



# Student Government Bylaws

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# **I. MISSION**

## **A. STUDENT GOVERNMENT MISSION**

*Developing professional leaders is at the core of KGI's vision. KGI Student Government strives to ensure our students find value in being integral members of their communities. Participation in student government has become a vehicle for students to develop, advocate for equality, exercise their leadership skills, and experience firsthand how meaningful civic involvement can be in one's life. Our members strive to philanthropically participate in the local and international communities. KGI prides itself in knowing today's students are tomorrow's leaders.*

# **II. ELECTION OF OFFICERS**

## **A. ELECTION MANAGEMENT**

The Ethics and Judicial Chair shall act as the elections manager for all student elections. The elections manager will be responsible for coordinating the elections in an efficient and organized manner. Election statistics must be released to the student body within a week of announcing the election results. The elections for each position will be run simultaneously in either the Fall or Spring semester, unless under special circumstances in which a special election for a position must be held. Candidates may only participate in particular elections for which they are eligible. Eligible candidates must be able to make a public address to voters stating why they should be elected for the position they are running. Candidates may run for one position for which they meet the requirements of eligibility.

## **B. VOTER ELIGIBILITY**

All current full-time or part-time students of KGI are eligible to participate in elections. Students who are graduating in the semester that elections are being held are not eligible to be nominated as candidates for positions for the next term. Each elected position has a specific set of students eligible to vote for that particular position (defined in Addendum C).

## **C. CANDIDATE ELIGIBILITY**

Candidates in the Spring elections must be verified to be in good academic standing as defined by the program in which the student is enrolled as outlined in the Student Handbook.

This verification is to be conducted by Student Affairs prior to a candidate accepting their nomination for any position. Student Affairs shall report to only the elections manager the candidate's eligibility based on their academic standing. Candidates may nominate themselves (self-nomination) or be nominated by their peers. A candidate must receive a minimum of two nominations in order to become an eligible candidate in the elections, with the exception of the President position, which requires a minimum of three nominations. A candidate may choose not to run for a position for which they have been nominated and decline the nomination. Position-specific requirements are defined in Addendum C.

Determining the winner: The winner of an election is determined by gaining a plurality of votes, meaning that winning a majority vote is not necessary to win, only receiving more votes than any other competing candidate is required to be elected. Votes cast in the election must be anonymous.

#### D. SPRING ELECTIONS

The following Student Government officers will be voted for in the Spring Elections:

- President
- Vice President
- Treasurer
- Ethics and Judicial Chair
- Professional Development Chair
- Social Chair
- Cross-Cultural Global Diversity Chair
- Health and Wellness Chair
- SPHS Pharmacy Representatives (3)
  - Pharmacy 2nd Year Representative
  - Pharmacy 3rd Year Representative
  - Pharmacy 4th Year Representative (does not have a seat in Student Government as SPHS 4th Years commit to off-campus rotations)

#### E. FALL ELECTIONS

The following Student Government positions will be elected in the fall:

- Riggs Representatives (3)
  - Research and Science Representative: represents the MS, PhD, MSMDE and MSTM programs
  - Business and Science Representative: represents the MBS, and CBM (Certificate of Bioscience Management) programs
  - Bioprocessing Representative: represents the MEng program
- SPHS Representatives (4)
  - Pharmacy 1st Year Representative
  - Genetics Representative
  - Physician's Assistant Representative: represents the PA program
  - Occupational Therapy Representative: represents the OT program
- SOM Representatives (2)
  - Community Medicine Representative: represents the MSCM program
  - Pre-Health Representative: represents the PPA and PPC programs

## F. NOMINATIONS AND ELECTIONS

Officers are to be nominated by themselves or peers prior to elections. All current full-time students of KGI, who will be at KGI in the following academic year, are eligible to be nominated for the next term's elections. Students who are graduating in the semester that elections are being held are *not* eligible to be nominated for next term positions. All full-time and part-time students enrolled at KGI during the election season may nominate students for the following year's term, if the nominated student will be at KGI in the upcoming term period. All candidates must be given the opportunity to either accept or decline the nomination.

Presidential candidates must receive a minimum of three nominations from their peers who are eligible to vote. Voting eligibility will be determined by the election officer, the current Ethics and Judicial Chair. For each position the students are eligible to vote for, the eligible student may nominate one candidate per position (candidate must be a full-time student who will be at KGI the following academic year). Nominations will be open for at least 72 hours, after which the potential candidates will be notified of their nomination via student email and have 48 hours to formally accept or decline candidacy by submitting a signature acknowledging they have read the Student Government Bylaws. Candidates may only accept nominations for one position.

- Campaigning on-campus must be approved by Student Affairs. Violations will be reviewed on a case-by-case basis.
- Election Ballots will open within 24 hours of student speeches and will remain open for at least 3 weekdays. Vote counts will be announced at the conclusion of elections.

Candidates shall abide by following policies during the nominations and elections:

- Timing: No campaigning will be allowed until the official campaign period has begun as determined by Student Government.
- Distribution of Campaign Materials: No candidates may campaign on the Student Affairs newsletter or Fourwinds screens. Candidates shall refrain from sending out mass emails that include campaign materials. Candidates may send campaign materials to be posted on the Student Government Instagram up to 5 times during the campaign period.
- Campaign Materials: Campaign materials may not include home-baked goods.
- Campaign Spending: A nominee shall not spend more than one hundred dollars (\$100) total per election, regardless of the source.
- Respectful Conduct: No nominee shall remove, obscure, or damage any sign which is in compliance with the posting policies of that locale. Nominees shall refrain from knowingly deceptive campaign activities, including any act or statement reasonably calculated to injure or compromise the rights or interests of any student, faculty member, or administrator. There shall be no slandering of other candidates. Slander or other disrespectful conduct will not be tolerated and may involve disciplinary action.

## G. OFFICES

The following officers will be elected by gaining a plurality of votes. Addendum A contains a description and the responsibilities of each office:

- President (All full-time students except 4th Year Pharmacy)
- Vice President (All full-time students except 4th Year Pharmacy)
- Cross-Cultural Global Diversity Chair (All full-time students except 4th Year Pharmacy)
- Treasurer (All full-time students except 4th Year Pharmacy)

- Ethics and Judicial Chair (All full-time students except 4th Year Pharmacy)
- Social Chair (All full-time students except 4th Year Pharmacy)
- Professional Development Chair (All full-time students except 4th Year Pharmacy)
- Health and Wellness Chair (All full-time students except 4th Year Pharmacy)
- Riggs Representatives (3)
  - Bioprocessing Representative: represents the MEng program
  - Business and Science Representative: represents the MBS, MSMDE, and CBM programs
  - Research and Science Representative: represents the MS, MSTM, and PhD programs
- SPHS Representatives (7)
  - SPHS Pharmacy 1st Year Representative
  - SPHS Pharmacy 2nd Year Representative
  - SPHS Pharmacy 3rd Year Representative
  - SPHS Pharmacy 4th Year Representative (does not have a seat in Student Government as Pharmacy 4th Years commit to off-campus rotations)
  - SPHS Genetics Representative: represents the MSGC and MSGDA programs
  - SPHS Physician's Assistant Representative: represents the PA program
  - SPHS Occupational Therapy Representative: represents the OT program
- SOM Representatives (2)
  - Community Medicine Representative: represents the MSCM program
  - Pre-Health Representative: represents the PPA and PPC programs

## H. CREATION OF NEW OFFICES

At the discretion of the President, new offices may be altered (created, deleted, merged) prior to general elections with the consensus of the other elected officers. After general elections, if new positions are believed necessary the elected Student Government must ratify the creation of a new office and a special election (according to II.C.2) will be held.

Modification of existing offices: At the discretion of the President, existing office duties may be altered prior to general elections with the consensus of the other elected officers as seen

fit. After general elections, if these alterations are believed necessary, the elected student government must ratify the alteration of the existing office by voting on an addendum to the Bylaws.

### **I. VOTING**

Voting must be conducted by secret ballot. The election manager has discretion over the type of ballot (paper vs. electronic) to be used. For school representative positions, only students in the respective programs can vote (see Addendum C).

### **J. QUORUM FOR STUDENT BODY ELECTIONS**

For the election of a position to be valid, a quorum of three-fifths of students eligible to vote for the position must be met by the election's deadline. Elections that fail to meet quorum by the deadline will be extended one time with a reduced quorum of 50% + 1. In the event that the reduced quorum is not met by the extension deadline, Student Government will meet to discuss and vote on next steps.

### **K. RUNOFF**

Should no candidate receive a plurality, a runoff election shall be held between the candidates receiving the most votes in the first election. Runoff elections are conducted according to the rules of the general election.

## **III. TERMS OF OFFICE**

Newly elected officers will immediately begin a transitional period alongside current officers.

### **A. REQUIREMENTS**

An officer is expected to fill all duties of their positions as defined in the bylaws Addendum A.

### **B. VACANCIES AND ACTING OFFICERS**

VACANCIES:

Temporary vacancy (due to illness or family emergency, etc.) can be filled, at the discretion of the President, by Presidential appointment with two-thirds approval by Student Government. The appointee will serve until the elected officer returns to duty.



Permanent vacancy (due to resignation, disciplinary action, etc.) may be filled by a special election at the discretion of the President.

#### SPECIAL ELECTION:

If a position becomes vacant at a time frame outside of the typical Fall and Spring elections cycle, special elections will be held. Special elections are managed by the President and Vice President. Student Government members will nominate candidates for the vacant position and the President and Vice President will determine the order in which candidates will be contacted. One candidate will be contacted at a time directly by the President and given 24 hours to accept or reject the position.

### C. REMOVAL OF AN OFFICER:

#### CULPABILITY:

An officer may be removed for clear disregard of responsibilities or willful abuse of office. An officer may also be removed if they fail to be in good academic standing as outlined in the Student Handbook.

#### ARTICLES OF IMPEACHMENT:

An article of impeachment that clearly states the reasons for impeachment of the accused officer must be signed by at least three students (one of which must be an officer) who are identified as the lead accusers, and submitted to the President and to the Division of Student Affairs. If the President is the object of the complaint, the article is submitted to the Vice President. The President may serve as a lead accuser of the accusation.

Notice: The Division of Student Affairs must provide a copy of the article of impeachment to the accused officer within 24 hours of receipt of the article. The accused must have at least three business days from the time of notification to prepare a defense before any official proceedings take place. The accused officer may elect a peer advocate to be present at the hearing.

#### IMPEACHMENT HEARING:

- The hearing must be conducted within 10 days of notice to the accused, without violation of time allotted to prepare defense.

- The hearing is presided over by the Division of Student Affairs who determines a suitable and fair format for the hearing.
- A quorum of three-fifths of Student Government must be present for the hearing.
- The lead accusers and the accused must each be allotted an equal amount of time to present their case, not less than 10 minutes; neither party is required to use the entirety of this allotment if they do not wish to do so; this time may be split according to the format determined by the Division of Student Affairs.

**Deliberation:** The accused and lead accusers will be asked to leave the room to allow the remaining members of Student Government to deliberate for a maximum of 60 minutes. Extension can be granted at the discretion of the Division of Student Affairs on a case-by-case basis.

**Final decision:** All present members of Student Government, excluding the accused and lead accusers, will vote by secret ballot. A two-thirds majority of student government is required for impeachment. The Division of Student Affairs informs the accused of the impeachment decision.

**Removal:** If an officer is impeached, they are removed from office and barred from future office or responsibilities (i.e. committee membership) for their entire tenure at KGI. Depending upon the offense for which the officer was impeached, the officer may also be prosecuted under the KGI Student Code of Conduct.

## **IV. GOVERNMENT CONDUCT**

### **A. MEETING STRUCTURE**

Student Government meetings will be on Mondays from 12-1 pm. All members are required to be present and familiar with the issue of discussion (i.e. provide agenda and take meeting minutes). If attendance cannot be met, the officer must notify the President and Professional Chair at least 24 hours in advance.

All meetings will be conducted using Robert's Rules of Order. Discussion is to be conducted in a professional and respectful manner according to the standards of the KGI Student Code of Conduct and KGI Honor Code. The Ethics and Judicial Chair is responsible for ensuring compliance with this guideline.

The President, or their appointee, is responsible for facilitating productive discussion.

## B. VOTING DURING MEETINGS

**Quorum:** Half of all officers must vote for a valid decision. The Division of Student Affairs may not vote on a decision.

**Ballots:** The votes may be counted verbally, paper ballot, show of hands or online poll.

**Abstention:** Officers with potential conflict of interests should voluntarily abstain from voting, i.e., a vote for funding of a club or activity for which the officer is a lead author of the proposal. However, officers may abstain from any vote. Abstentions may count toward quorum as long as recorded.

## C. ELECTRONIC POLLS

Electronic polls (without discussion at a prior meeting) should only be used for situations when issues could not be presented at a regular meeting or cannot wait until the next meeting.

- Electronic polls must be sponsored by a Student Government officer.
- The officer sponsoring the electronic poll must send out a brief summary of the issue at hand to all members of student government.
- Student government officers must have 24 hours submit statements of concern, support or acknowledgement to the sponsoring officer. Once all officers have responded or 24 hours have passed, the sponsoring officer must compile all comments received and send these to the entire Student Government body. He or she may then open the electronic poll and set an appropriate period for voting not less than 24 hours.
- All guidelines for voting should be followed, including the option for abstention.

## D. DECISIONS DURING MEETINGS

Unless otherwise stated, decisions are made by a plurality vote.

## E. GOVERNMENT-SANCTIONED COMMITTEES

Committees may be created by any officer and may be associated with Student Government positions. Committees can meet outside of student government meetings.

Committees can be created and suspended by the Student Government under the proper voting procedure.

- Each representative must have outreach via student email to form a committee. The committee should be formed of at least 1 constituent from each program they represent if they represent multiple programs.
- Committees that are Student Government-related must be made open to the entire student body.

## F. INTERNAL FUNDING

Budgets will be considered and reviewed by the Student Government Body led by the Student Government Treasurer. Club budgets will be allocated upon submission of Budget Request Form, facilitated by Student Government. All reviewed budgets will go to final voting by Student Government members. Budgets are granted on a semesterly basis, with opportunity for review mid-semester. Remaining funds may roll over semester to semester within the academic fiscal year.

Internal Funding can include the following:

### OFFICER AND COMMITTEE FUNDING:

Before club budgets are approved and funds distributed, funding for committees will be considered, reviewed, and awarded upon student government approval. Also at this time, officers may request funds to fulfill their respective duties.

### RIGGS AND SPHS FUNDING:

Before club budgets are approved and funds distributed, funding for RIGGs and SPHS representatives will be considered, reviewed, and awarded upon student government approval. The budgets are primarily to be utilized for purposes that benefit all programs/years in the respective school. Use of the school specific funds should be voted on and approved by all representatives of the school for which the funds are to be utilized for.

### PROGRAM FUNDING:

Before club budgets are approved and funds distributed, funding for established Student Government-sponsored programs will be considered, reviewed, and awarded upon Student government approval.

#### MID-YEAR ALLOCATIONS:

Should an officer or committee feel the need for additional funding during the year after these initial allocations have been made, they are subject to the same process as clubs described below.

#### END OF YEAR ALLOCATIONS:

Unused fundraiser funds should roll over to the next academic year's Student Government budget.

### G. EVENTS

All programs funded by student government must be open to the entire student body with the exception of clubs defined below.

**Exception:** For school-specific social events, additional deliberation with and consultation of the student government must take place to approve such an activity in advance of its occurrence according to voting and quorum requirements described above.

- For class-specific events, budget allocation will be granted based on the nature of the event rather than number of attendees of the event.

### V. CLUBS

Definition: A Club is any student-founded and student-led group with a common interest. In general, all active social and professional clubs and organizations recognized and funded by Student Government must be open to all members of the student body, with the exception of professional clubs or organizations in which their charter deems exclusive membership to a particular program. Exclusive membership can refer to any membership that requires a certain practice or process to apply. Examples include interviews, applications, or limiting membership to a subpopulation within KGI. At any time, Student Government reserves the

right to deny recognition of any club. However, clubs have the right to appeal the decision of Student Government. The decision of Student Government after the appeals process is final.

## A. DEFINITION OF ORGANIZATIONS

**Professional Organization:** defined as co-curricular organizations that engage students and primarily in professional development. Professional clubs may be affiliated with national organizations and may receive funding from such organizations. To qualify as a professional organization, 80% of the allocated budget MUST be spent on professional development (i.e. guest speakers, workshops, etc.). Examples of Current Organizations: Parenteral Drug Association (PDA), Industry Pharmacists Organization, KGI Consulting Club, KGI Empowering Youth (KEY) Club.

**Professional-Hybrid Organizations:** defined as co-curricular organizations focused on both professional and social development of students. Professional hybrid clubs may be affiliated with national organizations and may receive funding from such organizations. To qualify as a professional-hybrid organization, 50% of the allocated budget MUST be spent on professional development (i.e. guest speakers, workshops, conferences, etc.). Examples of Current Organizations: Students Against Social Inequality (SASI), Oncology Club.

**Social Organizations:** defined as extracurricular organizations that engage students socially, not related to academic or professional interests. Examples of Current Organizations: The Outdoor Club, Wine Club, Breaking Bread Club.

**Limited Membership Organizations:** defined as any club that only accepts members based on a selective process. Examples include applications and interviews. Examples of Current Organizations: Phi Delta Chi, Rho Chi.

## B. FORMATION

Clubs may be founded by any member of the student body. It is the responsibility of the club founder to demonstrate the level of interest in their club and include such information in a club application designated by the vice president.

All clubs seeking recognition by Student Government must submit a Club Registration Form and Budget Request Form, if applicable, within the allotted time frame given by Student Government/ Student Affairs.

## C. REQUIRED LEADERSHIP MEETING

At least one member from the executive board of each club will be required to attend the “Student Leadership Training” once each semester. The meeting will detail the club funding process, reimbursement process, and other necessary details. Failure to attend the mandatory meeting may result in the club/org’s budget being reduced or rescinded.

## D. FUNDING

All club funding is allocated on a bi-yearly basis. Club leaders must submit a Budget Request Form prior to the start of each semester with a detailed, itemized budget as part of their club application. Student Government may allocate the full amount requested or any portion thereof, including denying the full request. Clubs initiated after the start of the academic year will submit a Club Registration Form and Budget Request Form if applicable. Budget allocations from Student Government can be reconsidered mid- way through the academic year. All organizations are required to submit event sign-in sheets for all Student Government-funded events for auditing purposes. Additional details about Student Government funding allocation can be found in Addendum D.

Budgets are approved by the following process:

### **Fall Semester**

- Clubs must submit a Budget Request Form outlining proposed events and estimated, itemized budgets prior to the start of the Fall semester to be considered for funding.
- The Student Government Board will review all submitted budget requests for approval.
- Budgets must be voted on and approved by the Student Government Board.
- Fall Semester budget allocation will be based on club type (Professional, Hybrid, Social) and planned utilization of funding.
- At the start of Fall semester, each club/organization will receive 50% of the annual budget. allocated for the club/organization. The remainder of the budget will be distributed in the Spring semester contingent upon the club/organization’s budget request and approval of Student Government.

- A contingency fund will be allotted for the academic year and must be voted on by Student Government. If any club requires additional funds for a special event that is not included in their original budget request, a formal budget proposal request shall be orally presented to the Student Government Board.
- The Student Government Board will then vote to fund the event from the contingency fund.
- Criteria for contingency fund approval is based on club/org efforts to fundraise, plan to use the budget, and history of events.
- Club leaders should be notified of allocation within 72 hours of approval via email.

### **Spring Semester**

- Clubs must have submitted a Fall Semester Budget Review Form prior to the end of the Fall semester to be considered for funding in the Spring semester. The Fall Semester Budget Review will include an active roster of the club, planned Spring Semester budget and events, and Fall semester spending report (from business services).
- Proposed budgets must be voted on and approved by Student Government members. Clubs/organizations who fail to complete the Fall Semester Budget Review Form on time or do not properly submit for reimbursement will initially receive \$0 funding.
- Those clubs that were denied funding due to non-completion or late submission of Fall Semester Budget Review Form will have the opportunity to appeal the decision, via an oral presentation to the Student Government body at the weekly general meeting.
- The Student Government Board will vote to approve or deny the appeal for a maximum of 40% of the original allocated budget.
- A contingency fund will be allotted for the academic year and must be voted on by Student Government. If any club requires additional funds for a special event that is not included in their original budget request, a formal budget proposal request shall be orally presented to the Student Government Board.
- Criteria for contingency fund approval is based on club/org efforts to fundraise, plan to use the budget, and history of events.
- Club leaders should be notified of contingency fund allocation within 72 hours of approval.



- Clubs having a primary focus of alcohol (i.e. Wine Club) must provide a statement that the club will abide by the rules set forth by the KGI Alcohol Policy 941.

While funding for a club may be increased by Student Government, any spending over the allocated amount without prior approval may be considered as follows:

- Use of the club members' personal funds and not subject to reimbursement.
- An overdraft of funds may act as a determinant in future budget allocation, especially in the following school year.
- If an overdraft occurs through the use of the school's credit card, Student Government may require that the club reimburse student government any portion, or full amount, of the difference between the overdraft and their budget allocation.
- The responsibility of proving that an overdraft has not occurred falls upon the Treasurer of the club, and if no such position exists, the responsibility falls upon the President or other leader of the club.

### **Contingency Fund**

Club/organization requests to use the Contingency Fund will be reviewed and funding will be distributed on a first-come, first-serve basis.

Each club wishing to apply for contingency funding needs to schedule a time within the weekly Student Government meetings for a 5-minute presentation. Clubs should reach out to Student Government about setting up a contingency fund proposal at [studentgovernment@KGI.edu](mailto:studentgovernment@KGI.edu), with the subject line: "Club Contingency Fund Request."

Clubs must follow the contingency proposal application process, which will be given after contacting Student Government:

- Proposal presentation appointments need to be confirmed with Student Government at least 72 hours in advance before a proposal can be presented in a Student Government meeting.
- Two officers from the club need to present proof of need for funding, and how the funding will be used. This is typically presented by the club president and treasurer.

- A Proposal is purely a proposal. Student Government reserves the right to grant the full or partial funding request, on a case-by-case basis. First-come first-serve takes precedence and the exact funding amount approved will be determined and justified by Student Government.
- Student Government will vote anonymously as a board to approve and determine what funding amount to grant the requesting club.
- The Contingency Fund is to be used for unforeseen items or additional help needed. It should not be relied upon as a way to fund events yearly.

### **Penalties**

Student clubs and organizations are strictly prohibited to collect cash, use Venmo, or any other external payment service for fundraisers during the 2020-21 academic year semester. Funds can only be raised through the KGI Event Calendar. Penalty information is to be iterated during the “Student Leadership Club Training” and also “Treasurer Training Session”.

If a club/organization uses any other payment/funds collection platform except the KGI Event Calendar, the club/organization will be subject to the following plan of action for penalties:

- For the first violation, a warning will be issued to the club, i.e., an email will be sent to the faculty advisor, the president, and the treasurer.
- For the second violation, a fine of \$50 will be imposed and this penalty will be deducted from the starter funds for the respective semester. In case the club does not have sufficient funds to pay the fine, the amount (or the remainder) will be deducted from the starter funds of the following semester.
- For the third violation, a fine of \$100 will be imposed and this penalty will be deducted from the starter funds for the respective semester. In case the club does not have sufficient funds to pay the fine, the amount (or the remainder) will be deducted from the starter funds of the following semester. In addition to this fine, the club will also be prohibited from conducting any fundraising activities during that semester.

- The amount deducted from the club's starter funds will be added to the club Contingency Fund. The number of violations will be counted during the academic year and the number will not be carried over to the next academic year.

These penalties have been put in place to prohibit the use of Venmo, GoFundMe, and other payment services for fund collection.

## **VI. BYLAWS AMENDMENTS**

### **A. AMENDMENTS PROPOSED BY STUDENT GOVERNMENT OFFICER**

- Amendment(s) must be approved by a three-fifths vote of the Student Government following the quorum requirements described above.
- If Student Government approval is granted, the amendment(s) is presented to the student body for approval by a plurality vote. There is no quorum requirement for this election.
- Elections will be managed by the Ethics and Judicial Chair by secret ballot.

### **B. AMENDMENTS PROPOSED BY STUDENTS OUTSIDE OF STUDENT GOVERNMENT**

- Amendment(s) must be approved by a two-thirds majority vote of the student body. This election will abide by a quorum requirement of three- fourths of eligible voters.
- This election will be managed by second-year Ethics Chair by secret ballot. Student body must have a minimum of one week to cast their vote.

## **VII. ADDENDUMS**

### **A. GENERAL RESPONSIBILITIES**

All members of student government are expected to strictly adhere to all aspects of the KGI Student Code of Conduct and the KGI Honor Code/Professional Code.

#### Student Government Officer Expectations

- a. All members of student government are expected to attend and fully participate in all meetings unless unique circumstances exist according to the President and Division of Student Affairs.

- b. Fall and Spring student government retreats are mandatory for all members of student government unless unique circumstances exist according to the President and Division of Student Affairs.
- c. Before announcing any program/event, Student Government members should connect with a representative from Student Affairs and/or Career Services to confirm no programs conflict.
- d. Officers should inform the Social Chair of any program/event to post on the KGI Master Calendar at least 2 weeks prior to the program/event.
- e. Carry out responsibilities as indicated in this document.
- f. Failure to adhere to the above expectations places the officer in dereliction of duties and the officer may be subject to impeachment procedures.
- g. Members of student government are expected to participate in all votes.  
Participation may include a recorded abstention.
- h. If a student government officer perceives that a fellow officer is not adhering to responsibilities, the officer is expected to bring their concerns to the attention of the President and the Division of Student Affairs.
- i. The responsibilities described above do not preclude officers from instituting additional initiatives. However, officers should not intrude on duties held by other officers without the approval of that officer.

## B. ELECTED STUDENT GOVERNMENT POSITIONS AND RESPONSIBILITIES

All executive positions (President, Vice President, Treasurer, and all Chair positions) cannot be held by an incoming 4th year Pharmacy student or an incoming 2nd year MSGC/MSGDA student.

### **President**

- Expected to work on government responsibilities over the summer and attend new student orientation as needed.
- Represent and advocate for student body interests.
- Run Student Government meetings. If President is absent, the President will select a government member to facilitate the meeting.
- Act as primary Student Government contact to Student Affairs.
- Interface with administration and represent student body.

- Implement Student Government goals for the year.
- Develop the Student Government as an organization.
- Organize and facilitate town hall meetings between faculty, students, and administration (recommended: once a semester).
- Oversee student budget allocations.
- Encourage social and professional events.
- Grow KGI's involvement with the 7C's and community.
- Represent and act upon Environmental Health and Safety concerns when required. -  
Lead fundraising, coordination, and presentation of the Class Gift. Class Gift will be presented during the Commencement Ceremony.
- Co-manage Student Government email address listservs and send out emails on behalf of representatives and chairs.

### **Vice President**

- Expected to work on government responsibilities over the summer and attend new student orientation as needed.
- Assist the President in representing and advocating for Student Government and student body interests.
- Assist Treasurer throughout the academic year in managing clubs and organizations. -  
Organize and facilitate Town Hall meetings between faculty, students, and administration (recommended: once a semester).
- Host at least one Mandatory Clubs/Orgs Leadership Event each semester (can co-host with Student Affairs in the Fall Semester).
- Work with current Student Government to ensure proper management of events with contacts, budgets, and suggested improvements for future Student Government body.
- Oversee SPHS and Riggs representatives to facilitate collaboration and cohesion amongst programs and schools, while promoting accountability.
- Co-manage Student Government email address listservs and send out emails on behalf of representatives and chairs.
- Assist the Health and Wellness Chair in management of the health fair community chest and work with clubs/organizations to run successful health fairs

### **Treasurer**

- Expected to work on government responsibilities over the summer and attend new student orientation as needed.
- Responsible for allocating student budget for Student Government and clubs. - Will not hold another leadership position in a club or organization so as to avoid a conflict of interest when allocating student budget for Student Government and clubs.
- Reports to the Student Government Executive Board on financial matters.
- Reports to Student Affairs on financial matters.
- Approves all Student Government and Club spending.
- Manage Fall Semester Budget Review Form in anticipation for Spring Retreat.

### **Ethics and Judicial Chair**

- Expected to work on government responsibilities over the summer and attend new student orientation as needed.
- Forms and manages Ethics Committee to support in event planning and chair responsibilities
- Manage Fall and Spring Student Government Elections.
- Organize campus-wide events pertaining to ethics.
- Provide impartial oversight to the Student Government when and as needed. - Represent the student body in matters of ethics.
- Manage the Student Government Bylaws Document.
- Standardize judicial procedures within the KGI community.
- Collaborate with the Dean of Students to select students who will serve on the Honor Code Committee.

### **Social Chair**

- Expected to work on government responsibilities over the summer and attend new student orientation as needed.
- Improve inter-class bonding through event planning.
- Plan social events and activities for student body.
- Manage social event budgets.
- Manage and maintain the master calendar of events between Student Government, clubs/organizations and administration.
- Submit flyer requests for Student Government members to be posted in the Student Affairs newsletter.

- Maintain Student Government social media presence.
- Hold KGI Printing card to print physical flyers and paper materials for Student Government purposes.

### **Cross-Cultural Global Diversity Chair**

- Expected to work on government responsibilities over the summer and attend new student orientation as needed.
- Represent the collective cultural interests of all students to administration and Student Government.
- Organize and support events to increase international awareness among the KGI community.
- Solicit feedback at least once per semester from international student population on academic, social, and professional matters, pass information to administration, and address concerns.

### **Professional Development Chair**

- Champion and uphold KGI's professional values.
- Identify concerns and incorporate feedback from all students on matters involving professionalism.
- Work with administration to incorporate professional events.
- Responsible for identifying professional development areas and the coordination of professional development events.
- Create Student Government meeting agendas for distribution to Student Government members prior to meetings and take minutes during meetings.
- Organize and coordinate Spring semester etiquette dinner.
- Organize professional educational workshops.
- Lead the inventory management and upkeep of the Health Fair Community Chest and coordinate related club enrollment and check-out processes with the support of the Pre-Health, P1, P2, and P3 Representatives. Coordinate responsibilities surrounding the Health Fair Community Chest with Student Affairs.

### **Health & Wellness Chair**

- Expected to work on governmental responsibilities over the summer and attend new student orientation as needed
- Promote health and wellness on campus through ought the Claremont 7C community
- Identify opportunities to improve the health & wellness on-campus and in the greater community
- Manage the health fair community chest and work with clubs/organizations to run successful health fairs
- Work with administration to incorporate events centered around healthcare
- Lead the inventory management and upkeep of the Health Fair Community Chest and coordinate related club enrollment and check-out processes with the support of the Vice President, Pre-Health, SOM, P1, P2, and P3 Representatives.
- Coordinate responsibilities surrounding the Health Fair Community Chest with Student Affairs.

#### **SPHS Pharmacy 1st Year Representative (Current 1st year Pharmacy Students)**

- Responsible for working with other SPHS Representatives to organize events for SPHS.
- Liaison between faculty and P1 Pharmacy students.
- Responsible for being the lead organizer of at least one SPHS event for the academic year.
- Represent P1 Pharmacy students in Student Government.
- Support Professional Development Chair's inventory management and upkeep of the Health Fair Community Chest and help coordinate club enrollment.

#### **SPHS Pharmacy 2nd Year Representative (Current 2nd year Pharmacy Students)**

- Responsible for working with other SPHS Representatives to organize events for SPHS.
- Responsible for being the lead organizer of at least one SPHS event for the academic year.
- Liaison between faculty and P2 Pharmacy students.
- Represent P2 Pharmacy students in Student Government.
- Support Professional Development Chair's inventory management and upkeep of the Health Fair Community Chest and help coordinate club enrollment.

#### **SPHS Pharmacy 3rd Year Representative (Current 3rd year Pharmacy Students )**

- Responsible for working with other SPHS Representatives to organize events for SPHS.



- Liaison between faculty and P3 Pharmacy students.
- Responsible for being the lead organizer of at least one SPHS event for the academic year.
- Represent P3 Pharmacy students in Student Government.
- Support Professional Development Chair's inventory management and upkeep of the Health Fair Community Chest and help coordinate club enrollment.

#### **SPHS Pharmacy 4th Year Representative (Current 4th year Pharmacy Students )**

- Responsible for communicating P4 plans to other SPHS Representatives.
- Liaison between faculty and P4 Pharmacy students.
- Represent P4 Pharmacy students in Student Government.

#### **SPHS Genetics Representative**

- Liaison between faculty and MSGC/MSGDA students.
- Represent MSGC/MSGDA students in Student Government.
- Responsible for working with other SPHS Representatives to organize events for SPHS.
- Responsible for being the lead organizer of at least one SPHS event for the academic year.

#### **SPHS Physician's Assistant Representative**

- Liaison between faculty and SOM students.
- Represent all SOM PA students in Student Government
- Work with other SOM representatives to organize events for the SOM school.
- Be the lead organizer of at least one SOM school event for the academic year.

#### **SPHS Occupational Therapy Representative**

- Liaison between faculty and SOM students.
- Represent all SOM OT students in Student Government
- Work with other SOM representatives to organize events for the SOM school.
- Be the lead organizer of at least one SOM school event for the academic year.

#### **Riggs Bioprocessing Representative**

- Liaison between faculty and Riggs students.
- Represent all Riggs Bioprocessing students in Student Government.

- Work with other Riggs representatives to organize events for the Riggs school.
- Be the lead organizer of at least one Riggs school event for the academic year.
- Coordinate with Student Affairs to assist with the Riggs Peer Mentor Program.

#### **Riggs Business & Science Representative**

- Liaison between faculty and Riggs students.
- Represent all Riggs MBS, MSMDE, and CBM students in Student Government.
- Work with other Riggs representatives to organize events for the Riggs school.
- Be the lead organizer of at least one Riggs school event for the academic year.
- Coordinate with Student Affairs to assist with the Riggs Peer Mentor Program.

#### **Riggs Research & Science Representative**

- Liaison between faculty and Riggs students.
- Represent all Riggs MS, MSTM, and PhD students in Student Government.
- Work with other Riggs representatives to organize events for the Riggs school.
- Be the lead organizer of at least one Riggs school event for the academic year.
- Coordinate with Student Affairs to assist with the Riggs Peer Mentor Program.

#### **SOM Pre-Health Representative**

- Liaison between faculty and SOM students.
- Represent all SOM PPC and PPA students in Student Government.
- Work with other SOM representatives to organize events for the SOM school.
- Be the lead organizer of at least one SOM school event for the academic year.
- Support Professional Development Chair's inventory management and upkeep of the Health Fair Community Chest and help coordinate club enrollment.

#### **SOM Community Medicine Representative**

- Liaison between faculty and SOM students.
- Represent all SOM MSCM students in Student Government
- Work with other SOM representatives to organize events for the SOM school.
- Be the lead organizer of at least one SOM school event for the academic year.

C. POSITIONS AND VOTING SUMMARY TABLE

<b>Position</b>	<b>Candidate Eligibility</b>	<b>Voter Eligibility</b>	<b>Election Cycle</b>
<b>President</b>	Full-time students who will be at KGI the following academic year (except (P4s and incoming 2nd year MSGC students)	All full-time and part-time students who are currently enrolled in KGI	Spring
<b>Vice President</b>	Full-time students who will be at KGI the following academic year (except (P4s and incoming 2nd year MSGC students)	All full-time and part-time students who are currently enrolled in KGI	Spring
<b>Cross-Cultural Global Diversity Chair</b>	Full-time students who will be at KGI the following academic year (except (P4s and incoming 2nd year MSGC students)	All full-time and part-time students who are currently enrolled in KGI	Spring
<b>Ethics and Judicial Chair</b>	Full-time students who will be at KGI the following academic year (except (P4s and incoming 2nd year MSGC students)	All full-time and part-time students who are currently enrolled in KGI	Spring
<b>Treasurer</b>	Full-time students who will be at KGI the following academic year (except (P4s and incoming 2nd year MSGC students)	All full-time and part-time students who are currently enrolled in KGI	Spring
<b>Social Chair</b>	Full-time students who will be at KGI the following academic year (except (P4s and incoming 2nd year MSGC students)	All full-time and part-time students who are currently enrolled in KGI	Spring
<b>Health and Wellness Chair</b>	Full-time students who will be at KGI the following academic year (except (P4s and incoming 2nd year MSGC students)	All full-time and part-time students who are currently enrolled in KGI	Spring
<b>Professional Development Chair</b>	Full-time students who will be at KGI the following academic year (except (P4s and incoming 2nd year MSGC students)	All full-time and part-time students who are currently enrolled in KGI	Spring
<b>Pharmacy 1st Year Representative</b>	All 1st year Pharmacy students	All 1st year Pharmacy students	Fall

<b>Pharmacy 2nd Year Representative</b>	All 2nd year Pharmacy students	All incoming 2nd year Pharmacy students	Spring
<b>Pharmacy 3rd Year Representative</b>	All 3rd year Pharmacy students	All incoming 3rd year Pharmacy students	Spring
<b>Pharmacy 4th Year Representative</b>	All 4th year Pharmacy students	All incoming 4th year Pharmacy students	Spring
<b>SPHS Genetics Representative</b>	All full-time MSGC and MSGDA students	All full-time MSGC and MSGDA students	Fall
<b>Riggs Bioprocessing Representative</b>	All full-time Meng Students	All full-time Meng Students	Fall
<b>Riggs Business &amp; Science Representative</b>	All full-time MBS, MSMDE, & CBM students	All full-time MBS, MSMDE, & CBM students	Fall
<b>Riggs Research &amp; Science Representative</b>	All full-time MS, MSTM, & PhD students	All full-time MS, MSTM, & PhD students	Fall
<b>Pre Health Representative</b>	All full-time PPC & PPA students	All full-time PPC & PPA students	Fall
<b>Community Medicine Representative</b>	All full-time MSCM students	All full-time MSCM students	Fall
<b>Physician's Assistant Representative</b>	All full-time PA students	All full-time PA students	Fall
<b>Occupational Therapy Representative</b>	All full-time OT students	All full-time OT students	Fall

#### D. CLUB FUNDING GUIDELINES

Information detailing distribution of funds to KGI clubs and organizations by Student Government is detailed below. Please note that all KGI Student Government funded projects must be open to all KGI students. The Funding Application Timeline, Maximum Funding per Semester, and Multiple Dipping subheadings apply to all additional funding requests.

### **Funding Application Timeline**

- Applications will be accepted during the first 2 weeks of each semester
- Approval notices will be sent out at the beginning of the 3rd week of each semester
- Upon approval, funds will be immediately available for use
- Once the event is over, clubs will have 1 week to submit an event tracker form to Student Government
  - If event tracker form is not completed within 1 week from the date of the event, clubs may lose funding privileges for future events
- Due to limited funding, funding will be provided on a first come, first served basis
- All KGI Student Government funded projects must be open to all KGI students

### **Maximum Funding per Semester**

- A club/organization may receive a maximum of 25% from each of the following funds each semester. This maximum may be increased if more funds are available from the school
- Collaboration: A collaborative application with multiple student organizations will be considered on a case-by-case basis. Approved funds will be counted evenly among all organizations involved in consideration with their semester limit.
  - Ex: if two clubs are doing an event together that costs \$400, then \$200 will count towards each of their limits

### **Multiple Dipping**

- Multiple dipping is defined as when the same club/organization is applying to different funds for multiple events.
- Applicants can receive funding for different events but not the same event (see below):
  - Progression towards an organization's limit is tracked individually by each fund.
    - Ex. An organization receiving funding from the Social & Cultural Fund does not need to consider its funding from the Professional Fund when completing their application.
- Applicants may receive funds from only one KGI Student Government fund per event.
  - For example: An organization may not apply and receive funds from both a Social & Cultural Fund and the Professional Fund to put on an event, you must pick one entity to receive funds from.

## **Social & Cultural Fund Guidelines**

### ***What is Fundable: Amount Available (25%)***

- Events programmed by recognized student organizations to celebrate, highlight, or foster a sense of community for the student group.
  - Such things can include but are not limited to: supplies for a game or an interactive activity, guest speaker/instructor fees, zoom accounts if necessary\*, ticket to attend a cultural event, etc
    - \*Only approved if school is virtual or hybrid, and funded for only a month*
- Alcoholic beverages purchases are allowed if approved by Student Affairs (fill out this form [Alcohol Approval Form](#))
- Food will be considered by the Social & Cultural Fund on a case-by-case basis if it is deemed central to the event. Final decision is up to the discretion of the Student Government board.
  - Ex: Need food to celebrate a culture
- Printing costs (non-promotional, materials necessary for use during the event)

### ***What is not Fundable:***

- T-shirts, gifts\*, or any durable good ((a durable good qualifies as something that can be used more than once)
  - \*The following are available as speaker gifts: KGI mugs, teddy bears, and notebooks, you may request up to 5 items per semester (please email [studentgovernment@kgi.edu](mailto:studentgovernment@kgi.edu) with your requests 72 hours before planned event)*
- Ground transportation costs (Ubers, taxis, gasoline, etc.)
- Deposits or fees pertaining to cleaning/damage
- Any refundable deposits
- Reimbursements (must request and use student affairs credit card)
- Airbnb, VRBO
- The Social & Cultural Fund does not fund individual students, only KGI registered clubs/organizations

## **Professional Fund Guidelines**

### ***What is Fundable: Amount Available (30%)***

- Programs that actively promote professional and leadership development will be considered:

- Only planned programs with career and leadership development purposes will be considered
- Events can be on or off campus if the potential career/leadership development can be conveyed to the Professional Fund
  - Such things can include but are not limited too: professional workshops (mock interviews, resume/cover letter, roundtables, etc), guest speaker/instructor fees, zoom accounts if necessary\*, ticket to attend professional development workshops, supplies for workshops, etc  
\*Only approved if school is virtual or hybrid, and funded for only a month
- Lodging (Case-by-Case basis)
  - If requesting hotel rooms/Airbnb, please provide proof that the hotel/Airbnb expenses are amongst the cheapest options. Please provide price comparison to other hotels/Airbnb if relevant. Make sure the rooms can accommodate at least 2 people per room.
- Alcoholic beverage purchases are allowed if approved by Student Affairs (fill out this form [Alcohol Approval Form](#))
- Food will be considered by the Professional Fund on a case-by-case basis if it is deemed central to the event. Final decision is up to the discretion of the Student Government board.
  - Ex: Need food to teach students about dinner etiquette
- Gas reimbursement will be considered by the Professional Fund on a case-by-case basis if it is deemed central to the event. Final decision is up to the discretion of the Student Government board
  - Ex: Planned event is more than 50 miles away and students are carpooling
- Printing costs (non-promotional, materials necessary for use during the event)

**What is not fundable:**

- Conference ticket fees\*
  - \* Organizations and individuals can apply to the Student Success Fund for funding regarding conference ticket fees (<https://www.kgi.edu/student-life/student-affairs/student-success-fund/>)
- T-shirts, gifts\*\*, or any durable goods (a durable good qualifies as something that can be used more than once)

*\*\*The following are available as speaker gifts: KGI mugs, teddy bears, and notebooks, you may request up to 5 items per semester ( please email [studentgovernment@kgi.edu](mailto:studentgovernment@kgi.edu) with your requests 72 hours before planned event)*

- Ground transportation costs (Ubers, taxis, etc.)
- Deposits or fees pertaining to cleaning/damage
- Any refundable deposits
- Reimbursements (must request and use student affairs credit card)
- The Professional Fund does not fund individual students, only KGI registered clubs/organizations

### **Philanthropy Fund Guidelines**

#### ***What is Fundable: Amount Available (30%)***

- Planned programs that focus on hands-on community service for the betterment of our community and KGI students (i.e., purchase of hygiene supplies, trees to plant, bookshelves, art supplies, etc)
- Gas reimbursement will be considered by the Philanthropy Fund on a case-by-case basis if it is deemed central to the event. Final decision is up to the discretion of the Student Government board
  - Ex: Planned event is more than 50 miles away and students are carpooling
- T-shirts to promote unity among the volunteers, must provide proof that the t-shirt expenses are amongst the cheapest options. Please provide price comparison to other vendors if relevant. T-shirt's must be offered for free to participants and can't be sold
- Printing costs (non-promotional, materials necessary for use during the event)

#### ***What is not fundable:***

- Alcoholic beverages
- Food, gifts, or any durable goods
  - A durable good qualifies as something that can be used more than once (t-shirt is the exception to this rule)
- Ground transportation costs (Ubers, taxis, etc.)
- Deposits or fees pertaining to cleaning/damage
- Any refundable deposits
- Reimbursements
- Airbnb, VRBO



- Purchasing items to fundraise money for outside KGI organizations/companies

### **Startup Fund Guidelines**

#### ***What is Fundable: Amount Available (15%)***

- This fund is available to KGI Student Government approved clubs that are 3 semesters or younger in age for the use of promotion and membership recruitment
- Promotional material such as T-shirts, stickers, keychains, etc
- Supplies for membership drives such as banners, tablecloths, posters, etc
- Food to help attract potential members to club events
- Supplies needed to host fundraisers to raise money for club
- Alcoholic beverages purchases are allowed if approved by Student Affairs (fill out this form [Alcohol Approval Form](#))

#### ***What is not fundable:***

- Gifts\*, or any durable goods (any such items critical to the function of the program may be considered as an exception to this rule at the board's discretion)
- Ground transportation costs (Ubers, taxis, etc.)
- Deposits or fees pertaining to cleaning/damage
- Any refundable deposits
- Reimbursements
- Housing, Airbnb, VRBO

\*The following are available as speaker gifts: KGI mugs, teddy bears, and notebooks, you may request up to 5 items per semester (*please email [studentgovernment@kqi.edu](mailto:studentgovernment@kqi.edu) with your requests 72 hours before planned event*)

## **E. REPRESENTATIVE STRUCTURE BY SCHOOL**

A restructuring of the student government has been deemed necessary as KGI continues to grow and evolve. Within KGI, especially the Riggs school, programs continue to be added and enrollment. We find that a structure where each program year gets a representative position in KGI is no longer the most efficient structure of the student government.