



BYLAWS

**Student Government Association of the
New York Institute of Technology
College of Osteopathic Medicine
at Old Westbury and Jonesboro**

SGA Bylaws

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Article I. NAME OF ORGANIZATION

Section 1.01 Organization Name

- a. This organization shall be known as the New York Institute of Technology (NYIT) College of Osteopathic Medicine Student Government Association in Old Westbury and Jonesboro (SGA).

Article II. OBJECTIVES AND SCOPE OF AUTHORITY

Section 2.01 Objectives

- a. Promote the highest academic, professional, and ethical standards in the study and practice of osteopathic medicine.
- b. Provide an effective means of communication and representation for the student body to the NYIT College of Osteopathic Medicine administration, faculty, and staff on all issues involving the curriculum, co-curricular programs and services, policies and procedures, quality of life, and the daily operation of the college.
- c. Provide representation of the student body to the [American Osteopathic Association](#) (AOA), the [American Association of Colleges of Osteopathic Medicine](#) (AACOM), the [Council of Osteopathic Student Government Presidents](#) (COSGP), and the entire osteopathic profession.
- d. Promote the organizational objectives and uphold the ethical standards of the American Osteopathic Association (AOA), the American Association of Colleges of Osteopathic Medicine (AACOM), the Council of Osteopathic Student Government Presidents (COSGP) and the New York Institute of Technology (NYIT) College of Osteopathic Medicine.
- e. Promote student involvement and participation in academic, professional, and co-curricular activities that enhance quality of life and benefit the college community and the osteopathic profession.

Section 2.02 Scope of Authority

- a. All students by virtue of their membership in this organization shall be subject to these bylaws.
- b. These bylaws shall at no time or in any way supersede the students' rights or obligations as set forth in the [NYIT College of Osteopathic Medicine Student Handbook](#), the Constitution of the State of New York and Arkansas, or the Constitution of the United States of America.
- c. Members of the SGA, recognized student organizations, class officers, and SGA Committees failing to abide by the SGA bylaws shall be subjected to disciplinary actions as determined by NYIT College of Osteopathic Medicine Administration.

Article III. MEMBERSHIP

Section 3.01 Members

- a. All registered students of the New York Institute of Technology College of Osteopathic Medicine at both locations shall be members of this organization.

Article IV. EXECUTIVE BOARD

Section 4.01 Members and Responsibilities

The SGA Executive Board shall...

- a. Be composed of the SGA President, SGA 1st Vice President- Executive, SGA 2nd Vice President- Administrative, SGA Secretary, SGA Treasurer, SGA Parliamentarian, and the SGA Immediate Past President, if one is currently available at both locations.
- b. Promote and uphold these bylaws.
- c. Coordinate all SGA activities including, but not limited to, meetings, social and co-curricular programs, guest speakers, and special events.
- d. Outline programming in the short and long term.

- e. Maintain accurate and complete records of all SGA activities, including but not limited to SGA, class, and committee meetings, conventions and conferences, SGA business contacts, SGA financial records and obligations.
- f. Review and approve applications for funding when necessary and appropriate, as outlined hereinafter.

Section 4.02 SGA President

The SGA President shall...

- a. Be in good academic and disciplinary standing, as defined by the [NYIT College of Osteopathic Medicine Student Handbook](#).
- b. Hold no other elected offices or appointed position within the college.
- c. Be elected to serve while a second or third year student (first year in Jonesboro for 2016-2017 only).
- d. Serve a term of one (1) year.
- e. Promote and uphold these bylaws.
- f. Serve as chair and a voting member of the SGA Executive Board.
- g. Serve as a voting member of the SGA Budget Committee.
- h. Schedule and serve as chairperson to all regular and special SGA meetings.
- i. Assist with or assume the roles and responsibilities of the SGA Parliamentarian in his or her absence or upon request.
- j. Establish and define the scope of *ad hoc* committees as necessary.
- k. Serve as a voting member and attend quarterly meetings of the [Council of Osteopathic Student Government Presidents](#) (COSGP) of the [American Association of Colleges of Osteopathic Medicine](#) (AACOM).
- l. If necessary, delegate an alternate representative to attend COSGP meeting(s).

- m. After each meeting, report COSGP meeting proceedings to the General Council and shall disseminate pertinent information to members as necessary and appropriate within four (4) weeks of receiving said information from COSGP.
- n. Serve as the NYIT College of Osteopathic Medicine student representative to the [State Osteopathic Medical Society](#) and as a delegate of the New York and Arkansas delegation to the [AOA House of Delegates](#) (HOD).
- o. Following the AOA House of Delegates Meeting, make a report of proceedings to the General Council and shall disseminate pertinent information to members as necessary and appropriate within four (4) weeks.
- p. When necessary, represent NYIT College of Osteopathic Medicine students at conferences, conventions, and special events.
- q. Serve as a voting member of the General Council.

Section 4.03 SGA 1st Vice President- Executive

The SGA 1st Vice-President shall...

- a. Be in good academic and disciplinary standing, as defined by the [NYIT College of Osteopathic Medicine Student Handbook](#).
- b. Hold no other elected offices or appointed position within the college.
- r. Be elected to serve while a second year student (first year in Jonesboro for 2016-2017 only).
- c. Serve a term of one (1) year.
- d. Promote and uphold these bylaws.
- e. Serve as a voting member of the SGA Executive Board.
- f. Serve as chair to the Committee on Academic Affairs.
- g. Serve as a voting member of the SGA Budget Committee.

- h. Attend Faculty Senate, Library Committee and Academic Technologies Group meetings and disseminate pertinent information to members as necessary and appropriate.
- i. Serve as the NYIT College of Osteopathic Medicine alternate student representative to the [Osteopathic Medical Society](#) and as an alternate delegate of the New York and Arkansas delegation to the [AOA House of Delegates](#) (HOD).
- j. Assist the SGA President as necessary.
- k. Assume the roles and responsibilities of the SGA President in his or her absence or upon request.
- l. When necessary, represent NYIT College of Osteopathic Medicine students at conferences, conventions, and special events.
- m. Coordinate and oversee the selection process for Student D.O. of the Year (SDOY) Award.
- n. Serve as a voting member of the General Council.
- o. Maintain and update the SGA website and social media sites as needed. A designee may be appointed if approved by a simple majority of the SGA Executive Board.

Section 4.04 SGA 2nd Vice President- Administrative

The SGA 2nd Vice-President shall...

- a. Be in good academic and disciplinary standing, as defined by the [NYIT College of Osteopathic Medicine Student Handbook](#).
- b. Hold no other elected office or appointed position within the college.
- s. Be elected to serve while a second year student (first year in Jonesboro for 2016-2017 only).
- c. Serve a term of one (1) year.

- d. Promote and uphold these bylaws.
- e. Serve as a voting member of the SGA Executive Board.
- f. Serve as Chair to the Committee on Student Affairs.
- g. Serve as a voting member of the SGA Budget Committees.
- h. Assist the SGA President as necessary.
- i. When necessary, represent NYIT College of Osteopathic Medicine students at conferences, conventions, and special events.
- q. Coordinate and oversee the TOUCH program, Pulse releases, OMED Conference attendance, and Student Leadership Retreats and Luncheons.
- k. Serve as a voting member of the General Council.

Section 4.05 SGA Secretary

The SGA Secretary shall...

- a. Be in good academic and disciplinary standing, as defined by the [NYIT College of Osteopathic Medicine Student Handbook](#).
- b. Hold no other elected office or appointed position within the college.
- c. Be elected to serve while a second year student (first year in Jonesboro for 2016-2017 only).
- d. Serve a term of one (1) year.
- e. Promote and uphold these bylaws.
- f. Serve as a voting member of the SGA Executive Board.
- g. Serve as the Chair to the Committee on Morale.

- h. Serve as a voting member of the SGA Budget Committee.
- i. Coordinate and oversee Community Plunges, social and special evenings planning, and sports and activities.
- j. Serve as a voting member of the General Council.

Section 4.06 SGA Treasurer

The SGA Treasurer shall...

- a. Be in good academic and disciplinary standing, as defined by the [NYIT College of Osteopathic Medicine Student Handbook](#).
- b. Hold no other elected office or appointed position within the college.
- c. Be elected to serve while a second-year student (first year in Jonesboro for 2016-2017 only).
- d. Serve a term of one (1) year.
- e. Promote and uphold these bylaws.
- f. Serve as a voting member of the SGA Executive Board.
- g. Serve as Chair to the Committee on Finance.
- h. Serve as Chair and a voting member of the SGA Budget Committee.
- i. Attend Facilities & Planning meetings and disseminate pertinent information to members as necessary and appropriate.
- j. Maintain a current ledger of All SGA expenditures/disbursements and obligations, with the office of student life at both locations and make report of said information at SGA Executive Board and General Council meetings.
- k. Serve as primary disbursing officer for the SGA.

- I. Serve as a voting member of the General Council.

Section 4.07 SGA Parliamentarian

The SGA Parliamentarian shall...

- a. Be in good academic and disciplinary standing, as defined by the [NYIT College of Osteopathic Medicine Student Handbook](#).
- b. Hold no other elected office or appointed position within the college.
- c. Be elected to serve while a second, third, or fourth year student (first year in Jonesboro for 2016-2017 only).
- d. Serve a term of one (1) year.
- e. Promote and uphold these bylaws.
- f. Serve as a voting member of the SGA Executive board.
- g. Serve as the Chair to the Committee on Rules.
- h. Serve as a voting member of the SGA Budget Committee.
- i. Maintain parliamentary procedure at SGA meetings as described in the most current edition of *Robert's Rules of Order Newly Revised*, including the hierarchy of SGA rules including national and state laws, charters and accreditations standards, bylaws, rules of order, standing rules, and customs.
- j. Serve as a voting member of the General Council.

Section 4.08 SGA Immediate Past President

The SGA Immediate Past President shall...

- a. Be in good academic and disciplinary standing, as defined by the [NYIT College of Osteopathic Medicine Student Handbook](#).
- b. Pending successful completion of his or her term of office as SGA President, be appointed by the incoming SGA President immediately after she or he takes over. The appointment should be ratified at the first SGA General Council meeting of the school year.
- c. Promote and uphold these bylaws.
- d. Serve as a voting member of the SGA Executive Board.
- e. Serve as a voting member of the General Council.
- f. Provide advice and counsel to the SGA Executive Board and General Council.

Article V. COMMITTEES at both campus

Section 5.01 Budget Committee

The SGA Budget Committee shall...

- a. Be composed of the SGA Executive Board members, the Assistant Dean for Student Administration, the Office of Student Life, at both locations, each receiving one vote.
- b. Be chaired by the SGA Treasurer.
- c. Promote and uphold these bylaws.
- d. Establish, maintain, and uphold SGA financial policies and procedures.
- e. Coordinate and oversee the semiannual budget development and approval process as outlined hereinafter.
- f. Review and approve applications for funding when necessary and appropriate, as outlined hereinafter.

Section 5.02 Audit Committee

The SGA Audit Committee shall...

- a. Be composed of the members of the Budget Committee and Finance Committee.
- b. Be chaired by the SGA Treasurer.
- c. Promote and uphold these bylaws.
- d. Establish and maintain mechanisms to monitor financial prudence, responsibility, and overall expenditures for all clubs, committees, classes, and overseen organizations.
- e. Provide an overall audit report at the fiscal year end.
- f. Maintain objective and supervisory role in expenditures and financial health of all overseen organizations.
- g. Recommend appropriate remediation or judicial action to organizations and parties responsible when financial inaccuracies are discovered.

Section 5.03 Committee on Academic Affairs

The SGA Committee on Academic Affairs shall...

- a. Be composed of the SGA 1st Vice President, three (3) elected representatives from each class, and the President of each class. The committee shall therefore consist of up to seventeen (17) members.
- b. Be chaired by the SGA 1st Vice President, who shall cast no vote except in the event of a tie. The chair shall be charged with organizing specific structure and function of the committee to accomplish business in an expeditious and effective manner. This may and should include forming subcommittees as needed.
- c. Be charged with collecting, soliciting, formulating, organizing, and presenting the student voice and opinion on matters related to academic matters.

- d. Be responsible for formulating discussion and programming relating to matters including, but not limited to:
 - i. Curriculum and Curricular Committee Student Representation
 - ii. Academic Policies
 - iii. Undergraduate and Graduate Medical Education
 - iv. Technology Planning
 - v. Professionalism
- e. Meet in quorum, at a minimum, after every SGA General Council meeting.
- f. Report committee progress at each SGA General Council meeting and other meetings as necessary.

Section 5.04 Committee on Student Affairs

The SGA Committee on Student Affairs shall...

- a. Be composed of the SGA 2nd Vice President, three (3) elected representatives from each class, and the Vice President of each class. The committee shall therefore consist of up to seventeen (17) total members.
- b. Be chaired by the SGA 2nd Vice President, who shall cast no vote except in the event of a tie. The Chair shall be charged with organizing specific structure and function of the committee to accomplish business in an expeditious and effective manner. This may and should include forming subcommittees as needed.
- c. Be charged with collecting, soliciting, formulating, organizing, and presenting the student voice and opinion on matters related to Student Affairs.
- d. Be responsible for formulating discussion and programming relating to matters including, but not limited to:
 - i. Legislative Affairs
 - ii. Community Service
 - iii. Conventions
 - iv. Admissions
 - v. Public Relations
 - vi. School Publications

- e. Meet in quorum, at a minimum, after every SGA General Council meeting.
- f. Report committee progress at each SGA General Council meeting and other meetings as necessary.

Section 5.05 Committee on Morale

The SGA Committee on Morale shall...

- a. Be composed of the SGA Secretary, three (3) elected representatives from each class, and the Secretary of each class. The committee shall therefore consist of up to seventeen (17) total members.
- b. Be chaired by the SGA Secretary, who shall cast no vote except in the event of a tie. The Chair shall be charged with organizing specific structure and function of the committee to accomplish business in an expeditious and effective manner. This may and should include forming subcommittees as needed.
- c. Be charged with collecting, soliciting, formulating, organizing, and presenting the student voice and opinion on any matter related to the overall morale, mood, outlook, and health of the student body at large.
- d. Be responsible for formulating discussion and programming relating to matters including, but not limited to:
 - i. Social/ Special Events Planning
 - ii. Community Service
 - iii. Public Relations
 - iv. Sports & Activities
- e. Meet in quorum, at a minimum, after every SGA General Council meeting.
- f. Report committee progress at SGA General Council meetings and other meetings as necessary.

Section 5.06 Committee on Finance

The SGA Committee on Finance shall...

- a. Be composed of the Treasurer, up to two (2) elected representatives from each class, and the Treasurer of each class. The committee shall therefore consist of up to thirteen (13) total members.
- b. Be chaired by the SGA Treasurer, who shall cast no vote except in the event of a tie. The Chair shall be charged with organizing specific structure and function of the committee to accomplish business in an expeditious and effective manner. This may and should include forming subcommittees as needed.
- c. Be charged with collecting, soliciting, formulating, and organizing matters related to the overall financial health of SGA and the student body at large.
- d. Help maintain and preserve all financial records and budgetary allowances.
- e. Be responsible for formulating discussion and programming relating to matters including, but not limited to:
 - i. Financial Aid
 - ii. Audit and Standard Operating Procedures
 - iii. Banking
 - iv. SGA Budgetary Maintenance
 - v. Event Financial Planning
 - vi. Facilities
- f. Meet in quorum, at a minimum, after every SGA General Council meeting.
- g. Report committee progress at SGA General Council meetings and other meetings as necessary.

Section 5.07 Committee on Rules

The SGA Committee on Rules shall...

- a. Be composed of SGA President, SGA 1st Vice President-Executive, SGA 2nd Vice President Administrative, SGA Secretary, SGA Treasurer, SGA Parliamentarian, SGA Advisor, NYIT College of Osteopathic Medicine Legal Advisor to the SGA, and one (1) elected representative from each class. The committee shall therefore consist of up to twelve (12) total members.

- b. Be chaired by the SGA Parliamentarian, who shall cast no vote except in the event of a tie.
- c. Meet at a minimum of four times per membership term, with a minimum of one in-person meeting of the Committee per term.
- d. Be charged with the following responsibilities:
 - i. Ensuring all current rules are being followed accordingly.
 - ii. Reviewing current rules for accuracy.
 - iii. Providing suggestions for revision to the SGA General Council in the form of resolutions when rules are not accurate or have been requested to be amended.
 - iv. Analyzing requests to amend the rules.
 - v. When deemed necessary by a vote of the General Council, determining which SGA standing committee be responsible to address a question at hand.
- e. In accordance with Parliamentary law (RONR, 11th Ed), correct article and section designations, punctuation, and cross-references, to ensure the bylaws are correctly designated in number and punctuation following amendments.

Article VI. CLASS OFFICERS at both campus

Section 6.01 Class President

The Class President shall...

- a. Promote and uphold these bylaws.
- b. Solicit, promote, and represent class opinions and positions whenever necessary and/or appropriate.
- c. Schedule and preside over class meetings.
- d. Hold no other elected office within the college; however, appointments are allowed.
- e. Serve as a voting member on the SGA Committee on Academic Affairs.

- f. Not serve on any other SGA committee aside from their sole appointment to said committee.
- g. Appoint representatives to SGA committee positions that remain unfilled in his or her class after committee elections.

Section 6.02 Class Vice President

The Class Vice President shall...

- a. Promote and uphold these bylaws.
- b. Hold no other elected office within the college; however, appointments are allowed.
- c. Serve as a voting member on the SGA Committee on Student Affairs.
- d. Not serve on any other SGA committee aside from their sole appointment to said committee.
- e. Assist the Class President as necessary.
- f. Assume the roles and responsibilities of the Class President in his or her absence or upon request.

Section 6.03 Class Secretary

The Class Secretary shall...

- a. Promote and uphold these bylaws.
- b. Generate and maintain class-related correspondence.
- c. Generate and post notification of scheduled class meetings one (1) week in advance, and as reasonable for special meetings.
- d. Be responsible for attendance at class meetings.
- e. Record and maintain accurate and complete minutes of class meetings.

- f. Post and distribute class meeting minutes to class members, SGA Executive Board, and Offices of Student Administration and Student Life within two (2) weeks.
- g. Generate and maintain accurate contact information for SGA committee representatives and file said information with the SGA Executive Board.
- h. Hold no other elected office within the college; however, appointments are allowed.
- i. Serve as a voting member on the SGA Committee on Morale.
- j. Not serve on any other SGA committee aside from their sole appointment to said committee.

Section 6.04 Class Treasurer

The Class Treasurer shall...

- a. Promote and uphold these bylaws.
- b. Maintain a current ledger of class expenditures/disbursements and obligations and present said information at each class meeting.
- c. Prepare financial statements for the SGA Budget Committee semiannual financial audit process.
- d. Serve as primary disbursing officer for his or her respective class.
- e. Hold no other elected office within the college; however, appointments are allowed.
- f. Serve as a voting member on the SGA Committee on Finance.
- g. Not serve on any other SGA committee aside from their sole appointment to said committee.

Article VII. RECOGNIZED STUDENT ORGANIZATIONS

Section 7.01 Purpose

- a. To provide for student participation and involvement in academic, professional, and co-curricular activities.

Section 7.02 Resources

- a. SGA recognized student organizations shall receive financial support annually, as outlined [Article XI: FUNDING](#).
- b. SGA recognized student organizations shall have access, where appropriate, to SGA recourses including, but not limited to publications, facilities, and media support.

Section 7.03 Requirements for Recognition

- a. Student organizations requesting SGA recognition must submit an application to the SGA annually as set forth herein.
- b. Membership in student organizations requesting SGA recognition shall be open to all SGA members regardless of race, religion, gender, disability, sexual orientation, or academic status.
- c. SGA recognized student organizations shall maintain an SGA-linked bank account, accurate financial records, and participate in the Audit Committee's semiannual financial audit process as set forth in [Article XI: FUNDING](#).
- d. SGA recognized student organizations shall record and maintain organizational records and documentation. These organizational records shall be relinquished to incoming organizational officers at the end of the academic year to allow for successful organizational transition.

Section 7.04 Requests for Recognition of Existing Student Organizations

- a. All existing student organizations must apply for SGA recognition annually as follows:

- i. Each organization's incoming officers shall make application for continued recognition in writing to the SGA no later than 1 week before the 1st SGA meeting of the academic for which they serve.
 - ii. The application, [Student Organization Registration Application](#), shall be available from [NYIT College of Osteopathic Medicine SGA website](#).
 - iii. The application shall serve to verify the election of incoming officers and a faculty advisor for the upcoming academic year.
 - iv. Additionally, a statement of organizational goals and objectives, as well as a budget for the upcoming academic year shall be attached. If the organization's constitution and bylaws are not on file with the SGA or if they have been updated, those documents are to be submitted as well.
 - v. Incoming officers shall finalize verification of their respective organization's recognition by filing the [Student Organization Registration Application](#) with the Office of Student Life by the deadline specified above.
- b. All applications for continued recognition shall come-before the SGA General Council for approval. As reasonably feasible, this vote shall occur immediately following the deadline outlined above. A simple majority is needed to approve applications for SGA recognition.

Section 7.05 Requests for Recognition of New Student Organizations

- a. New student organizations must apply for initial SGA recognition as follows:
 - i. Each new student organization's founding members shall make application for recognition in writing to the SGA and Office of Student Life. All proposed new Organizations must do one year of interest with no financial support for the SGA but will be afforded access to rooms and media for interest meetings.
 - ii. This application, the [Student Organization Registration Application](#), may be made at any time throughout the academic year prior to March 1st.
 - iii. The application shall be made available on [NYIT College of Osteopathic Medicine SGA website](#) at both locations.

- iv. The application shall serve to verify election of officers and a faculty advisor for the upcoming academic year.
 - v. New student organization applications will be voted on once annually in the last SGA General Council Meeting of the academic year. Approved applications will result in recognition of the organization starting on July 1st of the year the application was approved.
 - vi. SGA Organization structure will reflect the pathways of medical training. Thus, if a new organization is deemed to fit into the medical specialty and/or discipline of an existing organization, it shall be placed within that parent organization as a committee.
 - vii. The 26 organizations in existence during the 2011-2012 academic year are not subjected to the guidelines set forth Article 7.05 a.vi and shall be grandfathered in.
- b. Additionally, each organization shall submit the following supporting documentation:
- i. Constitution and bylaws including organizational goals and objectives.
 - ii. Specific goals and objectives for the upcoming year programs, events, speakers, etc.
 - iii. Budget and financial statement including anticipated membership fees, fundraising goals and financial support requested.

Section 7.06 Obligation

- a. All SGA-recognized Student Organizations shall schedule a minimum of six (6) meetings per academic year. The meetings will be scheduled in accordance with the guidelines set forth in Section 7.08.
- b. Meetings are defined as any presentation, panel, speaker or event hosted or co-sponsored by the Student Organization.
- c. In the case of co-sponsored events, all involved Organizations shall inform their membership base of the upcoming event and all sponsoring Organizations must be represented at the event by the attendance of at least two (2) members of the Organization's Executive Board.

Section 7.07

Consequences

- a. If a Student Organization does not meet the financial or programming expectations outlined in the Treasurer's Contract and Section 7.06 of these Bylaws, respectively, the Organization will be placed on Probation by the SGA Executive Board.
 - i. The Probation will last fifteen (15) academic days. Academic days are defined as days in which class is in session.
 - ii. During the Probation, all activities of the Organization must receive prior authorization from the Director of Student Life. This includes all meetings, room reservation requests, food orders or other financial transactions.
 - iii. The Organization must create and communicate a plan to the SGA Executive Board which addresses the issue(s) which lead to the Probation.
 - iv. If all requirements are met by the end of the Probation period, all restrictions will be lifted from the operations of the Organization.
 - v. If requirements are not met during this time or if the same precipitating issue(s) reoccur within the same academic year, the Organization will be placed on Suspension, as outlined below.
- b. If a Student Organization has repeat violations of the financial or programming expectations, the Organization will be Suspended by the SGA Executive Board.
 - i. The Suspension will last fifteen (15) academic days. Academic days are defined as days in which class is in session. The Organization's members will be notified of the Suspension.
 - ii. The Organization is prohibited from scheduling new events during the period of the Suspension. Any previously scheduled events which are scheduled to occur during the Suspension are subject to cancellation at the discretion of the SGA Executive Board and the Office of Student Life.
 - iii. The Organization is not permitted to perform any financial transactions during the period of Suspension

- iv. The Organization's Executive Board is required to meet with the Organization's Advisor, the Director of Student Life and members of the SGA Executive Board to discuss the issues which resulted in Suspension.
- v. If these requirements are met and the issue(s) leading to Suspension are resolved, the Organization will be placed on a period of Probation following the Suspension.
- vi. If the issue(s) leading to Suspension remain unresolved, the Organization's Executive Board will be recalled at the discretion of the SGA Executive Board. The Organization's membership will be required to hold an election to fill any vacant Executive Board positions. Elections shall be conducted in accordance with the Organization's Bylaws. Recalled Officers are not eligible for re-election.

Section 7.08 Scheduling of Events

- a. All SGA-recognized Student Organizations shall make requests for facilities and media support with the Student Life at both locations. All requests must be made by e-mail (NYIT email account), and follow the guidelines of the Office of Student Life at both locations that is located within the President's Binder and on the [NYIT College of Osteopathic Medicine SGA website](#) at both locations.
- b. Requests for event/activity funding shall be made in accordance with the guidelines set forth in Article 7.
- c. All events must be made aware to SGA for proper scheduling on the SGA Calendar.
- d. Each SGA recognized student organization shall elect officers pursuant to each organization's respective constitution and bylaws.

Article VIII. MEETINGS

Section 8.01 General Council Meetings

- a. Voting members of the General Council shall be limited to all members of the SGA Executive Board, all class officers, all SGA committee representatives, and one designated representative of each SGA recognized student organization.
- b. All voting members of the General Council shall be limited to one (1) vote.
- c. SGA General Council meetings shall be held approximately five times per year.
- d. The Parliamentarian will conduct the SGA General Council meetings, via Robert's Rule of Order.
- e. The SGA President shall serve as chairperson to the SGA General Council meetings.
- f. The SGA Secretary shall generate and post notification of meetings at least one month before the meeting date.
- g. The SGA Secretary shall generate and post an agenda for meetings as previously outlined.
- h. Any SGA Executive Board member may call a special SGA General Council meeting.

- i. Quorum for SGA General Council meetings shall be two-thirds (2/3) of all voting members.
- j. Except where specifically restricted, all SGA General Council votes shall require a simple majority to carry.
- k. All voting members (e.g. SGA Executive board, Committee Representatives, Class Executive Boards, and Organization Presidents) and the entire Executive Board of the NYIT College of Osteopathic Medicine-recognized organizations are expected to attend each meeting.
- l. If unable to attend a meeting, a voting member should contact the meeting chair to request permission to be excused within 48 hours of the meeting.
- m. Absences from SGA General Council meetings are handled as outlined in Article XIII Attendance at SGA General Council Meetings.
- n. Whenever possible, all regular SGA meetings (i.e., not special or emergency meetings) shall be scheduled at least one (1) month in advance.
- o. Whenever possible, special and emergency SGA meetings shall be scheduled at least twenty-four (24) hours in advance.

Section 8.02 SGA Executive Board Meetings

- a. SGA Executive Board meetings shall be held a minimum of once per month.
- b. The SGA President shall schedule and preside over SGA Executive Board meetings.
- c. Any SGA Executive Board member may call a special meeting of the Board.

Section 8.03 SGA Budget Committee Meetings

- a. SGA Budget Committee meetings shall be held annually.
- b. The SGA Budget Committee chair shall schedule and preside over SGA Budget Committee meetings.
- c. Any SGA Budget Committee member may call a special meeting of the Committee.

Section 8.04 SGA Committee Meetings

- a. SGA committees meetings shall be held regularly, as needed. Subcommittees may form therein.
- b. SGA committee chairs (when applicable) shall schedule and preside over SGA committee meetings.
- c. Any SGA committee member may call a meeting of an SGA committee. Both committee and sub-committee meetings must be scheduled at least one (1) month in advance in order to give all members adequate notice.

Section 8.05 Class Meetings

- a. Class meetings shall be held approximately once per month.
- b. Each class president or designated class officer shall schedule and preside over his or her respective class' meetings.
- c. Any class officer may call a special class meeting.
- d. Class members may call special class meetings. A vote of no less than fifteen percent (15%) of the class is required to call a special class meeting. In all cases, twenty-four (24) hours advance notice is required for scheduling a special class meeting.
- e. Quorum for class meetings shall be two-thirds (2/3).
- f. Except where specifically restricted, all class votes shall require a simple majority to carry.

Section 8.06 SGA Recognized Student Organization Meetings

- a. SGA recognized student organization meetings shall be held regularly, according to the constitution and bylaws of each organization.

Article IX. ELECTIONS AND APPOINTMENTS

Section 9.01 Executive Board

- a. The General Council shall elect a new Executive Board annually. Executive Board elections should be held prior to the last day of second-year classes.

- b. Exclusive of the limitations set forth herein, all members are eligible for election to the Executive Board.
- c. The Executive Board term of office is to coincide with the AOA House of Delegates & Annual Business Meeting, held each July.
- d. The outgoing SGA President and the Office of Student Life shall coordinate Executive Board elections.
- e. All SGA elections shall be conducted in cooperation with the Office of Student Life at both locations.
- f. All SGA Elections shall be conducted by electronic ballot.
- g. All members must vote in person. Voting by proxy or by absentee ballot is prohibited, except in the case of those members rotating off campus in the clinical years, whereby reasonable time will be offered for those students to offer vote by secure electronic means.
- h. Candidates may submit materials via electronic means (from their NYIT e-mail account only) to the SGA for dissemination to the electorate to demonstrate their worthiness for the position.
- i. All voting members shall have one (1) vote per election. (e.g., an organization president who is an SGA committee representative may only vote once).
- j. A simple majority is needed to win each election. If no candidate receives a majority vote, a run-off election shall be immediately conducted between the top two (2) candidates.
- k. In the event of a tie, an immediate revote shall be conducted. If a tie occurs again, a second election shall occur within fourteen (14) days.
- l. All election results and completed ballots shall be confirmed by the Office of Student Life, Assistant Dean of Student Administration and the SGA President at both locations. They should remain on file in the SGA office for a period of no less than one (1) year.

Section 9.02 Committees

- a. The SGA Officers, respective Class Presidents and the Office of Student Life shall coordinate all SGA committee representative elections.

- b. All SGA committee representative elections should, whenever possible, be held within thirty (30) days after the respective class officer elections.
- c. Exclusive of the limitations set forth herein, members of each class are eligible for election as SGA committee representatives.
- d. SGA committee representatives shall be in good academic and disciplinary standing, as defined by the [NYIT College of Osteopathic Medicine Student Handbook](#).
- e. Members shall be eligible to run for and/or fill no more than one (1) SGA committee representative positions during each term of office.
- f. The class president shall appoint SGA committee representatives to positions that remain unfilled after elections.
- g. Eligibility for appointment to SGA committees is contingent upon satisfaction of the aforementioned requirements.
- h. SGA committee representatives shall serve terms of office as follows:
 - i First-year SGA committee representatives: one (1) year.
 - ii Second-year SGA committee representatives: one (1) year.
 - iii Third and fourth-year SGA committee representatives: two (2) years.
- i. Each elected individual that sits on a committee is expected to attend each committee meeting. Two absences in one academic year can lead to dismissal from the committee to be determined by the committee chairperson and the Office of Student Life at both locations.

Section 9.03 Class Officers

- a. Each of the four (4) classes shall elect a President, Vice President, Secretary, and Treasurer.
- b. First-year officer elections should be held no sooner than the completion of the first academic course block and no later than the beginning of the third academic course block. The SGA Executive Board and the Office of Student Life at both locations shall coordinate first-year officer elections.

- c. Second-year officer elections should be held before the last day of first-year classes. The outgoing first-year class officers and the Office of Student Life at both locations shall coordinate second-year officer elections.
- d. Third/Fourth-year officer elections should be held before the last day of second-year classes. The outgoing second-year class officers and the Office of Student Life at both locations shall coordinate third/fourth-year officer elections.
- e. Exclusive of the limitations set forth herein, members of each class are eligible for election as officers in their respective classes.
- f. Class officers shall be in good academic and disciplinary standing, as defined by the [NYIT College of Osteopathic Medicine Student Handbook](#).
- g. Officers shall be elected from their respective classes only.
- h. Class officers shall serve terms of office as follows:
 - i. First-year officers: one (1) year.
 - ii. Second-year officers: one (1) year.
 - iii. Third and fourth-year officers: two (2) years.
- i. Term of office for first and second-year class officers is from July 1st through June 30th.
- j. Term of office for third/fourth-year class officers is from July 1st through Commencement.
- k. Class officers shall hold no other elected office or appointed position within the college.

Section 9.04 SGA Recognized Student Organizations

- a. Elections must take place before the final SGA General Council meeting of the year. After elections are held by an organization, names of the new officers must be forwarded to the SGA President and the Office of Student Life within one week and before the final SGA General Council meeting of the year. The Office of Student Life and Assistant Dean for Student Administration at both locations shall verify all candidates are in good academic and disciplinary standing.

- b. SGA recognized student organizations shall conduct elections according to each organization's constitution and bylaws and are therefore not subject to the following regulations.

Section 9.05 Verification of Good Academic and Disciplinary Standing

- a. The Office of Student Life at both locations shall receive names of all candidates at least one (1) week prior to elections. The Office of Student Life and Assistant Dean for Student Administration at both locations shall verify all candidates are in good academic and disciplinary standing.
- b. For appointed positions, confirmation of appointment shall be subject to verification of good academic and disciplinary standing by the Office of Student Life and Assistant Dean for Student Administration at both locations as per the [NYIT College of Osteopathic Medicine Student Handbook](#).

Section 9.06 Election Results

- a. All election results shall be reported to the Office of Student Life and Assistant Dean for Student Administration at both locations.
- b. All SGA Executive Board, class officer and committee representative election results shall be reported to the Deans.

Section 9.07 Vacancy of Office

- a. If for any reason, an SGA Executive Board member or a class officer leaves office prior to beginning or completing his or her term; an emergency election shall be scheduled within ten (10) days to fill the position.
- b. If a representative to an SGA committee leaves office prior to beginning or completing his or her term, a new representative shall be appointed by the guidelines set forth herein.

Section 9.08 Recall from Office

- a. All SGA voting members, (e.g. Executive Board members, class officers, and SGA committee representatives) are subject to recall by the SGA general membership.
- b. Recall of SGA recognized student organization officers shall be handled within each respective organization and shall be subject to the constitution and bylaws of each respective organization.

- c. Any SGA member may request a recall of voting SGA members (i.e., Executive Board members, class officers, etc.) in the form of a written petition.
- d. Said petition shall detail the specific reasons for the demand of recall.
- e. For recall of Executive Board members, ten percent (10%) of the General Council must sign said petition.
- f. For recall of representatives to SGA committees, an individual member may present a recall petition.
- g. For recall of class officers, ten percent (10%) of the respective class' students must sign said petition.
- h. All petitions shall be filed with the officer/representative being recalled, the SGA President, the respective class president (if applicable), and the Director of Student Life.

Section 9.09 Executive Board member and Class Officer Recall

- a. Within seven (7) days of receipt of the recall petition, an emergency meeting of the appropriate SGA division (i.e., General Council, class meeting, etc.) shall be scheduled.
- b. If the voting member being recalled resigns his or her position prior to the emergency recall meeting, an emergency election shall be scheduled as outlined above.
- c. A quorum of two-thirds (2/3) shall be mandatory for all emergency recall meetings.
- d. The original recall petition shall be presented at the emergency recall meeting.
- e. The voting member being recalled shall have the opportunity to make a reasonable and appropriate oral or written presentation in his or her defense at the emergency recall meeting.
- f. A vote of two-thirds (2/3) majority shall be required for removal from office.
- g. Upon removal from office, an emergency election shall be scheduled as outlined above.
- h. All appropriate Deans, NYIT College of Osteopathic Medicine administration, and staff at both locations shall be notified of new officers as outlined above.

- i. The Office of Student Life and Assistant Dean for Student Administration at both locations shall be notified of the results of all recall processes.

Section 9.10 SGA Committee Representative Recall

- a. Within seven (7) day of receipt of the recall petition, an emergency meeting shall be called including the respective class' officers and the SGA President.
- b. If the SGA committee representative resigns his or her position prior to the emergency recall meeting, the respective class president shall appoint a new representative according to the guidelines outlined above.
- c. The original recall petition shall be presented at the emergency recall meeting.
- d. The committee representative being recalled shall have the opportunity to make a reasonable and appropriate oral or written presentation in his or her defense at the emergency recall meeting.
- e. A simple majority shall be required for removal from office.
- f. Upon removal from office, the respective class president shall appoint a new representative according to the guidelines outlined above.
- g. The Office of Student Life and Assistant Dean for Student Administration at both locations shall be notified of the results of all recall processes.

Article X. PARLIAMENTARY AUTHORITY

Section 10.01 Robert's Rules of Order

- a. The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the SGA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the SGA may adopt.

Article XI. FUNDING

Section 11.01 Sources of SGA Funding

- a. SGA funds shall be derived from the NYIT College of Osteopathic Medicine Student Activity Fee.
- b. SGA funds shall be derived from SGA fundraising activities.

Section 11.02 Financial Policy

- a. The SGA Finance Committee shall establish, maintain and uphold SGA financial policy.
- b. SGA financial policy shall be limited to regulations not set forth herein.
- c. SGA financial policy is to be reviewed and updated at the beginning of each academic year, as reasonably feasible by the SGA Budget and Finance Committees.

Section 11.03 Financial Structure

- a. The SGA Executive Board shall maintain a NYIT master banking account, hereinafter referred to as “master account”.
- b. All classes, SGA recognized student organizations, and the Office of Student Life shall be linked to the NYIT master account. These accounts will be hereinafter referred to as “linked account(s)”.
- c. Class officers, SGA recognized Student Organization officers outlined above, and the Office of Student Life at both locations shall serve as signatories on paperwork, as will the SGA Treasurer.
- d. SGA funds outlined above shall be deposited and disbursed through the NYIT master account to linked accounts.
- e. Student Organizations (organizations and classes) are strictly prohibited from having bank accounts outside of NYIT which SGA has its master account.

Section 11.04 Distribution of SGA Funds

- a. All SGA funds shall be collected and disbursed as outlined above.
- b. All organizations must make reasonable efforts to fundraise for planned large expenditures or financial undertakings. Any monies offered to organization to cover initial fund-raising costs or investments must be returned to SGA in full after the fund-raising event. Failure to reach profit does not relieve organization of their financial debt to SGA.

- c. All SGA funds shall be collected and disbursed according to the SGA Financial policy and the following guidelines:
- i. Each class shall receive baseline funding determined by the number of students in each class. The SGA Budget Committee shall annually determine the exact amount of per-student funding. Funds will be disbursed via the NYIT master account to the respective class' linked account.
 - ii. All SGA recognized student organizations shall receive equal baseline funding, the exact amount determined annually by the SGA Budget Committee. Each organization is responsible for requesting the funds from SGA. Funds will not be distributed until the appropriate request has been made. Once the request has been submitted and approved, the funds will be distributed. Funds will be disbursed via the NYIT master account to the respective organizations' linked account.
 - iii. The Office of Student Life shall receive a programming/support budget annually as determined by the SGA Budget Committee. Funds will be disbursed via the NYIT master account to the Office of Student Life's linked account.
 - iv. The SGA Budget Committee at both locations shall allocate appropriate and necessary funds for SGA Executive board travel. Said funds shall be reserved exclusively for SGA Executive board travel and shall be utilized as set forth hereinafter ([Section 11.05 SGA Executive board Travel Funding](#)).
 - v. Remaining SGA funds shall be considered programming funds and shall be available to all members, subject to the guidelines set forth herein and as per the SGA Budget Committee.
 - vi. Reasonable effort shall be made to encourage 2nd year students' attendance and financial support of hotel accommodations at the Osteopathic Medical Conference & Exposition (OMED) per the [NYIT College of Osteopathic Medicine Student Handbook](#).
 - vii. Reasonable effort will be made to support organizations or individual students to their respective national academic conferences in fair, equal, and judicious amounts, totaling no more than \$250 per person per year, if they are representing NYIT College of Osteopathic Medicine as an organization officer or if they are making a presentation at the conference as per the [NYIT College of Osteopathic Medicine Student Handbook](#).

- d. SGA funds may not be used for illegal activities or to purchase illegal substances. Use of SGA funds for illegal activities or to purchase illegal substances will result in revocation of funding and referral to the Assistant/Associate Dean of Student Administration at both locations for disciplinary action.
- e. The SGA shall be considered a co-sponsor of all activities, events, etc., funded in full or part by SGA funds. The SGA shall be recognized accordingly as a co-sponsor in all associated publications, announcements, media, etc.
- f. All members may request funding subject to the following guidelines:
 - i. Individual members may request funding up to \$250 per person per year based on approval of the Assistant Dean of Student Administration at both locations for academic purposes if they are representing NYIT College of Osteopathic Medicine as an officer in the NYIT College of Osteopathic Medicine local chapter of the national organization, are making a presentation at the conference, or for activities or events open to all SGA members as per the [NYIT College of Osteopathic Medicine Student Handbook](#).
 - ii. As outlined above, all SGA recognized student organizations may request funding (in addition to baseline funding) for academic purposes (e.g. travel to academic conferences) or activities or events open to all SGA members. Student handbook. This may amount to no more than \$250 per person per year based on approval of the Assistant Dean of Student Administration at both locations and the guidelines outlined in [NYIT College of Osteopathic Medicine Student Handbook](#).
 - iii. All funds shall be requested on an as needed basis up to \$250 per person per year. Supporting documentation shall be provided for specific purposes (e.g., events, activities, travel). Funding will be distributed on a reimbursement basis only after the appropriate documentation of expenses has been submitted.
- g. Travel funded by the SGA shall be for the purpose of representing the NYIT College of Osteopathic Medicine and NYIT College of Osteopathic Medicine students at a particular event, conference, convocation, etc.
 - i. If an NYIT College of Osteopathic Medicine booth or exhibit is on display, members traveling with SGA funds shall be expected to contribute a reasonable and appropriate amount of time at the booth or exhibit. Travelers should be verified by the Assistant Dean of Student Administration at both locations in advance to ensure a complete and accurate presentation.

- ii. Members traveling with SGA funds shall be expected to attend NYIT College of Osteopathic Medicine events, activities, receptions, etc.
 - iii. Upon returning, members traveling with SGA funds shall present an informal report to the General Council detailing any and all appropriate information. An additional written or electronic report can be made to all members, NYIT College of Osteopathic Medicine faculty and staff within two (2) weeks.
 - iv. Members traveling with SGA funds shall at all times act as professional future physicians. Unprofessional behavior while representing the NYIT College of Osteopathic Medicine will result in referral to the Student Discipline Review Board.
 - v. Non-scientific, NYIT College of Osteopathic Medicine-related information (school demographics, policies, etc.) to be presented by members at events, conferences, convocations, etc. should be verified by the Assistant Dean of Student Administration at both locations in advance to ensure a complete and accurate presentation.
- h. Additional terms and conditions may apply as per the SGA Budget and Finance Committees, the Office of Student Life and Assistant Dean for Student Administration at both locations
 - i. For reimbursement, members must submit an application to the Assistant Dean of Student Administration at both locations within two (2) weeks following completion of the event, activity, or travel. This application shall be available in the office of the Assistant Dean of Student Administration at both locations. The application shall include supporting documentation (e.g., invoices, receipts, conference programs).
 - j. The SGA Executive Board and Office of Student Life at both locations shall review and consider applications for funding not exceeding five thousand dollars (\$5,000).
 - k. The SGA Budget Committee and Office of Student Life at both locations shall review and consider funding applications for funding that exceed five thousand dollars (\$5,000).
 - l. The Assistant Dean of Student Administration at both locations shall personally review and consider applications for funding exceeding ten thousand dollars (\$10,000).
 - m. All contracts must be reviewed and approved by the legal department at NYIT.
 - n. All contracts must be signed by the Vice President at each locations respectively.

Section 11.05 SGA Executive board Travel Funding

- a. The SGA Budget Committee shall allocate a budget for SGA Executive board travel annually.
- b. The SGA Executive Board shall disburse these funds according to the following guidelines:
 - i. The SGA President and 1st Vice President shall receive travel funding to attend all four (4) quarterly COSGP meetings.
 - ii. The SGA President, 1st Vice President and the Parliamentarian shall receive funding to remain in Chicago, Illinois for the AOA House of Delegates Meeting, following the COSGP meeting.
 - iii. The SGA President and 1st Vice President shall receive funding to remain at the AOA Annual Convention and Scientific Seminar following the COSGP meeting.
 - iv. The SGA Immediate Past President shall receive travel funding to attend the COSGP Meeting/AOA House of Delegates Meeting, and the COSGP Meeting/AOA at the Annual Convention and Scientific Seminar.
 - v. The SGA 2nd Vice President, Secretary, Treasurer, and Parliamentarian shall receive funding to attend the Osteopathic Medical Conference & Exposition (OMED).
 - vi. Additional SGA Executive Board travel may be funded as necessary and appropriate after evaluation and consideration of all such requests by the Director of Student Life as per section on [SGA Executive Board Travel Funding](#).
- c. SGA Executive Board travel arrangements should be, whenever feasible, arranged according to the following guidelines. When submitting requests for advances or expenses for reimbursement, deviation from these guidelines should be explained in writing to the SGA Executive board.
 - i. Lowest published transportation (e.g., air, train, etc.) fares shall be purchased at least one (1) month prior to each trip.
 - ii. Hotel accommodations should be reserved with the meeting group (e.g., COSGP, AOA, etc.) at the lowest available rate. Additionally, same-sex Executive Board members should share accommodations.
 - iii. Taxis and other local transportation should be shared whenever possible.

- iv. Meals will be reimbursed up to NYIT location rate per day, including travel days but one meal alone cannot cost over the locations rate set by NYIT. All food receipts must be presented in an itemized bill. No alcohol will be allowed to be included on this reimbursement.
 - v. Convention/Conference registration fees shall be reimbursed when necessary and appropriate.
- d. All travel expenses must be documented with receipts. No travel expenses shall be reimbursed without said documentation.
- e. SGA Executive Board travel funds shall be disbursed as follows:
- i. Each SGA Executive Board member traveling may submit an application for a travel expense advance no sooner than one (1) month prior to travel. This application shall document purchased/anticipated transportation expenses and estimated accommodation, local transportation, and food expenses. Documentation shall accompany all actual, anticipated, and estimated expenses. Following approval, the traveler shall receive an advance of two-thirds (2/3) of the estimated travel expenses.
 - ii. Each Executive Board member traveling shall submit a final travel expense form/application for reimbursement of travel expenses no later than 2 weeks following travel. This application shall document actual travel expenses with original receipts (photocopied receipts are also acceptable). If an advance was issued, that amount shall be deducted from travel expenses. If the travel advance exceeds actual travel expenses, the traveler shall remit the excess funds with the final travel expense form.
- f. SGA Executive Board travel funded by the SGA shall be for the purpose of representing the NYIT College of Osteopathic Medicine and NYIT College of Osteopathic Medicine students at a particular event, conference, convocation, etc.
- i. If an NYIT College of Osteopathic Medicine booth or exhibit is on display, members traveling with SGA funds shall be expected to contribute a reasonable and appropriate amount of time at the booth or exhibit. SGA Executive board members should contact the Office of Student Life at both locations to make necessary arrangements.

- ii. SGA Executive Board members traveling with SGA funds shall be expected to attend NYIT College of Osteopathic Medicine events, activities, receptions, etc.
- iii. SGA Executive Board members traveling with SGA funds shall at all-times act as professional future physicians. Unprofessional behavior while representing the NYIT College of Osteopathic Medicine will result in referral to the Assistant/Associate Dean of Student Administration at both locations and the Student Discipline Review Board.
- iv. Upon returning, the SGA President traveling with SGA funds shall present a report to the General Council detailing any and all appropriate information. An additional written or electronic report can be made to all members, NYIT College of Osteopathic Medicine faculty and staff, etc.
- v. All NYIT College of Osteopathic Medicine-related information presented at events, conferences, convocations, etc., should be verified by the Office of Student Life and/or the appropriate Dean's office at both locations to ensure a complete and accurate presentation.

Section 11.06 Annual Financial Audit Process

- a. The SGA Audit Committee shall conduct a semiannual financial audit process.
- b. The semiannual financial audit process shall be subject to the guidelines established herein and the guidelines set forth by the SGA Budget Committee.
- c. The semiannual financial audit process shall occur prior to May 1 each year but shall occur no earlier than the final two weeks of second-year classes (Old Westbury only) final two weeks of first-year classes (Jonesboro only)
- d. A semiannual financial audit will be completed by the NYIT College of Osteopathic Medicine office of Fiscal Affairs.
- e. Each class and each SGA recognized student organization shall prepare a financial statement which contains, at a minimum:
 - i. Source(s) of income (e.g. SGA, fundraising)
 - ii. Expenditures/disbursements with vendor/payee, amount, and purpose should be available for review if necessary.

- iii. Balance of all banking accounts (SGA-linked).
- f. The Office of Student Life at both locations shall prepare a financial statement detailing SGA funded expenditures.
- g. The SGA Executive Board shall prepare a financial statement which contains, at a minimum:
 - i. Source(s) of income (e.g. SGA, fundraising)
 - ii. Expenditures/disbursements with vendor/payee, amount, and purpose. Supporting documentation (e.g. receipts, invoices) shall be attached.
 - iii. Outstanding debts.
 - iv. Balance of the SGA NYIT master account.
- h. Upon completion, the SGA Finance Committee shall generate a report detailing the results of the annual financial audit process.
- i. All documents generated and received during the semiannual financial audit process shall become SGA property and shall remain on file in the SGA Office at both locations for a period of no less than five (5) years. These documents shall be produced upon demanded by the Office of Student Life at both locations.

Article XII. AMENDMENTS

Section 12.01 Annual Review

- a. These Bylaws shall be reviewed annually.
- b. The SGA Committee on Rules shall conduct the annual update and review process.
- c. A report of the review and update process, with all recommended amendments (if any) shall be presented at a SGA General Council meeting for approval prior to the last day of second-year classes annually.
- d. The SGA Secretary shall include the report and proposed amendments (if any) with the meeting agenda.

- e. The SGA Secretary shall forward the report and proposed amendment(s) (if any) to the General Council at least one (1) week prior to the meeting.
- f. The SGA Parliamentarian shall present proposed bylaws revisions to the SGA General Council at the preceding meeting to their approval.
- g. The report of the review and update process including all amendments may be voted on in its entirety by a motion to consider the revision as a whole. RONR (11th ed), p. 278, II. 9-14
- h. Individual Articles, Sections, or Subsections may be separated from other amendments by a motion for division of the question. RONR (11th ed), p. 270, II 30-35
- i. If the amendments do not pass as a group, they may be voted on individually by a motion to consider the revision seriatim (by Article, Section, or Subsection). RONR (11th ed), p. 276, II. 12-22
- j. A quorum of two-thirds (2/3) shall be required.
- k. A vote of two-thirds (2/3) majority shall be required to pass the amendment(s).

Section 12.02 Proposal of Amendments

- a. Any member may submit amendments to these Bylaws for review.
- b. Proposed amendments shall be submitted in writing to the SGA President two (2) weeks prior to a scheduled SGA General Council Meeting. Detailed written explanation shall accompany all proposed amendments.
- c. The SGA Secretary shall include the proposed amendment(s) on the meeting agenda.
- d. The SGA Secretary shall forward the proposed amendment(s) to the General Council at least one (1) week prior to the meeting.
- e. The proposed amendment(s) shall be discussed and voted upon at the next scheduled General Council meeting.
- f. A quorum of two-thirds (2/3) shall be required.
- g. A vote of two-thirds (2/3) majority shall be required to pass the amendment(s).
- h. Passed amendments shall be recorded and kept on file by the SGA Secretary.

- i. Passed amendments shall take effect immediately and shall be added to these Bylaws following the annual SGA Bylaws review.

Section 12.03 Distribution

- a. These Bylaws shall be available to all members upon matriculation.
- b. These Bylaws shall be on file with the Office of Student Life at both locations.
- c. An electronic version of these bylaws shall be made available to all students and faculty on the [NYIT College of Osteopathic Medicine SGA Website](#) at both locations.

Article XIII. Attendance at SGA General Council Meetings

Section 13.01 Obligation

- a. Regular attendance at all SGA General council meeting is mandatory for all SGA Executive board officers, Class officers, Committee Representatives, and Organizational officers.

Section 13.02 Excused Absences

- a. Absence request must be made via email to both SGA and the Office of Student Life at both locations at least 48 hours prior to the start of the scheduled general council meeting for final approval.
- b. A maximum of two excused absences are allowed per year.
- c. Any further absence will lead to the succession of events listed in Section 13.04.

Section 13.03 Unexcused Absences

- a. SGA will make all reasonable efforts to keep members informed of their absences and will make all reasonable efforts to help improve their attendance when such improvement is warranted.
- b. An unexcused absence will lead to the succession of events listed in Section 13.04.

Section 13.04 Consequences

- a. The first transgression will result in a written formal warning sent to the offending council member.
- b. All following transgressions will result in the removal of the offender from their position and responsibilities.