

## APPENDIX A

### Student Government Association: Constitution and Bylaws

#### Article I: Name

The name of this organization will be the Student Government Association of the Medical College of Georgia, herein abbreviated SGA or signified association.

#### Article II: Duties and Powers

Section A. The SGA will provide representation for the students of all schools within the university in matters concerning the student body.

Section B. It will study matters of importance to students and submit recommendations expressing the student viewpoint to the administration.

Section C. It will work with the administration to implement the recommendations made.

Section D. It will allow any student to request to appear before it in person to present for consideration any question of interest. The agenda for SGA meetings is determined by the president.

#### Article III: Class Representatives

Section A. Each class of the various schools of the Medical College of Georgia will be entitled to representation in the SGA. Should the school be divided, then each academic program will be entitled to one representative per class with that representative being responsible for his constituency's interest.

Section B. Each qualifying class will elect one representative for every 50 members, the membership of that class being determined by its previous year's fall quarter enrollment. Also, the elected president of each class will serve as an SGA representative for their class for the school year. The following table will be applied.

Number of students enrolled	Number of representatives	Number of students enrolled	Number of representatives
1 - 50	1	201 - 250	5
51 - 100	2	251 - 300	6
101 - 150	3	301 - 350	7
151 - 200	4	351 - 400	8

Section C. All SGA representative elections will be held no later than June 1 by the returning classes of the various schools. Incoming classes will elect their representatives no later than October. If any class of a school fails to have its representatives elected by the designated time, the president will appoint a representative(s) to serve the SGA from that constituency. The appointee will serve the standard term of the elected representative with all rights and privileges unless his constituency chooses to elect some other person, at which time his term of office will be terminated.

Section D. Newly elected class representatives will assume their full duties and privileges beginning at the first SGA meeting of the academic year.

Section E. The term of office for class representatives will be for one academic year based upon their respective schools' calendars.

Section F. Any class representative, in the event of his absence, may appoint an alternate from the constituency represented for the meeting in question. The alternate will have the power and privileges of the class representative replaced. Written transfer of a class representative's designated alternate should be made available to the president of the SGA at the president's request.

Section G. In the event that a class representative is, for any reason, unable or unwilling to fulfill his duties and responsibilities as a representative from his class, he may terminate his duties to the SGA by submitting a letter to that effect to the president.

Section H. Impropriety committed against the SGA by any class representative (and subsequent remedy) will be determined by a two-thirds vote of the quorum present.

#### **Article IV: Executive Officers**

Section A. The executive officers of the SGA will be president, vice president, comptroller and secretary.

Section B. Executive officers of the SGA will be elected among the MCG student body and are not limited to the membership of the SGA. The SGA representatives will elect new officers by majority vote of those present no later than the last meeting in April.

Section C. Each class representative is guaranteed a vote in executive officer elections. Secret ballots will be used. Candidate nominations and speeches will be given in the March meeting.

Section D. The officers of the SGA will assume office immediately after the election and serve until the next election of officers the following April. If the officer is elected from the SGA representatives, then the constituency that was represented by the said officer will have the option of holding elections to replace the officer's former position as representative according to Article III, Section C and G.

Section E. Voluntary resignation of any office by an officer may be accepted at any time. Any officer whose work is considered unsatisfactory may be required to resign his office by a two-thirds vote.

Section F. The officers will receive due compensation for their services that will not increase or decrease during their term of office as recommended by the budget committee. This money may be paid each semester served including fall, spring and at the president's discretion, summer (if the officer is enrolled full-time).

Section G. The duties and powers of the officers are as follows:

1. The president will: (a) Preside at all meetings. (b) Call meetings. (c) Appoint the chairman of all standing and special committees. (d) Serve as ex officio member of all committees and as a resource person for these committees. (e) Aid in the orientation of new class representatives. (f) Act as official representative from the SGA to the administration and faculty. (g) Call a new election for any executive office vacated by resignation. (h) Present an annual report. (i) Serve only one term.

2. The vice president will: (a) Assume the duties and have the powers of the president in the absence of the president or upon his request. (b) Serve as ex officio member of all adhoc committees and as resource person for these committees. (c) Serve as a standing member of the budget committee.

3. The secretary will: (a) Keep an accurate record of the proceedings of the meeting. (b) Prepare a book containing pertinent information about each voting member such as: name, address, telephone number, class represented. (c) Prepare and distribute copies of the minutes of meetings. (d) Serve as a standing member of the budget committee. (e) Be responsible for maintaining a file of all valuable documents and records of the association. (f) Send out notices to all association members listing the time, date and place of the next meeting. (g) Follow up with those not attending meetings.

4. The comptroller will: (a) Be the official financial representative of the SGA. (b) Administer the accounts designated by the Budget Committee. (c) Serve as chairman of the Budget Committee. (d) Provide notices and a mechanism whereby the Budget Committee may handle requests (and subsequent appeals) for funds from the following year's budget, which is to be presented to the SGA no later than the last meeting in May. (e) Provide an accurate workable mechanism for the control of payments within the network of the MCG financial officers. (f) Submit annual budget in June for publication. (g) Act within the guidelines which designate MCG's policies on student activity fees.

## **Article V: Voting**

Section A. The association representative from each class will have one vote. The worth of each individual vote by a representative will be dictated by the number of electoral votes

deemed appropriate for them based on each previous academic school year's student census. All votes taken will be determined by total number of electoral votes and not individual votes.

Section B. A simple majority of the quorum present is required for adoption of all motions, resolutions or other questions requiring a vote, unless otherwise specified in these bylaws.

## **Article VI: Committees**

Section A. Standing and special committees will be appointed by the president. Members of the committee will be chosen by the president or the chairman of that committee from the student body as needed. All SGA members are required to serve on one committee.

Section B. There will be standing committees for:

- (1) Student Center,
- (2) Budget Committee,
- (3) Publications,
- (4) Entertainment,
- (5) Athletic.

### **Section C. The duties of these committees are:**

1. Student Center Committee: The committee will be composed of a chairman and other members as deemed appropriate. The purposes of the committee are to: study matters regarding the operation of the Student Center, Student Center court area, Pavilion II weight room and Alumni Center racquetball court and make recommendations; work closely with the SGA adviser concerning programming responsibilities, activities or displays; and submit to the president periodic reports concerning the relevant matters.

2. Budget Committee: This committee will be composed of the president, vice president, comptroller, secretary and a student from each of the five schools to be appointed by the president. All financial requests from members of the MCG community must be acted upon initially by this body in the following manner:

a. Requests may be accepted, modified or rejected. All decisions will be by a majority of Budget Committee members present and will be final.

b. Any student may appeal a Budget Committee decision before the full SGA. After the case is presented, the Budget Committee chair will defend its evaluation of the request. Once concluded, a motion may be made for a vote regarding the request with a two-thirds majority of the entire association membership required to overturn the decision of the Budget Committee.

c. Any appeal before the full SGA concerning the budget may be presented one time during the budget year (July 1-June 30). The vote of the full SGA will be final in regard to the appeal. Should new circumstances arise concerning an appeal or budget decision, the

issue will be presented to the SGA Executive Committee. The Executive Committee will then decide if the circumstances warrant a second appeal to be presented to the full SGA.

3. Publications Board: This board is composed of a student member of each school, the SGA president, the chairman of the Faculty Student Affairs Committee and chief editor(s) of the school yearbook and newspaper. The director of Student Affairs and faculty advisers of each publication are ex officio members. The purposes of the board, when called upon by the president, are to: recommend editors for the yearbook and newspaper who are appointed by the president; recommend to the Budget Committee financial requests of the publications; review past publications and judge them as to their merit, protecting at all times the best interest of the institution. The publications are, in all ways, under complete control of the SGA and the publication board may make recommendations as to the improvement of publications, dismissal of the presidentially appointed editors and even discontinuation of publications if deemed necessary. Any such recommendation would require a two-thirds majority vote of the SGA before action could be taken.

Operational guidelines and directives are on record with the SGA office.

4. Entertainment Committee: The committee will be composed of a chairman and other members as deemed appropriate. The purposes of the committee are to: develop the entertainment schedule; select entertainment for each event; and coordinate (with the Division of Student Affairs) logistical matters.

5. Athletic Committee: The committee will be composed of a chairman and other members as deemed appropriate. The purposes of the committees are to coordinate all intramural events including football, basketball and baseball; and maintain a sports equipment inventory.

6. Special committees will be formed by the president, as the need arises.

7. The chairman of a standing or special committee may be removed by a two-thirds vote of the association.

## **Article VII: Meetings**

Section A. Meetings of the SGA will be called by the president at his discretion. Meetings will be held at least monthly during the academic year except for December. Since the SGA does not meet during the summer months, the executive officers serve as the official representatives of the SGA. The president or presiding officer may declare attendance to any particular meeting mandatory, giving notice to representatives at least one week before the meeting. Absence may be excused by the president or presiding officer if given good reason before the meeting.

Section B: A quorum will consist of a majority of voting members of the association, two of whom will be officers.

Section C: The order of business for meeting of the SGA will be:

- (1) Call to order.
- (2) Reading of minutes.
- (3) Reports of committees.
- (4) Old business.
- (5) New business.
- (6) Adjournment.

Section D: All meetings of the SGA will be conducted in a democratic manner.

### **Article VIII: Bylaws**

Section A: An amendment of the bylaws may be proposed by any voting member of the SGA.

Section B: Previous notice stating proposed amendment must be given to each voting member at least one week prior to voting on that amendment.

Section C: An amendment must receive two-thirds of the votes cast by the quorum present to be adopted.

Section D: Amendment to the bylaws are to become effective immediately upon adoption unless otherwise specified by amendment.