

# **CONSTITUTION OF THE LEWIS KATZ SCHOOL OF MEDICINE AT TEMPLE UNIVERSITY STUDENT GOVERNMENT ASSOCIATION**

(REVISED May 2018)

## **ARTICLE I: NAME AND OBJECT**

### **Section 1. Name**

The name of this organization shall be the Lewis Katz School of Medicine at Temple University Student Government Association, hereinafter referred to as "LKSOM SGA."

### **Section 2. Mission**

The mission of LKSOM SGA shall be:

- A. to act as a liaison between the individual students, the faculty, administration, and alumni of the Lewis Katz School of Medicine at Temple University;
- B. to act as a liaison between LKSOM and other elements of the Health Science Campus community;
- C. to contribute to the welfare and education of the student body;
- D. to promote activities for the academic, social, professional, and administrative welfare of the entire student body;
- E. to promote community service and outreach in the North Philadelphia community

## **ARTICLE II: MEMBERS**

### **Section 1. Members**

LKSOM SGA shall consist of the following students:

- A. LKSOM SGA Executive Board Officers,
- B. Class Representatives,
- C. Clinical Campus Representatives,
- D. Officers of Recognized Student Organization (RSOs).

### **Section 2. Membership Requirements**

- A. LKSOM SGA Executive Board, Class Officers, and Clinical Campus Representatives:

- a. Absences: No representative or officer shall miss more than two (2) LKSOM SGA meetings for that academic year, unless excused. In event of two absences a formal report will be submitted to the Honor Board. The absence of a LKSOM SGA Executive Board or Class Officer is excused if that absence fulfills one (1) of the following requirements:
  - i. The student is on an official “visiting student” rotation (commonly referred to as an away rotation), which is defined as a rotation at an institution that is not in the Philadelphia area.
  - ii. The student is mandated to remain for the entirety of a short or long call.
  - iii. The rotation mandates that a student attend sign-out, thereby detaining the student past the time of a LKSOM SGA meeting.
  - iv. The student is away on a residency interview.
  - v. At least two (2) class representatives per class should attend the LKSOM SGA meetings unless absences fall within the guidelines previously stated.
- b. Forced Resignation of Members
  - i. If any individual member of LKSOM SGA fails to meet the responsibilities of his/her position, LKSOM SGA may force him/her to resign by two-thirds (2/3) vote. Notice of the invoked forced resignation vote shall occur at least two (2) weeks in advance of such a vote.
  - ii. LKSOM SGA Officers, Class Representatives, or any other appointed officials must abide by the Lewis Katz School of Medicine Honor Code. Any individual committing such a violation can be brought before LKSOM SGA for disciplinary action as determined by LKSOM SGA.
- c. Voluntary Resignation of LKSOM SGA Officers
  - i. Voluntary resignation of the President. In the event of voluntary resignation of the President of LKSOM SGA, the Vice President of LKSOM SGA shall assume the position of President. An election will be open for the office of Vice president as per Article IV, Section 2.
  - ii. Voluntary resignation of the remaining LKSOM SGA Officers. In the event of voluntary resignation of any other Officer of LKSOM SGA, an election shall be held at the earliest opportunity to fill that office for the remainder of that term, as per Article IV, Section 2B.

## B. Recognized Student Organizations (RSO)

- a. Requirements

- i. Each RSO must have representation at every LKSOM SGA meeting. RSOs that do not have representation at more than two (2) meetings in a calendar year (January - December) may be subject to loss of SGA Funding and voting rights. The Secretary of the Executive Board must provide email notification to all officers of said organization after both the first and the second absences.
  - ii. A single individual may only sign in for a maximum of one (1) RSO.
    - 1. Class officers may also sign in for one RSO, but they may only vote once as either the Class Officer or the Officer of the RSO.
    - 2. Executive Board Officers cannot represent a RSO.
  - iii. Each RSO is required to participate in one community service event per academic year
  - iv. In the event an RSO has lost LKSOM SGA funding and voting status, the organization can re-apply for LKSOM SGA membership via Article II, Section 2Bb.
- b. Application Process. Any RSO requesting admission to LKSOM SGA as a voting member and access to funding, shall follow the procedure outlined below:
- i. Eligibility: The structure and functions of the RSO shall represent the social, educational, and/or the professional interests of the students of Lewis Katz School of Medicine. Any new organization must serve or meet an unmet need of the LKSOM student body.
  - ii. A representative shall present a verbal petition to LKSOM SGA in the November meeting stating the purpose of their organization. (see Addendum I for explanation) During the petition, the new RSO must demonstrate:
    - 1. Sufficient membership willing to take an active and ongoing part of the organization by having at least four (4) first year students attend the meeting or email the Secretary expressing their interest in the new group.
    - 2. A faculty member that is willing and has agreed to advise the new group.
    - 3. A draft of their RSO constitution.
  - iii. Following the petition, at least four (4) representatives must attend three (3) successive meetings.
  - iv. Once the requirements are satisfied, LKSOM SGA shall discuss the

proposal in the January or February meeting (whichever month is 3 months after the original proposal). During this discussion the petitioning members will be responsible to answer any question. A vote shall be taken following the close of the discussion. The organization will be granted membership only on approval of two thirds (2/3) of LKSOM SGA.

- v. If a student wishes to host an event to gauge student interest in a new RSO before the formal application period in November, he/she can submit a request to the Treasurer for up to \$100. The approval of the request is at the discretion of the Budget Committee.
- c. **Restarting an Inactive Organization:** Any ROS requesting voting and funding rights for a group that has been defunct for over one (1) year must follow the application process outlined in Article II, Section 2Bb.

## **ARTICLE III - LKSOM SGA EXECUTIVE BOARD, CLASS OFFICERS, AND CLINICAL CAMPUS REPRESENTATIVES**

### **Section 1. Enumeration**

The six (6) LKSOM SGA Executive Board Officers shall be designated as follows:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Webmaster
- F. Community Service Chair

The Class Officers are enumerated in Article IV, Section 4. The election of LKSOM SGA Executive Board Officers is discussed in Article IV.

### **Section 2. Duties**

- A. The roles of the LKSOM SGA Officers shall include but are not limited to:
  - a. acting as LKSOM SGA liaisons to the LKSOM student body and to all other organizations
  - b. performing any other duties listed within this Constitution,
  - c. attending meetings as requested by the Deans' Office, Administration, Faculty and Alumni Association,
  - d. organizing LKSOM SGA events (e.g. social functions, fund-raisers, community service projects),

- e. promoting attendance and early involvement of the first year class through email and in person announcements which welcome, inform about student government opportunities, and encourage their participation (including the attendance requirement to run for Executive Board).
- f. inviting M1 and M2 class officers to executive board planning meetings, which differ from the General Student Body meetings, although they are non-voting members

B. The **President** shall:

- a. organize and conduct both monthly general body meetings and emergency LKSOM SGA meetings,
- b. circulate meeting agendas to other members of executive board before the meeting,
- c. preside over voting procedures,
  - i. In the event of a conflict of interest where the President is running for a position after completing their term, the Vice President will preside over the voting.
- d. lead the other LKSOM SGA Officers to ensure all duties are fulfilled,
- e. communicate regularly throughout each month with each Class President and SGA members, as appropriate.
- f. Communicate with administration to provide feedback and collaborate with efforts to resolve issues and improve the school.

C. The **Vice President** shall:

- a. perform the duties of the President in the temporary absence of the President
- b. review and update the Constitution each year and discuss any potential changes with the executive board
- c. address all inquiries regarding the Constitution, including all questions regarding attendance requirements.

D. The **Treasurer** shall:

- a. Lead the Budget Committee (Article VI, Section 1)
- b. organize the budget and present it to LKSOM SGA

- c. make monthly reports to LKSOM SGA regarding the current account balance for both LKSOM SGA as a whole and for each RSO,
- d. request and receive budget proposals for the Budget Committee from all organizations funded by LKSOM SGA
- e. advocate for additional funds from both University and other sources,
- f. address all budgetary concerns,
- g. act as an advocate for LKSOM SGA members in all budgetary matters, as appropriate.

E. The **Secretary** shall:

- a. record attendance and minutes for all LKSOM SGA meetings,
- b. utilize the listserv and website to distribute meeting minutes and advertise upcoming meetings, including the weekly announcements, in whatever form the secretary deems appropriate
- c. issue attendance advisories to absent members/RSOs,
- d. schedule tri-monthly meetings between the administration and student representatives to discuss any issues within the school and will be responsible for the recording and distribution of meeting minutes,
- e. provide an updated Constitution after the May meeting to the Dean's Office and the incoming Secretary for inclusion in the Student Handbook,
- f. Maintain and organize all documents required for RSO that includes but is not limited to: contact information for all officers and constitutions
- g. Oversee the transition process and ensure all RSO fulfill requirements to maintain their status as a member of LKSOM student organization.

F. The **Webmaster** shall:

- a. Work with LKSOM Administration to maintain the online version of the student handbook
- b. Maintain and make accessible online, an updated calendar of all events taking place on the Health Sciences Campus
- c. Maintain the LKSOM SGA social media accounts and templemedsga.com

G. The **Community Service Chair** shall:

- a. Oversee all SGA sponsored community service events, including but not limited

to MLK Day of Service in January and the Kenderton Health Fair in May,

- b. Communicate with administration as point person for service events,
  - c. Serve as liaison between community and LKSOM with the help and guidance of the student affairs office,
  - d. Keep record of service site contact information,
  - e. Facilitate all RSOs to participation in at least 1 service event per year.
- H. **Class Officers** shall serve their respective classes and the LKSOM student body as a whole.
- a. The collective efforts of each class's officers must include (but should not be limited to):
    - i. organizing and presenting class and LKSOM SGA activities,
    - ii. serving on LKSOM SGA committees as needed,
    - iii. fulfilling other duties enumerated in the LKSOM SGA Constitution,
    - iv. acting as liaisons between their class and others at LKSOM (including but not limited to the administration, LKSOM SGA, and other classes),
    - v. advertising LKSOM SGA activities to their classmates and encouraging class participation in LKSOM SGA organization community service events and programs,
    - vi. appointing members of their class to be an
      - 1. OSR representative to the AAMC
      - 2. Representative for the Student Academic Standards Promotions Committee
      - 3. Representative for the Student Learning Environment and Appeals Committee (via communication with the Dean of Student Affairs)
      - 4. and any other committee created by the school requiring student representation.
  - b. Class Officers shall report each month to their Class President, who will confer and present a monthly report to the LKSOM SGA President prior to each monthly meeting. This report of activities and duties will be reviewed at each monthly LKSOM SGA meeting.

### **Section 3. Term of Office**

- A. LKSOM Executive Officers shall serve for a term of one (1) year and will be relieved of their duties at the following years elections of new officer.
- B. Class Officers shall serve the following terms of office
  - a. MS1: Election will occur following the completion of the first block of first year and those elected will remain in their position for the completion of the MS1 year.
  - b. MS2-MS4: An election will be held at the end of the MS1 academic year. Those elected at this time will remain in their position until graduation.

## ARTICLE IV - ELECTIONS

Elections shall be held each year in the January and February General Assembly meetings to elect new officers and to possibly admit new RSOs.

### Section 1. Privileges

- A. Officers: The Vice President, Treasurer, Secretary, Webmaster, and Community Service Chair shall each receive one (1) vote.
  - a. The President shall only receive a vote in the event of a tie.
- B. Class Representatives: Each class shall have no more than two (2) votes.
- C. Clinical Campus Representatives: Each representative shall receive one (1) vote
- D. RSOs: Each organization shall have one (1) vote.
- E. Each individual shall hold no more than one (1) vote.
- F. **Suspension of voting privileges:** The voting privileges of any member may be suspended if he/she fails to meet the responsibilities of membership to LKSOM SGA as stated in Article II, Section 2A.
- G. In the event that a class representative of the General Assembly cannot be present due to an excused absence, he/she may request an absentee ballot. These ballots will be distributed by the SGA Executive Board on an individual basis, and must be received by the time of voting. The GA will be notified when absentee ballots are distributed and counted towards a vote.

### Section 2. Procedure for new and inactive RSO and LKSOM Executive Officer Election vote.

- A. New or restart inactive RSO
  - a. A vote may be held for an RSO seeking membership in LKSOM SGA once all



procedures outlined in Article II, Section 2Bb.

- b. In order for a new RSO to become a member of SGA, a simple majority (>50%) of the voting members present must vote for admittance.

B. LKSOM Executive Officer Election

- a. **Quorum:** A quorum shall be considered a meeting of 2/3 voting members of LKSOM SGA as determined by Article 4, Section 2Ba.
- b. The President shall announce the position or organization select for a vote. Each representative will have three (3) minutes to speak about his/her experience with SGA.

- i. The order of the elections shall proceed in the following order:

- 1. President
    - 2. Vice President
    - 3. Treasurer
    - 4. Secretary
    - 5. Webmaster
    - 6. Community Service Chair

C. Voting shall be conducted by paper or electronic ballot as determined by the President. The representative(s) seeking positions must leave the room during the voting process. All members of the LKSOM SGA Executive Board, who are not seeking the position being selected, can assist in counting the votes.

- a. The Offices of Student Affairs and Medical Education must provide final approval of all students who wish to run for a position in the Executive Board

D. **Approval:** The person with the greatest number of votes will be elected to the position on the SGA Executive Board.

### Section 3. LKSOM SGA Officers Eligibility

A. Requirements: President, Vice-President, Treasurer, Secretary, Webmaster, and Community Service Chair:

- a. Any 1st year student wishing to run for an executive board position must have attended at least one (1) SGA meeting in the fall and two meetings in the spring.
- b. Any 2nd or 3rd year student wishing to run for an executive board position must have attended at least two (2) meetings in the fall and two (2) meetings in the

spring.

- c. Any person running for the position of President must never have held this position in the past.
  - d. In the March meeting of each year, each candidate for each position must submit to the Secretary a brief explanation of interest in the position and past contributions to SGA or the LKSOM community.
  - e. Each candidate can be nominated for multiple positions. The order of election is outlined Article IV, Section 2b. Once elected to a position, said candidate's name will be removed from any remaining elections.
- B. Nomination: Any eligible student may be nominated or nominate him/herself in the March meeting.
- C. Each candidate shall be required to make a speech of no more than three (3) minutes including questions. In the event that the candidate cannot attend the meeting, he/she shall send a written speech to be read by a designated proxy. After the speeches there shall be no discussion.
- D. Voting shall be conducted as per Article IV, Section 2C. The candidate with the highest number of votes shall be elected to that office. The other candidates may then run for the remaining offices for which they are eligible.
- E. Any student who misses more than two (2) LKSOM SGA meetings during an academic year due to clerkship , can count the missed meetings as attended for the purposes of eligibility for election to the offices of President, Vice President, Treasurer, Secretary and Webmaster. These meetings cannot be counted as attended meetings for any other purpose.
- F. Election of LKSOM SGA Officers shall be held at the April meeting. New officers shall sit with the outgoing officers at the May meeting, but may only vote if they are representing an organization.

#### **Section 4. Class Representatives**

- A. **Eligibility:** Any member of a class, regardless of assigned clinical campus, shall be eligible to run
- B. **Procedure:** Elections of Class Officers shall be conducted by the Honor Board per the Honor Board Constitution [Election Protocols document](#).

#### **Section 5. Clinical Campus Representatives**

- A. Clinical campus representatives are full voting members.
- B. Clinical campus representative duties and election procedure shall be governed by that

campus' SGA constitution.

## **Section 6. RSOs Leadership Elections**

RSO elections shall be conducted as outlined by the constitution of each individual organization.

## **ARTICLE V – MEETINGS**

### **Section 1.**

LKSOM SGA shall meet at 5:15pm on the first Wednesday of each month from September to May. The LKSOM SGA Executive officers have the right to move the date of the meeting to better accommodate the exam and school schedule. Meeting reminders will be sent to all representatives one (1) week prior to meeting.

### **Section 2.**

The last LKSOM SGA meeting shall be attended by both outgoing and newly elected members of LKSOM SGA

## **ARTICLE VI - Budget**

### **Section 1. Eligibility**

- A. In order to be eligible for funding, an organization must be a RSO and fulfill all requirements previously laid out of an RSO.

### **Section 2. Budget Allocation**

- A. The Budget committee described in Article VII, Section 1 shall determine the policies and procedures for budget allocation in conjunction with the Student Faculty Center and Temple University.
- B. Requisition and reimbursement of allocated funds shall follow current guidelines available through the Budget Committee and in the Office of Student Affairs.

## **ARTICLE VII – COMMITTEES**

### **Section 1. Budget Committee**

- A. The Budget Committee shall consist of the Student LKSOM SGA Treasurer and the other five members of the SGA Executive Board.
- B. A designated member from the Dean's Office will serve as Budget Committee Advisor.

- C. Of the amount allocated to Student Government from Student Affairs, the Budget Committee will allocate a certain percent to be given directly to each class for their representatives to use at their discretion. The remaining funds will be a general reserve for RSOs to apply for as the year progresses and needs arise. GAF Funding from the SFC can only be allocated to student organizations to be used for events approved by the budget committee and the SFC office prior to the usage of GAF funding.
- D. The purpose of the Budget Committee is to establish criteria for determining allocation of funds (“GAF funds”). Reflecting this role, the Budget Committee may choose to use the following guidelines:
  - a. Activities that enhance the medical education of Temple medical students.
  - b. Activities that positively reflect upon Lewis Katz School of Medicine.
  - c. Activities that promote application and/or enrollment at Lewis Katz School of Medicine.
  - d. Activities that contribute in a significant way to the healthcare of others.
  - e. Number of LKSOM SGA meetings at which a member of the organization was present.
  - f. Whether the organization has completed the activities it had planned for the current academic year (or has reasonable and substantial plans to complete those activities before the end of the academic year).
- E. RSOs must submit a detailed request for funding at least four weeks prior to a planned event to the SGA Executive Board. From here, funding will be given based on criteria in Section 1, Paragraph D and as funding permits. All late submissions will be denied. Funding request must still be submitted via OwlConnect in order for the SFCAO Program Coordinator to review.
- F. The Budget Committee will discuss new funding requests and vote to approve or deny the request once a week.
- G. The Treasurer will present a summary of funding events at each monthly SGA meeting.
- H. If a limited amount of funding remains for the remainder of the semester and an RSO and the SGA Executive Board have both submitted requests, the funding will be granted to the RSO.
- I. The Budget Committee has the right to refuse or reduce funding requests based upon the historical spending of the RSO and per the rules and regulations set forth by Temple University.

**Section 2. Any other committee developed by the administration requiring student involvement**

- A. The Class representatives shall determine the best way in which to fill student positions in all committees requiring student representation in coordination with the offices that include but are not limited to Student Affairs and Medical Education.
- B. The Dean of the office requesting student representations will have the final approval of the selected student.
- C. Three positions elected by the student body during the class SGA election per the [Election Protocols document](#) are
  - a. Curriculum Committee Representative
  - b. Block Committee Representative
  - c. Doctoring Committee Representative

## **ARTICLE VIII - AMENDMENTS**

### **Section 1. Amendments**

- A. The by-laws may be amended by the vote of two-thirds (2/3) of the voting members of LKSOM SGA.
- B. An amendment to the Constitution and by-Laws of LKSOM SGA goes into effect immediately upon its adoption by two-thirds (2/3) vote.
- C. All proposed amendments will be submitted to the Vice-President for review and presentation to the LKSOM SGA.

**Addendum 1:** The reasoning behind this timeline for the application of new RSOs is threefold.

1. In order to receive funding a group must first be voted into LKSOM SGA via the process outlined above and then approved via mechanisms at main campus/SFC. Being approved at main campus is a separate process from being voted into LKSOM SGA. The only times a new group can apply to main campus is between Oct 1-15 (to receive funding for Spring of that academic year) and February 1-15 (to receiving funding for the Fall of the next academic year).
2. The strict requirements of multiple interested members attending multiple meetings will help prevent the formation of duplicate groups or groups that do not have adequate membership. This will allow the limited SGA funding to be directed toward groups that will benefit the greatest number of students.
3. November is the first month to submit an application to allow first year students to engage in currently active groups before deciding to create a new organization. The start of medical school is a tough transition and this requirement will allow ideas for new

groups to develop adequate interest prior to starting the election process.

A theoretical timeline for starting a new group is as follows

- Aug-October: Adjust to medical school and develop ideas for new groups with other students
- November: Official announce intention to start a new group and attend the first of three required meetings
- December: Second of three required meeting.
- January: third of three required meetings and vote for official induction into SGA.

\*The first meeting can also be in December, 2nd in January, and 3rd in February