Student Government Association

CONSTITUTION

University of New England
College of Osteopathic Medicine

Revised and Approved July 23rd, 2026

Mission

The Student Government Association of the University of New England College of Osteopathic Medicine (UNE COM) represents all UNE COM students at the University, state, and national levels, advocating for a healthy, collaborative, and optimal learning environment that fosters the growth of body, mind, and spirit in osteopathic medical education.

Core Values

- Facilitate the formation and maintenance of Student Affiliate Organization/Student Organization

- Promote transparent communication and collaboration among student groups, community members, staff, and students of various disciplines at UNE

- Encourage student opinion, concerns, and comments and advocate for positive change

- Inform students of relevant news affecting osteopathic medical students at local, state, and national levels

- Promote diversity, equity, and unity of an ethical student body

- Recognize student achievement and cultivate personal and professional development

- Inspire UNE COM students to engage in efforts to improve the College of Osteopathic Medicine, the University, and local communities

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Preamble

This constitution is adopted by a majority vote of the UNE COM SGA and shall be deemed indispensable to the reasonable exercise of administrative jurisdiction. Its provisions shall be duly carried out in accordance with Robert's Rules of Order and shall become incumbent upon the student body immediately upon its acceptance.

QUORUM & RULES

Section 1. A quorum of the SGA shall consist of two-thirds (2/3) of the duly elected on-campus members of the SGA.

Section 2. SGA meetings shall be deemed official and all decisions from said meetings are deemed final and binding whenever a quorum is present.

Section 3a. In the fall semester, the quorum begins as second-year class representatives. Following the election of first-year representatives, the quorum will change to include all first and second-year SGA representatives. In the spring semester, the quorum shall consist of the first-year class representatives. Class representatives from each year retain the ability to vote, although their presence is not required to achieve a quorum.

Section 3b. A meeting not having a quorum shall be held by the SGA members present. All proceedings of such meeting shall be deemed as official and final, pending approval at the next meeting with a quorum present.

Section 4. Meetings shall take place a minimum of twice per month during the academic year unless a meeting is canceled and cannot be rescheduled. The dates and times of all scheduled SGA meetings may be changed by a simple majority vote of the SGA members or the SGA Executive Board.

Section 5. In the event of a school cancellation, any scheduled SGA meeting will also be canceled. Canceled meetings may be rescheduled at the discretion of the SGA President.

Section 6. All meetings shall be considered public and open unless deemed closed at the discretion of the SGA.

Section 7. All public meetings shall be held at such places to accommodate all SGA members who wish to attend.

Section 8. The SGA President shall preside over all official meetings of the SGA.

Section 9. All meetings shall be conducted in accordance with the guidelines put forth in the following documents:

1. The SGA Constitution and Handbook.
2. Modified Robert's Rules of Order, defined by the current SGA President, regarding meeting protocol.

Section 10. A meeting of the Executive Board may be called as deemed necessary by the SGA President.

Section 11. Special meetings may be called at the discretion of the SGA President. The Executive Board shall notify an Officer from each class no less than twenty-four (24) hours prior to the special meeting and the Class Officer shall, in turn, contact SGA members from his/her respective class.

Section 12. Special meetings may be called by a simple majority vote of the SGA.

Section 13. A simple majority will be defined as a vote in which the percentage exceeds 100 percent divided by the total number of options being voted on. A simple majority will be the requirement unless otherwise stated or predetermined. This simple majority will be required and enforced in all SGA motions, elections, surveys, subcommittees, and all other SGA-sanctioned, endorsed, or associated processes.

Section 14. Any request for funding or other resolution over the amount of $250 shall be presented and discussed at a meeting of the SGA General Council as approved by the SGA President. A decision to approve or deny shall be made at the next meeting of the SGA. An immediate vote may be called at the discretion of the SGA President.

Section 15. If, by twenty-four (24) hours prior to a regular SGA meeting, no old or new business has been submitted to the Executive Board for consideration, the SGA President may cancel the meeting at his or her discretion.

ARTICLE I

Name, Structure, and Definition of Organization

Section 1. The organization shall be known as the Student Government Association of the University of New England College of Osteopathic Medicine (SGA of the UNE COM).

Section 2. The Representative body of this Association shall be known as the Student Government Association (SGA).

Section 3. Every member of this Association must be a full-time student at the University of New England College of Osteopathic Medicine (UNE COM).

Section 4. Every member of the SGA must be a student in good standing within the University, having fulfilled all academic requirements for their class (as defined by the UNE COM Student Handbook), or have a prior documented agreement with the Office of the Dean of Students, with no course failures to be repeated in the year before holding office.

Section 5. The SGA shall be an official communicating voice, acting as the elected representation for the student body with the faculty, administration, fellow professionals, and the general public.

Section 6. The SGA does not discriminate on the basis of race, sex, creed, color, national origin, age, sexual orientation, disability, or gender identity in carrying out the meaning and intent of this constitution.

Section 7. Faculty members or administrators from UNE COM shall be invited to attend meetings and forums, encouraged to speak or advise, and included in the official minutes of those meetings.

ARTICLE IIA

Representation to the Student Government Association

Section 1. Each class represented on the UNE COM campus shall elect, by a class vote, a President, Vice President, Secretary/Treasurer, and Class Representatives for the Student Government Association, as described in Article IIB and administered by the Elections Committee. The number of class representatives should be at a minimum of 10% of the respective class year size and not exceed 12% of the represented class year size students. Prior to the start of the third year, Site Liaisons shall be elected to serve a two-year term beginning in the summer of their third year.

Section 2a. All members currently in their second-year spring semester shall be excused from the SGA attendance policy but should strive to attend SGA General Council meetings during the semester and provide updates to the SGA General Council regarding their respective classes.

Section 2b. All members currently enrolled in clinical rotations shall be excused from the SGA attendance policy but should strive to attend SGA General Council meetings during the semester and provide updates to the SGA General Council regarding their rotation site.

Section 3. SGA Representatives and Class Officers will be elected before the last SGA meeting of the calendar year. Incoming students are advised to elect Class Officers and SGA Representatives after the first progress test (PT) or equivalent examination of the academic year and MUST be elected before the first progress test or equivalent examination of the second block.

Section 4. The newly elected SGA shall meet as a formal governing body within thirty days of the election of Class Officers and SGA Representatives of the first-year class.

Section 5. All SGA Officers, with the exception of the SGA President, shall be elected from the SGA General Council within their respective years, as described in *Article IIB* and *Article VI*.

Section 6. Site liaisons are to be composed of two members per third-year clinical site. Sites with 8 or fewer students may operate with only one site liaison if there are not enough interested candidates. Eligible candidates are defined in Article V, Section 4.

ARTICLE IIB

Election Guidelines

Section 1. Class Elections
Section 1a. SGA Class Representatives and Class Officers will be elected before the last SGA meeting of the calendar year. Incoming students are advised to elect SGA Class Representatives and Class Officers after the first progress test (PT) or equivalent examination of the academic year and MUST be elected before the first progress test or equivalent examination of the second block. In the fall term elections, the SGA Elections Committee may set election parameters as they see fit in conjunction with the orientation schedule of the new OMS-I class.

Section 1b. At the end of the fall term, the SGA Elections Committee shall hold an election for the rising OMS-II SGA President. At the end of the OMS-II spring term, the Elections Committee shall hold elections for Site Liaisons for the rising OMS-III class, with positions assigned based on their respective clinical sites. The Elections Committee, in coordination with relevant parties, may establish election parameters as deemed appropriate for these elections.

Section 2. Candidacy
Section 2a. Candidates are deemed eligible for an election if they meet election deadlines and requirements for candidacy as defined in *Article I*, Sections 3 and 4. Each candidate will be given an opportunity to advertise their platform and qualifications.

Section 3. Candidate Announcements
Section 3a. For elections beginning in the Fall, the Elections Committee will announce the available positions and call for letters of intent. These letters of intent will be made available to the class. Elections will follow promptly and will be conducted sequentially to allow all students the opportunity to run for all available positions. Class Officers will be elected first, followed by SGA Representatives, during the period between the first PT of Block One and the first PT of Block Two.

A student may submit a letter of intent to run for a position during the aforementioned period following the initial announcement. However, once a student has been officially elected to a position, they are no longer eligible to run for subsequent positions.

Section 4. Election Procedure
Section 4a. Speeches for Class Officer positions and the SGA President shall be recorded and included in the elections packet. Candidates for SGA President will also deliver a recorded speech to the on-campus students. Candidates for Class Officer positions will present their speeches only to their respective classes. Elections for Site Liaison positions will be conducted among students completing rotations at that site, and no verbal speeches will be required for these candidates. All candidates for all positions must submit a letter of intent to the SGA Parliamentarian.

Section 4b. Candidates for SGA Class Representatives and Site Liaisons will be asked to submit a letter of intent, as specified by the Elections Committee. This letter will be posted at least two days before the election to allow ample time for the students to educate themselves about the candidates.

Section 4c. Council of Osteopathic Student Government Presidents (COSGP) Liaisons
COSGP Liaisons will be designated based on respective SGA Committees with the exception of the National Research Representative and Global Health Liaison. The Liaison or Representative is a person

who will be COSGP's point of contact for the committees and will attend meetings and disseminate information back to the SGA General Council.

Section 4d. National Research Representative (NRR)
The Executive Board will call for interested candidates at the second SGA meeting following the addition of the newly elected OMS-I General Council members, nominations for liaison co-chair positions will be accepted, including both self-nominations and nominations from other General Council members. If the position is not filled within the SGA general council, an additional call will be made that is open to the entire OMS-I student body. If the representative is a member of SGA, they will retain their voting right (pending no conflict of interest) and are required to attend all meetings. If the representative is not a member of SGA, they can put forward initiatives, but they will not receive voting rights, and are not required to attend SGA meetings, unless they have an update for the general council or student body at large. If the position is being filled by a candidate outside of the SGA, the position will be voted on by the Executive Board in a closed session. The NRR will serve a term of one year from the date of appointment in the fall to the following December and is required to sit on the Interprofessional Committee. In the event the NRR does not complete their term, the Executive Board may call for another round of applicants at their discretion.

Section 4e. Global Health Liaison (GHL)
The Executive Board will call for interested candidates within at the second SGA meeting following the addition of the newly elected OMS-I General Council members, nominations for committee co-chair positions will be accepted, including both self-nominations and nominations from other General Council members. If the position is not filled within the SGA general council, an additional call will be made that is open to the entire OMS-I student body. The representative is a member of SGA, they will retain their voting right (pending no conflict of interest) and are required to attend all meetings. If the representative is not a member of SGA, they can put forward initiatives, but they will not receive voting rights, and are not required to attend SGA meetings, unless they have an update for the general council or student body at large. If the position is being filled by a candidate outside of the SGA, the position will be voted on by the Executive Board in a closed session. The Global Health Liaison will serve a term of one year from the date of appointment in the fall to the following December and is required to sit on the DEI Committee. In the event the GHL does not complete their term, the Executive Board may call for another round of applicants at their discretion.

Section 4f. Academic Support Representative (ASR)
The position will be voted on in a closed session by the SGA Executive Board via a blinded process in the beginning of the spring semester. The Academic Support Representative will serve a term of one year from the date of appointment in the Spring. In the event the ASR does not complete their term, the Executive Board may call for another round of applicants at their discretion. If the position is filled by an SGA member, they will retain their voting rights within the SGA, pending no conflict of interest. If the ASR is not an SGA general council member, they will not have voting rights on SGA matters. In the case that this role is not filled within a second call, the Academic Affairs Chair will assume all roles and responsibilities.

Section 4g. All elections will be held through an online platform. The Elections Committee is responsible for creating the online election ballot through the online platform. The online elections will be open for at least a 24-hour period. Specific parameters must be set to ensure that each student only votes once and

that the voting process is confidential. Once voting polls are closed, the SGA Parliamentarian will view the results of online elections. Class Officers, Class Representatives, and Site Liaisons will be selected based on a simple majority. If multiple students run for Site Liaison, the positions will be filled by the candidates receiving the highest and second-highest number of votes. An electronic copy of the voting records shall be kept on file by the SGA Parliamentarian. The results of each election will be communicated to each class via email.

Section 5. Lack of Candidates
Section 5a. In the event that a candidate for Class Officer runs unopposed, or fewer than ten percent (10%) of the respective class year size of students run for SGA Representative, they will be granted the position. A second election process will be held shortly thereafter to fill the empty position(s). If there remain no interested candidates, the position(s) will remain unfilled until the start of the second semester at which time another election process to attempt to fill the positions will be held.

Section 5b. If only one candidate runs for site liaison, they will be granted the position of site liaison, and no voting will be required. A second call for LOIs will be made by the SGA Parliamentarian. In the event that multiple LOIs are submitted for the second deadline, voting for who will serve as the second site liaison will take place among those candidates.

Section 5c. Should no additional LOIs be submitted, a site with 8 or fewer students may operate with one liaison. A site with 9 or more students will require additional action as stated below.

Section 5d. If there are no interested candidates or not enough interested candidates for liaison at a specific site, the SGA Parliamentarian will consult with the Office of Recruitment, Student, and Alumni Services (RSAS) and the Office of Clinical Education (OCE) to determine the appropriate action for the site.

ARTICLE III
Officers of the Student Government Association

Section 1. The SGA Executive Board shall consist of the SGA President, Vice President, Secretary, Treasurer, Public Relations Officer, Parliamentarian, and Assistant Secretary/Public Relations, in addition to a Treasurer-Elect position in the fall semester. All officers, with the exception of the President and Parliamentarian, shall be full voting members of this Committee. The President shall have a vote only in the event of a tie.

Section 2. The President of the SGA shall be elected by a vote of the on-campus student body, to be conducted by the presiding Parliamentarian of the SGA, or his/her designee. This shall be completed before the end of each calendar year.

Section 3. The Vice President, Senior Secretary, Public Relations, Assistant Secretary/Public Relations, and Parliamentarian of the SGA shall be elected by a full vote of the SGA, consisting of both the outgoing and incoming SGA representatives, not including the newly elected clinical site liaisons, before the adjournment of the last meeting of the SGA of the calendar year from a pool of newly elected and eligible

class representatives as described in *Article IIB.* The Treasurer-Elect will be elected at the first general council meeting where incoming SGA representatives are in attendance. This Treasurer-Elect will be promoted to Treasurer before the adjournment of the last SGA meeting of the calendar year.

Section 4. All other Officers of the SGA shall be elected by the SGA members at the first full meeting of the SGA of the academic year.

Section 5. The Executive Board will be chaired by the SGA President and will meet at the request of the President.

ARTICLE IV
Installation of Officers

Section 1. The President-elect shall be duly installed by the retiring President at the spring Council of Osteopathic Student Government Presidents meeting (or at a time before the start of the new academic year designated by the retiring president) and the new President shall install the remainder of the SGA Officers once they have all been elected as described in *Article IIB*.

ARTICLE V
Duties of the Officers

Section 1. SGA Executive Board

Section 1a. Duties of the SGA President:

1. Preside over all meetings of the Student Government Association and establish the dates, times, and locations of those meetings.
2. Cast a vote on any motion before the SGA and before the Executive Board in the case of a tie.
3. Delegate responsibility for any passed motion of the SGA.
4. Organize Ad-Hoc Committees when the SGA takes on a project or event that does not fall under one of the Standing Committees of the SGA.
5. Prescribe a modified Robert's Rules of Order, defined by the current SGA President, for the Parliamentarian to enforce at any and all official SGA meetings.
6. Attend meetings of SGA Committees including the Ethics and Professional Committee and Finance Committee and recognized Student Affiliate Organization/Student Organization at their discretion in their official capacity.
7. Accept nominations and recommend members to the Deans for all UNE COM faculty/student Committees, unless otherwise defined in the SGA Constitution.
8. Act as the official representative of the student body to the faculty, administration, alumni, Council of Osteopathic Student Government Presidents (COSGP), and any other group with which the SGA may be involved.
9. Act in conjunction with the SGA Secretaries to correspond on behalf of the SGA.

10. Occupy or assign an alternate to the student seat on the Board of Directors of the Maine Osteopathic Association.
11. Attend the annual American Osteopathic Association House of Delegates.
12. Enforce the SGA Constitution.
13. Serve as Chair of the Executive Board.
14. Plan the agenda for each meeting of the SGA
15. Serve as an official COM representative to the UNE Representative Council
16. Aid and assist all other Executive Board members.
17. Serve as the College of Osteopathic Medicine's Graduate and Professional Student Affairs (GAPSA) Senator and attend or assign an alternate representative to attend all meetings required by the GAPSA Senate.

Section 1b. Duties of the SGA Vice President:

1. Attend and have a vote at all SGA and Executive Board meetings.
2. Assume the duties of the President when absent.
3. Attend meetings of SGA Committees including the Ethics and Professional Committee and allocation meetings for Finance Committee and recognized Student Affiliate Organization/Student Organization at their discretion in their official capacity.
4. Serve as the SGA Liaison to UNE COM Student Affiliate Organization/Student Organization (SAO/SO) in conjunction with the office of the Associate Dean of Students for the College of Osteopathic Medicine; specifically:
    i. Schedule, arrange, prepare agendas for, announce, and preside over the SAO/SO meetings held at least every other month.
    ii. Maintain and update lists of SAO/SO officers and faculty advisors.
    iii. Supervise the scheduling of special interest events as arranged by all recognized UNE COM SAO/SO.
    iv. Record any pertinent minutes for the UNE COM SAO/SO meetings and distribute them accordingly.
    v. Serve as an advisor to the SGA Finance Committee to aid in SAO/SO funding.
    vi. Assist with the planning and execution of the Presidents' Transition Dinner
5. Prepare agenda for the student body Dean's Roundtable Discussions.
6. Aid and assist all other Executive Board members.
7. Accompany the SGA President to the Summer and Fall COSGP meetings.
8. Act as alternate official representative of the student body to the Council of Osteopathic Student Government Presidents (COSGP) and any other group with which the SGA may be involved.
9. Serve as an official COM representative to the UNE Representative Council.

Section 1c. Duties of the SGA Senior Secretary:

1. Attend and vote at all SGA and Executive Board Meetings.
2. Keep a careful and authentic record of the proceedings of the SGA.
3. Publish or post copies of the minutes of each meeting after they have been approved. The minutes are to be publicly posted and provided to members of the UNE COM administration when requested. Included in the minutes shall be the vote counts for motions from the previous meeting voted on by the general council excluding tallies from elections.

4. Maintain the attendance record of the SGA members and inform the SGA Executive Board of those members who have inexcusably missed two (2) consecutive or three (3) total meetings annually.
5. The Senior Secretary shall assume the duties of the SGA President in the absence of the SGA President and Vice President.
6. Act in conjunction with the SGA President and SGA Public Relations Officer to correspond on behalf of the SGA.
7. Work with the SGA Vice President to prepare the agenda for the Dean's Round Table (DRT).
8. Aid and assist all other Executive Board members.
9. Serve on at least one (1) SGA Standing Committee.

Section 1d. Duties of the SGA Senior Treasurer:

1. Attend and have a vote at all SGA and Executive Board meetings.
2. Act as the sole monetary distributing agent of the SGA.
3. Authorize, following a majority vote of the SGA, all monetary disbursements from the SGA budget.
4. Serve as Chair of the Finance Committee.
5. Maintain an accurate and timely record of all income and expenditures.
6. Act as financial advisor to all recognized Student Affiliate Organizations/Student Organizations and classes of the College of Osteopathic Medicine.
7. Announce the submission deadlines for on-campus events sponsored by classes, committees, and organizations desiring SGA funding as described in *Article VIII*, Section 3, and *Articles XIa & XIb.*
8. Prepare a budget for the academic year that will be proposed to and voted on by the SGA.
9. Report on the financial standing of the SGA regularly.
10. Aid and assist all other Executive Board members.

Section 1e. Duties of the SGA Treasurer-Elect

1. Attend and have a vote at all SGA and Executive Board meetings.
2. Work closely with the SGA Treasurer to ensure competency in all aspects of Finance within the SGA by the time of promotion to that role.
3. Assume the duties of the SGA Treasurer when absent.
4. Assist the SGA Treasurer with any assigned duties.
5. Aid and assist all other Executive Board members and the Finance Committee.

Section 1f. Duties of the SGA Parliamentarian:

1. Attend all SGA and Executive Board meetings. The Parliamentarian will have no vote on the SGA Executive Board and is barred from voting during general SGA meetings unless the Parliamentarian has temporarily relinquished the authority of this position to the SGA President or presiding officer, at which time the Parliamentarian is relieved of these enumerated duties and is permitted a vote.
2. Interpret the SGA Constitution at all SGA and Executive Board meetings.
3. Enforce a modified Robert's Rules of Order, as defined and prescribed by the current SGA President, at any and all official SGA meetings.
4. Serve as Chair of the Elections Committee.
5. Attend meetings of SGA Committees at their discretion in their official capacity.

6. Run an annual review of the SGA Constitution.
7. Ensure Committee Chairs pass down an electronic transition document, outlining their activities over the course of the academic year.
8. Aid and assist all other Executive Board members.

Section 1g. Duties of the SGA Assistant Secretary/Public Relations:

1. Attend and have a vote at all SGA and Executive Board meetings.
2. Assume the duties of the SGA Secretary or Public Relations when absent.
3. Assist the SGA Secretary or Public Relations with any assigned duties.
4. Work with the SGA Vice President to prepare the agenda for the Dean's Round Table (DRT).
5. Attend and record minutes at all Dean's Roundtable discussions.
6. Aid and assist all other Executive Board members.
7. Serve as a member of the Finance Committee.

Section 1h. Duties of the SGA Public Relations Officer:

1. Attend and have a vote at all SGA and Executive Board meetings.
2. Update and maintain the SGA website.
3. Publicize the SGA website to both on-campus and off-campus students.
4. Run and announce the monthly Student Doctor of the Month for the on-campus classes at the discretion of the current SGA.
5. Act in conjunction with the SGA President and SGA Senior Secretary to correspond on behalf of the SGA.
6. Work with the Jr. Assistant Secretary/Public Relations to hold voting for the End of Year (EoY) Celebration and assist the 1st and 2nd year Class Officers with the planning of the event.
7. Serve on at least one (1) SGA Standing Committee.
8. Serve as the COSGP Student Doctor of the Year (SDoY) Liaison. Organize, facilitate, and coordinate the Student Doctor of the Year (SDoY) selection process.

Section 2. SGA Class Officers

Section 2a. Duties of the Class President:

1. Act as a liaison between the class and the administration regarding all class affairs.
2. Attend and have a vote at all SGA meetings.
3. Report to the class on all class-related affairs.
4. Report to the SGA on all business of the class.
5. Call any class meetings when deemed necessary.
6. Preside over class meetings and any other meetings as called by either the Class President or by a simple majority vote of the class.
7. Call and preside over meetings of the Class Officers as necessary.
8. Coordinate the planning of the EoY Celebration along with the 1st and 2nd year class officers under the advisement of the RSAS office.
9. Serve on the CCAP Committee.
10. Aid and assist all other class officers in the accomplishment of class duties.

Section 2b. Duties of the Class Vice President:

1. Have a vote at all SGA meetings.

2. Assume the office of the Class President should that person be unable to serve out the duration of his/her term.
3. Coordinate the selection and presentation of faculty awards (for on-campus classes).
4. Aid and assist all other class officers in the accomplishment of class duties.
5. Attend class, officer, and representative meetings called by the Class President.
6. Support the planning of the EoY Celebration along with the 1st and 2nd year class officers.
7. Serve on at least one (1) SGA Standing Committee.

Section 2c. Duties of the Class Secretary/Treasurer:

1. Attend and have a vote at all SGA meetings.
2. Record and post an authentic record of the proceedings of official class and officer meetings.
3. Act as sole monetary distributing agent of the class account.
4. Maintain an accurate and timely log of class funds and remit payment of any class expenditures.
5. Serve on the SGA Finance Committee.
6. Support the planning of the EoY Celebration along with the 1st and 2nd year class officers.
7. Attend class, officer, and representative meetings called by the Class President.

Section 2d. Duties of the Alumni Representative:

1. Attend Alumni Association meetings.
2. Effectively communicate between the alumni, the SGA, and the current student body.
3. This position shall be elected during the OMS-I year and shall be permanent for that class.
4. Attend and have a vote at all SGA meetings.
5. Serve on at least one (1) SGA Standing Committee.
6. Support the planning of the EoY Celebration along with the 1st and 2nd year class officers.
7. Attend class, officer, and representative meetings called by the Class President.

Section 3. Class Representative:

Section 3a. Duties of the Class Representatives:

1. Attend and have a vote at all SGA meetings.
2. Act as a representative voice for the members of their class concerning issues that pertain to them under the jurisdiction of the SGA.
3. Serve on at least two (2) SGA Standing Committees.
4. Aid and assist the Class Officers in the accomplishment of class duties.
5. Attend class meetings and representative meetings called by the Class President.
6. Attend at least one (1) Dean's Roundtable Discussion per academic year.

Section 4. Site Liaisons:

Section 4a. Duties of Site Liaisons:

1. Serve as Representatives of their Class to the SGA in years III and IV.
2. Act as a Liaison between their assigned third-year Clinical Campus and the Department of Clinical Education.
3. Attend and fully participate in the Clinical Campus Showcase/Site Liaison Weekend at UNE COM and with any visits to Clinical Campuses by members of the Clinical Education Department.
4. Attend monthly meetings and/or class calls with Clinical Education.
5. Fully complete 4 quarterly reports regarding student experiences at their designated clinical sites. Send a copy of this report to the CCAP committee chair at the end of each quarter.

6. Attend any training or workshops held in conjunction with the Office of Clinical Education, RSAS, and/or the SGA.
7. If an eligible individual, which is defined as a rising third-year student who has not been elected as a Class Officer, will be completing their rotations at the site for which they are elected, and is entering clinical rotations for the first time. In the event that no otherwise eligible student at a clinical campus wishes to serve as Liaison for that site, the opportunity to run for Site Liaison shall be extended to Class Officers.
8. Execute the duties granted to the Site Liaisons as they see fit. At sites with two Liaisons, the division of duties shall be completed prior to the start of rotations and submitted in writing to the SGA Vice President.
9. Fully complete the above duties. If any Liaison fails to attend 70% of all monthly meetings or does not complete their responsibilities, they shall be required to meet with RSAS, Clinical Education, and/or the SGA Vice President. If after that meeting, the liaison is unable to fulfill their responsibilities, a new election shall be called by the SGA Parliamentarian to fill the role in accordance with the procedures set forth in *Article IIb*.
10. Serve as the functional lead in the end use of the Community Engagement Fund, as detailed in Appendix IV.

Section 5. Duties of COSGP Liaisons and Representatives:

Section 5a. National Research Representative Duties:

1. Advertise and accept applications on behalf of the COSGP Student Researcher of the Year Award and serve as chair of Student Researcher of the Year Committee.
2. Advertise and direct interested students to the submission link for the annual COSGP Winter
3. Research Conference, send out the annual COSGP Survey on Research Involvement in the Spring Semester, and all other COSGP related research information.
4. Disseminate information to students and lead initiatives designed to enhance students' understanding of research and scholarship, within and outside of UNE and UNE COM.
5. Sit on the Interprofessional Committee.
6. Must attend SGA meetings, only if they have updates from COSGP or have other information to share with the general council or with the student body via the meeting minutes. A minimum attendance of a quarterly meeting is required.

Section 5b. Global Health Liaison Duties:

1. Advertise and accept applications on behalf of the COSGP Global Health Scholar Year Award and serve as chair of Global Health Scholar of the Year Committee.
2. Disseminate information from COSGP to students and lead initiatives designed to enhance students' understanding of global health.
3. Meet with the COSGP global health committee when the committee decides to meet, including their regional directors.
4. Sit on the Diversity, Equity, and Inclusion Committee.
5. Must attend SGA meetings, only if they have updates from COSGP or have other information to share with the general council or with the student body via the meeting minutes. A minimum attendance of a quarterly meeting is required.

Section 6. Duties of the Academic Support Representative:

1. Serve as the liaison between students enrolled in Academic Enrichment and Support Priority courses to the SGA and University administration.
2. Support students enrolled in Academic Enrichment and Support Priority while they are enrolled in these courses
3. Support students in their transition out of Academic Enrichment or Support Priority
4. Sit on the WellCOM and Academic Affairs Committees
5. Attendance at SGA meetings is only required if the elected Liaison is also a class representative. This position will not be a voting member of the SGA unless also elected as a class representative.
6. This position is required to maintain an electronic transition document to be given to the SGA Parliamentarian making sure to omit any student names or identifiers.

Section 7. General Council Attendance Policy

Section 7a. Attendance expectations:

1. Members of SGA are required to attend all SGA meetings in accordance with their duties as defined in Article V.
2. Members of SGA may submit an Excused Absence Request to be approved by the SGA Executive Board as stated in Article VII, Section 3. Requests must be submitted at least 72 hours before the meeting begins to be considered for approval. Not all requests are subject to approval. In the event of an emergency, these rules may not apply, but members are still expected, if possible, to inform the E-board of their circumstances.
3. Members of the SGA are expected to be present when each meeting begins. Tardiness exceeding 15 minutes from the meeting's start time is to be considered an unexcused absence.

Section 7b. Policy Violations:

1. In the event of their unexcused absence from two (2) consecutive or three (3) total SGA meetings annually, SGA members may be removed from office by a two-third (2/3) majority vote of the SGA (as stated in Article VII, section 2). Such events will follow procedures outlined in Article VII, Section 4.

ARTICLE VI

Nomination and Election of Executive Board Members

Section 1. The Executive Board shall consist of the positions titled in *Article III*, section 1.

Section 2. Nominations and elections of all SGA members shall be carried out by the Elections Committee according to specific guidelines described in *Article IIb*.

Section 3. Class Officers shall be voting members of the SGA but are not eligible for Executive Board positions.

Section 4. Any student is eligible to be a candidate for the position of SGA President provided he or she meets the following criteria:

1. The student is in good academic standing with the College of Osteopathic Medicine.
2. Must have served as a class representative or class officer in the semester preceding the election.

3. If no letters of intent from SGA are received prior to the deadline, SGA Parliamentarian may open the call to the student body, and all remaining criteria still apply.
4. The student will be entering the OMS-II year in the fall following the election.
5. The student submits a letter of intent to the current SGA Elections Committee Chair by the specified deadline.

Section 5. Nominees for SGA Vice President, Parliamentarian, Senior Secretary, Public Relations, and Assistant Secretary/Public Relations shall be selected from the pool of rising OMS-II SGA Representatives during the last meeting of their respective fall term, which coincides with the last meeting of the rising OMS-III SGA Class Representatives, as described in *Article III, section 3.*

Section 6. Nominees for the SGA Treasurer-Elect Executive Board position shall come from the pool of on-campus OMS-I SGA representatives at the first full SGA meeting of the academic year.

Section 7. Nominations for all Executive Board positions, with the exception of SGA President, shall be made by one of the following:
1. A duly elected and eligible SGA member may nominate him/herself for SGA Executive Board positions.
2. Another SGA member may nominate an eligible SGA member for SGA Executive Board positions.

ARTICLE VII
Tenure of Office

Section 1a. Class Representatives
OMS-I Class Representatives shall be elected between the first progress test (PT) of Block One and the first PT of Block Two, as outlined in Article IIa, Section 3. Their tenure shall extend from the time of election in OMS-I through the end of the OMS-II spring semester. OMS-I Class Representatives will be elected as Chair-Elects according to the process outlined in Article IX, Section 4. OMS-I Class Representatives will transition into their Chair roles following the hand-off from the OMS-II Class Representatives. By the start of the spring semester, the OMS-I will officially assume their Chair positions.

Section 1b. Class Officers
The tenure of office for Class Officers will extend through the OMS-I academic year, starting from their election held between the first PT of Block One and the first PT of Block Two in OMS-I. Following this period, re-elections will be held at the beginning of the Fall Semester of OMS-II, determining the officers for their second year and continuing through the duration of their medical education.

Section 1c. Site Liaisons
The tenure of office for the Site Liaison shall commence with their election in the Spring of the OMS-II year and shall continue through the remainder of their clinical term.

Section 1d. SGA Executive Board

The tenure for the SGA Executive Board shall begin with their election at the end of the OMS-I Fall semester and conclude at the end of the OMS-II Fall semester, coinciding with the transition of responsibilities to the rising OMS-II class.

Section 1e. If an elected official must vacate his/her position temporarily or permanently, a special election, conducted by the Elections Committee, shall be held to replace the vacated seat.

Section 2. Any SGA member may be removed from office by a two-thirds (2/3) majority vote of the SGA in the event of their unexcused absence from two (2) consecutive or three (3) total SGA meetings over the course of the academic year. In addition, concerns about a council member(s) may be brought to the executive board for consideration of misconduct or failure to fulfill SGA responsibilities. The SGA member shall have the opportunity to represent him or herself before a quorum of the SGA preceding such a vote.

Section 3. Excused absences shall be those approved by the SGA Executive Board.

Section 4. Removal of a Class Officer or Representative.
To remove a Class Officer or Representative, a petition must be submitted in electronic writing to the SGA President or a member of the elections committee. Upon receiving the petition, the SGA President, will have ten (10) days to meet with all involved parties and compile the relevant facts, which will then be presented to the Elections Committee. If the elections committee deems the petition credible, all gathered information will subsequently be submitted to the SGA General Council. The person in question will have the opportunity to present to the SGA General Council to advocate on their behalf should they wish. A two-thirds (2/3) majority vote of a quorum of the total current class representatives membership will be required to remove the class officer or representative. If the person in question would like to appeal, they can request that a vote be administered to the entire class of their year with a simple majority to reinstate them.

Section 5. Any elected member of the SGA may confidentially resign from office at any time and for any reason by submitting a written statement to the SGA Executive Board.

Section 6. In the event of removal or resignation of the SGA President, the SGA Vice President shall immediately assume the office of the SGA President.

Section 7. In the event of removal or resignation of any other SGA Executive Board member, the SGA President shall accept nominations for and/or recommend a replacement to that position from the current pool of on-campus SGA Representatives, subject to the majority approval of the SGA.

Section 8. In the event of removal or resignation of a Class President, the Class Vice President shall immediately assume the office of Class President.

Section 9. In the event of removal or resignation of any other Class Officer, a class-wide election shall be held in order to replace the vacated seat.

ARTICLE VIII

Standing Committees

Section 1. Executive Board
This Committee will establish goals and priorities for the SGA, periodically assess progress toward meeting those goals, and ensure the legitimacy and standing of the SGA in the University community. This Committee will be composed of the SGA Officers and will be chaired by the SGA President as described in *Article III*.

Section 2. Elections Committee
The Elections Committee will be assembled during times of need for which circumstances dictate. This may include Constitutional questions, procedural concerns, or other circumstances as deemed necessary by the SGA President, Vice President, or Parliamentarian. The committee will consist of at least 5 members and MUST include the SGA President, SGA Vice President, and Parliamentarian. The SGA Parliamentarian will run the day-to-day operations of this committee and will chair this committee.

Section 3. Finance Committee
This Committee will receive and review budgets and funding requests from UNE COM classes, committees, SAO/SOs and will recommend action on said material to the SGA as defined by *Article XIb.* All classes and committees may petition for funding at any point during the semester but are strongly encouraged to submit budgets within two (2) months after the beginning of the academic year. Funding requests should be presented to the SGA Treasurer who can make a recommendation to the Executive Board. Funding may be awarded by Financial Committee vote in amounts not to exceed $250 per club per year. Amounts over $250 per club per year will require approval of the SGA quorum. All existing Student Affiliate Organization/Student Organization must meet the criteria associated with financial recognition as detailed in *Article XIb* within two (2) months after the beginning of the academic year in order for their requests to be considered by the Committee for the remainder of the academic year. Newly formed SAO/SOs will request funding at their club recognition request to be voted on by the SGA, not to exceed more than $250 at the initial request.

The Committee will specify and announce the details of this financial recognition to all of the above groups at a budget training session to be held within one (1) month after the beginning of the academic year as detailed in *Article XIb.*

Meetings are open unless announced as closed by the Chair of the Committee, in which case only elected SGA Representatives and other at-large members will be eligible to attend.

Members of the committee shall review applications for the SGA Education Enhancement Fund. All applications to this fund must first be vetted and approved by the Office of Recruitment, Student, and Alumni Services through current criteria as detailed in *SGA Handbook Appendix II*.

The Committee shall create and oversee a Community Engagement Fund for use at third-year clerkship sites, according to guidelines outlined in *SGA Handbook Appendix IV*.

The Chair of this Committee will be the SGA Treasurer. He/she will be a non-voting member of the Committee, except in the incident of a tie vote. Class Treasurers, the Assistant Secretary/Public Relations,

and the SGA President and Vice President (for allocation meetings) will be required to sit on this committee.

Section 4. Clinical Campus Assignment Process (CCAP) Committee
This committee will be Chaired by a member of the second-year SGA council. Eligible voters for the chair position shall only be second-year SGA members. The committee shall consist of the Chair, the SGA President, the first- and second-year Class Presidents, and an elected first-year from the SGA Council.

This group of individuals will work with the Office of Clinical Education in planning the Assignment Process and informational events about core rotations leading up to the Assignment Process.

CCAP Committee meetings will be made open to all UNE COM students, at the discretion of the committee.

The CCAP Committee Chair will act as the COSGP Medical or Clinical Education Liaison and attend virtual meetings with the COSGP MedEd Committee.

Section 5. Academic Affairs Committee
The Academic Affairs Committee will be co-chaired by a member of SGA from each class and will be elected by a majority vote of the Council.

The committee shall consist of a second-year Technology Representative elected by a majority vote of the committee at its first meeting of the year. This person will be responsible for coordinating all technology-related business of the committee with the co-chairs. Additionally, this person will be responsible for coordinating student-run audio recordings for the second-year class.

This Committee will address all curricular and technology concerns. It will serve to represent the students at all appropriate curriculum or technology-related meetings. All Committee members shall attend the block/unit curriculum meetings while the chairs will attend the UNE COM Curriculum Advisory Committee (CAC) as defined by CAC bylaws. The chairs shall distribute the minutes from these meetings to their respective classes.

Section 6. Social Committee
The Social Committee will be co-chaired by a member of SGA from each class and will be elected by a majority vote of the Council.

This Committee will be responsible for planning, organizing, and publicizing social activities for the UNE COM student body, including but not limited to, the Winter Formal, the Deane Kenney Striker Memorial Fundraiser, and National Osteopathic Medicine (NOM) week. Social Committee will also assist the SGA Vice President with the planning of the Presidents' Transition Dinner.

Section 7. Interprofessional Committee:
The Interprofessional Committee will be co-chaired by a member of SGA from each class and will be elected by a majority vote of the Council.

This Committee will be responsible for planning, organizing, and publicizing professional development activities within the student body. The second-year committee chair will convene a meeting of the committee to review the Carmen Pettapiece DO Research Fund applications with the faculty advisor of the Pettapiece Fellowship as stated in Appendix I

Section 8. Outreach Committee
The Outreach Committee will be co-chaired by a member of SGA from each class and will be elected by a majority vote of the Council.

The co-chairs will serve as the TOUCH (Translating Osteopathic Understanding into Community Health) coordinators for their respective classes. Their roles include announcing and advertising the program and its awards, presenting during the first-year service week, tracking student TOUCH hours throughout the year, and completing all necessary paperwork for the national TOUCH deadline.

This committee will encourage and facilitate community service within the community. It will also serve as a body that SAO/SOs can utilize to help with the planning or execution of student-run service programs.

The Outreach Committee Chair will serve as the liaison to the COSGP National TOUCH Coordinator regarding questions, concerns, and/or disputes that arise at the institutional level surrounding the TOUCH program.

Section 9. WellCOM Committee
The WellCOM Committee will be co-chaired by a member of SGA from each class and will be elected by a majority vote of the Council.

The Committee will serve as an organizing body for wellness promotion within the student body. This will include maintaining the WellCOM digital resources, sending representation to the Dean's Committee on Wellness, planning Week of Wellness, and advocating for wellness amongst students, staff, and administration.

The Committee will work to maintain a $10,000 budget in the Hands Together (in Honor of Aaron Martinuzzi) fund (Appendix III) which will serve to provide relief to students during times of need. The SGA will assist by funding 1% of its working budget to Hands Together annually until the club account reaches $10,000. Adjustments to the annual allocation percentage may be made pending a Hands Together Committee request and Finance Committee evaluation of prior years' utilization. The decision to disburse funds will be decided by a vote of the committee members. The chairperson will be a non-voting member of the Committee, except in the incident of a tie vote. The Hands Together Committee shall have no fewer than three (3) voting SGA representatives. In the event that voting membership falls below 3 representatives, the SGA Vice President shall stand in as a voting committee member. If voting membership remains below three voting members, the need shall be met by additional members of the SGA Executive Board. If a vote is in favor of a disbursement, the amount will be decided through a discussion among committee members. Members of the committee may not disclose or discuss any information about the request, disbursement, or decision-making with anyone outside of the committee. Students who wish to be anonymous to the committee may submit requests to the committee through the Office of Recruitment, Student, and Alumni Services.

The WellCOM Committee Chair will act as the COSGP Wellness/MED Liaison and will attend virtual meetings with the COSGP Wellness Committee.

Section 10. Ethics and Professionalism Committee
The Ethics and Professionalism Committee will be co-chaired by a member of SGA from each class and will be elected by a majority vote of the Council.

The Committee will consist of the SGA President, SGA Vice President, 1st and 2nd year Class President, and at least two OMS-I SGA representatives and two OMS-II SGA representatives. The incoming chairperson will work with their co-chair to educate new committee members.

Duties of the ethics committee include:

- Upholding the professional expectations of the UNE COM students
- Creation and management of electronic class drives
- The Ethics Committee will be responsible for creating and managing a singular electronic drive per class
- Work closely with faculty and staff to create guidance regarding expectations for study guides, retest support, exam review, etc.
- Provide programming regarding ethics at UNE COM during both OMS-I & OMS-II orientation.

Section 11. Sustainability Committee
The Sustainability Committee will be co-chaired by an SGA member from each class and will be elected by a majority vote of the council.

The newly elected first-year co-chair shall have the ability to serve as the National Liaison for Medical Students for a Sustainable Future once elected to a full one-year term.

The committee shall serve as an organizing body for UNE COM's contribution to sustainability initiatives on campus and at our clinical sites, including but not limited to general sustainability and climate justice.

The committee may select one or more of its members to serve as UNE COM's representative(s) to UNE's Environmental Council or may act as UNE COM's student representatives to other sustainability initiatives on campus.

The committee may complete the Planetary Health Report Card in collaboration with relevant faculty and professional staff stakeholders with assistance from UNE's Environmental Council. The committee will present the planetary health report card to increase awareness and support for environmental sustainability.

The sustainability committee shall work, as a committee or in conjunction with other outside groups, to improve UNE's commitment to sustainability, and improve the education of student physicians to the importance of and need for sustainability, and a greener tomorrow.

Section 12. Legislative Committee

The Legislative Affairs Chair will act as the COSGP Legislative Affairs Liaison and attend virtual meetings with the COSGP Legislative Affairs Committee. Thereafter, they will disseminate information to students regarding medical policy/legislative updates.

The Committee will address, investigate, and report on legal and political issues affecting osteopathic medicine and medical students. It will coordinate planning for DO Day on the Hill with relevant groups and the Office of Recruitment, Student, and Alumni Services, and facilitate UNE COM participation in Physician's Day at the Legislature in Augusta, Maine. The attendees for DO Day on the Hill should include the Legislative Affairs Chair pending approval from the COM Absence team.

The Committee will collaborate with entities such as the Student Osteopathic Medical Association (SOMA), the University of New England's American Medical Association Chapter (AMA), the Maine Osteopathic Association (MOA), and other UNE COM Student Affiliate Organization/Student Organization. Its mission is to represent and advocate for osteopathic students regarding resolutions and policies.

The Committee aims to ensure that osteopathic students' concerns and perspectives are addressed at local and national levels. It will also work with other SGA Committees to create opportunities for student involvement in advocacy, professional development, and community engagement, enhancing the educational experience and professional growth of UNE COM students.

At least one mandatory meeting will be held with the Presidents of SOMA, AMA, and other relevant stakeholders once per semester to plan, organize, and implement these legislative agendas.

Section 13. Diversity, Equity, and Inclusion (DEI) Committee
The DEI Committee Chair will be elected by a majority vote of the SGA General Council. The Chair will act as the COSGP Diversity Liaison and attend virtual meetings with the COSGP Diversity Committee.

The DEI Chair will be tasked with engaging student stakeholders serving in leadership roles of Student Affiliate Organization/Student Organization and will aim to relay concerns raised within the committee to the relevant institutional entities, such as the Dean's Advisory Committee on Community & Belonging (DACCB).

The DEI Committee at UNE COM promotes diversity, equity, and inclusion by reviewing and developing inclusive practices. It coordinates events like cultural awareness days and training sessions, collaborating with relevant SAO/SOs to advance DEI initiatives.

The Committee advocates for underrepresented groups, ensuring their voices are heard and needs are met. Once the addition is approved by a simple majority vote of the SGA general council, the student-initiated subcommittee, including their budget and initiatives, will be overseen by the DEI committee. These subcommittee(s) currently include the First-Generation subcommittee.

It organizes educational seminars, workshops, and training programs, and engages in community outreach, fostering an inclusive environment and enhancing the educational experience and professional growth of all students.

Section 14. All Committee Chairs

All committee chairs will create and maintain an electronic transition document, outlining their activities over the course of the academic year. This document will be submitted to the SGA Parliamentarian.

Section 15. All Subcommittee Chairs
All Subcommittee chairs will create and maintain an electronic transition document, outlining their activities over the course of the academic year. This document will be submitted to the SGA Parliamentarian.

Section 16. Committee Funds
Committees will be allocated funds according to *Article XIb*, Section 4 at the beginning of the year to spend at their discretion for events pertaining to their SGA duties and responsibilities. All expenditures will be reviewed by the Executive Board or Finance Committee.

ARTICLE IX
Standing Subcommittees

Section 1. First Generation Subcommittee
The newly elected Executive Board will call for interested candidates within four weeks of their election in the Spring. Candidates may be any OMS-I within the student body or general council with an interest in furthering First Generation initiatives. Candidates will utilize the definition of first-generation college student as it appears in the 1980 Higher Education Act. The position will be voted on by the Executive Board in a closed session which will include the DEI chair who will be present for the deliberation. The First-Generation Subcommittee Lead will serve a term of one year from the date of appointment in the Spring. In the event the First-Generation Subcommittee Lead does not complete their term, the Executive Board may call for another round of applicants at their discretion. If the position is filled by an SGA member, they will retain their voting rights within the SGA, pending no conflict of interest. If the First-Generation Subcommittee Lead is not an SGA general council member or a COSGP general council member, they will not have voting rights on SGA or COSGP matters. In the case that this role is not filled within a second call, the DEI Committee Chair will assume all roles and responsibilities.

Section 2. Partner Wellness Subcommittee
The newly elected Executive Board will call for interested candidates within four weeks of their election in the Spring. Candidates may be any OMS-I within the general council with an interest in promoting wellness and building community for the partners of COM students. The Partner Wellness Subcommittee will be a part of the WellCOM Committee and will be composed of at least 2 additional WellCOM members that will be selected by a majority vote within the WellCOM Committee. The Subcommittee will also oversee the use of a dedicated fund to support these efforts. Subcommittee members must respect the privacy of all event participants, and any individuals associated with fund use. Personal information should only be shared as needed for financial reporting or event planning. The Subcommittee will provide updates each semester to the WellCOM Committee and the SGA Council about fund usage, events, and progress in supporting student partners. The Partner Wellness Subcommittee Lead will serve a term of one year from the date of appointment in the Spring. In the event the Partner Wellness Subcommittee Lead does not complete their term, the Executive Board may call for another round of

applicants at their discretion. In the case that this role is not filled within a second call, the WellCOM Committee Chair will assume all roles and responsibilities.

ARTICLE X
Committee Organization

Section 1. SGA Standing Committee membership will be established during the second and third SGA meetings of the academic year that consist of OMS-II and newly elected OMS-I General Council members.

Section 2. All UNE COM students are eligible for involvement in SGA committee work, at the discretion of the committee chair(s).

Section 3. The Chair of each committee will be promoted from Chair-Elect status by the SGA General Council in the order outlined in this constitution (refer to Article VIII) at the end of the fall semester. Should a Chair-Elect reject this transition and resign their position, nominations shall open for the relevant Chair position and an ad-hoc election shall be held amongst the SGA General Council.

Section 4. The Chair-Elect of each committee will be selected by the SGA General Council in the order outlined in this constitution (refer to Article VIII). During the second SGA meeting following the addition of the newly elected OMS-I General Council members, nominations for committee co-chair positions will be accepted, including both self-nominations and nominations from other General Council members. Following the election of OMS-I Co-Chairs, all OMS-I class representatives will submit preferences for standing committee membership. By the third SGA meeting, OMS-I representatives shall be assigned to committees based on their preferences.

Section 5. New Standing Committees may be established by the SGA President as the need arises, subject to a majority vote of the SGA.

Article XI
Subcommittee Organization

Section 1. SGA Standing Subcommittee membership will be open to all UNE COM students at the discretion of the Committee and Subcommittee chair(s)

Section 2. The chair of each subcommittee will be elected within four weeks of the start of the Spring Semester following a call by the SGA Parliamentarian (refer to Article IX section 1). Should the chair of a subcommittee resign or is unable to complete their one-year term, an additional call for a replacement will be made.

Section 3. New Standing Subcommittees may be established by the SGA President as the need arises, subject to a majority vote of the SGA General Council.

ARTICLE XII
Duties of SGA Standing Committees

Section 1. Each Standing Committee shall define its own structure, objectives, and goals—except where specified in *Article VIII*—with the assistance of the SGA.

Section 2. Each Standing Committee shall report to the SGA regularly.

Section 3. Each Standing Committee is required to establish a list of activities and procedures for the operation of the Committee to ensure continuity from year to year.

Section 4. Standing Committees shall register with, and submit budgets to, the Finance Committee as described in *Article VIII*, Section 3, and *Article XIb.*

ARTICLE XIIIA
Finances of the UNE COM Student Body

Section 1. Any and all of the UNE COM student activities fees delegated to the SGA will be allocated through the Office of Recruitment, Student, and Alumni Services for the College of Osteopathic Medicine.

Section 2. Subsequent funding will be the result of account interest accrual and from programs/activities sponsored by the SGA.

Section 3. UNE COM individual class budgets will be partially funded by the SGA as defined in *Article XIIIb*

Section 4. It shall be the duty of the Treasurer and the members of the Finance Committee (as described in *Article VIII, Section 3*) to annually review the SGA's finances and prepare a budget to be presented to and voted on by the general body of the SGA.

ARTICLE XIIIB
Recognition and Financial Support for UNE COM Student Affiliate Organization/Student Organization

Section 1. Requirements for Initial Student Affiliate Organization/Student Organization Recognition
Section 1a. Student Affiliate Organizations/Student Organizations (SAO/SO) require SGA recognition and may be funded or unfunded based on mission and need. Any SAO/SO applying for SGA recognition must complete the following:

i. Present to the SGA with a proposal for their Student Affiliate Organizations/Student Organization which includes their purpose, how they would contribute to the UNE COM community, and proposed events.
ii. Have one President, one Vice President, and one Treasurer, all of whom must be full-time students in their pre-clinical term.
iii. Have a working constitution.
iv. Have a UNE Faculty Advisor.
v. Adherence to the UNE COM non-discriminatory policy and be open to all UNE COM students.
vi. Detailed Projected Budget - for funded Student Affiliate Organizations/Student Organization.

Section 1b. Any Student Affiliate Organizations/Student Organization applying for SGA recognition will request to propose to the SGA Executive Board to assess the Initial SAO/SO Recognition Requirements. Upon initial approval, the interested Student Affiliate Organizations/Student Organization will present to the SGA General Council. New Student Affiliate Organizations/Student Organization proposals will be accepted on an annual basis within the first sixty days (60) of the spring term for OMS I students and the first sixty days (60) of either the fall or spring term for OMS II students.

Section 1c. Upon recognition, new SAO/SOs will be considered probationary for their first semester. After meeting all SAO/SOs requirements for the semester, they will be considered in good status. During the probationary period, SAO/SOs will have full access to distributed funds.

Section 1d. All groups must receive SAO/SO recognition prior to holding meetings or events. Any group found to knowingly be in violation of this will be ineligible to petition for recognition, will not have access to SGA funds, and will be unable to advertise their events through any UNE COM platforms including email, official class Facebook pages, or the event calendar.

Section 2. Requirements to Maintain SAO/SO Recognition
Section 2a. All SAO/SOs, new or established, shall follow these guidelines to maintain recognition. Failure to complete any of these shall result in the organization being placed on "probationary status."

i. Have only one President, Vice President, and Treasurer.
ii. <u>Attend Budget Training Session</u>
    1. In order to receive financial assistance, treasurers and/or chairs of each class, committee, and SAO/SOs must attend a training session held by the SGA Treasurer within one (1) month from the beginning of the calendar year on the subject of how to use and read the University of New England Banner budget reports as well as how to plan campus events and apply for supplemental funding for the cost of said events. This training session may include chairs and/or treasurers from each of the groups and may be held during the course of a Student Affiliate Organization/Student Organization meeting at the discretion of both the SGA Vice President and Treasurer.
iii. <u>Required Reporting</u>
    1. All recognized Student Affiliate Organization/Student Organization are required to submit a Goal Document, three (3) Reports, the President's and Treasurer's Transition Manuals, and an end-of-year Goal Analysis Document. Should the

organization not submit these forms or fail to meet its bylaws, that organization shall be placed on "probationary status" for the period of time as defined below. At that time, should the organization again fail to meet this requirement, the organization will be removed as a recognized organization pending an SGA majority vote.

iv. Completion of an Organization Goal Document
    1. The president/leadership should work to set and assess annual goals for the group and submit them to RSAS.

v. Completion of Quarterly Reports
    1. The President/Leadership shall provide quarterly updates on goal achievement and submit them to RSAS.

vi. Completion of Goal Analysis Document
    1. This document serves as a method for the SAO/SO leadership to evaluate the goals set forth in the Goal Document. It allows SAO/SOs to highlight their successes and failures in their stated goals.

vii. Completion of both a President's and Treasurer's Transition Manual
    1. Serves as an introduction to the responsibilities that are vital to the individual roles. See RSAS Navigator for detailed descriptions and templates.

viii. Completion of newly elected E-Board Officers Forms
    1. Serves to document the President, Vice President, Treasurer, and Secretary (if applicable) to RSAS.

ix. Attendance at All Student Affiliate Organization/Student Organization Presidents' Meetings
    1. All recognized Student Affiliate Organization/Student Organization are required to send the president to the Student Affiliate Organization/Student Organization Presidents' meetings as scheduled by the SGA Vice President. **In the event the President cannot attend, they should send an Executive Board Designee (Vice President, Treasurer, Secretary) in their place. The President can miss no more than 25% of the scheduled meetings per semester without the SGA Vice President's approval.** Failure to send representation to the meeting will be grounds for probationary status as defined below. Failure to send representation to the first Student Affiliate Organization/Student Organization Meeting of the academic year will result in a failure of financial disbursement by SGA.

x. Abide by All RSAS Guidelines Regarding Event Requests, Fundraising Requests, etc.

xi. Hold at least one event outside of general body meetings or executive board meetings per semester.
    1. All SAO/SOs must hold one event per semester. An event may include but is not limited to guest speakers, fundraisers, community service events, and activities. The event must follow all guidelines set by RSAS. These events may substitute for a general SAO/SO meeting but must be designated as an event through RSAS. Joint SAO/SO events will count as an event for both hosting SAO/SOs, both SAO/SOs must be listed in the event description when submitted.

Section 3. Probationary Status

Section 3a. Probationary status is defined as being denied financial recognition for the semester with the exception of newly recognized SAO/SO. Newly recognized SAO/SO will have a probationary status but

have access to limited financial recognition. The SGA Vice President and Office of Recruitment, Student and Alumni Services will place organizations on probationary status after two (2) or more of the following:

i. Late or incomplete Event Requests.
ii. Unexcused absences from SAO/SO meetings.
iii. Failure to abide by the policies or procedures in the Navigator (i.e.: process for Event Requests, Communication or publicity, and or spending of SAO/SO Funds) or above.

Section 3b. Upon the first offense, a written warning will be issued to SAO/SO leadership. Following the second infraction within the same semester, the SAO/SO leadership will be required to meet with the SGA Vice President, Treasurer, Secretary, and RSAS within 14 days.

i. In this meeting, the infraction will be discussed along with the appropriate protocol.
ii. The SAO/SO will then need to demonstrate competency to the designated individual in the Office of Recruitment, Student and Alumni Services.
iii. Competency shall be defined as the ability to meet all requirements set in Article XIb, Section 2, and the Navigator.
iv. Another meeting will be held 4-6 weeks after the first meeting to discuss the progress of the SAO/SO and re-evaluate probationary status.
v. The length of the probation period will be limited to one semester. At this time the SAO/SO will be re-evaluated and will return to in good standing or go defunct.

Section 3c. Any subsequent infraction within the probationary semester will result in the revocation of SAO/SO recognition, and the SAO/SO will be considered defunct. This results in the loss of SAO/SO funds, and event planning privileges.

Section 3d. Any SAO/SO that goes defunct will be considered to no longer exist at UNE COM. They shall have their funds returned to the SGA to be dispersed elsewhere. If at any point a student wishes to resurrect a defunct SAO/SO, they must go through the initial SAO/SO recognition process.

Section 3e. Any SAO/SO facing defunct status may appeal to the SGA Council. The decision by the SGA council shall be made by majority vote.

Section 4. Annual Budget Proposals

Section 4a. Detailed Budget Development

Any SAO/SO seeking annual funding must complete an SGA-vetted budget proposal for how they would utilize annual financial assistance. Budget Proposals must break down anticipated spending for the projected academic year and should highlight all spending from the last disbursement.

Section 4b. Budget Proposal Review

Budget Proposals will be reviewed by the SGA Finance Committee. Upon review, the finance committee will decide how much funding the SAO/SO will receive based on their proposed amount. SAO/SOs will not be guaranteed to receive their proposed amount, and several factors will be taken into consideration when deciding how much funding a SAO/SO will receive, including, but not limited to:

i. The current account balance of the SAO/SO

ii. The proposed funding is expected to support the SAO/SO's contribution to the UNE COM community as demonstrated by the Goal Document, Quarterly Reports, and/or Goal Analysis Documents.
iii. SAO/SO's compliance with the timely completion of all required SAO/SO documents (goal, quarterly, and analysis reports)

Section 4c. Disbursement of funds to recognized and financed organizations

I. Pettapiece/Reese Fund: Each fiscal year, the SGA will refill the Pettapiece/Reese Fund and select committees within the SGA.
II. General Fund: No more than 40% of the remaining working budget will be split among the enrolled Student Affiliate Organization/Student Organization at each Student Affiliate Organization/Student Organizations budget cycle, which will be overseen by the Financial Committee. Discretionary Funds are to be disbursed to petitioning recognized organizations pending an SGA majority vote as discussed in section 5.
III. Educational Enhancement Fund: An additional amount not to exceed 25% of the working budget shall be designated as funds for the SGA Educational Enhancement Fund. This amount will be calculated based on prior year utilization and approved by a vote of the SGA no later than September of the new school year.
IV. Class Disbursements: Each class (OMS-1 through OMS-IV) will receive $1,500.00 annually made in two disbursements. Each year, the respective OMS–IV class will receive a minimum of an additional $1000 to help with graduation-related events. This will ensure that each graduating class will have funding available for graduation events, class gifts, etc.
V. Hands Together Fund: The SGA will fund 1% to the Hands Together account annually each year until the account attains an amount of $10,000. Reevaluation of the annual allocation percentage may be made pending a Hands Together Committee request and Finance Committee evaluation of prior years' utilization.
VI. First-Generation Subcommittee: The First-Generation Subcommittee will receive no more than 30% of the working budget of the DEI Committee. Reevaluation of the annual allocation percentage may be made pending a subcommittee request and Finance Committee evaluation of prior years' utilization.
VII. Partner Wellness Subcommittee: The Partner Wellness Subcommittee will receive no more than 15% of the working budget of the WellCOM Committee. Reevaluation of the annual allocation percentage may be made pending a subcommittee request and Finance Committee evaluation of prior years' utilization.
VIII. The SGA Treasurer and Finance Committee can then present to the governing SGA body for approval to increase these amounts from the current baseline.

Section 5. Discretionary Funds

Section 5a. All recognized organizations shall have the opportunity to petition the SGA for discretionary funds providing the following criteria are met:

i. The recognized organization shall match some percentage of the amount provided by the SGA.
ii. The SGA reserves the right to provide partial funding for an event at the discretion of the SGA based on the shown benefit of the event for the COM community. The SGA also reserves the right to not provide funding.

iii. A representative of the petitioning organization shall be present at the SGA meeting to answer any SGA concerns regarding the event. Voting will take place at the next regularly scheduled meeting of the SGA. The SGA President reserves the right to call a vote immediately at his or her discretion.
iv. The event to be financed shall be open and adequately advertised to all on-campus members of the UNE COM student body.
v. The group must address any other considerations of the SGA voting body including, but not limited to, past performances and financial requests of the petitioning organization.
vi. The petitioning organization shall make its financial statement available for inspection by the SGA at the time of the petition.
vii. Student Affiliate Organization/Student Organization requesting money from the SGA must submit estimates/requests and a description of the event directly to the SGA Treasurer, SGA President, or SGA Vice President at least 48 hours before the next full SGA meeting (unless otherwise specified by the SGA Treasurer) for review by the SGA Executive Board Committee.
viii. The submitted request must include estimates/receipts of costs of food, speaker, travel, and other pertinent information, as well as a sign-up sheet estimating the number of people attending the event.
ix. Accept submissions for retroactive funding for events held within the same academic year by submitting a request as defined in section h to the SGA Treasurer within 10 school days (2 weeks) of the event within the same school year.
x. All accepted petitions for funding must be followed, within thirty (30) days of the petitioned event, or before the next petition, with complete copies of receipts not accounted for at the time of petition.
xi. The SGA Executive Board will meet before the setting of the agenda the week before an upcoming SGA meeting to review all requests. Upon review of the requests and the financial records of the group(s) involved, the Executive Board will recommend to the SGA either full, partial, or no funding for the petitioning group(s).
xii. In the event a group not sponsored by a Student Affiliate Organization/Student Organization requests funding, all of the above articles apply. In addition, the group must formally present how the funding requested will improve the COM community and demonstrate why their event cannot be sponsored by a SAO/SO. Voting will commence once the presenter(s) leave the room and will be done anonymously. A simple majority vote is needed to pass funding.
xiii. All SGA charitable donations should be raised through fundraising but may be derived from the SGA budget with a ⅔ majority vote of the SGA.

ARTICLE XIV

Methods of Amending the Student Government Association Constitution

Section 1. Proposed amendments to the SGA Constitution may be submitted by any individual student for consideration by the SGA, subject to simple majority approval of the SGA. Alternatively, a petition

containing the signatures of twenty (20) percent of the on-campus student body will mandate consideration of the proposal by the SGA.

Section 2. The proposed amendment will be presented for a vote to the on-campus SGA members by the SGA Elections Committee. A two-thirds (2/3) majority vote of the on-campus Student Government Association members shall be necessary to ratify the amendment.

Section 3. Alternatively, if deemed necessary by the SGA President or by a two-thirds (2/3) majority vote of the SGA, proposed amendments may be taken to the on-campus student body for approval by two-thirds (2/3) majority vote.

Section 4. The Constitution shall undergo thorough review on an annual basis at the discretion of the Parliamentarian. The Parliamentarian, or the designates of that office, will have discretionary power to make minor revisions, which will be presented to be approved by the SGA body by a two-thirds (2/3) majority vote.

ARTICLE XV
Interpretation of the SGA Constitution

Section 1. All articles and provisions contained herein shall be subject solely to the interpretation of the Student Government Association, with such power invested in the SGA Parliamentarian.

ARTICLE XVI
Dean's Roundtable Discussions

Section 1. The SGA shall arrange round table discussions with the Dean(s) of the College of Osteopathic Medicine at least once per semester.

Section 2. The student body will be encouraged to submit their concerns to the SGA either by electronic communication to the SGA Vice President or in person at the monthly SGA meetings. The SGA shall work with the Office of Recruitment, Student, and Alumni Services to solve any issues that are within their scope before submitting concerns to the Dean's Leadership Team.

Section 3. Issues not resolved by the SGA or the Office of Recruitment, Student, and Alumni Services shall be submitted in the form of an agenda to the Office of Recruitment, Student, and Alumni Services to be brought to the Dean's Leadership Team no later than one (1) week before the forthcoming Dean's Roundtable.

Section 4. All SGA members are required to attend at least one (1) Dean's Roundtable Discussions per academic year. At least one (1) member of the Executive Board is expected to be present at each Dean's Roundtable.

Section 5. Minutes are to be recorded at the Dean's Roundtable by the Assistant Secretary/Public Relations. If they cannot attend the discussion, it is their duty to find an alternative to record the official minutes. Minutes are to be posted to the official COM SGA website after each Dean's Roundtable. Minutes need not be approved by the full SGA before posting.

SGA HANDBOOK APPENDIX I

Guidelines for receipt and evaluation of applications to the Carmen Pettapiece, DO Research Fund of the UNE COM SGA

1. **Application deadlines**
   The UNE COM Research and Scholarship Committee will determine a single deadline for application submission, aligning it with the Peter Morgane Scholarship due date. Additionally, the committee will also publish guidelines on the appropriate uses of the funding and provide detailed information regarding the application process and fund utilization.

2. **Application review process**
   Once the UNE COM Research and Scholarship Committee has selected the recipients of the Peter Morgane Student Research Fellowship, applications that wish to be considered for the Carmen Pettapiece Fellowship, along with those that are only for Pettapiece, will be forwarded to the Chair of the Interprofessional Committee. After the deadline, the Chair of the Interprofessional Committee will convene a meeting with the Faculty Advisor of the Carmen Pettapiece Fellowship and the Interprofessional Committee to review the submitted materials.

   With the guidance of the faculty advisor, the committee will evaluate de-identified applications based on scientific merit using the NIH 9-Point Peer Review Scoring Rubric. The committee shall reach a consensus on which applications to fund using the results from the scoring rubric. Applicants will be informed after the Pettapiece committee reviews and decides on funding.

3. **Guidelines for funding of student projects**
   Students may apply for, and be granted if awarded, a scholarship of up to $3,000 per academic year pending SGA's working budget and allocation to the Pettapiece fund. Applicants must submit a budget with an estimated expense report. The Interprofessional Committee shall determine the exact amount of funding to be awarded. If the funding is for a group research project, the total amount available will be divided evenly among the students, with no more than three students participating in any single research project. If a student(s)' project undergoes significant changes or shifts to a different topic after the Pettapiece review process and selection, the project will no longer be eligible for the award. Funding may be used for expenses other than direct research-related uses as deemed appropriate by the UNE COM Research and Scholarship Office and is related to research and scholarship.

   The award will be in the form of a fellowship. Each Pettapiece Fellow will initially receive half of the total amount. Midway through the summer break, the student will submit a progress report. Following the check-in, the remaining portion of the fellowship will be disbursed. The

disbursement of the granted award will occur after approval of the application for award and receipt of associated forms (such as IRB and IACUC regulatory paperwork and W9 form).

Following the disbursement of the Fellowship, the Fellow must complete the following:

a. The fellows will be required to showcase their research project at the UNE COM fall research symposium.
b. When publishing the results of investigations, financial support from the UNE COM SGA shall be acknowledged.
c. If difficulties arise that threaten the completion of the project, the student must meet with the Associate Dean of Research and Scholarship to discuss strategies moving forward.
d. If the student does not meet guidelines following the disbursement of funds, they will be ineligible for future funding from SGA including but not limited to the educational enhancement fund for the remainder of their time as a UNE COM student.

SGA HANDBOOK APPENDIX II

Guidelines for funding and receipt and evaluation of applications to the Educational Enhancement Fund of the UNE COM SGA

1. Funding

This fund will set aside no more than 25% of the SGA working budget as described in *Article VIII*, Section 3 for student reimbursement purposes to attend professional education opportunities, present research, or serve in a leadership position. The purpose of this fund is to be used as a supplement to help cover the gap between Student Affiliate Organization/Student Organization money, grants and fellowships, and a student's personal costs. The SGA will allocate a portion of its working budget to this fund at the beginning of the year and can at any point vote to increase or decrease this amount if necessary.

2. Application process

All currently enrolled students (OMS-I to OMS-IV) can apply to receive money to help cover their cost of attending professional and educational conferences, leadership training, and nationally recognized/accredited medically related events. Applications for the current academic year must be submitted no later than April 30th. Students will need to submit the following items to the SGA Treasurer for qualification to receive funding:

a. SGA Education Enhancement Fund Request and Award Amount
b. Itemized receipts for all associated costs
c. Completed Business Office voucher
d. Personal statement regarding how the funds were used and how the experience enriched their education at UNE COM

Students may receive assistance from this source multiple times throughout the year until their $250 limit is reached or the EEF budget is exhausted. Students are refunded (up to a maximum of $250) 100% of conference registration fees.

3. Application review process

The SGA Finance Committee led by the SGA Treasurer will evaluate each application and determine the appropriate award based on the completed application. A maximum of $250 will be awarded per student per eligible year OR an award amount revised and voted upon by the SGA. All final award amounts are subject to available funding and number of applicants.

SGA HANDBOOK APPENDIX III

Proposed Protocol for Disbursement of Funds by the Hands Together Committee

1. **For circumstances in which the individual who would receive funds is of sound body and mind:**
    a. Requests may be emailed to the Chair of the WellCOM Committee. If the student wishes to remain anonymous to the committee, they may make a request with a member of the Office of Recruitment, Student, and Alumni Services (RSAS) who will then present the request to the committee.
        i. This request may be made by the student who would receive funds or by another member of the UNE COM community on their behalf. If the request is made by another member of the UNE COM community, the student who would be receiving the funds must provide documentation that they approve of the request.
    b. The request will include a written explanation of the circumstance the student faces in order to qualify the amount of money being requested.
        i. If the request is for reimbursement of an expense already paid, documentation of the expense will be provided.
    c. Upon receiving all of the required documentation, the WellCOM Committee will convene a meeting of the Hands Together Committee in a timely manner. The Committee will then vote on whether or not to disburse funds. This will be done by majority rule. In the event of a tie, the chairperson will make the decision.
    d. If the vote is in favor of disbursement, the committee will then vote on the initial monetary amount requested. This is also done by majority rule.
        i. If the vote is in favor of a disbursement but the amount requested by the committee is denied by a vote, a discussion will take place amongst committee members. The amount of money to be disbursed will be decided when the majority of committee members are in agreement.
    e. If the vote is not in favor of a disbursement, correspondence will be sent out to notify the student, their RSAS representative, or the community member who made the request.
    f. Once an amount of money to be disbursed (if any) is decided on, the committee will use the appropriate pathways to ensure the appropriate disbursement to the student in need.
        i. If the request was made through RSAS rendering the student anonymous to the committee, the RSAS representative responsible for presenting the case will be notified of the decision made.
    g. Circumstances not specifically addressed in this protocol will be discussed amongst committee members and decisions will be rendered through voting (majority rule) at the discretion of the chairperson.

2. **For circumstances in which the individual who would receive funds is unable to communicate:**
    a. Requests may be made to any member of the Hands Together Committee or a member of the RSAS.
        i. This request may be made by any member of the UNE COM community on the student's behalf.
    b. The remainder of the protocol described in situation one (Appendix III Section 1b onward) above remains unchanged.

3. **For circumstances in which the individual who would either request (on behalf of another student) or receive funds is a member of the committee:**
    a. This student may follow the same protocol outlined in situation two (Appendix III Section 2 onward) above but must excuse themselves from all committee work specifically related to their case.

SGA HANDBOOK APPENDIX IV

Community Engagement Fund

1. In accordance with Article VIII, Section 3, the SGA Finance Committee shall create a Community Engagement Fund (CEF) for each third-year class to be included in the yearly budget.
2. The fund shall total an amount no larger than $65 for each student in the third-year class for which the fund was created.
3. The goal of this fund is to provide a sense of community and promote student engagement at third-year clinical rotation sites.
4. The fund shall be overseen by the SGA Finance Committee and the Site Liaisons of each clinical rotation site shall be granted the authority to utilize the fund under that oversight, in accordance with Article V, Section 4.
5. The SGA Finance Committee, in cooperation with the RSAS Office, shall maintain a separate 'CEF Approved Activities Document' detailing a comprehensive list of both activities for which funds from the CEF can be utilized and activities that are prohibited for reimbursement from the CEF. The CEF Approved Activities Document must be reviewed and approved by the SGA Finance Committee and the RSAS Office on a yearly basis. This document must be provided to all Site Liaisons at the start of their elected term. The SGA Finance Committee may make changes to this document mid-year, subject to a committee vote. Should any changes to the CEF Approved Activities Document be made mid-year, the SGA Finance Committee must notify all Site Liaisons within 24 hours of the change's approval and provide an updated document to them.
6. Site Liaisons can utilize CEF funds for any activities expressly approved in the CEF Approved Activities Document and cannot utilize CEF funds for any activities expressly prohibited in the CEF Approved Activities Document. Each Site Liaison shall be informed of the total portion of the CEF to which their site is entitled, to enable the planning of events. Should a(some) Site Liaison(s) intentionally misuse the fund, the SGA Finance Committee and/or the RSAS Office may choose to revoke the authority of the offending Site Liaison(s) to utilize the CEF. If a Site Liaison wishes to organize an activity not mentioned in the CEF Approved Activities Document, they may submit an Application of Approval to the SGA Finance Committee, containing the total anticipated cost of the activity and a thorough description or itinerary, prior to organizing the activity. This application shall be reviewed by the SGA Finance Committee, in coordination with the RSAS Office, and a

determination of if reimbursement through the CEF is permissible shall be made by committee vote. The results of the application shall be provided to the applicant within 24 hours of the time of decision, and the results of the application shall be added to the Approval Document as an update, as detailed in the above section. NOTE: ACTIVITIES NOT EXPRESSLY PERMITTED IN THE CEF-APPROVED ACTIVITIES DOCUMENT MAY NOT RECEIVE APPROVAL FOR REIMBURSEMENT. APPROVAL MAY TAKE A WEEK OR LONGER. PLAN ACCORDINGLY. Site Liaisons must have all final reimbursement requests submitted to the business office no later than April 30th of each year. Requests for reimbursement submitted after this date will be denied.

SGA HANDBOOK APPENDIX V

The SGA Rollover Fund

1. Following the conclusion of the Yearly University Audit, excess funds from each committee's allocations will be added to the SGA Rollover Fund.
2. These funds can then be utilized to:
   a. Be re-allocated to the various committees they were allocated to initially.
   b. Be held in reserve to be used for the purpose of providing funds for activities and events after the exhaustion of the SGA Discretionary Funds (GCOM).
3. At the beginning of each allocation cycle following the Yearly Audit, the fund must contain at least 10% of the overall financial disbursement from the University for that academic year.
   a. If the fund does not contain at least 10% of the overall financial disbursement, then money must be directly allocated to the SGA Rollover Fund until it is equal to the aforementioned 10%
   b. Excess of that 10% will be allocated to the SGA Future Community Leaders Scholarship Fund.
4. The SGA Rollover Fund will be managed by the SGA Treasurer.
5. Usage of the fund follows the same parameters as requesting funds from the discretionary funds (found in Article XIIIB Section 5).