



# 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 institutional standing as defined by the program in which the student is enrolled as outlined in the Student Handbook, and an endorsement by their program director or a full time faculty from their program. 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 institutional 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. President, Vice President, and Treasurer candidates must have a minimum of one year of experience in student government or club leadership positions.

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
- Cross-Cultural Global Diversity Chair
- Ethics and Judicial Chair
- Health and Wellness Chair
- Marketing Chair
- Professional Development Chair
- Social Chair
- SPHS Representatives
  - Pharmacy 2nd Year Representative
  - Pharmacy 3rd Year Representative
  - Pharmacy 4th Year Representative
  - Occupational Therapy 2nd Year Representative
  - Occupational Therapy 3rd Year Representative

## E. FALL ELECTIONS

The following Student Government positions will be elected in the Fall Election:

- Riggs Representative (5)
  - Research and Science Representative: for MS, PhD, and MSTM
  - Business and Science Representative: for MBS, MSMDE, and CBM
  - Bioprocessing Representative: for MEng
  - MSGDA Representative
  - Pre-Health Representative
- SPHS Representative (7)
  - Genetic Counseling Representative
  - Genomics Data Analysis Representative
  - MSCM Representative
  - MSGC Representative
  - Pharmacy 1st Year Representative
  - Physician Associate Representative: for the PA program
  - Occupational Therapy 1st Year Representative: for the OT program

## 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, and are in good academic standing and received an endorsement by their program director or a full time faculty from their program 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, receive an endorsement by their program director or a full time faculty from their program, and must be in good institutional standing. Voting eligibility will be determined by the election officer, the current Ethics and Judicial Chair, and the Student Government Advisor. 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 the 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. The following must be full-time students, and cannot be 4th Year pharmacy student, 2nd year PA student, or 3rd year OT student. Addendum A contains a description and the responsibilities of each office:

- President
- Vice President
- Treasurer
- Cross-Cultural Global Diversity Chair
- Ethics and Judicial Chair
- Health and Wellness Chair
- Marketing Chair
- Professional Development Chair
- Social Chair
- Riggs Representatives (5):
  - Research and Science Representative: for MS, PhD, and MSTM
  - Business and Science Representative: for MBS, MSMDE, and CBM
  - Bioprocessing Representative: for MEng
  - MSGDA Representative
  - Pre-Health Representative
- SPHS Representatives (7):
  - Pharmacy 1st Year Representative
  - Pharmacy 2nd Year Representative
  - Pharmacy 3rd Year Representative
  - Pharmacy 4th Year Representative
  - MSGC Representative
  - MSCM Representative
  - Genomics Data Analysis Representative
  - Genetic Counseling Representative
  - Physician Associate Representative
  - Occupational Therapy 1st Year Representative
  - Occupational Therapy 2nd Year Representative
  - Occupational Therapy 3rd Year Representative

## H. CREATION OF NEW OFFICES

At the discretion of the President, Vice President, and with the guidance of the Advisor, 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, Vice President, and with guidance of the Advisor, 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

There is no quorum requirement for the president, vice president, treasurer, and chair positions. Candidate who receives the plurality of votes will be announced as the winner. For the election of representative positions to be valid, a quorum of 50% plus 1 vote of students in the respective programs who are 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 a majority vote. 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. SPECIAL ELECTIONS

Should any situation require it, there are contingency plans for in the events that:

- No student is nominated for a certain position or no student accepts their nomination, or no student is successfully elected (meets the quorum requirement or is out-voted by the "Abstain" votes):
  - Elections will be pushed to the next eligible student election for voting

## III. TERMS OF OFFICE

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

Newly elected officers during the Fall Semester will begin in October and remain active until the end of the academic year (unless the officers are in programs that run through summer terms (PA & OT). For OT & PA representatives, they will serve until the following October or potentially the end of the Fall semester (until the newly elected representatives start).

All officers must attend fall training (which will be before new student orientation).

President, Vice President, Treasurer, and chairs of different committees must serve at Orientation.



## 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 and the Vice 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 and institutional 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 Dean of Students. 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 Dean of Students 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 Dean of Students 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 Dean of Students 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 the student government is required for impeachment. The Dean of Students 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 Dean of Students 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 to 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 the Budget Request Form, facilitated by Student Government. All reviewed budgets will go to final voting by Student Government members. Budgets are granted on an academic fiscal year 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 allocation of the budget will primarily be determined by the number of full-time students enrolled in the program. 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 the 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 the Student Government. The decision of the 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.). The academic program director must be in support of the charter. 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.). The academic program director must be in support of the charter. 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. The academic program director must be in support of the chapter. Examples of Current Organizations: Phi Delta Chi, and Rho Chi.

## B. FORMATION

Clubs may be founded by any member of the student body with appropriate documentation and support. 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, or their club may be placed on probation or their club status may even be revoked.

### D. FUNDING

All club funding is allocated on an academic fiscal 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:

- 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.
- Budget allocation will be based on club type (Professional, Hybrid, Social) and planned utilization of funding.
- A contingency fund will be allotted for the academic year and must be voted on by the 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.
- Those clubs that were denied funding due to non-completion or late submission of 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 the 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.

### **Inactive Clubs Fund**

If a club remains inactive for more than two consecutive semesters, the remaining funds will be transferred to the student government contingency funds. These funds will be used or allocated at the discretion of Student Government officers.

### **Penalties**

Student clubs and organizations are strictly prohibited to collect cash, use Venmo, or any other external payment service for fundraisers during the academic year semester. Funds can only be raised through the Club Fund Raising Form (Form Stack) created by the Office of Student Affairs. 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 Club Fund

Raising Form (Form Stack) created by the Office of Student Affairs, 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 placed on probation and will 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 plurality of votes of the Student Government.
- 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 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.

## **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

- 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.
- Fall and Spring student government retreats are mandatory for all members of student government unless unique circumstances exist according to the President and Dean of Students.
- Before announcing any program/event, Student Government members should connect with a representative from Student Affairs to confirm no programs conflict.
- Failure to adhere to the above expectations places the officer in dereliction of duties and the officer may be subject to impeachment procedures.
- Members of Student Government are expected to participate in all votes. Participation may include a recorded abstention.
- 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 Dean of Students.
- 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, 2nd year PA student, 3rd year OT student, or an incoming 2nd year MSGC/MSGDA student.

### **President**

- Expected to work on government responsibilities over the summer as needed and attend new student orientation.
- Represent and advocate for student body interests.
- Run Student Government meetings. If the 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 the 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).
- Organize and facilitate the Student Leadership Training Day
- 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.
- 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 as needed and attend new student orientation.
- 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 the Dean of Students in the Fall Semester).
- Work with the 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.

### **Treasurer**

- Expected to work on government responsibilities over the summer as needed and attend new student orientation.
- 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 as needed and attend new student orientation.
- 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 and when needed, serve on the committee

### **Social Chair**

- Expected to work on government responsibilities over the summer as needed and attend new student orientation.
- Improve inter-class bonding through event planning.
- Plan social events and activities for the 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 as needed and attend new student orientation.
- 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 the international student population on academic, social, and professional matters, pass information to administration, and address concerns.

### **Professional Development Chair**

- Expected to work on governmental responsibilities over the summer as needed and attend new student orientation.
- 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, PA, 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 as needed and attend new student orientation.
- Promote health and wellness on campus throughout the Claremont 7C community.
- Identify opportunities to improve the health & wellness on-campus and in the greater community.
- Collaborate with Student Affairs to facilitate opportunities to increase food inventory for the Student Food Pantry
- Coordinate and facilitate the Annual March Madness for KGI.
- Work with administration to incorporate events centered around healthcare.

### **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.

#### **Pharmacy 2ndYear 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.

#### **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.

#### **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 Associate Representative**

- Liaison between faculty and PA 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.
- Represent PA students in Student Government.

### **SPHS Occupational Therapy 1st Year Representative**

- Liaison between faculty and OT 1st year 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.
- Represent OT 1st year students in Student Government.

### **SPHS Occupational Therapy 2nd Year Representative**

- Liaison between faculty and OT 2nd year 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.
- Represent OT 2nd year students in Student Government.

### **SPHS Occupational Therapy 3rd Year Representative**

- Liaison between faculty and OT 3rd year 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.
- Represent OT 3rd year students in Student Government.

### **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.

### **SPHS 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.

### **SPHS 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	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	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	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	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	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	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	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	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
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<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 Associate Representative</b>	All full-time PA students	All full-time PA students	Fall
<b>Occupational Therapy 1st Year</b>	All full-time OT students	All full-time OT students	Fall

<b>Representative</b>			
<b>Occupational Therapy 2nd Year Representative</b>	All full-time OT students	All full-time OT students	Spring
<b>Occupational Therapy 3rd Year Representative</b>	All full-time OT students	All full-time OT students	Spring

**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

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:***

- 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:***

- 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@kgi.edu](mailto:studentgovernment@kgi.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.