



UNIVERSITY OF PIKEVILLE

KENTUCKY COLLEGE OF OSTEOPATHIC MEDICINE

STUDENT GOVERNMENT ASSOCIATION

Bylaws of the Student Government Association

Kentucky College of Osteopathic Medicine
University of Pikeville

Revised August 2024
Adopted January 2025

ARTICLE I. NAME

1.1 This body shall be known as the Student Government Association of the University of Pikeville - Kentucky College of Osteopathic Medicine. The organization shall generally be called the KYCOM SGA for the purposes of this document and in day-to-day communication. Members of this student association are students enrolled at the Kentucky College of Osteopathic Medicine (KYCOM).

ARTICLE II. PURPOSE

2.1 The KYCOM Student Government Association (SGA) is the official voice for all KYCOM students. The KYCOM Director of Student Affairs and Academic Excellence advises the SGA and serves as its administrative liaison. The SGA is responsible for fostering medical student professionalism through the KYCOM Student Honor Code and the KYCOM Student Ethics Council, acting as a liaison for the student body, promoting osteopathic medicine, supporting club and classroom activities, and working to improve the quality of life for all KYCOM students.

ARTICLE III. OBJECTIVES

3.1 The Student Government Association shall be the official communicating voice for the student body with faculty and administration in affairs that affect the entire KYCOM student body.

3.2 The Student Government Association does not discriminate based on race, sex, religion, color, national origin, age, sexual orientation, gender identity, or disability.

3.3 The Student Government Association objectives shall be:

3.3.1 To act as elected representatives of the student body in all matters with regards to the faculty, administration, fellow professionals, and the public. To evaluate and promote the teaching of medicine at KYCOM.

3.3.2 To facilitate cooperation, communication, and understanding among the various health science disciplines at the University of Pikeville.

3.3.3 To address concerns expressed by members of the KYCOM student body.

ARTICLE IV. MEMBERSHIP OF THE STUDENT GOVERNMENT ASSOCIATION

4.1 Non-Voting members of the Student Government Association shall consist of every enrolled student at KYCOM.

4.2 Voting members of the Student Government Association:

4.2.1 The Student Government Association Executive Board: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian, and Mental

Empowerment Directive (MED) Chair shall be voting positions. However, the SGA President shall only cast a vote in the case of a tie.

4.2.2 Each class shall elect five administrative liaisons: Student Ethics Council Liaison, Curriculum Committee Liaison, Campus Liaison, Admissions Liaison, and Instructional Resources Committee Liaison.

4.2.3 Each class shall elect a four class council officers: President, Vice President, Secretary, and Treasurer.

4.2.4 Each class shall elect representatives. Representatives, one for each title respective of their year, are not voting members and are designated as follows:

4.2.4.1 First Year Class

Fall Semester:

1. Musculoskeletal system
2. Scientific Foundations of Medicine
3. Osteopathic Patient Care 1/2
4. Integrated Case Studies 1/2
5. Cardiovascular, Pulmonary, and Renal
6. Biostatistics and Epidemiology
7. Special Topics In Medicine 1/2

Spring Semester:

1. Metabolism And Nutrition, GI System
2. Infection and Immunity
3. Special Topics In Medicine
4. Genitourinary System & Reproduction
5. Nervous System with Head & Neck

4.2.4.2 Second Year Class

Fall Semester:

1. Special Topics in Medicine
2. Foundations of Clinical Practice
3. Osteopathic Patient Care 3/4
4. Integrated Case Studies 3/4

5. Pulmonology and HEENT
6. Cardiovascular Disease and Hematology
7. Endocrinology
8. Gastroenterology

Spring Semester:

1. Neurology
2. Psychiatry
3. Osteopathic Patient Care 4
4. Nephrology & Urology
5. OB/GYN

6. Multisystem Disease

7. Surgery

4.2.4.3 Third Year Class & Fourth Year Class

1. Coordinating Rotation Site representative

2. Pikeville Region Core Site representative

3. North Region Core Site representative

4. Central Region Core Site representative

5. East Region Core Site representative

6. West Region Core Site representative

4.2.5 Voting members in clinical rotations that conflict with SGA meetings shall be automatically excused from the attendance policy.

4.2.6 Each SGA-approved club is entitled to elect 4 officers: President, Vice president, Secretary, and Treasurer. Each officer is entitled to one vote at each general council meeting, however each Student Government Association Club is only allowed one vote total at each meeting

4.2.7 An exception to this rule is made at the discretion of the SGA Executive Board. Instances where this is permitted are with student interest groups with historically low representation (i.e., student doctor members of armed forces programs (SAMOPS)).

4.3 Qualifications of Voting Members of the Student Government Association:

4.3.1 Only full-time enrolled students in good academic standing may be nominated for membership for positions on the Executive Board of the Student Government Association.

4.3.2 Students who have course/system failures are not eligible to hold an SGA office position unless the failures are remediated prior to the year of holding office and thus are in academic good standing.

4.3.3 All members of the Student Government Executive Board must be at the KYCOM rotation hub for at least three-quarters of the year in which they serve.

4.3.4 Only students who have fulfilled the academic requirements of their class as defined by the KYCOM Student Handbook shall be eligible to hold a class-elected office.

4.4 Withdrawal and Replacement of Executive Board and Board-Elect members:

4.4.1 Any Executive Board member of the SGA may be denied all future voting privileges by a simple majority vote of the SGA in the event they have an unexcused absence from two consecutive SGA meetings or three total unexcused absences during the academic year.

4.4.2 Club Executive Board members of the SGA may be removed or denied future voting privileges by their club bylaws or a vote of their club members.

4.4.3 Any Executive Board member of the Student Government Association may be removed from office by a 2/3 vote of SGA voting members for conduct unrelated to absences.

4.4.4 Excused absences shall be those approved by the SGA Executive Board. The SGA Secretary should be notified of anticipating absences at least 24 hours in advance. If advanced notice is not possible, an excuse must be submitted to the SGA Secretary for consideration by the SGA Executive Board as soon as possible.

4.4.5 At any time, an elected or appointed member may resign by submitting a written statement to the SGA Executive Board.

4.4.6 In the event of the removal or resignation of the SGA President, the 1st Vice President will immediately assume the position.

4.4.7 In the event of any other opening of an elected or appointed position, the President may suggest a candidate for replacement that majority of the remaining executive board will vote on to approve.

4.4.8 In the event of any other opening of an elected or appointed club position, the Executive officers of the affected club, or association shall appoint a replacement-pending approval of the Student Government Association voting members.

4.5 Withdrawal and Replacement of Voting members:

4.5.1 SGA voting members may not have two consecutive unexcused absences or three total unexcused absences from SGA-required meetings or events.

4.5.2 A class vote will be held if a class officer/representative has exceeded the maximum number of absences. The vote shall be to consider whether to retain or remove the individual and shall be decided by a simple majority vote. The class officer/representative will have an opportunity to submit a statement to class members before voting occurs. A new officer/representative will be elected by the class if the individual is removed from their position. Elections will be under the direction of the SGA Parliamentarian.

4.5.2.1 The student body may remove an individual from office except in the event of exceeded number of absences as stated in 4.5.2. A class officer or representative may be removed for faults other than excused absences only with the expressed direction and guidance of KYCOM administration and Promotion and Matriculation Committee.

4.5.3 In the event of the removal or resignation of any Coordinating Core Site Representative or Regional Core Site Representative, the SGA Executive Board and Class President for the respective Coordinating Core Site Representative's or Regional Core Site Representative's class will coordinate an election for a replacement or the respective Class President may appoint a candidate for replacement if none is elected.

ARTICLE V. EXECUTIVE BOARD OF STUDENT GOVERNMENT ASSOCIATION

5.1 Executive Board

5.1.1 The Executive Board shall consist of the SGA President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Parliamentarian, Mental Empowerment Directive (MED) Chair, and Diversity Chair.

5.1.2 The Executive Board shall serve as an advisory board to the SGA President.

5.1.3 The Executive Board shall meet at the request of the SGA President.

5.1.4 Any Executive Board member may not concurrently serve in another position within the SGA. This includes positions such as class officers, representatives, liaisons or as Executive Board members of SGA-recognized clubs. The only exception to this rule shall be organizing chair positions of SGA approved clubs and that is up to the discretion of the SGA Parliamentarian.

5.1.5 Responsibilities of the Executive Board shall be to:

5.1.5.1 Serve as the official representatives concerning KYCOM cross-class student affairs to the administration, faculty, and the Board of Trustees.

5.1.5.2 Organize and/or oversee KYCOM student activities.

5.1.5.3 Set Student Government Association meeting times, including regular and special meetings.

5.1.5.4 Chair the four appointable committees as defined in this document.

5.2 Duties of the Student Government Association President shall be:

5.2.1 Preside over all meetings of the Student Government Association.

5.2.2 Prepare a written agenda with the assistance of the SGA Secretary prior to the SGA meetings, subject to approval by SGA voting members.

5.2.3 Set up a tentative calendar for the academic year for SGA meetings and Deans Forums.

5.2.4 Collect Deans Forum issues from students and prepare them for presentation at SGA meetings and Deans Forum

5.2.5 Cast a vote on any motion before the Student Government Association only in the case of a tie.

5.2.6 Act as chairperson of the Executive Board of the SGA.

5.2.7 Attend the University of Pikeville Board of Trustees (UPIKE BOT) quarterly meetings.

5.2.8 Coordinate with the assistant of the President of the University to prepare a report for UPIKE BOT at each meeting.

5.2.9 Carry out or delegate responsibility for any directives or motions of the Student Government Association.

5.2.10 Be an ex-officio member of all SGA committees and SGA-recognized clubs.

5.2.11 Recommend and appoint chairpersons and members to the SGA Committees, adhering to bylaws, pending approval by the SGA voting members.

5.2.12 Recommend students to the Dean of KYCOM to serve on faculty/student committees.

5.2.13 Coordinate, in an advisory capacity, all class officers and representatives in a monthly club presidents meeting.

5.2.14 Attend with another representative of the Executive Board (1st VP preferably) the Council of Osteopathic Student Government Presidents (COSGP) quarterly meetings as the student body representative for KYCOM.

5.2.15 Prepare requested school reports and special reports to be given at COSGP quarterly meetings.

5.2.16 Participate in conference calls for whichever COSGP committee that KYCOM is appointed to.

5.2.17 Purchase, or have donated, \$600 worth of goods for COSGP Silent Auction in July.

5.2.18 Sit as a contributing member of the Student Ethics Council. The chair of the Student Ethics Council shall be the 2nd year SEC Liaison.

5.2.18.1 The Student Ethics Council chair shall attend two SGA Executive Board meetings per semester. The SEC chair shall provide the SGA executive board with any pertinent updates regarding the student body.

5.2.19 Collaborate with the current SOMA President for joint ventures between SOMA and SGA.

5.2.19.1 The SOMA President shall attend two SGA Executive Board meetings per semester at the invitation of the SGA President. The SOMA president shall provide the SGA Executive Board with updates regarding current SOMA initiatives, resolutions, and events.

5.3 Duties of the Student Government Association 1st Vice President shall be:

- 5.3.1** Assume the responsibilities of the SGA President in their absence.
- 5.3.2** Be a voting member at SGA meetings.
- 5.3.3** Attend COSGP quarterly meetings with the SGA President or appoint another member to attend in their place.
- 5.3.4** Attend all orientation week social activities and any other social activities sponsored by SGA unless serving in an official capacity elsewhere
- 5.3.5** Coordinate of the annual KYCOM Spring Awards Banquet, including the organization and selection of faculty and student awards to be presented.
- 5.3.6** Coordinate SGA club events:
 - 5.3.6.1** Scheduling club-related events during orientation week.
 - 5.3.6.2** Organizing the Annual Club Day during the fall semester.
 - 5.6.3.3.** Coordinating official events of clubs with the Office of Student Affairs.
- 5.3.7** Aid and assist other Executive Board members.

5.4 Duties of the Student Government Association 2nd Vice President shall be:

- 5.4.1** Be a voting member at SGA meetings.
- 5.4.2** Serve as the point of contact for all news and social media initiatives on behalf of the student body.
- 5.4.3** Write and coordinate the release of the KYCOM SGA Social Media posts.
- 5.4.4** Oversee community service activities of the SGA and relay information of events to all students on behalf of SGA-approved clubs.
- 5.4.5** Manage the national TOUCH community service program for KYCOM students in collaboration with the KYCOM Director of Student Affairs and Academic Excellence.
 - 5.4.5.1** Serve as Touch Hour Liaison to COSGP.
 - 5.4.5.2** Review and assess validity of TOUCH hour submissions according to national guidelines.
 - 5.4.5.3** Report suspected TOUCH hour misrepresentation to the Student Ethics Liaison.
- 5.4.6** Chair the Student Doctor of the Year Committee under COGSP Guidelines.

5.4.7 Serve as the Alumni Association representative for KYCOM students in accordance with the Director of Advancement – Graduate Programs.

5.4.8 Maintain and keep orderly student community spaces at KYCOM such as Stro's Place and coordinate coffee supplies through the Clinical Science Curriculum Coordinator.

5.4.9 Serve as chairperson of the public relations committee, shall it be decided by the executive board that this committee need be.

5.4.10 Aid and assist other Executive Board members.

5.5 Duties of the Student Government Association Secretary shall be:

5.5.1 Be a voting member at SGA meetings.

5.5.2 Record a careful and authentic record of the proceedings of the Student Government Association meetings.

5.5.3 Maintain the attendance records of the SGA voting members and inform those members who have two consecutive or three total unexcused absences from meetings and bring absences to the attention of the executive board.

5.5.4 Prepare the agenda for each meeting and distribute the agenda to SGA voting members together with the SGA President.

5.5.5 Prepare and distribute the unapproved minutes to members prior to SGA meetings.

5.5.6 Distribute approved SGA meeting minutes to the KYCOM student body via email.

5.5.7 Announce regular SGA meetings to the KYCOM student body via email at least one week in advance.

5.5.8 Preserve documents and files of the SGA in coordination with the KYCOM Office of Student Affairs.

5.5.9 Publish a tentative schedule of all SGA meetings and maintain the activity calendar to inform KYCOM students of events, activities, and pertinent community information.

5.5.10 Maintain and oversee all Student Government Association bulletin boards and appoint clubs to decorate these boards throughout the school year.

5.5.11 Aid and assist other Executive Board members.

5.5.12 Act as the official correspondent for the SGA.

5.5.13 Serve as Global Health Liaison to COGSP.

5.4.14 Write and coordinate the release of the KYCOM Osteopathic Outreach Newsletter, which shall be disseminated to all faculty, staff, and KYCOM students.

5.6 Duties of the Student Government Association Treasurer shall be:

5.6.1 Be a voting member at SGA meetings.

5.6.2 Maintain an accurate and up-to-date record of SGA finances in coordination with the KYCOM Office of Student Affairs.

5.6.3 Prepare and submit a budget proposal to the SGA for the following academic year by August 1st. The budget proposal should be prepared in collaboration with the SGA Advisor.

5.6.4 Coordinate payments made by the SGA. Act as financial advisor to all SGA committees, clubs, and classes.

5.6.5 Collect budget requests from all KYCOM student organizations and classes.

5.6.6 In the event a class or club falls short of tentative budget and requests funding, a form must be filled out by class or club elected officials in the style of a grant proposal and returned to SGA explaining details of amount to be requested (i.e. hotel, travel, members participating, etc.) as well as fundraisers completed and amount raised these proposals will be reviewed by the SGA Treasurer before being presented to the Office of Student Affairs.

5.6.7 Review class and club financial records at least once annually with the SGA Advisor.

5.6.8 Serve as Chair of the Finance Committee if it is formed.

5.6.9 Aid and assist other Executive Board members.

5.7 Duties of the Student Government Association Parliamentarian shall be:

5.7.1 Be a voting member at SGA meetings.

5.7.2 Ensure that all SGA meetings are conducted according to these bylaws.

5.7.3 Serve as the official interpreter of the SGA Bylaws.

5.7.4 Distribute copies of the SGA Bylaws to all SGA voting members within a month of their election.

5.7.5 Collect copies of each KYCOM student organization's constitution and bylaws at the start of each academic year and ensure that the KYCOM Office of Student Affairs has

the most current versions on file. Furthermore, review each document annually to ensure that they do not contradict SGA bylaws or the KYCOM Student Handbook.

5.7.6 Organize proposed amendments to bylaws to be presented and voted on during general council meetings of the SGA.

5.7.7 Management of all KYCOM-affiliated and recognized student organizations:

5.7.6.1 Collect membership rosters each semester and distribute them to the KYCOM Office of Student Affairs and the SGA Executive Board.

5.7.6.2 Collect organization reports each semester and submit them to the KYCOM Office of Student Affairs.

5.7.6.4 Ensure that all student organizations have completed their elections by the end of the spring semester (or according to their bylaws) and verify eligibility of all new candidates to office.

5.7.6.5 Educate student organizations on proper policies and procedures.

5.7.6.6 Serve as primary point of contact for school research and Student Researcher of the Year Committee Chair under COGSP Guidelines.

5.7.7 Assist students with creation of SGA student organizations in accordance with the SGA bylaws.

5.7.8 Conduct elections for Executive Board members and oversee all class elections and class representative elections.

5.7.9 Aid and assist other Executive Board members.

5.7.10 Serve as Legislative Affairs representative to COSGP.

5.8 Duties of the Student Government Association Mental Empowerment Directive (MED) Chair shall be:

5.8.1 Be a voting member at SGA meetings.

5.8.2 Serve as the official correspondent for the SGA regarding their mental health and maintain correspondence in confidentiality.

5.8.3 Responsible for preparing a Mental Health and Wellness introduction for incoming First Year medical students.

5.8.4 Maintains and oversees the Mental Wellness bulletin board and appoints committees to decorate the board throughout the year.

5.8.5 Coordinates all events and social activities of the Mental Health Committee throughout the school year with a minimum of four engagements per semester.

5.8.6 Organization of the KYCOM Class Olympics initiative to promote the integration of physical and mental wellness through physical active events for the student body.

5.8.7 Serves as Chair of the Mental Health Committee and for conducting elections of all committee members.

5.8.7.1 The Mental Health Committee shall consist of six members, excluding the Chair, consisting of three First Year students and three Second Year students.

5.8.7.2 Following SGA elections each spring semester, the new Mental Empowerment Directive Chair shall inherit the 3 individuals entering second year that previously served on the Mental Health committee the following academic year.

5.8.7.3 Select new Mental Health committee members in the fall using the outlined process in 5.8.7.3.1.

5.8.7.3.1 OMS-1's should submit a short paragraph to the Mental Empowerment Directive chair and 3 new first years shall be appointed by the Mental Empowerment Directive chair and their current committee. These individuals shall serve on the Mental Health committee immediately following their appointment.

5.8.8 Aid and assist other Executive Board members.

5.8.9 Serve as Wellness Medicine Liaison to COGSP.

5.9 Duties of the Student Government Association Diversity Chair shall be:

5.9.1 Be a voting member at SGA meetings.

5.9.2 Serve as the official correspondent for the SGA regarding KYCOM diversity and maintain correspondence in confidentiality.

5.9.3 Serve as the AACOM Diversity Liaison and work with the National Diversity Committee to carry out the yearly plan initiatives.

5.9.4 Attend Zoom meetings with National COSGP counterparts and provide updates to the National Diversity Committee Member.

5.9.5 Coordinates all events and social activities of the Diversity Committee throughout the school year.

5.9.6 Work in conjunction with Administration to organize and plan the annual Diwali event.

5.9.7 Serves as Chair of the Diversity Committee and for conducting elections of all committee members.

5.9.7.1 The Diversity Committee shall consist of six members, excluding the Chair, consisting of three First Year students and three Second Year students.

5.9.7.2 In the Fall, the new Diversity Chair shall appoint 6 individuals entering second year to serve on the Diversity Committee. Candidates for the Diversity Committee should submit a short paragraph to the Diversity Committee Chair to be reviewed by the chair. These individuals shall serve on the Diversity Committee immediately following their appointment.

5.9.8 Aid and assist other Executive Board members.

5.9.9 Determine and approve events as permissible for JEDI hours.

5.9.10 Serve as Diversity Liaison to COSGP.

5.10 The Executive Board Terms of Office:

5.10.1 The Executive Board of the Student Government Association's term shall be from May 1 of the year they were elected through April 30 of the following year.

5.10.2 The Executive Board Elect is the group of officers elected in March prior to Class Officer elections. The Executive Board elect will train under the current Executive Board until May 1. These officers shall not act as official SGA Executive Board representatives during their elect period preceding their transfer into office.

ARTICLE VI. STUDENT GOVERNMENT ASSOCIATION CLASS OFFICERS

6.1 Duties of the Class President shall be:

6.1.1 Act as a liaison between the Class and the administration regarding Class affairs.

6.1.2 Be a voting member at SGA meetings.

6.1.3 Report to the SGA on Class business and report to the Class on SGA business.

6.1.4 Report to the Class on Class-related affairs.

6.1.5 Chair all Class meetings, and in the event of a Class-specific voting situation, serve as the definitive vote if a tie ensues.

6.1.6 Preside over a scheduled Class meeting at least once per month and call/preside over meetings of Class officers and representatives as needed.

6.1.7 Serve, on an as-needed basis, on SGA committees as appointed by the Executive Board.

6.2 Duties of the Class Vice President shall be:

6.2.1 Be a voting member at SGA meetings.

6.2.2 Take over the duties of the Class President should that person be unable to serve.

6.2.3 Support and aid the Class President in the accomplishment of their duties.

6.2.4 First- and Second-Year Class Vice Presidents will work together each year to plan the annual KYCOM “Cadaver Ball” Halloween Party.

6.2.5 Serve, on an as-needed basis, on a Student Government Association committees as appointed by the Executive Board.

6.3 Duties of the Class Secretary shall be:

6.3.1 Be a voting member at SGA meetings.

6.3.2 Distribute minutes and agendas to Class officers and representatives one day prior to class meetings.

6.3.3 Record an authentic record of the proceedings of all Class meetings.

6.3.4 Post copies of the minutes of Class meetings for all Class members via email within one week of the meeting.

6.3.5 Serve, on an as-needed basis, on a Student Government Association committees as appointed by the Executive Board.

6.3.6 Aid the class president in the writing and distribution of class emails.

6.4 Duties of the Class Treasurer shall be:

6.4.1 Be a voting member at SGA meetings.

6.4.2 Maintain an accurate log of class funds and remit payment on class expenditures.

6.4.3 Submit a budget for the Class to the Students Government Association Treasurer.

6.4.4 Serve, on an as-needed basis, on SGA committees as appointed by the Executive Board.

6.5 Duties of the Class Representatives shall be:

6.5.1 Attend all Class meetings. Two unexcused absences will result in termination of office.

6.5.2 Serve on a Student Government Association committee as appointed by the Executive Board.

6.5.3 Third- and fourth-year Representatives are not required to serve on SGA committees.

6.6 Core Site Liaison

6.6.1 Duties of the Coordinating Core Site Liaison shall be:

6.6.1.1 Be a voting member at SGA meetings.

6.6.1.2 Serve as a liaison for communication between KYCOM and rotating students of their respective Class.

6.6.1.3 Respond to any questions, comments, or concerns within an appropriate time frame.

6.6.1.4 Schedule and meet with the Director of Clinical Affairs monthly discuss any questions, comments, or concerns forwarded from the Core Site Representatives or rotating students of their respective Class.

6.6.1.5 Help coordinate and collect data from their respective Class pertaining to their experiences, opinions, and general information of their rotation sites to be shared through the SGA E-Board and Department of Clinical Affairs to better inform the OMS-2 Class regarding each rotation site.

6.6.1.6 Observe the SGA meeting attendance policy if a clinical rotation does not conflict with the SGA general council meetings to submit a report on behalf of the rotating students.

6.6.1.7 Submit an update to the SGA Secretary before the general council meeting to communicate any questions, comments, or concerns if not available due to current clinical rotation time restraints.

6.6.1.8 Maintain contact and coordinate monthly meetings with all Core Site Representatives at each location for their respective year.

6.6.1.9 Form well-documented occurrences and opinions of situations if deemed necessary and communicate such occurrences to the Dean of Clinical Affairs.

6.6.1.10 Serve as liaison for the Pikeville Medical Center Site Coordinator, if necessary, to communicate didactic schedule changes to all applicable rotating students.

6.6.2 Duties of the Regional Core Site Representatives shall be:

6.6.2.1 Be a voting member at SGA meetings.

6.6.2.2 Schedule monthly meetings for all students in their respective regions to discuss any necessary questions, comments, concerns, or improvements.

6.6.2.3 Respond to any questions, comments, or concerns from their respective regions within a reasonable time frame.

6.6.2.4 Provide information on resources available for each rotation, if available.

6.6.2.5 Be a neutral party the students in their respective regions can contact for help if deemed necessary.

6.6.2.6 Send monthly emails to all students in their respective regions with any updates from SGA or the Office of Clinical Affairs.

6.6.2.7 Send monthly emails to all students in their respective regions of any upcoming deadlines.

6.6.2.8 Update physician contact list for their region if deemed necessary.

6.6.2.9 Work with the Medical Student Coordinator to communicate and schedule lectures, conferences, and monthly COMATs if deemed necessary.

6.6.2.10 Serve as a liaison between the administration and rotating students in their respective regions to communicate all rotation assignments.

6.6.2.11 Report back to the Coordinating Core Site Representative on a monthly basis, when deemed necessary, or when upon request from the Coordinating Core Site Representative.

6.6.2.12 Serve as point of contact for their respective regions for incoming Core Site Representatives, and Second-Year students during their rotation lottery process to provide requested information if appropriate.

6.7 Class Officer Terms of Office:

6.7.1 Class officers and/or Representatives of the Second-year class will be elected in March after SGA elections and will take office on May 1 of the year of their election. The period from March to May should serve as a training period in coordination with the current Class officers.

6.7.2 Class officers and representatives of the First-year class will be elected in September and will take office immediately.

ARTICLE VII. STUDENT GOVERNMENT ASSOCIATION ELECTIONS

7.1 General Election Guidelines:

7.1.1 Each organization sponsoring a general student election shall have a written statement in their constitution outlining the procedures governing eligibility, nominations, campaign, and voting. The statement should specify personnel running the election.

7.1.2 The candidate receiving the simple majority of votes will be declared the winner of their respective office.

7.1.3 The SGA Parliamentarian will oversee SGA elections, Class Officer Elections, and any club elections in which the Parliamentarian's help is requested.

7.1.4 No candidate for office may participate in running their own election.

7.1.5 Any decision of the SGA Parliamentarian may be appealed to the SGA Executive Board before the KYCOM Office of Student Affairs.

7.1.6 The SGA Parliamentarian is responsible for distributing election rules to the candidates in the election.

7.1.7 The SGA Advisor shall oversee establishing procedures for defining and validating the academic qualifications of a candidate.

7.1.8 Students elected to serve on the SGA Executive Board are not permitted to hold any other position in student organizations in accordance with SGA bylaws.

7.1.8.1 SGA Executive Board members are not permitted to hold any other position in SGA.

7.1.8.2 Students elected to any President or Treasure position are not permitted to hold another position in a student organization.

7.1.8.3 Students elected to serve as Vice President, Secretary, or appointed as a committee chair and/or member, are permitted to hold a maximum of 1 other position in office as a Vice President, Secretary, or a committee chair and/or member.

7.1.8.4 An exception is made at the discretion of the SGA Executive Board, for example clubs that are an approved SGA exception that do not meet the minimum member requirements (i.e. SAMOPS), honors fraternities that possess restricted member requirements (SSP), or newly created student organizations during probationary periods while executive leadership of the new organization is being established.

7.1.9 The Parliamentarian shall be responsible for conducting elections and enforcing the election regulations:

7.1.9.1 Organizing the Election:

- a. The election schedule will be emailed to all KYCOM students to allow those at distant hub sites to stay informed.
- b. The Parliamentarian will organize candidate paragraphs the day before elections. Written copies of these paragraphs will be emailed to all KYCOM students.
- c. All students currently enrolled at KYCOM will receive SGA Executive Board and SOMA paragraphs to vote on.
- d. Class officer paragraphs will only be e-mailed to the specific class members.
- e. The SGA Parliamentarian will create an official ballot and, together with the SGA Advisor, will oversee the security of the ballots until tabulation.

7.1.9.2 Validating the Qualifications of a Candidate:

- a. The SGA Parliamentarian is responsible for the collection of declarations for validation from the KYCOM Office of Student Affairs.
- b. The Parliamentarian will validate all candidates' eligibility through the KYCOM Office of Student Affairs according to these bylaws within one week of the receipt of the declarations of candidacy.
- c. Candidates failing to meet these eligibility requirements will be declared ineligible to run for office.

7.1.9.3 Enforcing the Election Regulations:

- a. The Parliamentarian will assess campaign violations with regards to each submitted election proposal.
- b. The Parliamentarian will keep specific, written records of all violations.
- c. The Parliamentarian will file election complaints with the KYCOM Office of Student Affairs.

- d. Protests of the election shall be submitted in writing to the Parliamentarian and the SGA Executive Board and the Office of Student Affairs within seven calendar days of the election.
- e. The SGA Advisor and SGA Executive Board will respond to the protest within seven calendar days.
- f. If no protests are received within the 7 allotted days, the election results will be considered valid and final.
- g. The usage of AI in the creation of campaign statements is a violation of the student honor code and may lead to candidate ineligibility.

7.2 Election of the Student Government Association Executive Board:

7.2.1 The election for the SGA Executive Board shall be held no later than the second Friday in March of each year.

7.2.2 Administration of elections shall follow the guidelines set forth in Article VII, Section I.

7.2.3 Each candidate may run for only one SGA Executive Office.

7.2.4 The winning candidate shall begin training with the present officer immediately in preparation to assume duties of the office on May 1.

7.2.5 In the event there are no candidates for an SGA Executive Board position, the SGA President-Elect shall appoint a member of the student body to fill that position, subject to approval of the newly elected members of the SGA.

7.3 Election of Class Officers and Representatives

7.3.1 Administration of elections shall follow the guidelines set forth in Article VII, Section I.

7.3.2 Elections of Class Officers/Representatives of the First-Year Class:

7.3.2.1 Four Class Officers: President, Vice President, Secretary and Treasurer

7.3.2.2 Class Liaisons

7.3.2.3 Five Administrative Liaisons: Student Ethics Council, Clinical affairs representative, Curriculum Committee/Medical Education Liaison, Campus Liaison, Admissions Liaison.

7.3.2.3.1. Each of these positions, except for the Student Ethics Council Liaison, serves a one-year term.

7.3.2.3.2. The Student Ethics Council liaison serves a two-year term with a positional review after their first year by the SGA Executive Board

7.3.2.3.3. The Admissions Liaison may have a separate elections protocol at the discretion of the Director of Admissions and Recruitment.

7.3.2.3.4. Each Liaison must attend SGA General Council meetings. Absences must be approved at least 24 hours in advance by the SGA President or the SGA Parliamentarian.

7.3.3 Elections of Class Officers/Representatives/Liaisons of the First-Year Class shall be completed by the last week of September.

7.3.3.1 Elected Officers will assume office the Monday following elections.

7.3.3.2 Any required Officer training will be supplied or organized through the SGA.

7.3.4 Election of Class Officers/Representatives of the Second-Year Class:

7.3.4.1 Four Officers: President, Vice President, Secretary, and Treasurer

7.3.4.2 Class Liaisons

7.3.5 Elections of Class Officers/ Representatives of the Second-Year Class shall be held one week after SGA Executive Board elections, occurring no later than the third Friday in March.

7.3.5.1 Candidates may not run for both an SGA Executive Board Office and a Class Officer/ Representative position.

7.3.5.2 Elected Officers will train with current Officers until they assume office on June 1.

7.3.6 Election of Rotation Site Representatives of the Third-Year Class:

7.3.6.1 One Coordinating Site Representative from the list of applicants at the Pikeville Site.

7.3.6.1.1 Third- or Fourth-Year students eligible to run for the Coordinating Site Representative office must be located at the Pikeville Hub Site. This is necessary so that these students will be able to represent their class/school at on-campus meetings of the SGA General Council & at meetings with the Deans.

7.3.6.2 Five Student Site Representatives, one from each of the following regions: West, Central, North, East, and Pikeville each serving a one-year term.

7.3.7 Elections of Third-Year Class Representatives shall be held in conjunction with SGA Executive Board and Second-Year Class Officer Elections

7.3.7.1 Elected Representatives will assume their office on June 1 and retain their position until graduation.

7.3.7.2 It is up to the discretion of the SGA President and Parliamentarian if it is necessary that an elections process be implemented for Rotation Site Representatives, based on interest of the class in these positions. If there is a lack of candidates, a volunteer-based approach may be implemented where the students at each site may request their Rotation Site Representative.

7.4 Election Day Procedures

7.4.1 Candidates' names will appear on an online ballot created by the SGA Parliamentarian and approved by the SGA Advisor.

7.4.2 Students will anonymously vote (once per candidate) during the election period advertised by the SGA Parliamentarian.

7.4.3 The SGA Parliamentarian will announce the election results via email to KYCOM students, faculty, and staff.

7.4.4 The results will become official seven calendar days following the election, pending no violations or official protests.

ARTICLE VIII. STUDENT GOVERNMENT ASSOCIATION MEETINGS

8.1 Guidelines for Meetings

8.1.1 The SGA President shall preside over all SGA meetings. The SGA 1st Vice President shall preside over SGA meetings if the SGA President is not in attendance.

8.1.2 All meetings of the SGA shall be conducted according to the following hierarchy:

8.1.2.1 Student Government Association Bylaws.

8.1.2.2 Robert's Rules of Order regarding meetings.

8.1.2.3 The SGA President may call an executive session (closed meeting) when deemed necessary by that Officer.

8.2 Regular and Special Meetings

8.2.1 The times and dates of regular meetings should be established two weeks prior to the meeting.

8.2.2 The time and date of meetings may be changed by the SGA President or by a simple majority vote of the SGA at the preceding SGA meeting. The SGA Secretary shall notify the student body and the SGA Advisor no less than 48 hours prior to the special meeting.

8.2.3 Special meetings may be called at the discretion of the SGA President or by a simple majority vote of the Student Government Association at the preceding SGA meeting. The SGA Secretary shall notify the student body and the SGA Advisor no less than 48 hours prior to the special meeting.

8.2.4 The SGA Executive Board may cancel a regular SGA meeting no later than 48 hours prior to its scheduled start if they determine that there is no current or new business to be considered. The SGA Secretary will notify the student body and the SGA Advisor in the event of a meeting cancellation.

8.3 Quorum for Student Government Association Meetings

8.3.1 A quorum is required to be present at SGA meetings for business to be conducted. Quorum is defined as a majority of the SGA voting members and the SGA President or 1st Vice President being in attendance either in person or virtually.

ARTICLE IX. STUDENT GOVERNMENT ASSOCIATION COMMITTEES

9.1 Student Government Association Committees

9.1.1 Voting members of the SGA may serve on at least one SGA committee as described in this document. Appointments of SGA members to committees must be approved by the SGA President.

9.1.2 All business of the SGA committees shall be submitted for approval by the SGA voting members.

9.1.3 Executive Board members shall serve as Chairs of standing committees.

9.1.5 Committee members should be notified of committee meetings at least 72 hours in advance of the meeting unless the meeting is deemed an emergency.

9.1.6 If a member of a committee cannot attend a meeting, it is the responsibility of that member appointed by the SGA President with approval of the Executive Board attend in their place (with exception of the Finance Committee members, as stated in Article 9.5).

9.2 Social Media Committee (Ad Hoc)

9.2.1 Members shall be appointed by the Executive Board and overseen by the 2nd VP.

9.2.2 The purpose shall be to coordinate public relations within the college on the student level and to communicate the medical students' voice to the pu through an online platform.

9.2.3 The Chair shall be the SGA 2nd Vice President or the SGA Secretary, as decided by the SGA Executive Board.

9.6 Diversity Committee

9.6.1 Members shall be appointed as stated in 5.9.7

9.6.2 The purpose shall be to plan SGA diversity-related events and to assist the Diversity Chair in organizing and overseeing student activities to promote and further the diversity of the student body.

9.6.3 The chairperson shall be the SGA Diversity chair.

9.6.4 In the event that a Diversity Committee member has two unexcused absences from either events, or meetings, or both, the SGA Diversity Chair may remove that individual from the committee.

9.7 Mental Health and Wellness Committee

9.7.1 Members shall be appointed as stated in 5.8.7

9.7.2 The purpose shall be to focus on mental health awareness and creating positive habits in medical students and future physicians. The committee will promote the concept of mind, body, and spirit amongst our students for their own well-being and future role of serving as an osteopathic physician.

9.7.3 The committee chair is to refer student concerns to appropriate channels within the university regarding the mental health and wellbeing of any KYCOM student who is at risk of harming themselves or other students, while maintaining student confidentiality.

9.7.4 The Chair shall be the SGA Mental Empowerment Directive (MED) Chair.

9.7.5 In the event that a mental health and wellness committee member has two unexcused absences from either events, or meetings, or both, the SGA MED chair may remove that individual from the committee.

9.8 Faculty-Student Committees

9.8.1 Faculty-Student Committees are explained in the KYCOM Student Handbook.

9.8.2 Student representatives to Faculty-Student Committees will be elected by the student body to represent the student voice in these committees.

9.8.3 First-Year Faculty-Student Committee Representatives will be voted upon by the First-Year Class and these representatives will serve a two-year term unless otherwise determined by the KYCOM Director of Student Affairs and Academic Excellence.

9.8.4 The following positions must be elected by each First-Year Class during their Class elections at the beginning of the year:

9.8.4.1 Instructional Resource Committee Representative

9.8.4.2 Curriculum Committee Representative/Medical Education Liaison

9.8.4.3 Student Ethics Council Representative

9.8.5 The student representatives are required to attend SGA meetings as voting members and are responsible to report to the Student Government Association on committee business.

9.8.6 The Student Ethics Council Representative will handle conduct complaints and document them using the Ethics Council recording form.

9.9 Creating Ad-Hoc Committees

9.9.1 Ad-Hoc committees shall be set up by the Student Government Association whenever there is SGA business not covered by one of these standing committees and will cease to exist after its purpose is fulfilled.

9.9.2 The members of the committees and chairperson shall be appointed by the SGA Executive Board.

9.9.3 These committees shall be formed and disbanded by a simple majority vote of the SGA general council.

ARTICLE X. STUDENT GOVERNMENT ASSOCIATION CLUBS

10.1 Criteria for becoming a Student Government Association Club

10.1.1 Complete a written proposal to the SGA Executive Board and present the proposal at a regular SGA meeting.

10.1.2 Submit a club constitution to the SGA Parliamentarian.

10.1.3 Must be able to fulfill all Student Government Association club responsibilities as stated in the bylaws.

10.1.4 Must be evaluated by the SGA Executive Board based on student interest, club purpose, workability, and legality of the club constitution.

10.1.4.1 Interest in a club shall be defined as membership of at least ten (10) KYCOM students at the end of the probationary period. Should interest not be met, the club may request for an extended probationary period to be approved by SGA voting members.

10.1.5 The club shall be given probationary status upon approval by a simple majority of the SGA at a regular meeting following the club proposal.

10.1.6 The club on approval by the majority vote of the Student Government Association after a regular meeting shall enter a probationary period. The club shall have all privileges and responsibilities during the probationary period.

10.1.6.1 The probationary period shall last for three months or six (6) Student Government Association meetings, whichever comes first.

10.1.6.2 This probationary period continues to progress even during scheduled holidays and breaks, such as spring break, summer break, etc.

10.1.7 The club shall be re-voted on at the first meeting after the probationary period. The club may:

10.1.7.1 Be approved by a simple majority vote which ends the probationary period.

10.1.7.2 Be denied Student Government Association status, thus forfeiting all club rights and privileges.

10.1.7.3 Have their probationary period extended by a simple majority vote.

10.1.8 Clubs must maintain a membership of no fewer than ten students of which a minimum of 5 are first year students or will be suspended.

10.2 Student Government Association Club Privileges

10.2.1 Four club officers (President, Vice President, Secretary, Treasurer) shall have one vote each at SGA meetings.

10.2.2 A club may use institutional facilities for meetings and events if properly reserved.

10.2.3 A club may request funds from the SGA.

10.2.4 A club may use funds in accordance with their constitutions and institutional policies and procedures.

10.2.5 A club in good standing may participate in “Club Day” held during Orientation Week.

10.2.6 A club may advertise

10.3 Student Government Association Club Reports

10.3.1 Each club shall be represented at each scheduled SGA meeting.

10.3.2 The President of each SGA club shall submit a club report before each SGA regular meeting. If the President is unable to submit the club report, the Vice President of that club shall submit the club report. Protocol for submitting club reports shall be determined and communicated by the SGA Parliamentarian.

10.3.2.1 The club report is to include descriptive accounts (including the time, place, etc.) of meetings, activities, and events held or attended by the club since the previous SGA general council meeting.

10.3.3 Clubs are allowed one absent club report. Two absent club reports result in the loss of voting privileges of all four club voting members and a review of the club status and funding by the Student Government Association Executive Board.

10.3.4.1 Failure to submit a club report detailing the account of the club for the previous month by the general council meeting will result in a \$75 fine on behalf of the club payable to the Student Government Association if deemed appropriate by the SGA Executive Board.

10.3.4.2 Failure to submit two consecutive club reports will result in an immediate probationary period of the club, unless the club president can give an acceptable excuse to the SGA Executive board for failure to adhere to protocol.

10.4 Student Government Association Club Responsibilities

10.4.1 An updated copy of the Club local constitution and nation affiliate constitution, if applicable, must be on file with the SGA Parliamentarian and the KYCOM Office of Student Affairs by the third regular meeting of the SGA of each academic year.

10.4.2 The Clubs' local constitution and national affiliate constitution, if applicable, shall not conflict with the SGA Bylaws, the policies of KYCOM and the University of Pikeville, or relevant laws/regulations.

10.4.3 The Club must have an area of interest and/or function in areas not substantially overlapping those of any other SGA Club as determined by the SGA.

10.4.4 The Club must comply with the membership policies stated in the KYCOM Student Handbook.

10.4.5 The Club must maintain a current list of its membership and submit their membership list to the SGA Parliamentarian and the KYCOM Office of Student Affairs by the third regular meeting of SGA of each academic year.

10.4.6 A Club must maintain an active faculty advisor. The Club must notify the SGA Secretary and the KYCOM Office of Student Affairs if they change advisors in a timely manner.

10.4.7 Classes, Committees, and Clubs must have one voting member in attendance at all SGA General Council Meetings.

10.4.7.1 In an SGA meeting, every voting member represents one vote and therefore cannot represent more than one position at a meeting. For example, a voting member cannot represent both a Club and their Class at the same time.

10.4.7.2 Every SGA voting member who is attending an SGA meeting be present by the time roll call begins or will be considered absent and penalized as such.

10.4.7.2.1 If a representative is late and asks the SGA Executive board to waive the penalty, it is up to the SGA Executive Board discretion to grant or deny the waiver.

10.4.8 Clubs must spend monies received from the SGA on the projects for which the monies were requested. Any club that accepts monies from the Student Government Association, collects dues from students, or participates in fundraising must follow these procedures:

10.4.8.1 Maintain financial records.

10.4.8.2 Monies must be kept in a financial institution under the club's name or in an account with the college bursar.

10.4.8.3 File a monthly Financial Report using the Student Government Association Financial Report Form that includes:

- a. Beginning balance for that month
- b. Income for that month itemized by dues collected, fundraising, and other.
- c. Expenditures for that month itemized
- d. Ending balance for that month
- e. Photocopy of the club's local bank statement or college account statement and copy of the proof of reconciliation for any reimbursements.
- f. Present their monthly financial report to its members at club meetings.
- g. Present their written financial report with each club report to the Student Government Association Executive Board at each SGA regular meeting.

- h. Must submit all the financial records as defined in Article X, Section 4, Part 8 to the Student Government Association Treasurer at least once a year. The time of the review shall be decided by the SGA Treasurer.
- i. Must make available all financial records as defined in Article X, Section 4, Part 8 to any member of that club at their request.
- j. Provide the signatures of the club treasurer and one other officer on checks for all club expenditures over fifty dollars.
- k. In the event of any discrepancy in the financial records of the club, the procedure shall be as defined in Article IX. Section 7.

10.4.9 It is imperative that Clubs must be ACTIVE throughout the Academic year. Each club is required to have at least three club meetings in the Fall semester and at least **three** club meetings during the Spring semester or risk having their status as an SGA club reviewed by the SGA Executive Board

10.4.10 It is imperative that Clubs must be ACTIVE throughout the Academic year. Each club is required to have three (3) club events per semester or risk having their status as an SGA club reviewed by the SGA Executive Board

10.4.10.1 Club events are defined as any planned or scheduled occurrence initiated by the club's leadership or membership that is an educational or social opportunity to benefit either the members of that club, the entire student body, or the greater Pikeville community members.

10.5 Loss of Student Government Association Club Membership

10.5.1 A club that has its SGA recognition revoked forfeits the rights and privileges of that membership.

10.5.2 A club may lose SGA recognition for violating SGA, KYCOM, and/or University policies or procedures.

10.5.3 A club that has failed to submit two Club reports shall be subject to the following process:

10.5.3.1 A review of the Club's recognition status shall be put to the agenda for the next regular SGA meeting.

10.5.3.2 Club officers will be invited to attend the SGA meeting to explain the Club's actions.

10.5.3.3 Club recognition status shall be voted on at that meeting.

10.5.3.4 Club membership status may be revoked by simple majority vote of the SGA.

10.5.4 A Club that has a discrepancy in Club financial records shall be subject to the following process:

10.5.4.1 The SGA Treasurer shall request that the KYCOM Office of Student Affairs and the Business Office investigate the discrepancy and report their findings and recommendations to the SGA Treasurer in writing. A copy of this report will also be sent to the Club's President, Treasurer and Faculty Advisor.

10.5.4.2 The report shall be reviewed by the SGA Executive Board.

10.5.4.3 Club officers may attend the review and explain their actions.

10.5.4.4 The Student Government Association Executive Board may make a recommendation to the SGA at the next regular meeting.

10.5.4.5 Club officers may attend the SGA meeting to explain their actions.

10.5.4.6 Club membership status may be revoked by a simple majority vote of the SGA.

10.5.5 A club that has violated the SGA attendance policy shall be fined one community service hour per E-board member per meeting missed.

10.5.5.1 If the club refutes the service hours, then the club will lose its four (4) votes, pending a status review by the Executive Board.

10.5.5.2 The resulting status recommendation will be made to the SGA voting members at the next regular SGA meeting and voted on by the general body.

10.5.6 A Club that has violated or is in violation of the Student Government Association Bylaws shall be subject to the following process:

10.5.6.1 The violation shall be reviewed by the SGA Executive Board at their monthly Executive Board meeting.

10.5.6.2 Club officers may attend the SGA Executive review to explain their actions.

10.5.6.3 The SGA Executive Board may make a recommendation to the SGA at a regular meeting.

10.5.6.4 Club officers may address the SGA general body meeting to explain their actions.

10.5.6.5 Club membership status may be revoked by a simple majority vote of the Student Government Association.

10.5.6.6 A club may face a reversion to 3-month probationary period if it does not meet the following participatory criteria:

- a. Meet for a meeting or event at least once a month reported by faculty, staff or members of the said club.
- b. Clubs may be excused from the meeting obligation during the months of December, and May-August
- c. A club may reapply for membership no earlier than two months after its dismissal from the Student Government Association.

ARTICLE XI. STUDENT GOVERNMENT ASSOCIATION FINANCES

11.1 Financial Records

11.1.1 All financial records of the SGA will be made available in a reasonable period to any student body member upon written request.

11.2 Student Activity Fees

11.2.1 Student activity fees shall be set before March 1 by the college administration for the following year based on the proposed budget.

11.2.2 Student activity fees for underclassman shall be subject to change.

11.2.3 Student activity fees for upperclassman shall be fixed at the rate the fee was set during the previous underclassman year

11.2.4 Student activity fees are to be used for programs that are in the best interest of all university disciplines.

11.3 Disbursement of Funds to Recognized Clubs

11.3.1 A proposed budget for the upcoming school year should be completed by the Club Executive Board and approved by the Club's Advisor. It shall be presented to the SGA by the end of February during a special finance meeting as scheduled by the SGA Executive Board.

11.3.1.1 All submitted Club budgets will be discussed during the special finance meeting. No other business shall be considered during the meeting.

11.3.2 During the budgeting process in the Fall, the Student Government Association shall designate all budget line items as one of the following:

11.3.2.1 Approved in concept approving clubs to potential access funds.

11.3.2.2 Approved for specific dollar amount allowing clubs to make needed purchases.

11.3.2.3 Approved for later allocation, assigning funds for the potential of subsequent disbursement.

11.3.3 The process for the request and release of SGA funds shall be:

11.3.3.1 Submit a proposed budget to the SGA Finance Committee one month prior to the event.

11.3.3.2 Line items of the annual budget designated “approved in concept” should have specific funding allocation requests. These requests shall be reviewed by the SGA Finance Committee for approval.

11.3.3.3 Line items of the annual budget designated “approved for specific dollar amount” shall be released by the SGA Treasurer at the appropriate time.

11.3.3.4 Line items of the annual budget designated “approved for later allocation” shall need majority approval from the SGA for disbursement. The Finance Committee will review requests for funds from these line items. They will present the request and a recommendation for action to the SGA for final approval at that meeting.

11.3.3.5 Present a final budget with receipts to the SGA after the event.

11.3.4 Those requesting SGA funding are advised to work with the SGA Finance Committee to develop a proper budget and proposal for presentation to the SGA.

11.3.5 The SGA will only fund events and activities that are open to all KYCOM students.

11.3.6 All payments of receipts of expenditures shall require the signature of SGA Treasurer following approval of the Finance Committee before disbursement of any SGA funds.

11.3.7 Those who receive SGA funding are required to submit copies of all receipts to the SGA Treasurer within five business days. All SGA spent funds must be accounted for and documented.

11.3.7.1 Failure to submit proper documentation on time will result in penalties.

ARTICLE XII. OFFICIAL STUDENT REPRESENTATION

12.1 Representation Hierarchy

12.1.1 In any case where a student officer is needed to be present at a KYCOM function, the highest-ranking member of the corresponding student-based organization shall be the KYCOM representative for the duration of their tenure.

12.1.2 In the event that the organization represented is a national organization, or an organization recognized by the SGA, the elected or appointed student from that organization shall be the official KYCOM representative.

12.1.3 In the event of the appointment under 12.1.2, the KYCOM representative will assume the full role and authority of the absent member for the duration of the event.

12.2 Representation Designation

12.2.1 In the event that no student members of an organization are represented as designated above, the SGA President shall designate a student member of the organization to act as the representative from that organization and from KYCOM. That member will hold this position until the end of the academic year of which they were appointed, unless otherwise decided upon by the SGA President.

ARTICLE XIII. COMMUNICATION WITH KYCOM ADMINISTRATION

13.1 Concerns

13.1.1 Students are encouraged to share concerns to the SGA President, SGA Executive Board, Class Officers, and Committees so that appropriate action may be considered and taken.

13.2 Representation Qualification

13.2.1 A student who is not an SGA officer cannot represent the association until the matter is put to a vote by the SGA.

ARTICLE XIV. AMENDMENTS TO THE BYLAWS

14.1 Initial Approval of Proposed Amendments

14.1.1 A simple majority of the current SGA Executive Board members present is required for the proposed amendment(s) to be accepted for presentation to the SGA members for consideration.

14.1.2 If the proposed bylaw significantly alters KYCOM procedures, the KYCOM Dean and KYCOM Director of Student Affairs and Academic Excellence must approve the bylaw before presenting it to the SGA members.

14.1.3 No action on the proposed amendments can be taken by the SGA at the time of initial presentation to the SGA Executive Board.

14.2 Approval of Proposed Amendments

14.2.1 All amendments must have the support of two-thirds of all voting SGA members present before being incorporated into the SGA Bylaws.

14.2.2 Proposed amendments must be voted on by voting Student Government Association members present at the next meeting, following submission of the proposed amendments.

14.2.3 If the amendment is defeated or is not voted on at this meeting, it may be re-submitted at the next Student Government Association meeting.

14.2.4 Amendments passed at the general body meeting will then be sent to the KYCOM student body for a yay/nay vote determined by a simple majority.

14.2.5 Approved amendments shall go into effect immediately following their approval unless otherwise stated in the amendment.