

CONSTITUTIONAL BYLAWS
STUDENT GOVERNMENT ASSOCIATION
A.T. STILL UNIVERSITY OF HEALTH SCIENCES - MISSOURI CAMPUS



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Article I. Duties of the Executive Council

Section I.01 General Responsibilities of Executive Council Members

- The Missouri Student Government Association (MO-SGA) Executive Council meets weekly to review all business to be brought up before General Council meetings.
- The SGA Executive Council has the option to re-direct any motion to committee for clarification, but must inform the author of the motion.
- Any member of the SGA Executive Council may express his/her opinion during any General Council meeting, but this does not necessarily represent the opinion of the entire SGA Executive Council. When the SGA Chair expresses his/her opinion during any General Council meeting, they must identify whether he/she is speaking for the entire SGA Executive Council or for himself/herself.
- All members of the MO-SGA Executive Council must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement, as follows:

“A.T. Still University encourages students to participate in co-curricular social, professional, and governing organizations provided they are in good academic standing. Students may not hold an office and/or position of major responsibility in an organization if they are on academic probation, have a record of poor academic performance or are prohibited by a college/school academic review committee.

If a student is removed from academic probation and/or has successfully completed all required remediation work, they must submit in advance, a written request to the Vice President for Student Affairs or the designee, to be allowed to accept a position of major responsibility in an organization.”

Section I.02 Duties of the SGA Chair

(a) Purpose:

- Preside over the entire ATSU Missouri Campus Student Government Association and Act as the official SGA liaison to the administration, alumni, Board of Trustees, USA and any other group with which the student body may be involved.

(b) Duties within SGA:

- Preside over General Council and Executive Council meetings as a **non-voting member** except in the case of a tie, at which point the SGA Chair will vote as a tie-breaker.
- Announce each meeting to the General Council members.
- Appoint a SGA Parliamentarian, subject to Executive Council approval.
- Collect all letters of resignation from class officers or Executive Council and present them to the Director of Administrative Services in the Office of Student Affairs.
- Preside over the removal process of an SGA officer.
- Appoint two proxies within one week of taking office, one of which is required to attend Executive Council and General Council meetings in the SGA Executive Officer's absence. One of the two proxies may be an executive council member provided the same officer is contacted by the SGA Chair and relevant information for the meeting is shared, both before the absence occurs.
- Orient the SGA Chair-elect in all required duties.
- Duly install the new SGA Chair. The new SGA Chair shall install the remainder of the officers.

(c) Duties outside of SGA:

- Meet regularly and communicate often with student and administrative leadership.
- Schedule and coordinate regular meetings with all appropriate members of administration including but not limited to: the President of ATSU and other leaders within ATSU as needed.
- Represent ATSU MO-SGA at local, state, and national meetings as appropriate.

(d) Special Roles & Committee Positions:

- Serve as the **elections committee chair** and verify that elections are held in accordance with [Section 5.10](#).

Section I.03 Duties of the SGA President of KCOM

(a) Purpose:

- Act as the official SGA liaison to the faculty, administration, alumni and any other group with which the KCOM student body may be involved.

(b) Duties within SGA:

- Attend all Executive Council and General Council meetings as a **voting member**.
- After attending COSGP and AOA meetings, the SGA President is required to present a comprehensive report of the proceedings to the General Council, not to exceed thirty minutes.
- Appoint two proxies within one week of election, one of which is required to attend Executive Council and General Council meetings in the President of KCOM's absence.
- Orient the SGA Vice President of KCOM-elect in all required duties.

(c) Duties outside of SGA:

- Meet regularly and communicate often with student, faculty and administrative leadership.
- Schedule and coordinate regular meeting with all appropriate members of administration including the Dean of ATSU-KCOM as needed.
- Communicate regularly with the KCOM first and second year class president, the KCOM third/fourth year representative, president of biomedical sciences and KOAA Liaison and assist them with issues, concerns and matters that may arise. Appropriately communicate these matters with the SGA Chair and Executive Council.
- Attend or appoint a representative to attend the formal meetings of the Council of Osteopathic Student Government Presidents (COSGP).
- The SGA KCOM President is required to attend COSGP meetings as scheduled and the AOA National Convention to adequately represent the student body of KCOM on a national level. The SGA President of KCOM may also take the VP of KCOM and additional members of the General Council at his/her discretion, depending on available funds.
- The SGA KCOM President's trips will be budgeted in the yearly budget by the Budget Committee and presented before the General Council for approval.
- If any unbudgeted trips or additional funding is needed, such requests must be brought before the General Council for approval.
- Attend or appoint a representative to attend the formal meetings of the Missouri Association of Osteopathic Physicians and Surgeons.
- Work with academic and clinical affairs to recommend individuals to serve as first year core liaisons.
- Coordinate with Associate Dean of Curriculum to organize and plan the Transition Ceremony.
- Act as a representative for the KCOM and MOSDOH third and fourth year classes.

(d) Special Roles & Committee Positions:

- Recommend first-year and second-year KCOM students to the Dean of KCOM for appointment to serve on the KCOM **Curriculum Committee**. One first-year student shall serve from September to June, and one second-year student shall serve from July to May.
- Recommend to the Dean of KCOM second-year students to serve on the KCOM **Assessment Subcommittee**.
- Conduct regular meetings with those students appointed to sit on the Curriculum Committee and Assessment Subcommittees in order to have a full understanding of current issues facing the school and students.
- Recommend students for appointment to any other committee so desired by faculty or administration.
- Enlist the aid of SGA Vice President of KCOM when needed.
- Serve as a member of the **Auction Committee** ([Section 5.03](#)).

Section I.04 Duties of the SGA President of MOSDOH

(a) Purpose:

- Act as the official SGA liaison to the faculty, administration, alumni and any other group with which the MOSDOH student body may be involved.

(b) Duties within SGA:

- Attend all Executive Council and General Council meetings as a **voting member**.
- After attending American Dental Education Association (ADEA) and other dental related leadership meetings, the SGA President of MOSDOH is required to present a comprehensive report of the proceedings to the General Council, to not exceed thirty minutes.
- Appoint two proxies within one week of election, one of which is required to attend Executive Council and General Council meetings in the President of MOSDOH's absence.
- Orient the SGA President of MOSDOH-elect in all required duties.
- Act as a representative for the KCOM and MOSDOH third and fourth year classes.

(c) Duties outside SGA:

- Meet regularly and communicate often with student, faculty and administrative leadership.
- Schedule and coordinate regular meeting with all appropriate members of administration including the Dean of ATSU-MOSDOH as needed.
- Communicate regularly with the MOSDOH first and second year class president, the MOSDOH third/fourth year president and Alumni Association Liaison and assist them with issues, concerns and matters that may arise. Appropriately communicate these matters with the SGA Chair and Executive Council.
- Attend or appoint a representative to attend the formal meetings of the American Dental Education Association (ADEA) annually in the fall and the spring.
- The SGA President of MOSDOH is required to attend ADEA meetings as scheduled to adequately represent the student body of MOSDOH on a national level. The SGA President of MOSDOH may also take the VP of MOSDOH and additional members of the General Council at his/her discretion, depending on available funds.
- The SGA President of MOSDOH's trips will be budgeted in the yearly budget by the Budget Committee and presented before the General Council for approval. If any unbudgeted trips or additional funding is needed, such requests must be brought before the General Council for approval.
- Attend or appoint a representative to attend the formal meetings of the Missouri Dental Association.
- Enlist the aid of the SGA VP of MOSDOH when needed.

(d) Special Roles & Committee Positions:

- Serve as a member of the **Auction Committee** ([Section 5.03](#)).

Section I.05 Duties of the SGA President of Biomedical Sciences

(a) Purpose:

- Serve as a the official SGA liaison to faculty, administration, alumni and any other group with which the Biomedical Sciences study body may be involved.

(b) Duties within SGA:

- Attend all Executive Council and General Council meetings as a **voting member**.
- Act as sole disbursing and collecting agent of funds of the program.
- Authorize all disbursements from the class budget based on a majority vote from the program.
- Maintain an accurate record of all income and expenditures.
- Submit a financial record of all incomes and expenditures to the SGA Treasurer every semester.
- Appoint two proxies within one week of election, one of which is required to attend Executive and General Council meetings in the Program President's absence.

- Orient the SGA President of Biomedical Sciences-elect in all required duties.
- (c) Duties outside SGA:
- Act as a liaison between the Biomedical Sciences program students and SGA, faculty, and administrative leadership.
- Arrange any program activities and develop program T-shirts. The final design will be determined by a majority of Biomedical Sciences students and approved by Student Affairs.
- (d) Special Roles & Committee Positions:
- Serve as chair of the **Research committee** ([Section 5.20](#)).
- Serve concurrently as the **President of the Biomedical Sciences Club**. This was determined due to the size of the Biomedical Sciences student body.

Section I.06 Duties of the SGA President of CGHS

- (a) Purpose:
- Act as the official SGA liaison to the faculty, administration and any other group with which the CGHS student body may be involved.
- (b) Duties within SGA:
- Attend all Executive Council and General Council meetings as a **voting member**. If student is not local, attendance by means of phone call or video conference call (via Skype®, Google® Hangout, etc.) is also acceptable.
- Appoint two proxies within one week of election, one of which is required to attend Executive Council and General Council meetings in the Vice President of CGHS's absence.
- Orient the SGA President of CGHS-elect in all required duties.
- (c) Duties outside SGA:
- Meet regularly and communicate often with student, faculty and administrative leadership.
- Serve as the representative of the **CGHS Caucus** to the SGA Executive Council and General Council, channeling comments, concerns, and suggestions.
- Regularly communicate with the CGHS Caucus. This includes but is not limited to monthly phone calls, emails, surveys, and online forums.
- (d) Special Roles & Committee Positions:
- None.

Section I.07 Duties of the SGA Vice President of Student Activities

- (a) Purpose:
- Serve as a liaison between the General Council, the Organizational President's Committee (OPC), and the Department of Student Life.
- (b) Duties within SGA:
- Attend all Executive Council and General Council meetings as a **voting member**.
- Present the end of the semester/operations report from each SGA sponsored committee to Executive and General Councils as appropriate.
- Appoint two proxies within one week of election, one of which is required to attend Executive Council and General Council meetings in the VP of student activities' absence.
- Orient the SGA Vice President of Student Activities-elect in all required duties.
- (c) Special Roles & Committee Positions:
- Act as **ex-officio member of all SGA sponsored committees** and, in this capacity, hold regular meetings with the SGA Coordinators to oversee planning and implementation of their respective programs and to evaluate their progress throughout the year.
- Appoint SGA Coordinators and Committee Chairs, subject to approval by the Executive Council.

- Encourage SGA Committee Chairs to recruit committee members from General Council and the student body.

Section I.08 Duties of the SGA Secretary

(a) Purpose:

- Keep a careful and authentic record (minutes) of the proceedings of the General and Executive Council meetings.

(b) Duties within SGA:

- Attend all Executive Council and General Council meetings as a **voting member**.
- Keep records of proceedings in General and Executive council. The minutes will include any important points brought before the General and Executive Council. This also includes motions brought before the councils and the outcome of said motions, i.e. yea, nay and abstentions.
- The minutes do not need to be written verbatim, however, the important points should be concise and quotes made where appropriate.
- E-mail copies of the minutes to General and Executive Council no less than 72 hours before each of their respective meetings for review.
- Post approved minutes on the SGA website within 72 hours of approval.
- Maintain the attendance record of the Executive Council, General Council members and committee chairs at Executive and General Council meetings.
- Notify the Parliamentarian of any absences without a valid proxy.
- Gather proxy information from each voting General Council member.
- Preserve all SGA documents.
- Appoint two proxies within one week of election, one of which is required to attend Executive Council and General Council meetings in the secretary's absence.
- Orient the SGA Secretary-elect in all required duties.
- Manage SGA Google document and pass down to future SGA Secretary.

(c) Duties outside SGA:

- Act as the liaison between the members of the General and Executive Council and the Assistant Director of Student Life in the Office of Student Life in regards to the maintenance and administration of the SGA website.

(d) Special Roles & Committee Positions:

- Serve as the **awards committee chair** ([Section 5.04](#)) and verify that awards follow the guidelines listed in [Article VII](#).
- Plan and direct the presentation of awards as deemed necessary by the Executive Council.
- Plan and direct the presentation of the Student D.O. of the Year (SDOY) Award in conjunction with the COSGP Secretary.

Section I.09 Duties of the SGA Treasurer

(a) Purpose:

- Act as the disbursing and collecting agent of the funds of SGA.

(b) Duties within SGA:

- Attend all Executive Council and General Council meetings as a **voting member**.
- Coordinate all SGA transactions with the ATSU Controller's Office.
- Working in collaboration with the Budget committee ([Section 5.07](#)), develop an itemized budget for the year.
- Have the budget approved by Executive Council, General Council, and the Vice President for Student Affairs.
- Submit approved budget to the Vice President for Student Affairs no later than August 1.
- Authorize, together with the Chair and the faculty advisor, all disbursements from the SGA budget.
- Review and approve all payment contracts with outside parties that utilize SGA funds.
- Maintain an accurate record of all income and expenditures.

- Collect all monies from the SGA auction.
 - Submit a review of the budget to the General Council at the end of the year with suggestions for improvements, expansions, or reductions for the following year's budget.
 - Appoint two proxies within one week of election, one of which is required to attend Executive Council and General Council meetings in the treasurer's absence.
 - Orient the SGA Treasurer-elect in all required duties.
- (c) Duties outside SGA:
- Manage the SGA endowments in collaboration with the SGA Vice Presidents, Director of Student Financial Services, and the Assistant Director of Student Life.
- (d) Special Roles & Committee Positions:
- Serve as the **budget committee chair** ([Section 5.07](#)).
 - Serve as the **auction committee chair** ([Section 5.03](#)).

Section I.10 Duties of the SGA Parliamentarian

- (a) Purpose:
- Update and maintain the SGA Constitution and Bylaws.
- (b) Duties within SGA:
- Serve as a **voting member** of the Executive Council and a **non-voting member** of General Council.
 - Ensure all officers and representatives have a copy of the ATSU-MO SGA Constitution and Bylaws and Rules of Parliamentary Procedure to be used during the meetings.
 - Responsible for an annual review of the SGA Constitution and Bylaws.
 - Maintain good order and discipline during General and Executive Council meetings and advise the SGA Chair of any breaches of established rules.
 - Responsible for sending a formal communication to any member of the SGA Executive or General Council that has not attended or had a proxy attend two meetings. The communication will serve to remind the member of their attendance responsibilities and the possible removal procedures that would follow another absence.
 - Appoint two proxies within one week of election, one of which is required to attend General Council meetings in the parliamentarian's absence.
 - Orient the newly appointed SGA Parliamentarian in all duties.
- (c) Duties outside SGA:
- Ensure that the ATSU-MO SGA website contains the most recent copies of the SGA Constitution and Bylaws in collaboration with the Assistant Director of Student Life in the Office of Student Life.
 - Maintain historical records of the SGA Constitution and Bylaws in collaboration with the Assistant Director of Student Life in the Office of Student Life.
- (d) Special Roles & Committee Positions:
- Act as chairperson of the **Bylaws Committee** ([Section 6.08](#)).
 - Act as the **Risk Management officer** in accordance with the ATSU-Missouri SGA policies for all SGA and SGA sponsored events.
 - Review and be involved with all contracts for alcohol service at any event sponsored or partially funded by SGA.
 - Work with the ATSU's **Got Talent Subcommittee** to review content of Skit night videos for professionalism and appropriateness. Review other events when necessary.

Section I.11 Duties of the SGA Vice President of KCOM & Vice President of MOSDOH

- (a) Purpose:
- Serve as members of the Executive Council and General Council.

(b) Duties within SGA:

- Attend all Executive Council and General Council meetings as **voting members**.
- Develop and coordinate at least one service project for SGA each year.
- Assist and/or step in for the President of KCOM or President of MOSDOH, respectively, when needed.

(c) Duties outside SGA:

- Act as public relations/information (PR) officers for student activities.
- Inform Communications and Marketing of relevant events, service projects, and community projects by students.
- Promote SGA endowments and ensure that deadlines and requirements are dispersed in a timely manner (in collaboration with the SGA Treasurer).

(d) Special Roles & Committee Positions:

- Serve as member of the **Auction Committee** ([Section 5.03](#)).
- Serve as member of the **Budget Committee** ([Section 5.07](#)).

Section I.12 Duties of the University Student Association (USA) Representative

(a) Purpose:

- Represent the ATSU-MO SGA during USA meetings.

(b) Duties within SGA:

- There will be one University Student Association (USA) Representative (as determined by USA) that will serve as a **non-voting liaison member** of the SGA Executive Council.
- The USA representative will be selected by the current USA Executive Council as outlined in the USA bylaws.
- The non-voting liaison member will be expected to attend ATSU-MO SGA Executive and General Council meetings.

(c) Duties outside SGA:

- Enumerated duties of the USA Representative will be defined in the ATSU-University Student Association (USA) Bylaws.

(d) Special Roles & Committee Positions:

- None.

Section I.13 Duties of the SGA Chair-Elect

(a) Purpose:

- Become familiar with all duties of the SGA Chair.

(b) Duties within SGA:

- Attend all meetings of the Executive and General Council as a **non-voting member**.
- Accompany the SGA Chair to all meetings (if financially feasible) that he/she may have until the transition is complete.

(c) Duties outside SGA:

- Meet regularly and communicate, along with the SGA Chair, often with student, faculty, and administrative leadership.
- Schedule and coordinate regular meetings with Class Presidents, SGA leadership, and all appropriate members of administration including but not limited to: the President of ATSU, Vice-President of Student Affairs, Dean of ATSU-KCOM, Dean of ATSU-MOSDOH, and Dean of ATSU-CGHS.

(d) Special Roles & Committee Positions:

- Serve as a non-voting member on any committees.

Section I.14 Duties of the SGA President of KCOM-Elect, President of MOSDOH-Elect, President of Biomed-Elect, President of CGHS-Elect, Vice

President of Student Activities-Elect, Secretary-Elect, and Treasurer-Elect

(a) Purpose:

- Become familiar with all duties of their respective offices.

(b) Duties within SGA:

- Attend all meetings of the Executive and General Council as a **non-voting member**.

(c) Duties outside SGA:

- Attend meetings, along with your officer, to familiarize yourself with responsibilities and meet cooperating parties.

(d) Special Roles & Committee Positions:

- Serve as a non-voting member on any committees.

Article II. Duties of the Class Officers

Section II.01 General Responsibilities of Class Officers for KCOM & MOSDOH

- All members of the SGA General Council must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement.
- All First and Second Year Class Officer positions will have a term of one year.
- All Third and Fourth Year Class Officer positions are elected at the end of the second year and the term of office is two years. Third and Fourth Year Class Officers are not required to attend SGA meetings.

Section II.02 Duties of the KCOM First/Second Year Class Presidents

(a) Purpose:

- Preside over all meetings of the Class Officers and his/her representative class.

(b) Duties:

- Attend all General Council meetings as a **voting member**.
- Communicate regularly with the SGA President of KCOM and advisors concerning issues or matters that may arise.
- Arrange and announce Class Officer and representative class meetings every school semester or as needed.
- Organize class activities: i.e. fundraising and/or sponsored activity for the class.
- Arrange quarterly Deans' Meetings with the class.
- Assist the Vice President in organizing class activities and development of class T-shirts, which is to be approved by the Office of Student Life.
- Act as a liaison with Student Affairs and Academic Life to:
- Help arrange class test schedule by attending pre/post semester test planning meetings.
- Meet regularly and communicate often with all administrators, advisors, and other student leaders as appropriate.
- Appoint two proxies within one week of election, one of which is required to attend General Council and Class Officer meetings in the Class President's absence.

(c) Special Roles & Committee Positions:

- May serve as a member of the **KCOM Rotations committee** as per KCOM Dean approval.

Section II.03 Duties of the MOSDOH First/Second Year Class Presidents

(a) Purpose:

- Preside over all meetings of the Class Officers and his/her representative class.

(b) Duties:

- Attend all General Council meetings as a **voting member**.
- Communicate regularly with the SGA President of MOSDOH and advisors concerning issues or matters that may arise.
- Arrange and announce Class Officer and representative class meetings every school semester or as needed.
- Organize class activities: i.e. fundraising and/or sponsored activity for the class.
- Assist the Vice President in organizing class activities and development of class T-shirts, which is to be approved by the Office of Student Life.
- Meet regularly and communicate often with all administrators, advisors, and other student leaders as appropriate.
- Appoint two proxies within one week of election, one of which is required to attend General Council and Class Officer meetings in the Class President's absence.

(c) Special Roles & Committee Positions:

- None.

Section II.04 Duties of the KCOM First/Second Year Class Vice Presidents

(a) Purpose:

- Assume the duty of the Class President in his/her absence.

(b) Duties:

- Attend all Class Officer meetings of his/her respective class as a **voting member**.
- Appoint two proxies within one week of election, one of which is required to attend Class Officer meetings in the Class Vice President's absence.
- Develop and organize the sales of class T-shirts (logo to be approved by Student Life) and other class fundraisers as needed.

(c) Special Roles & Committee Positions:

- The KCOM Second Year Class Vice President may serve as co-chair for **KCOM Rotations committee** as per KCOM Dean approval.

Section II.05 Duties of the MOSDOH First/Second Year Class Vice Presidents

(a) Purpose:

- Assume the duty of the Class President in his/her absence.

(b) Duties:

- Attend all Class Officer meetings of his/her respective class as a **voting member**.
- Appoint two proxies within one week of election, one of which is required to attend Class Officer meetings in the Class Vice President's absence.
- Develop and organize the sales of class T-shirts (logo to be approved by Student Life) and other class fundraisers as needed.
- Develop and organize the sales of a class RMO "Round Metallic Object," also known as the class coin (with a logo to be approved by Student Life, Communications and Marketing, and MOSDOH Dean).

(c) Special Roles & Committee Positions:

- None.

Section II.06 Duties of the KCOM and MOSDOH First/Second Year Class Secretaries

(a) Purpose:

- Keep a careful and authentic record of the proceedings of the Class Officers.

(b) Duties:

- Attend all Class Officer meetings of his/her respective class as a **voting member**.
- Class officer meeting minutes will include any important points brought up during the Class Officer meeting. This also includes voting and outcome of said voting, i.e. yea, nay, and abstentions.
- The minutes do not need to be written verbatim; however, the important points should be concise and quotes made where appropriate.
- E-mail approved minutes to the Assistant Director of Student Life in the Office of Student Life, the respective class, all ATSU-KCOM or ATSU-MOSDOH Deans, and all ATSU-KCOM or ATSU-MOSDOH Associate Deans within 72 hours of approval.
- Maintain the attendance record of Class Officers at the Class Officer meetings.
- Inform the SGA Parliamentarian of any absences at class officer meetings without a valid proxy.
- Gather proxy information from each voting class officer.
- Preserve documents of the class.
- Appoint two proxies within one week of election, one of which is required to attend Class Officer meetings in the Class Secretary's absence.

(c) Special Roles & Committee Positions:

- None.

Section II.07 Duties of the KCOM and MOSDOH First/Second Year Class Treasurers

(a) Purpose:

- Act as the disbursing and collecting agent of the funds of the class.

(b) Duties:

- Attend all Class Officer meetings of his/her respective class as a **voting member**.
- Authorize, together with the Class President, or if the Class President is unavailable the Class Vice President or the SGA Advisor, all disbursements from the class budget.
- Maintain an accurate record of all income and expenditures.
- Receive and properly deposit the class funds as received by SGA.
- Submit an end of semester financial record of all incomes and expenditures to the SGA Budget committee and Class Officers.
- Appoint two proxies within one week of election, one of which is required to attend Class Officer Meetings in the Class Treasurer's absence.

(c) Special Roles & Committee Positions:

- Serve on the SGA **Auction committee** ([Section 5.03](#)).
- Serve on the SGA **Budget committee** ([Section 5.07](#)).

Section II.08 Duties of the KCOM and MOSDOH First/Second Year Class Representatives

(a) Purpose:

- Serve as a conduit between General Council and their class, channeling comments, concerns and suggestions.

(b) Duties:

- Class Representatives are members of the Student Government Association, but are not members of the Executive or General Council. Therefore, they are **non-voting member**.
- Attend all Class Officer meetings of his/her respective class as a voting member.
- Appoint two proxies within one week of election, one of which is required to attend General Council and Class Officer meetings in the Class Representative's absence.

(c) Special Roles & Committee Positions:

- Serve as a member of the **Auction committee** ([Section 5.03](#)).
- Serve on at least one other SGA committee.

Section II.09 Duties of the KCOM and MOSDOH Third/Fourth Year Class Presidents

(a) Purpose:

- Represent his/her respective class during their third/fourth year.

(b) Duties:

- Arrange Class Executive Officer meetings at least quarterly and as needed (via teleconferencing or otherwise).
- Collect input from class regarding graduation and other class matters. This includes but is not limited to emails, surveys, and online forums.
- Serve as liaison to the ATSU-KCOM or ATSU-MOSDOH Dean's office in regards to graduation activities.
- Serve as liaison to the ATSU Vice President for Student Affairs and the ATSU Vice President for Clinical Educational Affairs.
- Regularly communicate with the KCOM or MOSDOH Third and Fourth Year Representative. This includes but is not limited to monthly phone calls, emails, or online forums.
- Communicate with the KCOM or MOSDOH Third and Fourth Year Representative to bring recommendations of policy and procedure to the SGA General Council.
- Regularly communicate with the KCOM or MOSDOH third and fourth year classes. This includes but is not limited to monthly phone calls/emails to the KCOM or MOSDOH Third and Fourth Year Class Presidents, emails, surveys, and online forums.
- Act as a liaison to the Department of Clinical Educational Affairs and the Department of Student Affairs.

(c) Special Roles & Committee Positions:

- Offer response toast at the Graduation/Senior Awards Banquet.
- Organize the graduation party with the Class Officers.

Section II.10 Duties of the KCOM and MOSDOH Third/Fourth Year Class Vice Presidents

(a) Purpose:

- Assume position of the President should he/she not be able to continue.

(b) Duties:

- Coordinate an exit meeting between the ATSU-KCOM or ATSU-MOSDOH Dean, ATSU Vice President for Student Affairs and the Class Executive Officers to provide feedback on years 1-4.
- Collect feedback and input from class to bring up at the exit meeting. This includes but is not limited to emails, surveys, and online forums.
- Communicate with the KCOM or MOSDOH Third and Fourth Year Representative to bring recommendations of policy and procedure to the SGA General Council.

(c) Special Roles & Committee Positions:

- Help the Class President in the organizing of the graduation activities.

Section II.11 Duties of the KCOM and MOSDOH Third/Fourth Year Class Secretaries

(a) Purpose:

- Keep a careful and authentic record of the proceedings of the Class Officers.

(b) Duties:

- Facilitate communication with the class, seeking opinion and advice. This includes but is not limited to emails,

surveys, and online forums.

- E-mail approved minutes to the Assistant Director of Student Life in the Office of Student Life, the respective class, all ATSU-KCOM or ATSU-MOSDOH Deans, and all ATSU-KCOM or ATSU-MOSDOH Associate Deans within 72 hours of approval.
- Send class announcements to the Assistant Director of Student Life in the Office of Student Life to be put on the SGA website.
- Communicate with the KCOM or MOSDOH Third and Fourth Year Representative to bring recommendations of policy and procedure to the SGA General Council.

(c) Special Roles & Committee Positions:

- None.

Section II.12 Duties of the KCOM and MOSDOH Third/Fourth Year Class Treasurers

(a) Purpose:

- Act as the disbursing and collecting agent of the funds of the class.

(b) Duties:

- Give input on how the money is spent during third/fourth year activities.
- Submit a yearly financial record of all incomes and expenditures to Class Officers, SGA Treasurer, and Student Affairs.
- Help organize the Fourth Year Class events and activities with the Class Officers sponsored by the school.
- Make sure any balance in the Class account at the end of their term is appropriately donated (charity, gift to the University, student endowments etc.)
- Communicate with the KCOM or MOSDOH Third and Fourth Year Representative to bring recommendations of policy and procedure to the SGA General Council.

(c) Special Roles & Committee Positions:

- None.

Article III. Duties of the SGA Representatives

Section III.01 General Responsibilities of SGA Representatives

- All members of the SGA General Council must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement.

Section III.02 Duties of the College of Graduate Health Studies (CGHS) Caucus

(a) Purpose:

- Regularly communicate with and address issues facing CGHS students.

(b) Duties:

- The CGHS Caucus will be comprised of three (3) students from the College of Graduate Health Studies, one of which is the SGA President of CGHS.
- Communicate with CGHS students, including but is not limited to surveys, e-mails, and online forums.
- Meet regularly, at least monthly by phone, in person, or online, to discuss these issues and how to resolve them.
- Regularly communicate with the SGA via the SGA President of CGHS at Executive Council and/or General Council.
- Serve as a conduit between the CGHS students and the CGHS Faculty/Administration.

(c) Special Roles & Committee Positions:

- None.

Article IV. Non-voting SGA Members

Section IV.01 General Responsibilities of Non-voting SGA Members

- All non-voting members of the SGA General Council must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement.

Section IV.02 SGA Chair

- The SGA Chair will serve as a non-voting member of the SGA General Council and SGA Executive Council. During a tie the SGA Chair may serve as a tie-breaker.

Section IV.03 Parliamentarian

- The SGA Chair will appoint a Parliamentarian, with SGA Executive Council approval, and duties as described in [Section 1.10](#). The Parliamentarian cannot vote during SGA General Council meetings, but may do so during SGA Executive Council only. The SGA Parliamentarian will serve as the official surveyor of voting and parliamentary procedures for the SGA.

Section IV.04 University Student Association (USA) Representatives

- The one USA Representative will serve as a non-voting liaison member of the ATSU-MO SGA Executive and General Councils

Section IV.05 Kirksville Osteopathic Alumni Association (KOAA) Representative

- The Kirksville Osteopathic Alumni Association (KOAA) Representative shall serve as a liaison between MO-SGA and the KOAA Board. The representative is required to attend biweekly General Council meetings, and must seek MO-SGA input and Executive Council approval in advance of any report they give to the KOAA Board. A follow up report should be given to the MO-SGA General Council within 4 weeks of the KOAA Board meeting.

Section IV.06 Future Representative of the MOSDOH Alumni Association

- When an association is created to represent the alumni of ATSU-MOSDOH, the said association may choose a student representative to be a liaison to the General Council in a manner similar to the Kirksville Osteopathic Alumni Association (KOAA) Representative. The SGA Parliamentarian will prepare changes to these bylaws concerning the position's duties and appointment, found in this [Section 9.02](#), during the first year of the filling of this position. These initial bylaws changes must be approved by both the General Council and the MOSDOH alumni association

Section IV.07 First and Second Year Class Representatives

- First and Second year Class Representatives are members of the Student Government Association, but are not members of the Executive or General Councils. Therefore, they are non-voting members.

Article V. Duties of the Standing Committees and their Members

Section V.01 General Requirements of each Committee

(a) Committee members:

- All Committee Chairs and Members must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement.
- All members of SGA are required to sit on at least 2 committees.

(b) Committee structure:

- Each committee appointed by the General Council will consist of at least one chairperson and any other members of the Student Government Association who desire to be a member of said committee with at least one member from the first and second year class or as otherwise stipulated.
- Chair of each committee will be filled by a second year student, and this chair will appoint the next years chair.
- The chairperson must approve any additional members.
- Additionally any income generated by a committee must be given in its entirety to the SGA Treasurer for deposit in the SGA general account unless otherwise noted in the committee's duties.
- Committee chairperson(s) appointments are at the complete discretion of the Executive Council with an emphasis on forming as diverse a committee as possible.
- Each SGA General Council member must participate in two SGA committees.

(c) Committee responsibilities:

- The chairperson must state in writing and present to the SGA Vice President of Student Activities within one month of appointment:
 - Special projects of their committee.
 - Plans for the upcoming year.
 - The number of members required to have an effective committee.
 - Requested budget.
- Committee chairs are required to submit an end of year evaluation form to the Vice President of Activities.
- Committee chairpersons will be required to attend SGA General Council meetings as requested by the SGA Vice President of Student Activities.

Section V.02 Summary of ATSU-MO SGA Committees and Members

ATSU-Missouri Campus Committees		
Committee	Coordinator/Chair	Members
Auction Committee	SGA Treasurer	15; Both KCOM/MOSDOH Presidents and VPs, both 1/2 nd year class reps and treasurers
Budget Committee	SGA Treasurer	5; Both SGA VPs, both class 1 st and 2 nd year treasurers.
Bylaws Committee	SGA Parliamentarian	3; 2 class representatives.
Cultural Diversity Committee	Elected chairperson	1; Additional appointed by chairperson
Elections Committee	SGA Chair	3; SGA President KCOM, SGA President MOSDOH
Environmental & Facilities Committee	Two (2) elected chairpersons	Additional 2, one must be a 1 st year student.
Health Ed Committee	Elected chairperson	3; Additional 2, one must be a 1 st year student.
Intramural Committee	Two (2) Elected chairpersons	5; Additional 3 representatives, must have 1 from each school
Professional Pride, Service and Ceremonies Committee	Two (2) Elected chairpersons	3; Additional 2, one must be a 1 st year student.
Political Committee	Elected chairperson	1; Additional as needed
Research Committee	SGA President of Biomed	3; Additional 2, one must be a 1 st year student.
Social Committee	Two (2) Elected chairpersons	2; must be from KCOM & MOSDOH. Additional as needed.
ATSU-KCOM Committees		
Committee	Coordinator/Chair	Members
Awards Committee	SGA Secretary	7; 2 students from 1 st and 2 nd year classes, 1 biomed, 1 faculty.
Curriculum Committee	Appointed by KCOM Dean	2; from 1 st and 2 nd year class. SGA recommends only.
Assessment Committee	Appointed by KCOM Dean	1; from 2 nd year class. SGA recommends only.
ATSU-MOSDOH Committees		
Committee	Coordinator/Chair	Members
Awards Committee	TBD	TBD

Section V.03 Auction Committee

(a) Committee structure:

- The committee will be chaired by the SGA Treasurer and will consist of the SGA Vice Presidents of KCOM and MOSDOH, the First and Second Year Class Representatives, the MOSDOH President and the First and Second Year Treasurers. Additional members may be appointed by the chairperson.

(b) Activities:

- To plan and organize the annual SGA auction. The auction is SGA’s annual fundraiser. Money will be allocated at the discretion of the SGA council.
- Set the date for the auction and make all necessary reservations (e.g. site, auctioneer, entertainment, etc.).
- Designate each SGA member (voting and non-voting) to acquire at least two donations from an ATSU department, staff member, faculty member or local business of their choosing.
- Market the SGA auction appropriately via e-mails, posters, class announcements, etc.
- Consider additional fundraising methods, which could consist of a raffle, donations box, silent auction, and door prizes.
- Distribute thank you cards to all businesses and individuals that donated to the auction.

Section V.04 Awards Committee - KCOM

(a) Committee structure:

- The committee will be chaired by the SGA Secretary and consist of two students from each the first year and second year class, one student from the biomedical sciences class, and one ATSU-MO SGA Faculty Advisor. These members should not be voting members of the general council.

(b) Activities:

- To plan and preside over the annual awards given out by SGA including but not limited to the SGA Leadership Award, Gutensohn Award, and the Student D.O. of the Year (SDOY) Award.
- Convene as necessary during times of award application process and presentation of awards.
- Follow the award guidelines as presented in [Article VII](#). If guidelines are not specified, it will be left up to the discretion of the Awards Committee and is subject to approval by the SGA general council.
- Ensure that the guidelines meet the requirements of the AACOM-COSGP SDOY committee.
- Oversee the presentation of each of the aforementioned awards.

Section V.05 Awards Committee - MOSDOH

(a) Committee structure:

- To be determined. The committee is chaired by various members of SGA, first and second year MOSDOH classes, as well as one ATSU-MO SGA Faculty Advisor. These members should not be voting members of the general council.

(b) Activities:

- Conduct process to select MOSDOH Faculty of the Year.

Section V.06 Budget Committee

(a) Committee structure:

- The committee will be chaired by the SGA Treasurer and will consist of the SGA Vice Presidents of KCOM and MOSDOH, and the First and Second Year Class Treasurers.

(b) Activities:

- To prepare and submit the annual budget to the Executive and General Councils as well as to the Vice President for Student Affairs for approval.
- This will include a survey of any student concerns regarding the budget. The completed surveys will be reviewed by the budget committee to filter through comments and present legitimate concerns to the General Council.
- The General Council will decide on which points to address and present a written report to the Vice President for Student Affairs for approval no later than August 1st of that calendar year. SGA cannot receive its annual allocation from Student Affairs until such time that SGA approves a budget and submits it to the Vice President for Student Affairs for approval.

Task	Deadline
Requests for additional funding from ATSU administration	February 1 st
Draft budget approved by SGA Executive Board and Council	Prior to end of Spring semester
Draft budget sent for approval by Vice President for Student Affairs	June 1 st
Final budget submitted to Vice President for Student Affairs	August 1 st

Section V.07 Bylaws Committee

(a) Committee structure:

- The committee will be chaired by the SGA Parliamentarian. The committee will consist of two representatives from each class and any additional members at the discretion of the SGA Parliamentarian.

(b) Activities:

- To review SGA bylaws and constitution to make recommendations for changes.
- Review all motions that will require a change in the bylaws or constitution.
- Revise bylaws or constitution and present potential changes to General Council for approval.
- Review the bylaws and constitution yearly for any needed changes.
- Keep the Assistant Director of Student Life in the Office of Student Life apprised of all changes to the Bylaws and Constitution.

Section V.08 Cultural Diversity Committee

(a) Committee structure:

- The committee will consist of a chairperson. Any additional members as appointed by the chairperson.

(b) Activities:

- To enhance and promote cultural proficiency by encouraging campus wide exchange of ideas and promoting diversity initiatives.
- To increase student and campus awareness regarding cultural proficiency and diversity activities.
- Serve on MO-ATSU campus Diversity Enrichment Committee.
- Assist and help coordinate diversity campus activities sponsored by student organizations.
- Communicate with the ATSU University Student Association representative on related diversity initiatives including the Advisory Committee on Diversity (ACOD).
- Advertise and endorse cultural events through Organizational President's Council (OPC), Truman State University, and the Kirksville community.

Section V.09 Curriculum and Assessment Committee - KCOM

(a) Committee structure:

The KCOM Curriculum and Assessment Committee are functions of the KCOM Deans Office. SGA makes recommendations for positions to be appointed by the Dean for the Curriculum Committee. SGA makes recommendations for positions (2nd year class) to be appointed by the Dean for the Assessment Committee.

Section V.10 Elections Committee

(a) Committee structure:

- The committee will be chaired by the SGA Chair and consist of the SGA Chair, SGA President of KCOM, and SGA President of MOSDOH.

(b) Activities:

- To plan and preside over all student representative elections, this includes but is not limited to the Officers and Representatives of SGA Executive and General Council.
- Convene only as necessary during times of elections or special elections.
- Oversee the election of SGA Executive Council and Class Officers as outlined in [Section 8.02](#).
- Evaluate the need to host a brief and informal event where students can meet those running for office. The

Election Committee should take into account the number of candidates that filed a letter of intent for a certain position, the position involved, the student body's interest level in this event, and other considerations. If the committee deems this informal event necessary, it shall be held after letters of intent have been made available to the student body and before voting for the position begins.

Section V.11 Environmental and Facilities Committee

(a) Committee structure:

- The committee will consist of two Chairpersons, one each from KCOM/MOSDOH, and at least two (2) additional members as appointed by the chairperson. One of the chairperson's appointees must be a first year student.

(b) Activities:

- Increase recycling awareness among students.
- Provide recycling information to new students.
- To communicate student concerns about the appearance or need of facilities on campus to the appropriate school officials.
- Meet with Director of facilities and environmental services as needed to discuss student concerns.
- Maintain the upkeep of the student refrigerators, by organizing a student-based cleaning schedule, whereas all student refrigerators are cleared of their contents and cleaned every Friday by 5:00 pm.

Section V.12 Health Education Committee

(a) Committee structure:

- The committee will consist of a Chairperson, and at least two (2) additional members as appointed by the chairperson. One of the chairperson's appointees must be a first year student.

(b) Activities:

- Health and Education Committee has the responsibility for increasing student awareness in health care related issues that are generally not presented in the curriculum.
- Plan meetings and events to educate students and faculty on topics not generally presented in the curriculum.

Section V.13 Intramural Committee

(a) Committee structure:

- The Intramural Committee consists of two (2) Chairpersons, and at least three (3) additional members as appointed by the chairperson, totaling five (5) committee members. The Chairpersons appointees must include representatives from each KCOM and MOSDOH classes.
-

(b) Activities:

- Plan and direct student athletic activities such as, but not limited to, intramural sports, Thoracic Classic, and Rotator Cuff.
- All events should be under the supervision and approval of the Director of Wellness Programs.
- Plan and run Intramurals (all sports) for each of the semesters.
 - Rules.
 - Scheduling.
 - Cost of Leagues.
 - Disciplinary actions.
 - Plan and run Rotator Cuff.
- Appoint Intramural Chairs for each sport.

Section V.14 Professional Pride, Service and Ceremonies Committee

(a) Committee structure:

- The committee will consist of co-chairpersons from KCOM and MOSDOH as well as additional members as appointed by the chairperson. One of the chairperson's appointees must be a first year student.

(b) Activities:

- Will work to enhance and promote osteopathic pride amongst the student body, faculty, staff, and university.
- Coordinate National TOUCH Program for KCOM (AACOM).
- Promote Founder's Day and activities pertaining to Founder's Day.
- Be on ATSU Still-a-Bration committee.
- Work with KCOM Associate Dean to plan the KCOM Second Year Transition Ceremony.
- Utilize the local bulletin board at ATSU-MO and/or electronic social media, to promote pride, service, and awareness of student, university, and alumni accomplishments.
- Organize the National Osteopathic Medicine Week activities. This is a national event that occurs annually every spring. More information can be found at:
<http://www.osteopathic.org/inside-aoa/events/Pages/national-osteopathic-medicine-week.aspx>
- Plan the Second Year Transition Ceremony.
- In collaboration with the Biological Medicine Club and Student Life, organize the Day of Compassion events with the assistance of faculty and staff volunteers.
- On Tuesday, October 19, 2004, American Airlines Flight 5966 made its way from St. Louis to Kirksville, Missouri, transporting fifteen passengers. Most of these passengers were on their way to ATSU for a conference focused on developing a Compassionate Campus. Near the end of the flight, a tragic accident occurred. The plane crashed killing 13 of the 15 passengers. Eight of the 15 passengers were members of the KCOM osteopathic community, six of whom were tragically killed in the plane crash. Furthermore, two of the passengers were traveling fellows with the Arnold P. Gold Foundation. In living memory of the individuals that lost their lives in the tragic crash of Flight 5966 and in the spirit of the conference that was bringing them to our campus, October 19, has been selected as an annual Day of Compassion. On this date or another appropriate date in the event this occurs on a weekend, the Osteopathic Pride and Service Committee and faculty volunteers will organize events promoting compassion and discussion of topics relevant to compassion and humanism in medicine as well as in life.

Section V.15 Political Awareness Committee

(a) Committee structure:

- The committee will consist of a Chairperson, and additional members as appointed by the chairperson. One of the chairperson's appointees must be a first year student.

(b) Activities:

- Raise student awareness regarding political issues pertaining to the osteopathic profession, dental profession, and/or medical community as a whole.
- This committee should be in contact with representatives from MAOPS, AACOM, MOSA, SOMA, AMA, AOA, ADEA, ASDA, and any other relevant medical, dental or health care organizations on any issues that might impact students.
- Periodic (weekly at least) browsing for political news/events.
- When appropriate in content/relevance forward summaries with <http://> links to students.
- Promote local, state and national political events including primaries, general elections, opportunities to get involved in D.O. Day on the Hill, Doc-A-Day and other Osteopathic and Dental events as appropriate.

Section V.16 Research Committee

(a) Committee structure:

- The committee will be chaired by the SGA President of Biomedical Sciences and at least two (2) additional members as appointed by the chairperson. One of the chairperson's appointees must be a first-year student.

(b) Activities:

- Promote research opportunities both on and off campus and to provide student feedback so that the research opportunities are continuously enhanced and improved.
- Provide an organized and up to date list of research opportunities to the SGA secretary for posting on the SGA website.
- Promote annual research conventions.
- Regularly communicate with all parties regarding research on campus, including but not limited to the Director of the International Center of Osteopathic Research.

Section V.17 Social Committee

(a) Committee structure:

- The Social Committee consists of two chairs, and one representative from each class. Additional members may be added at the discretion of the chairs.

(b) Activities:

- The Social Committee has the responsibility of planning and implementing social events for the school. The events are subject to the discretion of the SGA General Council and have traditionally included such events as a formal dance, talent shows, picnics, etc.
- Plan and promote the annual formal.
- Plan and promote other events (talent show, picnic, etc.).
- Plan and promote any additional social activities as appropriate with approval of the activity by the SGA General Council.

Article VI. SGA Policies

Section VI.01 Alcohol Policy

- The following policy must be adhered to at all SGA sponsored and cosponsored events.
- No SGA funds will be allotted for the purchase of alcohol at SGA sponsored or cosponsored events.
- Only beer and non-fortified wine will be served by a contracted proprietor.
- The sponsors/cosponsors will provide alternate beverages throughout the event. The sponsors will also provide food that will be available throughout the event.
- No alcohol may be brought into the event, from the outside, by anyone attending the event. Violation of this clause will result in expulsion from the event. Students should be reminded of this prior to the event.
- Alcohol service will be discontinued:
 - One hour prior to the end of the event.
 - To any individual who is obviously intoxicated.
 - To any individual displaying either anti-social or aggressive behavior.
 - At the discretion of the contracted proprietor.
- It shall be the responsibility of the committee or organization that is receiving SGA monetary support to ensure that a contract is let to a licensed proprietor as designated per contract. The contract must be approved by the SGA Parliamentarian and an SGA Advisor.

Section VI.02 Request for SGA Funds

(a) Committee request for funding:

- Though there is only one SGA account, individual SGA committees may receive annual allocations to fund their respective activities. Upon completion of a SGA committee's scheduled activities during the fiscal year (beginning July 1 and ending on June 30 of the following year), any remaining funds in its allocation will be returned to the SGA general fund within one month to allow for reallocation as necessary.
- Committees will need to fill out the appropriate paper work to request funds and turn the forms into the SGA Treasurer.
- SGA requires that all committees receiving monetary support, credit the SGA as the sponsor for the event. All committees receiving SGA funds must also adhere to the SGA Alcohol policy ([Section 6.01](#)).
- Committees receiving monetary support from the SGA must give a post-event review to General Council within 3 weeks after the completion of the event.

(b) Club request for funding:

- Clubs must work with the SGA treasurer and fill out the appropriate paperwork to request funds.
- The allocation of funds will be determined using a systematic approach. The SGA Budget Committee and SGA Executive Council will take into account usefulness and value of the proposal to the community or student body and club need to objectively score and rank the proposals.
- Following approval, clubs that were awarded funds will be notified and clubs whose proposals were not accepted will be notified with an explanation why their proposals for funds were not accepted. Notification will be done by the SGA Treasurer. The SGA Budget Committee and Executive Council retains the right to modify the amount allocated to the clubs if it differs from the requested amount. SGA requires that all clubs receiving monetary support, credit the SGA as a sponsor for the event. All clubs receiving SGA funds must also adhere to the SGA Alcohol policy ([Section 6.01](#)).
- Clubs receiving monetary support from the SGA must give a post-event review within 3 weeks after the completion of the event to the General Council.

(c) Request for funding for student(s) travel expenses:

- Students must be in good academic standing to be eligible for SGA Travel Funds. SGA will require proof of registration, conference attendance and receipts for expenses that are being sought for reimbursement.
- Students will submit a SGA Student Travel Request Form for monetary support of travel to an educational conference and submit it to the Treasurer of SGA. Requests will be considered for travel that has occurred during the current fiscal year (July 1st –June 30th).
- The allocation of funds will be determined using a systematic approach as determined by the SGA Budget Committee and be submitted for modification/approved by the SGA Executive Council.
- Furthermore, any student receiving monetary support from the SGA Travel Funds must present a post-travel debriefing at an SGA General Council meeting prior to the receipt of the travel funds.

Section VI.03 Automatic Fund Disbursement

- The First Year Osteopathic Medicine class shall be awarded \$1000.00 at the beginning of every year for start-up costs. The First Year Dental class shall be awarded \$250.00 at the beginning of every year for start-up costs. The Masters of Biomedical Science class will be awarded \$100.00 at the beginning of every year for start-up costs. The Second Year Osteopathic Medicine and Dental classes shall use their money from the first year and/or hold a class fundraiser for additional funding.

School and Class Year	Amount (in USD, \$)
Biomedical Sciences	\$100.00
KCOM 2 nd year	\$0.00
KCOM 1 st year	\$1000.00
MOSDOH 2 nd year	\$0.00
MOSDOH 1 st year	\$250.00

- SGA disbursed funds may not be used to purchase alcohol at any event. If SGA disbursed funds are used to purchase food or any other supplies for an event where alcohol will be present, the SGA alcohol policy ([Section 6.01](#)) must be strictly followed.

Section VI.04 Exchanging of Materials

- This shall occur during the Transition Meeting as decided by General Council. During this meeting the following members of the outgoing administration will provide the listed materials to their counterparts in the incoming administration:
 - SGA Chair: Gavel.
 - SGA Secretary: Electronic copies of minutes.
 - SGA Treasurer: Cost Center and financial records. The SGA Treasurer, SGA Treasurer-Elect, ATSU Controller, an SGA Advisor, SGA Chair, and SGA Chair-Elect will need to review processes.
 - SGA Parliamentarian: Electronic copies of the Bylaws, Constitution, Resolutions, Parliamentary Procedure, and all other documents pertaining to the position.
 - Keys to the SGA office will be issued and returned to the Department of Student Affairs.

Section VI.05 Removal of Class Officers and Representatives

- Any member of a class may file a petition for removal of any officer or representative of that class. To be valid, the petition must list the signatures of at least 50 percent of that class. However the attendance policy does not require this. The petition must include, but is not limited to, the following information:
 - Name of officer to be removed.
 - Name of individual bringing forward the petition.
 - An explanation of why the petition is being brought forward.
- The petition must be presented to the SGA Chair to be inspected for validity. If the petition is valid, the SGA Chair will inform the officer named in the petition and call for a General Council vote at the next meeting.
- Prior to the vote, each party shall have five (5) minutes to present his/her case before a meeting of the General Council. The party who is initiating the charges shall present his/her case first. A vote shall then be conducted by secret ballot immediately following the presentation of both cases. The vote shall be conducted and tallied by the SGA Chair and SGA Secretary.
- For removal of the officer named in the petition, two-thirds of the voting General Council members present at the aforementioned meeting must vote in favor of removal. In the event that any calculation results in a non-whole number, decimals greater than or equal to 0.5 shall be rounded to the next larger whole number.
- Any time during the aforementioned proceedings but prior to the vote for removal, the person(s) who filed the petition may withdraw the petition provided such action meets with the approval of the majority of the students who signed the petition.

- The named officer may resign his/her office at any time during the proceedings.
- Any office vacated shall be filled in accordance with [Section 8.02](#).

Section VI.06 Removal of SGA Officers

- Any voting member of the General Council may file a petition for the removal of an Executive Council member. To be valid, the petition must list the signatures of at least 50 percent of the voting members of the General Council. However the attendance policy does not require this. The petition must include, but is not limited to, the following information:
 - Name of officer to be removed.
 - Name of individual bringing forward the petition.
 - An explanation of why the petition is being brought forward
- The petition must then be presented to the SGA Chair and/or SGA Secretary to be inspected for validity. If the petition is valid, the SGA Chair and/or SGA Secretary shall then inform the General Council of the nature of the petition. A vote on the removal of the named officer shall then be scheduled for the next regular meeting of the General Council.
- Both parties will have the opportunity to represent themselves. Should either the SGA Chair or SGA Secretary be one of the parties involved he/she shall relinquish the duties to an individual decided upon by the General Council. Prior to the vote, each party shall have five (5) minutes to present his/her case within a meeting of the General Council. The party who is initiating the charges shall present his/her case first. Both parties can redirect during the procedure. A vote shall then be conducted by secret ballot immediately following both cases. The vote shall be conducted and tallied by the officer presiding over the procedure and SGA Secretary, unless the SGA Secretary is named in the petition, at which time he/she shall relinquish the duties to an individual decided upon by the General Council. At any time during the aforementioned proceedings but prior to the vote for removal, the person(s) who filed the petition may withdraw the petition provided such action meets with the approval of the majority of the voting members who signed the petition.
- For removal of the officer named in the petition, two-thirds of the voting General Council members present at the aforementioned meeting must vote in favor of removal. In the event that any calculation results in a non-whole number, decimals greater than or equal to 0.5 shall be rounded to the next larger whole number.
- Any offices vacated shall be filled as stipulated by [Section 8.02](#). The vacancy shall be announced immediately upon its creation and elections shall be held within one week. If the need arises for a run-off election, it shall be handled as stipulated in [Section 8.02](#).
- If the office of SGA Chair is vacant and a vital responsibility or essential representative meeting of the position would occur, then the Executive or General Council will select a member of the Executive Council to perform the duty or attend the meeting until a new SGA Chair is elected.

Section VI.07 Removal of SGA Committee Chairs

- Any elected member of SGA General Council may make a motion to remove a particular Committee Chair. To pass this motion a **2/3 vote** of the SGA General Council is required. The SGA Chair of Student Activities will appoint a new individual to fill any vacated positions.

Section VI.08 Student Organization and SGA Sponsored Committee Event Scheduling

- Student organization recruitment meetings may not be scheduled before or during New Student Orientation.
- Student organizations or SGA sponsored committees may not schedule a meeting that conflicts with the SGA

Student Council meetings without the permission of SGA Chair.

- Only Organizational Presidents or SGA Coordinators may make, change, or cancel a room reservation.
 - If a meeting change or cancellation occurs, the Organizational President or SGA Coordinator shall notify the appropriate scheduling office as soon as possible.
- All correspondence and event scheduling with Organization Presidents or SGA Coordinators will be forwarded to the Department of Student Life, the SGA Vice President of Student Activities, and the OPC Coordinator.
- Student organizations are not to use SGA or Student Government Association in their advertisements or events without approval from SGA Executive Board. SGA represents the campus in entirety, and therefore no one class, organization or school shall be favored.

Article VII. SGA Awards

Section VII.01 SGA/Leadership/Recognition Awards

- This award is to recognize students who show exceptional leadership and who are actively involved in the Council.
- This is an endowment created through contributions from SGA, and the Kelly Elder and Dan Gally memorial funds. The endowment is controlled by the council and managed by ATSU. The Council determines the provisions of all moneys including amount of award, and number of awards.
- The SGA General Council can elect to increase the endowment at any time, and the SGA General Council may also choose not to award if it so wishes for an academic year. If at any point the award is discontinued, any remaining moneys in the fund will go to the ATSU general account for emergency loan funds for students.
- Requirements and Applications can be found for each award at <http://mosga.atsu.edu>

Section VII.02 Teaching Awards

Max Gutensohn Teaching Award (KCOM)

- This award is to recognize KCOM faculty for outstanding teaching.
- This award is named after Max Gutensohn D.O., distinguished emeritus professor of Internal Medicine and former president of KCOM, whose dedication to the osteopathic profession and philanthropic contributions benefited both the school and its students.
- The Max Gutensohn Award will be awarded to 2 KCOM faculty members:
 - 1 faculty member having taught during the first year curriculum.
 - 1 faculty member having taught during the second year curriculum.
- During the spring of each year, each class nominates professors by ballot. This ballot will invite student commentary with respect to the candidate's merit. The SGA Awards Committee, chaired by the SGA Secretary, collects and tallies the nominations to determine the top 3 nominees for each class. The top 3 nominees for the respective classes are announced and posted for class review. Included in the postings: a brief description of outstanding accomplishments and/or qualities in the past year for each candidate, with respect to his or her teaching ability and if available anonymous student commentary. After allowing the classes a few days to consider their choices, a final vote by controlled ballot is made to determine the recipient for each class. The award ceremony is held prior to the second year students leaving for rotations, unless some other date is required, as determined by the Awards Committee and approved by SGA Executive Council.
- **Definitions:**
 - Faculty member: Any person with faculty status at KCOM who has served in a teaching capacity in relation to a course taught at KCOM; including, but not limited to: professor; resident; member of the administration.

- For purposes of this award only, the demarcation between first and second year curriculum will be the beginning of third semester. By this date, then:
 - Second Year Curriculum will consist of classes extending from semester three (3) onward, through and up to the day on which ballots are collected.
 - First Year Curriculum will consist of classes extending from semester one (1) up to but not including semester three (3).
- Further details of the selection process, beyond what is outlined here, will be determined at the discretion of the SGA Awards Committee and subject to SGA Executive Council approval.

Teaching Award(s) (MOSDOH)

Section VII.03 Student of the Year Award (KCOM and MOSDOH)

- This award is to recognize a KCOM and MOSDOH student who represents: leadership, professionalism, a commitment to community service, a dedication to their profession, and an embodiment of the osteopathic philosophy.
- Applicants are nominated by their fellow classmates then invited to participate in the application process. If the Treasurer or another member of the reviewing committee is nominated, they will be replaced by the Vice-Presidents of the 1st and/or 2nd year class.
- Applications for the award are reviewed by a committee consisting of student leadership, faculty, as well as the deans of the KCOM and MOSDOH.
- The KCOM and MOSDOH recipient will subsequently be registered for consideration of the national SDOY Award. Applicant qualifications and procedures for this award are followed per the national SDOY standards.

Article VIII. Election and Appointing of Voting Officers and Representatives

Section VIII.01 General Responsibilities of Officers and Representatives

- All students running for positions in the SGA General Council must be in good academic standing in concordance with A.T. Still University's Policy on Co-curricular Involvement.

Section VIII.02 Election Guidelines

(a) Election Format

- Elections shall be conducted via computer format.
- All elections will be officiated by the SGA Elections Committee; Chair – SGA Chair, President of KCOM, President of MOSDOH.
- Students will be given a 24-hour period to vote for their candidates. A website for voting will be used.
- Elections will begin at noon on the date of the election and will terminate at noon on the following day. In the event of a runoff election, the election will begin no sooner than one hour after the previous election is complete.
- There will be a provision for write in candidates. Write in candidates must receive at least seven votes to be considered a valid candidate. Write in candidates will not be considered in runoff elections.

- The respective student log-ins and accompanying passwords will ensure that students only vote once.
- Election officials may not campaign for candidates.
- Following the allotted time period, at least two (2) elected members of the SGA executive council will evaluate the results of the computer polls.
- All candidates will be notified of the results by the Election Committee within an acceptable time frame.
- If an election official is a candidate, his/her responsibility as an election official will be completed by a proxy appointed by the Executive Council.
- Official documentation of the election results will be held on file in the Department of Student Life for a minimum of 7 calendar days after the election.

(b) Election Phases

- SGA elections consist of five phases:
 - **Phase 1:** SGA Chair, KCOM President, MOSDOH President
 - **Phase 2:** SGA Secretary, SGA Treasurer, Second Year Class Presidents, and Biomedical Sciences Program President, CGHS President and CGHS caucus
 - **Phase 3:** Third and Fourth Year Class Officers, Second Year Class Officers, and the Third and Fourth Year Representative.
 - **Phase 4:** First Year Class Presidents
 - **Phase 5:** First Year Class Officers
- Each phase will be conducted independently in sequential order.
- Phases 1-3 will be held during the spring semester and completed no later than April 1.
- Phases 4-5 will be held during the fall semester. Elections for the First Year Class President shall take place no earlier than three weeks after the beginning of the fall semester of the class that votes for the position. Elections in Phase 5 shall be held a week after the First Year Class President and the CGHS President is elected.
- For elections taking place in the initial year of a program or position, the election timeline for that program or position shall be up to the discretion of the election committee with special consideration for proper and adequate representation of all ATSU-MO students.

(c) Election of Class Representative

- Elections of the Second Year and First Year Class Representatives will be carried out by the newly elected Class Council positions within one month of being elected.

(d) Letters of Intent

- All letters of intent will be submitted to SGA.
- All letters will be no longer than one page and must clearly state the position desired.
- All letters must contain a picture of the candidate.
- All letters of intent must be approved for posting by the Department of Student Life before they are posted on the class/general bulletin board and the SGA website.
 - Letters should not contain foul language or anything illegal.
 - Letters should not contain endorsements, slanderous comments or names of any other candidates.
 - Letters should not contain misrepresentation or exaggerations of involvement or past involvement in any organization.
 - Letters should not contain superfluous campaign promises.
- Should an unsuccessful candidate chose to run for an office other than the one he/she originally sought and selected in a subsequent election, a new letter of intent will be filed with the election committee.

(e) Results of election

- A candidate must win a **majority of cast votes (50.1%)**; if no one candidate holds a majority then a runoff election will be held in accordance with [Section 8.14](#).

Section VIII.03 Election of SGA Chair-Elect

- The Chair-Elect shall be selected from students of ATSU-MO remaining in Kirksville for the subsequent year. Candidates who meet the criteria outlined in [Section 8.01](#) and have been certified as an ATSU-MO student enrolled to complete training in Kirksville shall be placed on a general ballot to be voted on by the student body (first and second years). The person receiving a majority of the votes cast in the general ballot or in the run-off election shall be Chair-Elect, assuming the duties of Chair-Elect immediately.
- The SGA Chair-Elect will take office no later than the first meeting in the month of May at the discretion of the Executive Council.

Section VIII.04 Election of SGA President of KCOM-Elect

- The SGA President of KCOM-Elect shall be selected from and by the members of the KCOM student body (first and second years). The elections will be held during the spring semester in accordance with [Section 8.02](#).
- The SGA President of KCOM-Elect shall assume the duties of the position immediately following the election and take office on the same day as the Chair-Elect.

Section VIII.05 Election of SGA President of MOSDOH-Elect

- The SGA President of MOSDOH-Elect shall be selected from and by the members of the MOSDOH student body (first and second years). The elections will be held during the spring semester in accordance with [Section 8.02](#).
- The SGA President of MOSDOH-Elect shall assume the duties of the position immediately following the election and take office on the same day as the Chair-Elect.

Section VIII.06 Election of SGA President of Biomed-Elect

- The Biomedical Sciences Program President shall be elected during the spring semester at the same time as the Second Year Class Presidents.
- A candidate for this position must be an outgoing first year student of the Biomedical Sciences Program, be in good academic standing, and submit a letter of intent for this position.
- Collection of letters of intent and elections for this position will be conducted by the Elections Committee and held in accordance with [Section 8.02](#).
- Only the outgoing first year students of the Biomedical Sciences Program will be allowed to vote for this position.
- If no candidate receives a majority of the votes cast, a run-off election shall be held ([Section 8.14](#)).
- The newly elected Program President shall take office immediately following the election. The tenure of office shall be one year, until a successor is elected.
- This person will serve as the SGA President of Biomedical Sciences and President of the Biomedical Sciences Club.

Section VIII.07 Election of the SGA President of CGHS-Elect

- The SGA President of the College of Graduate Health Studies (CGHS)-Elect shall be elected during the spring semester at the same time as the Second Year Class Presidents.
- A candidate for this position must be a student of the CGHS, be in good academic standing, submit a letter of intent for this position, attend the CGHS for the duration of this position's tenure of office, and be able to attend required meetings either in person or by phone. The elected candidate or his/her proxy would attend meetings

similar to other SGA officers as detailed in [Section 1.06](#).

- Collection of letters of intent and elections for this position will be conducted by the Elections Committee and held in accordance with [Section 8.02](#).
- If the situation arises where no student of the CGHS submits a letter of intent after two solicitations by the Elections Committee, and Elections Committee will then solicit letters of intent from any student of ATSU-KCOM, ATSU-MOSDOH, or the Biomedical Sciences Program. These candidates must be in good academic standing and attend required meetings in person.
- Only the students of the CGHS will be allowed to vote for this position.
- The SGA President of CGHS-Elect shall assume the duties of the position immediately following the election and take office on the same day as the SGA Chair-Elect. The tenure of office shall be one year, until a new SGA President is elected and takes office

Section VIII.08 Election of SGA Officers-Elect (Vice President of Student Activities-Elect, Treasurer-Elect, Secretary-Elect)

- The Vice President of Student Activities-Elect, Treasurer-Elect, and Secretary-Elect of the ATSU-MO SGA shall be selected from the members of the ATSU-MO student body in the same manner as the Chair-Elect. The elections will be held during the spring semester in accordance with [Section 8.02](#).
- The SGA Officers-Elect shall assume the duties of their respective SGA Elect position immediately and take office on the same day as the Chair-Elect.

Section VIII.09 Election of SGA Vice-Presidents of KCOM & MOSDOH

- The SGA Vice-Presidents of KCOM & MOSDOH (2) shall be elected in the same manner detailed for the SGA Class Representatives ([Section 8.02](#)) during the fall semester.
- One SGA Vice-President shall be elected from each of the incoming first year KCOM and MOSDOH classes. Any member of the incoming first year classes who is willing to serve as Vice-President shall file a letter of intent with the SGA Chair by the required submission date.
- The Vice-Presidents shall assume office immediately following the election.

Section VIII.10 Election of Class Officers

- Election of the Second Year Class Presidents will take place concurrently with the election of the SGA Vice Presidents, SGA Secretary, SGA Treasurer, and the Third and Fourth Year Class Presidents.
- Election of the Second Year Class Vice Presidents, Secretaries, and Treasurers shall be held concurrently with the Second Year SGA Class Representatives.
- Election of the incoming First Year Class Presidents will take place no earlier than 3 weeks after the beginning of the fall semester. After the election of the First Year Class Presidents, the election of the Class Vice Presidents, Secretaries, and Treasurers shall be held concurrently with the first year SGA Class Representatives.
- The Class Officers shall be elected from and by their respective ATSU-KCOM or ATSU MOSDOH class. The newly elected Class Officers shall take office the same day as the SGA Chair-Elect.

Section VIII.11 Election of the KCOM and MOSDOH First and Second Year Class Representatives

- The elections for the representatives of the SGA from the first year (soon to be second year) classes will take place during the spring semester in accordance with [Section 8.02](#). Representatives will be selected for one-year terms for the current first year and incoming first year classes.
- The number of Class Representatives a given KCOM or MOSDOH class will receive is determined in

accordance with the SGA Constitution (*Article II, Section 6*). The First and Second Year Class Representatives shall be elected from and by their respective ATSU-KCOM or ATSU-MOSDOH class.

- If any Student Council Representative seat is not filled, the remaining seats will be filled by special election.
- If more students run for these offices than the number of seats available, those students with the most votes will take office. In the case of a tie, refer to [Section 8.14](#).
- For multi-person elected positions, the positions will be awarded to the candidates with the majority of the vote.
- The newly elected class representatives shall take office the same day as the SGA Chair-Elect.

Section VIII.12 Election of the College of Graduate Health Studies (CGHS) Caucus

- Two (2) College of Graduate Health Studies (CGHS) students shall be elected each year to the CGHS Caucus. Students must come from the CGHS. Elections will be conducted in the fall semester, as a part of the Phase 5 election process ([Section 8.02](#)). The Caucus will be elected by members of the CGHS student body. The newly elected Caucus shall take office the week following their respective election.

Section VIII.13 Runoff Elections

- In the case that no individual receives **50.1% of the vote**, a run-off election will be held between the top two candidates receiving the highest percentage during the initial election or all candidates receiving an equal amount of votes in the case of a tie. Runoff elections may be held immediately following the release of results from the initial election. All students eligible to vote must be notified by email and given no less than 24 hours to vote. No write-in candidates will be considered.

Section VIII.14 Tenure of Office

- The tenure of office shall be until the successors can be duly elected and installed. The outgoing second year class officers and representatives shall serve until the SGA Chair-Elect takes office.
- Should a person be elected to a new position while serving at a different capacity, they will assume the duties of the new position vacating their old one. If a position becomes vacant for any reason, the position can be filled via special election at the discretion of the Elections Committee.

Section VIII.15 Resignation of Office

- Should a person resign from their SGA office, their tenure will conclude upon presentation of a letter of resignation to the appropriate person(s) listed below. Letters of resignation are not required to include reasons for resignation. Discretion should be made as to what is disclosed about resignations to ensure the privacy of the member resigning. Copies of all resignations shall be filed by the SGA Chair or Executive Council with the Vice President of Student Affairs.
- Class officers shall submit letters of resignation to the SGA Chair and shall notify the Class President of their resignation.
- Class Presidents shall submit letters of resignation to the SGA Chair and shall notify their Class Officers of their resignation. The Class Vice President shall fill the Class Presidency until the election of a new Class President.
- Members of the SGA Executive Council shall submit letters of resignation to the SGA Chair.
- The SGA Chair shall submit a letter of resignation to the SGA Executive Council. Refer to *Section 7.06*, for guidelines on important duties and meetings during a vacancy of the position of SGA Chair.
- The vacant position must be filled via special election or a regularly scheduled election contingent on which would be best suited to the situation as decided by the SGA Elections Committee with approval of the SGA Executive Council.

- If an elected or appointed individual resigns or is removed from office, he/she must get the approval of Executive Council and a letter of support from the Department of Student Affairs to be an eligible candidate in a future election.

Article IX. General Council Meetings

Section IX.01 Order of Business

- The following order of business is an outline. It can be amended at the discretion of the Student Council. Non-voting members are marked with an asterisk (*):
 - Call to order
 - Roll call
 - Adoption of minutes
 - Open Student Forum
 - Standing Committee Reports
 - Old Business
 - New Business
 - SGA Chair*
 - President of KCOM
 - President of MOSDOH
 - President of Biomedical Sciences
 - President of CGHS
 - Vice President of KCOM
 - Vice President of MOSDOH
 - Vice President of Student Activities
 - Secretary
 - Treasurer
 - Parliamentarian*
 - Second Year Class Presidents
 - First Year Class Presidents
 - Third and Fourth Year Representatives
 - University Student Association (USA) Representative(s)*
 - Kirksville Osteopathic Alumni Association (KOAA) Representative*
 - MOSDOH Alumni Representative* (future)
 - Committees
 - Advisors
 - Adjournment

Section IX.02 Attendance of Meetings

- Each General Council member, Executive Council member, and Class Officer is required to file the names of two proxies per elected term with the SGA Secretary. The names of the proxies must be filed with the SGA Secretary and SGA Parliamentarian within one week of taking office.
- All General and Executive Council members are expected to be present at all General Council meetings, unless

academic or personal reasons deem otherwise in which case a proxy for that individual is expected to attend. Failure to attend, have a proxy attend or arrive on time (after 10 minutes from the scheduled start time) is a failure to represent their particular constituents.

- All Executive Council members are expected to be present at all Executive Council meetings, unless academic or personal reasons deem otherwise (subject to Executive Council approval). Failure to attend, have a proxy attend or arrive on time (after 10 minutes from the scheduled start time) is a failure to represent their particular constituents.
- All Class Presidents, Class Officers and Class Representatives are expected to be present at all Class Officer meetings, unless academic or personal reasons deem otherwise in which case a proxy for that individual is expected to attend. Failure to attend, have a proxy attend or arrive on time (after 10 minutes from the scheduled start time) is a failure to represent their particular constituents.
- When any General Council member, Executive Council member, or Class Officer fails to represent his/her constituents for two required meetings, without valid proxy, the member will receive a letter regarding his/her responsibility to attend required meetings from the SGA Parliamentarian. Any additional absence without valid proxy will result in a Special Petition for removal of that member from their position filed by the SGA Parliamentarian. This Special Petition is not required to be signed by a simple majority of General Council voting members. Following the filing of the petition, the removal proceedings will be conducted as outlined in [Section 6.05](#) & [Section 6.06](#).
- A proxy can be changed at any time. If you will not be able to attend a meeting, and your proxies cannot attend, you must find someone to act in your place. Notification must be given to a member of Executive Council.

Section IX.03 Time and Place of General Council meeting, Quorum

- The General Council will be held regularly while classes are in session. Day and time may vary and will be specified by the SGA chair. No specific number of meetings will be required.
- Emergency meetings can be called at the discretion of the Executive Committee and will be announced at least two (2) days prior to the meeting. The place of the meeting shall be on campus as designated by the SGA chair.
- Two-thirds of the elected and currently seated General Council voting members constitute a quorum. A quorum may be declared by the Parliamentarian in accordance with Robert's Rule of Order.

Section IX.04 Faculty Advisors

- The SGA shall have at least one Faculty Advisor from the Department of Student Affairs.
- Advisor(s) will be notified of meetings, will be welcome to attend all SGA meetings, and may be invited to advise the General or Executive Councils on matters of pertinent importance to encourage open discussion with all involved parties.

Article X. Robert's Rules of Order Protocol

Section X.01 Handling of a Motion

Handling of a Motion

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

I. BRINGING A MOTION BEFORE THE ASSEMBLY

1. A member makes the motion ("I move that ...")
2. Another member seconds the motion
 Secunder does not need to be recognized
3. The chair states the question
 "It is moved and seconded that (or "to") ..."

II. CONSIDERING THE MOTION

1. Members debate the motion (unless undebatable)
 Preference in recognition:
 1. Member who made motion
 2. Member who has not spoken first time
 3. If possible, alternate for and against
2. Chair puts question to a vote
 "The question is on the adoption of ..."

 (Voice vote)
 "Those in favor of the motion, say aye."
 "Those opposed, say no."

 (Rising vote)
 "Those in favor of the motion will rise [or "stand"]. Be seated."
 "Those opposed will rise [or "stand"]. Be seated."
3. Chair announces result of vote
 "The ayes have it and the motion is adopted." (or)
 "The noes have it and the motion is lost."

 "The affirmative has it and the motion is adopted." (or)
 "The negative has it and the motion is lost."

Section X.01 Parliamentary Motion

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted...	No	Yes	Yes	Yes	2/3 or maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

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