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The SGA shall not discriminate against any person(s) or group of people and must create an environment, either in the academic venue or outside academic grounds, reflective of these outlined policies open to all, irrespective of gender, race, religion, ethnicity, disabilities, or sexual attraction.

### **Article I. Purpose:**

The SGA shall be the main body on campus responsible for initiating, presenting, and approving a variety of entertainment, cultural, educational, and community service activities and functions deemed under its jurisdiction and facilitated by the SGA President.

The SGA shall represent a visible student presence in the activities and programs of Caribbean Medical University, the faculty, and administration. The organization shall also advocate and facilitate ongoing communication between students, faculty, the university administration, local facilities, and the local community.

### **Article II. Powers and Jurisdiction:**

The powers of the SGA are outlined below, but not limited to, and must be governed by policies outlined within the “Students’ Rights and Responsibilities” and following bylaws:

1. Representing student concerns and issues and voicing opinions across to the administration
2. Acting on behalf of and dealing with all matters pertaining to the general welfare of the student body
3. Passing and enacting bylaws and legislation necessary for carrying out the foregoing powers and duties
4. Supervising, organizing, and/or administering social and academic functions deemed appropriate by the organization

5. Establish permanent and/or temporary committees and sub-committees responsible for specific tasks
6. Creating and carrying out tasks, events, or programs of various background being beneficial to the student body
7. Directing management and dispersal of funds allotted to the SGA by the administration
8. Coordinating freely nominations and elections of students within designated positions of the SGA and its associated chairs
9. Overseeing the initiation, development, and functioning of other student

SGA are to be in good academic standing prior to matriculation and during the course of the term. A term within SGA is defined as per semester basis. A student may be re-elected into SGA for the same position previously held or another position indefinitely until completion of Basic Sciences at the university.

**A. President of SGA:**

- a. Shall be the official representative of the student body
- b. Shall serve as liaison to the faculty, administration, and community
- c. Can be and will be held responsible for the SGA in terms of accordance and functioning
- d. Will oversee all activities of the SGA and activities sanctioned by the SGA
- e. May sign or veto any recommendation or act of SGA
- f. May sign or veto any recommendation to the constitution
- g. Will be head chairperson at SGA and student-body meetings and will have the right to schedule and preside over all meetings, standard and special
- h. Will withhold voting on SGA issues until the end, unless there is a tie, or due to other circumstances
- i. Must serve the entire term as designated from appointment to the election of a new President
- j. Can establish any necessary committees of/for the SGA and appoint their respective chairs
- k. Will lead the nomination and elections process for SGA positions (which are needed/required)

**B. Vice President of SGA:**

- a. Shall uphold all tasks and responsibilities assigned thereunto by the

- c. Coordinate all standing SGA committees and sub-committees and report developments to the President

**C. Secretary of SGA:**

- a. Responsible for the accurate recording of all SGA meeting minutes and their appropriate distribution
- b. Maintain and revise all SGA records
- c. Archive SGA materials

**D. Treasurer of SGA:**

- a. Shall oversee all financial activities of the SGA, including accurately documented disbursement(s) and re

#### **G. Community Outreach Director:**

- a. Shall initiate and maintain contact between the local community and the student body
- b. Shall organize activities and programs in which students can volunteer in appropriate positions and gain experience and opportunities
- c. Will work with the Treasurer and/or President in matters of obtaining funding for programs

#### **H. Class Representatives:**

- a. Shall be elected, one for each class, by Election Bylaws, to represent the needs and interests of the particular class to the SGA and administration
- b. Can also serve in SGA simultaneously, except for the position of President

#### **Article V. Interim Officers:**

During months or terms that the SGA is not in session, due to incapability to elect a minimum of a President and Vice President, the administration shall appoint an Interim President who shall oversee all SGA duties and formulate means for nominations and elections as outlined by Election Bylaws.

#### **Article VI. Elections and Election Bylaws:**

Elections are to be held at the beginning of each semester, within three weeks of the semester starting. The process for elections is described below:

1. The President must determine as to which positions within SGA cabinet are appropriate for the current given circumstances
2. Nomination forms (hard copy) must be delivered to all students
  - a. Nominations must be taken for each position (President and Vice President minimum), as will be

and students must be encouraged to state why a particular individual is fit in terms of skills set for the mentioned position

- b. The exception for taking nominations for Vice President may stand; Vice President may continue his/her term if the individual is in a class and there is only one newly matriculating class joining the current students. In this case, the Vice President can be deemed Interim President by the administration
  - c. A minimum of 2 days and a maximum of 4 days must be given for students to make nominations
3. Upon the ending of the nomination period, nominations must be collected by the Secretary and/or President
4. The President must then make contact (either in hard copy letter, or via email) with the nominees, describing to them the position(s) they have been nominated for and the roles and responsibilities for the position(s), as outlined in Article IV.
  - a. A minimum of 2 days and a maximum of 4 days must be given for students to consider and accept nominations for a position
  - b. Upon accepting, the student must be placed on the ballot
  - c. The Secretary (and if none, then Vice President) shall reserve the right to check all nomination forms to ensure contact is made properly for any and all nominees for their respective nominations
  - d. Nominees must meet all requirements for running for SGA positions
5. Ballots (hard copy) with all eligible candidates must be delivered to all students
6. A neutral faculty should be appointed to oversee ballot completion and collect all ballots. The faculty member must then tally all results and determine winners based on the total amounts of votes received and the administration should verify all results

## **Article VII. Voting, Ratification, and Amendments to the Constitution:**

All students and SGA members may propose changes and/or amendments to the Bylaws stated within the constitution. Changes should be brought to the attention of the President and/or Public Relations Officer. The issue must, by order of student rights, be brought up by the President and presented to the rest of the cabinet.

Amendments must be passed by a two-thirds vote (2/3) of the SGA. The President may not vote on the issue, until the end if circumstances require, or unless there is a tie; however, the President may chose to veto the amendment. Vetos may be overridden by a two-thirds ma



## **Article IX. SGA Funds:**

The university shall distribute funds to the SGA collected from students under the title of "SGA Fee," designated for SGA to use for its operations and conduct its programs and projects. The amount shall be specified by the CMU President and may be adjusted upon request every year on the basis of the SGA needs. The funds shall be allocated to the SGA account and made readily available to the President and Treasurer, if one is instated. Funds may not be abused or misused. Reports relative to spending, including all receipts and invoices, must be drafted and made available to the administration by each semester's end.

## **Article X. SGA Meetings:**

Meetings, their necessity and covered agenda, are to be determined by the SGA President. Rules for meetings are determined as follows:

1. Regular meetings of the SGA shall be held at least once a month at regular intervals throughout the semester, as determined necessary by the President
2. An agenda(s) and/or objective(s) must be made clear
3. The SGA shall hear all cases referred to it by the SGA President, by students, faculty, the Dean of Students' Affairs, and the administration
4. A quorum shall be required to convene a meeting and shall consist of at least half of the amount of total SGA members, excluding the President
5. A simple majority of SGA members shall be required to approve a motion or vote
6. All meetings shall be held at CMU unless designated by the President well in advance
7. All meetings shall be open to all students, faculty, and the administration
8. Meeting times and dates must be posted and made known at least five days prior
9. The President may call upon special/emergency meetings, as can also be done by a minimum of two students with an established agenda

10. Meeting minutes must be taken by either Secretary or by a person appointed by the President and must be readily available to the CMU community