doc” program. (or similar program for other programs, i.e., Big MAMS/Little MAMS)
6. Oversee the prospective and visiting student housing program.

**Part B. Technology and Facilities Committee**

1. **Purpose:** The Technology, and Facilities Committee will serve as a liaison for SGA to the Technology and Facilities Departments.
2. **Committee Structure:** This committee will consist of a chairperson appointed by the Bureau of Administrative Services. Any additional members shall be appointed by the committee chairperson.
3. **Duties**:
4. Obtain student feedback about computer usage and report findings to Bureau of Administrative Services and the director of technology services.
5. Seek involvement with the director of technology services to assist with the evaluation and implementation of short- and long-term objectives for the use of student computers.
6. Interact with the director of facilities to acquire any needed equipment for the students, while also receiving feedback from the director on issues related to hygiene and respect for the campus.
7. Assess the need for additional resources around the school that are currently not implemented, for example, recycling, watering issues, and so on.

## Section 5. Bureau of Communications

**Part A. Class Facebook Group**

1. **Purpose:** The senators of public affairs will moderate their respective class Facebook group with the goal of maintaining communications deserving of health profession students. The senators may appoint another student in their respective class to moderate their class Facebook group. The senators will act as liaisons to the Admissions Committee to start the new class’ Facebook group. Off-campus cohort class Facebook groups will be moderated by their respective designee.

**Part B. Promotion of SGA Sponsored Activities**

1. **Purpose**: The senators of public affairs will assist in promoting SGA sponsored events in collaboration with the organizer of said event.
2. Promotion will include arranging for the event to be displayed on the scrolling screens on campus. Email announcements and billboard posters will be up to the individual event organizers.
3. The Office of Student Affairs must approve the promotion of events. If events involve individuals outside of PNWU, PNWU’s communication department must be involved and approve the communications. Examples include promotion of events via the local KIMA television station or the Yakima Herald newspaper.

**Part C. Promotion of PWNU Students**

* + - 1. Internal Audience
				1. **Purpose**: The senators of public affairs will prepare a report at least once a semester to PNWU’s Department of Communications. The report will highlight the accomplishments and notable activities of the student body.
				2. Content for report may include, but not limited to service hours, conferences attended, publications co-authored by students, awards/scholarships received by students and SGA or club sponsored activities.
			2. External Audience
				1. **Purpose**: The senators of public affairs will contribute an article to organizations promoting osteopathic medicine. Examples include the DO, Student DO, and the American Osteopathic Foundation.

Articles need approval by the PNWU Department of Communications.

* + - 1. DO Representative will serve as the SGA Representative to the COSGP Health and Wellness Task Force for Region V.
			2. DO Representative will organize efforts with the Executive President to form the Student D.O. of the Year Committee
				1. See Article VI, Section 5 for more details.

**Section 6. Bureau of Diversity and Inclusion**

**Part A: Diversity and Inclusion Committee**

1. **Purpose:** The Diversity and Inclusion Committee has the responsibility to advocate for equal treatment of groups identified under the SGA Constitution’s non-discrimination clause, which includes, but is not limited to, race, sex, creed, color, national origin, age, sexual orientation, disability, and gender identity.
2. **Committee Structure:** The committee will consist of a chairperson appointed by the Bureau of Diversity and Inclusion. Any additional members shall be appointed by the committee chairperson.
3. **Duties:**
	1. Communicate with the ASBPNWU and SGA Club Leadership on matters of campus diversity, including reporting of any issues or concerns to SGA leadership and student affairs.
	2. Promote consideration of campus diversity to the university admissions committee.
	3. Organize events on campus to emphasize diversity and promote equality in healthcare during both fall and spring semesters.
		1. Diversity and Inclusion Week

# ARTICLE VI: Representatives

## Section 1. Course and Rotation Site Liaisons

1. **Purpose:** The primary role of the course and rotation site liaisons is to function as a communication conduit between the faculty and students of each class. This is the mechanism for developing and driving student-specific recommendations for curriculum improvement.
2. The Vice-President of Academic Affairs appoints course and rotation site representatives at the beginning of each term.
3. Responsibilities of liaisons include the following:
4. Attend a training session provided by the Vice-President of Academic Affairs.
5. Introduce themselves to the course director, site director, and all course-related faculty.
6. Attend all lectures of the appointed course.
7. Collect and relay course- or site-related feedback from the class to the appropriate faculty.
8. Relay information from the faculty to the class as necessary.
9. Meet with faculty as needed to discuss class feedback and to coordinate review or study sessions.
10. Be aware of potential scheduling issues and pursue solutions with the department.
11. Communicate regularly with the Class Vice-President of Academic Affairs regarding the progress of their course(s) or rotation site.

## Section 2. Boards Representatives

1. **Purpose**: To Coordinate communications between the designated board preparation faculty member(s) and to work with the faculty and external board preparation resources to organize specific review sessions.
2. The boards representative will consist of a second- and third-year student appointed by the Class Vice-President of Student Affairs.
3. Responsibilities of boards representatives include the following:
4. Help to plan a schedule that fits best with the curriculum.
5. DO Board Representatives - After the COMLEX, get written feedback from students on board review and pass the comments on to next year’s class.

## Section 3. Translating Osteopathic Unity into Community Health Program Representative (DO Specific)

1. **Purpose**: The Translating Osteopathic Unity into Community Health [hereinafter T.O.U.C.H.] Program Representative will work to enhance and promote service amongst the student body, faculty, staff, and university and to promote the T.O.U.C.H. Program.
2. Responsibilities of the T.O.U.C.H. Program Representative include the following:
3. Promote the T.O.U.C.H. Program to university organizations and student body by:
	1. Tracking community service hours for each student, organization, and student body as a whole; and
	2. Administering a monthly recognition program in order to maintain awareness of the program among the ASBPNWU.
4. Provide a report of community service activities and hours performed by the student body, each organization, and each student to the SGA Council by April 1 in order to determine the recipients of the T.O.U.C.H. Program recognition.
5. Prepare the report to be sent to the Council of Osteopathic Student Government Presidents using the appropriate form(s) by June 1.

## Section 4. Rotations Representative (DO Specific)

1. **Purpose**: The purpose of the Rotations Representative is to serve as a liaison between SGA and the Associate Dean for Clinical Educational Affairs.
2. The Rotations Representative will be a second-year student appointed by the second-year Class President.
3. Responsibilities of the Rotations Representative include, but are not limited to, the following:
4. Obtain student feedback about clerkship experiences and report findings to SGA.
5. Seek involvement from the Office of Academic Affairs to assist with the evaluation and development of the clerkship experiences.
6. Serve as a liaison for third- and fourth-year student feedback to the Office of Academic Affairs.
7. Assist the Office of Academic Affairs in providing students with information about available rotation sites.
8. Communicate information about rotation sites to the class

**Section 5. Student D.O. of the Year Committee Members (DO Specific)**

1. **Purpose**: Evaluate the nominated individuals for the national Student D.O. of the Year [hereinafter SDOY] program.
2. The SDOY committee is appointed by the SGA Executive President in compliance with the national guidelines set forth that year. No nominated individuals may serve on this committee.
3. Responsibilities of the SDOY committee members include the following:
4. Review applications and rate them based on SDOY guidelines.
5. Attend the SDOY committee meeting to discuss the potential applicants and vote on the recipient.

**Section 6. Admissions Committee Representatives**

1. **Purpose**: Act as student liaisons to the Admissions Committee.
2. The Admissions Committee Representatives are appointed by the SGA Executive President and Senator(s) for Administrative Services and shall be two second-year students, one third-year, and one fourth-year. The Senator(s) for Administrative Services are responsible for ensuring equal participation from all student representatives, addressing issues as necessary.
3. Responsibilities of the Admissions Committee Representatives include the following:
4. Participate throughout the interview day in order to have as much contact with interviewees as possible.
5. Gather feedback from any students who had contact with interviewees and report findings to the Admissions Committee before their meetings.

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# ARTICLE VII: Student Organizations

## Section 1. Student Clubs

1. Student clubs are defined as SGA-sponsored or non-SGA sponsored
2. Club leadership must consist of 4-6 elected officers.
	1. Required positions of leadership include president, vice president, secretary, and treasurer.
	2. The additional 2 positions must be defined by the individual club constitutions.
	3. There may only be one club president.
	4. Additional vice presidents must retain distinct functions.
	5. First years may only be members in a club and not hold any leadership positions until club elections occur in the spring.
	6. Must have a faculty or administrative advisor.
3. Club constitutions and Student Organization Renewal Requests must be approved by the SGA Executive Vice President and Office of Student Affairs annually, prior to elections.
4. Elections will be held after SGA elections in the Spring
	1. If this conflicts with rules set by their national affiliation, then student affairs must approve their change in election dates.
	2. Students may not hold more than 3 leadership positions, nor more than one presidential position, in student clubs and SGA combined, effective election cycle Spring 2020.
	3. Leadership positions are defined as holding partial responsibility for a student club or organization.
5. Club members may consist of PNWU-COM students, WSU Pharmacy PharmD and Nursing students, and PNWU MAMS students, and students in other subsequent programs added to PNWU in the future. First year PNWU-COM students may join clubs as active members once the student has taken the first SciFOM test. In addition to taking the first SciFOM exam, MAMS students must be approved for membership by the Director of the PNWU MAMS Program.

## Section 2. Club Elections

## Elections for Clubs will be held in concordance with the SGA bylaws and SGA constitution

## Elections will be held after SGA elections during the Spring semester.

## If this conflicts with rules set by their national affiliation, student affairs must approve a change in their election dates.

# ARTICLE VIII: SGA Policies

## Section 1. Alcohol Policy

1. The following policy must be adhered to at all SGA-sponsored and cosponsored events.
	1. No SGA funds will be allotted to purchase alcohol.
	2. Any event at which alcohol will be served must be approved at least two weeks prior by the administration.
	3. Alcohol must be served by a contracted proprietor.
	4. The sponsors or cosponsors of the event will provide alternate beverages throughout the event. The sponsors will also provide food that will be available throughout the event where alcohol is being served.
	5. No alcohol may be brought into the event from the outside by anyone attending the event unless specifically permitted by the administration.
	6. Alcohol service will be discontinued:

One hour before the end of the event;

To any individual who is obviously intoxicated;

To any individual displaying either anti-social or aggressive behavior; or

At the discretion of the contracted proprietor.

## Section 2. Request for SGA funds

1. **SGA Committees:**
	1. Following an SGA vote to approve the disbursal of SGA funds, the committee will be notified whether their funding request was approved or denied. If the funding request is not approved, the SGA will provide an explanation for the rejection. Upon approval by the SGA, money can be reallocated from one committee to another. Upon completion of an SGA committee’s activities during the fiscal year (beginning first day of class for first and second years and ending the last day of class for first- and second years), any remaining funds allocated to the committee will be returned to the SGA general fund.
2. **Student Organizations:**
	1. SGA requires that all clubs receiving monetary support will credit the SGA as one of the sponsors for the event.
	2. SGA will only award matching funds to a student organization. That is, SGA will only grant a request that does not exceed the amount of funds that the organization itself will contribute to the event. The organization must use its own funds before it uses any of the matching funds provided by SGA.
	3. The organization must return all unused SGA funds to the SGA within one month after the completion of the event along with an itemized list of how all SGA and organization funds were spent. Failure to do so will disqualify the organization from receiving SGA funds in the future.
3. **Procedures:**
	1. Funding Request Forms must be completed, and a hard copy submitted to the SGA Executive Treasurer at least two days before the meeting when the request will be heard.
	2. Applicants for funding must personally attend the Executive Council meeting at which the proposal is scheduled to be discussed unless given permission not to attend by the Executive Treasurer. Failure to attend without permission from the Executive Treasurer may result in rejection of the funding proposal. After submission of this form, the organization or individual will be notified of the meeting date. If the individual who completed the Funding Request Form cannot attend due to a reasonable excuse, a representative from the organization may appear on the applicant’s behalf.
	3. Funding requests will be granted or rejected by majority vote of the SGA Executive Council. Following the SGA Executive Council vote, student organizations whose funding requests were awarded will be notified; student organizations whose proposals were not accepted will be notified with an explanation of why their proposals for funds were not accepted.
4. **Restrictions:**
	1. Student organizations may only request funds for events or activities that benefit or have the potential to benefit the student body as a whole.
	2. The SGA Executive Council retains the right to set the amount allocated regardless of the requested amount. However, in no circumstances will the Executive Council allocate funds to a student organization in excess of what the organization will match from its own funds.
	3. Funds will not be authorized for tangible items that can or will be taken home by the members of the student organization requesting the funds.
5. **Post Event Requests:**
	1. When applying for an event or conference that has already occurred, the student organization must attach itemized receipts for which the individual or group is seeking reimbursement to the Reimbursement Form.

**S****ection 3. Transition Documents and Materials**

1. During the transition period, all outgoing SGA members shall provide transition documents to their successors. The following items must be exchanged before the last day of school:
	1. SGA Executive Treasurer: checkbook (with the SGA advisor signing checks during the interim) and financial records.
2. Keys to the SGA office cabinet will be issued, and extras will be returned to the facilities department.

## Section 4. Removal of SGA Committee Chairs

1. Any elected member of SGA may make a motion to remove a committee chair that is not an elected member of SGA. To pass this motion, a 2/3 majority vote of SGA is required. The bureau that this committee falls under will nominate a new committee chair to replace the removed chair.

## Section 5. Recognition and Funding of Student Organizations

1. **Categories of Student Organizations**
	1. There will be two categories of organizations, SGA-Sponsored and Non-SGA-Sponsored.
2. **SGA-Sponsored Organizations**
	1. SGA-sponsored organizations are officially recognized and eligible for financial sponsorship by the SGA. These organizations are voting members of the COCP and are eligible to be granted use of university facilities and logos.
	2. The primary mission of these groups must be for:
3. The advancement of osteopathic medical education;
4. The support of osteopathic students while they are undergoing osteopathic medical education; or
5. The university’s mission to provide primary care physicians for rural and underserved areas.
	1. SGA-Sponsored organizations must meet these requirements, in addition to the requirements listed in the constitution:
6. Report all student organization funds to the Executive Treasurer.
7. Have a booth at the annual club fair.
8. Ensure that all forms are completed before any of the organization’s events.
9. Have at least one PNWU faculty as an advisor who is involved in meetings and events.
10. New officer elections for the next year are to be held and reported to the SGA Executive Vice-President by May 31 of each year or as dictated by national organizational standards, whichever comes first. Elections must be by closed ballot vote.
11. No first-year student may hold any office within a student organization during the student’s first semester at PNWU unless required by a national organization.
12. Sponsor at least one community and university service project each year. All service projects must be pre-approved by the PNWU administration at least two weeks before the date of the project’s start.
13. Host at least one fundraiser each year. All fundraisers must be pre-approved by the PNWU administration at least two weeks before the date of the fundraiser’s start.
14. **Non-SGA-Sponsored Organizations**
	1. Non-SGA-sponsored organizations are officially recognized by SGA but are not eligible to be financially sponsored by the SGA. These organizations are voting members of the COCP and are eligible to be granted use of university facilities and logos.
	2. Non-SGA-sponsored organizations must meet these requirements in addition to the requirements listed in the constitution:
15. Report all student organization funds to the Executive Treasurer.
16. Have a booth in the club fair.
17. Ensure that all forms are completed before any of the organization’s events.
18. Have at least one PNWU faculty as an advisor who is involved in meetings and events.
19. New officer elections for the next year are to be held and reported to the SGA Executive Vice-President by May 31 of each year or by national organizational standards, whichever comes first. Elections must be by closed ballot vote.
20. No first-year student may hold any office within a student organization during the student’s first semester at PNWU unless required by a national organization.
21. **Recognition and Fund-Raising Procedures of Student Organizations**
	1. **Recognition of Student Organization**
22. Submit to the SGA Executive Vice-President a completed new student organization request or a renewal of a student organization request.
23. Submit a constitution for the student organization addressing the following topics:
	* + 1. ARTICLE I: NAME - State name of group
			2. ARTICLE II: PURPOSE - Describe the purpose or list the mission statement of the group
			3. ARTICLE III: MEMBERSHIP - Describe how to become a member, what it means to be a member, and if membership can be revoked
			4. ARTICLE IV: DUES - Describe any dues and deadlines
			5. ARTICLE V: OFFICERS - State officer titles
			6. ARTICLE VI: DUTIES - Officer duties
			7. ARTICLE VII: MEETINGS - Frequency and voting criteria
24. The Executive Vice-President will present on behalf of the potential new organization at an SGA Council meeting. He or she will present the new student organization request or the student organization renewal request and justification for the SGA to recognize the organization.
25. Student organizations shall be approved by a simple majority vote at a monthly SGA Council meeting.
	1. Student organization presidents’ responsibilities to SGA and the Council of Club Presidents:
26. It is the duty of the president of the student organization to ensure that all deadlines are met and materials are properly submitted.
27. It is the duty of the president of the student organization to attend all COCP meetings.
	* + 1. If the president is unable to attend the COCP meeting, the vice president, or another club officer, of the student organization must attend in place of the president.
			2. If the student organization is not meeting its responsibilities, the student organization officers will be notified, and a penalty may be imposed.

## Section 6. Annual Evaluation of Student Organizations

Each August, the SGA Executive Council will review the reports and the status of the PNWU sponsored and non-sponsored student organizations and vote whether to renew their status for the upcoming year.

The Executive Council will send their recommendations to the Office of Student Affairs for ultimate approval in the form of a number rank from 1 to 3 as described below:

1. **Continued Sponsorship**

 The SGA Executive Council has reviewed the submitted report and finds the student organization to be in compliance with the above-mentioned guidelines for continued recognition.

1. **Conditional Sponsorship with Requirement(s)**

 The SGA Executive Council has reviewed the submitted report and finds the student organization to not be in compliance with the above-mentioned guidelines for continued recognition. Specific issues must be mentioned. The following requirements (listed at the end of the council report) must be met by the applicable year for the organization to be further considered for continued sponsorship by PNWU SGA.

1. **Suspension with possible recommendation for loss of recognized status**
	1. Following the earlier recommendation and administration of probationary status, the SGA Executive Council has reviewed the submitted probationary report and finds the organization to not be in compliance with the above-mentioned guidelines for continued recognition. This is due to the student organization’s failure to satisfactorily meet the probationary requirements within the timeline required. The Executive Council may recommend the loss of sponsored status.
	2. The SGA Executive Council has reviewed the organization’s conduct and found that it is not consistent with the high standards expected by the SGA, PNWU, or the osteopathic profession. As a result, the Executive Council recommends suspension of the organization’s recognition and suggests possible factors to remediate their status.

These recommendations will be sent to the Office of Student Affairs for approval. Student organizations will be notified of recommendations or approval before the scheduled annual club fair held after the first-year class’s first test block.

# ARTICLE IX: Election of Officers and Representatives

## Section 1. Election Guidelines

1. The election procedures are outlined in the Constitution, Article III: Student Government Association Elections.
2. Running for any SGA office indicates the candidate’s acceptance of all election guidelines.

**Section 2. Campaigning Guidelines**

1. A PNWU student can begin his or her official campaign for office after submitting an Intent to Run form to and subsequent verification of eligibility to hold an office by the Associate Director of Student Affairs. Students are not permitted to formally or informally begin a campaign for office before eligibility verification.
2. All campaign materials (posters, flyers, emails, and so on) must be compliant with the university student handbook professional communications and presentations.
3. When planning campaign materials, a student must represent the quality and integrity PNWU seeks in its students and particularly its leaders. Campaign materials must be clean; sensitive to race, gender, and religion; and may not overtly or otherwise criticize any other person(s) who are running for or currently hold the office that the candidate is seeking. Instead, a campaign must limit itself to what the candidate personally has to offer.
4. Failure to abide by campaign guidelines will disqualify the candidate to hold an SGA office and may have further repercussions at the discretion of the administration.

**Section 3. Election Schedule**

1. Executive officer election
	1. Executive officer elections shall be held by March 15 of each year.
	2. All executive officer elections will be held on the same day.
	3. Individuals may run for only one executive office during an election period.
2. Second-year class officer election
	1. Elections for second-year class officers shall be held after the executive elections, but before May 1 of each year.
	2. Individuals may run for only one class office during an election period.
3. Second-year senator election
	1. The second-year senator election shall be held after the second-year class officer elections, but before the conclusion of spring term.
	2. Individuals may run for only one senator position during an election period.
4. Third-year class officer election
	1. Elections for third-year class officers shall be held after executive elections but before May 1 of each year.
	2. Individuals may run for only one class office during an election period.
5. First-year class officer election
	1. Elections for first-year class officers shall be held after the first test block.
	2. These elections must be held before September 15 of each year but may be changed to accommodate class schedule.
	3. Individuals mayrun for only one class office during an electionperiod.
6. First-year senator election
	1. The first-year senator election shall be held after the first-year class officer elections, but before October 1.
	2. Individuals may run for only one senator position during an election period.

END OF DOCUMENT