



**KECK GRADUATE INSTITUTE**

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*A Member of The Claremont Colleges*

# **Student Government Bylaws**

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## 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.*

## **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**

- I. All members of Student Government are expected to attend and fully participate in all meetings unless unique circumstances exist according to the Student Government President and Dean of Students.
- II. Fall and Spring student government retreats are mandatory for all members of student government unless unique circumstances exist according to the Student Government President and Dean of Students.
- III. Before announcing any program/event, Student Government members should connect with a representative from Student Affairs to confirm no programs conflict.
- IV. Failure to adhere to the above expectations places the officer in dereliction of duties and the officer may be subject to impeachment procedures.
- V. Members of Student Government are expected to participate in all votes. Participation may include a recorded abstention.
- VI. 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 Student Government President and Dean of Students.
- VII. 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.
- VIII. All student government members are required to create a manual for their positions, outlining their responsibilities and events for both the fall and spring semesters, and submit it to the Student Government Cabinet.

### **ELECTED STUDENT GOVERNMENT POSITIONS AND RESPONSIBILITIES**

All executive positions (President, Vice President, Treasurer, Secretary, 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 student.

#### **President**

- A. Expected to work on government responsibilities over the summer as needed and assist in new student orientation.
- B. Representing and advocating for Student Government and student body interests.
- C. Act as primary Student Government contact to Student Affairs.
- D. Interface with administration and represent the student body.
  - a. Meet weekly with the student government advisor (Dean of Students).
  - b. Meet monthly with the KGI President.

- E. Implement Student Government goals for the year.
- F. Develop the Student Government as an organization.
- G. Organize and facilitate the following meetings:
  - a. Run Student Government weekly meetings. If the President is absent, the President will select a government member to facilitate the meeting.
  - b. Meeting with the President's Cabinet with the Student Government
  - c. Town hall meetings between faculty, students, and administration (recommended: once a semester).
  - d. Organize and facilitate the Student Leadership Training Day
- H. Oversee student budget allocations.
- I. Encourage social and professional events.
- J. Grow KGI's involvement with the 7C's and community.
- K. Represent and act upon various campus wide committees when required.
- L. Assist one event per semester organized by either Social Chair, Cross-Cultural Global Diversity Chair, Health & Wellness Chair.

### **Vice President**

- A. Expected to work on government responsibilities over the summer as needed and assist in new student orientation.
- B. Representing and advocating for Student Government and student body interests.
- C. Assist Treasurer throughout the academic year in managing clubs and organizations.
- D. Assist the president in facilitating and organizing the following meetings:
  - a. Meeting with the President's Cabinet with the Student Government
  - b. Town hall meetings between faculty, students, and administration (recommended: once a semester).
  - c. Organize and facilitate the Student Leadership Training Day
- E. Oversee all the Clubs and Organization process:
  - a. Submission and approval process of all clubs and organizations applications.
  - b. Manage the manual process for all clubs and organizations.
  - c. Host at least one Mandatory Clubs/Orgs Leadership Event each semester (can co-host with the Dean of Students in the Fall Semester).
- F. Co-manage Student Government email address listservs and send out emails on behalf of Clubs and Organization leaders.
- G. Represent and act upon various campus wide committees when required.
- H. Assist one event per semester organized by either Social Chair, Cross-Cultural Global Diversity Chair, Health & Wellness Chair.

### **Treasurer**

- A. Expected to work on government responsibilities over the summer as needed and assist new student orientation.
- B. Representing and advocating for Student Government and student body interests.
- C. Responsible for allocating student budget for Student Government and clubs.
- D. 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.
- E. Reports to the Student Government Executive Board on financial matters.
- F. Reports to Student Affairs on financial matters.
- G. Approves all Student Government and Club spending.
- H. Manage Fall Semester Budget Review Form in anticipation for Spring Retreat.
- I. Represent and act upon various campus wide committees when required.

- J. Assist one event per semester organized by either Social Chair, Cross-Cultural Global Diversity Chair, Health & Wellness Chair.

### **Secretary**

- A. Expected to work on government responsibilities over the summer as needed and assist in new student orientation.
- B. Representing and advocating for Student Government and student body interests.
- C. Create Student Government meeting agendas for distribution to Student Government members prior to meetings and take minutes during meetings.
- D. Manage Student Government email address listservs and send out emails on behalf of Student Government.
- E. Work with the current Student Government to ensure proper management of events with contacts, budgets, and suggested improvements for future Student Government body.
- F. Manage and maintain the master calendar of events between Student Government, clubs/organizations and administration.
- G. Manage the manual process for Student Government officers.
- H. Represent and act upon various campus wide committees when required.
- I. Assist one event per semester organized by either Social Chair, Cross-Cultural Global Diversity Chair, Health & Wellness Chair.

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

- A. Expected to work on government responsibilities over the summer as needed and assist in new student orientation.
- B. Representing and advocating for Student Government and student body interests.
- C. Represent the collective cultural interests of all students to administration and Student Government.
- D. Organize and support events to increase international awareness among the KGI community.
- E. Provide minimum of two events per semester related to this position.
- F. 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.
- G. Serve as a student representative on the JEDI committee.
- H. Represent and act upon various campus wide committees when required.

### **Ethics and Judicial Chair**

- A. Expected to work on government responsibilities over the summer as needed and assist in new student orientation.
- B. Representing and advocating for Student Government and student body interests.
- C. Manage Fall and Spring Student Government Elections.
- D. Organize campus-wide events pertaining to ethics (1x per semester)
- E. Assist one event per semester organized by either Social Chair, Cross-Cultural Global Diversity Chair, Health & Wellness Chair.
- F. Manage the Student Government Bylaws Document.

- G. Represent and act upon various campus wide committees when required.
- H. Assist one event per semester organized by either Social Chair, Cross-Cultural Global Diversity Chair, Health & Wellness Chair.

### **Health & Wellness Chair**

- A. Expected to work on governmental responsibilities over the summer as needed and assist in new student orientation.
- B. Representing and advocating for Student Government and student body interests.
- C. Promote health and wellness on campus throughout the Claremont 7C community.
- D. Identify opportunities to improve the health & wellness on-campus and in the greater community.
- E. Provide minimum of two events per semester related to this position.
- F. Coordinate and facilitate the Annual March Madness for KGI (This will count as one of the events for spring semester).
- G. Work with administration to incorporate events centered around healthcare.
- H. Represent and act upon various campus wide communities when required.

### **Marketing Chair**

- A. Expected to work on governmental responsibilities over the summer as needed and assist in new student orientation.
- B. Representing and advocating for Student Government and student body interests.
- C. Create flyers when requested by chairs and representatives for their events.
- D. Maintain Student Government social media presence.
- E. Represent and act upon various campus wide communities when required.
- F. Work with the president to coordinate all student government related emails to all student body (mass email).
- G. Assist one event per semester organized by either Social Chair, Cross-Cultural Global Diversity Chair, Health & Wellness Chair.
- H. Facilitate monthly meetings with KGI's marketing team to plan upcoming content

### **Professional Development Chair**

- A. Expected to work on governmental responsibilities over the summer as needed and assist in new student orientation.
- B. Representing and advocating for Student Government and student body interests.
- C. Champion and uphold KGI's professional values.
- D. Identify concerns and incorporate feedback from all students on matters involving professionalism.
- E. Responsible for identifying professional development areas and the coordination of professional development events.
- F. Organize professional educational workshops (collaborate with Career Services).
- G. Lead the inventory management and upkeep of the Health Fair Community supplies and coordinate responsibilities surrounding the Health Fair Community supplies with Student Affairs.
- H. Represent and act upon various campus wide communities when required.
- I. Assist one event per semester organized by either Social Chair, Cross-Cultural Global Diversity Chair, Health & Wellness Chair.

## **Social Chair**

- A. Expected to work on government responsibilities over the summer as needed and assist in new student orientation.
- B. Representing and advocating for Student Government and student body interests.
- C. Improve inter-class bonding through event planning.
- D. Plan minimum of one social event for the entire student body per semester.
- E. Manage social event budgets.
- F. Represent and act upon various campus wide committees when required.

## **All Cohort Representatives**

Responsible for working with other representatives from your school to organize events for your cohort.

- A. Liaison between faculty and your cohort.
- B. Responsible for being the lead organizer of at least one cohort event per semester.
- C. Represent your cohort in Student Government
- D. Represent and act upon various campus wide communities when required.
- E. Assist one event per semester organized by either Social Chair, Cross-Cultural Global Diversity Chair, Health & Wellness Chair.

### **a. SoP Representatives**

- i. Pharmacy 1<sup>st</sup> Year Representative
- ii. Pharmacy 2<sup>nd</sup> Year Representative
- iii. Pharmacy 3<sup>rd</sup> Year Representative
- iv. Pharmacy 4<sup>th</sup> Year Representative

### **b. SoHS Representatives**

- i. MSGC Representative
- ii. MSPA Representative
- iii. OTD 1<sup>st</sup> Year Representative
- iv. OTD 2<sup>nd</sup> Year Representative
- v. OTD 3<sup>rd</sup> Year Representative

### **c. Riggs Representatives**

A restructuring of the student government has been deemed necessary as KGI continues to grow and evolve. 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; therefore, here are the clusters of representatives based on current needs.

- i. Bioprocessing Representative
- ii. Business & Science Representative
- iii. MSGDA Representative
- iv. Research & Science Representative
- v. PhD Representative
- vi. Pre-Health Representative

# ELECTION OF OFFICERS

## A. ELECTION MANAGEMENT

- a. The Ethics and Judicial Chair shall act as the elections manager and work with the advisor for all student elections.
- b. The elections manager will be responsible for coordinating the elections in an efficient and organized manner.
- c. Election statistics must be released to the student body within a week of announcing the election results.
- d. 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.
- e. Candidates may only participate in particular elections for which they are eligible.
- f. Eligible candidates must be able to make a public address to voters stating why they should be elected for the position they are running.
- g. Candidates may run for one position for which they meet the requirements of eligibility.

## B. VOTER ELIGIBILITY

- a. All current full-time or part-time students of KGI are eligible to participate in elections.
- b. Students who are graduating in the semester that elections are being held are eligible to nominate and vote for chair and cabinet positions, but not representative positions.
- c. Each representative position has a specific set of students eligible to vote for that particular position (defined in Addendum C).

## C. CANDIDATE ELIGIBILITY

- a. 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 fulltime faculty from their program.
- b. This verification is to be conducted by Student Affairs prior to a candidate accepting their nomination for any position.
- c. Student Affairs shall report to only the elections manager the candidate's eligibility based on their institutional standing.
- d. 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
- e. Candidates for the President position must receive a minimum of three nominations.
- f. A candidate may choose not to run for a position for which they have been nominated and decline the nomination.
- g. Position-specific requirements are defined in Addendum C.
- h. President and Vice President candidates must have a minimum of one year of experience in student government positions.
- i. Secretary and Treasurer candidates must have a minimum of one year of experience in student government positions or club leadership positions.
- j. 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.

## D. NOMINATIONS AND ELECTIONS

- a. 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.

- b. 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.
- c. Campaigning on-campus must be approved by Student Affairs. Violations will be reviewed on a case-by-case basis.
- d. 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.
- e. Candidates shall abide by following policies during the nominations and elections:
  - i. **Timing:** No campaigning will be allowed until the official campaign period has begun as determined by the Student Government.
  - ii. **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.
  - iii. **Campaign Materials:** Campaign materials may not include home-baked goods.
  - iv. **Campaign Spending:** A nominee shall not spend more than one hundred dollars (\$100) total per election, regardless of the source.
  - v. **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.

#### E. OFFICES

- a. 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:
  - i. Executive Committee
    - 1. President
    - 2. Vice President
    - 3. Treasurer

4. Secretary
- ii. Chairs
  1. Cross-Cultural Global Diversity Chair
  2. Ethics and Judicial Chair
  3. Health and Wellness Chair
  4. Marketing Chair
  5. Professional Development Chair
  6. Social Chair
- iii. Cohort Representatives
  1. Riggs Representatives:
    - a. Research and Science Representative: for MS, MSMDE, and MSTM
    - b. Business and Science Representative: for MBS, and CBM
    - c. Bioprocessing Representative: for MEng
    - d. MSGDA Representative
    - e. Pre-Health Representative (PPC, PPA)
    - f. PhD Representative
  2. SoP Representatives:
    - a. Pharmacy 1st Year Representative
    - b. Pharmacy 2nd Year Representative
    - c. Pharmacy 3rd Year Representative
    - d. Pharmacy 4th Year Representative
  3. SoHS Representatives
    - a. MSGC Representative
    - b. Physician Associate Representative
    - c. Occupational Therapy 1st Year Representative
    - d. Occupational Therapy 2nd Year Representative
    - e. Occupational Therapy 3rd Year Representative

#### F. CREATION OF NEW OFFICES/POSITIONS

- a. 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.
- b. 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.

#### G. VOTING

- a. 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).

#### H. QUORUM FOR STUDENT BODY ELECTIONS

- a. 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.
- b. For the election of representative positions to be valid, a quorum of 30% students in the respective programs who are eligible to vote for the position must be met by the election's deadline.
- c. Elections that fail to meet quorum by the deadline will be extended one time with a reduced quorum of a majority vote.
- d. 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.
- e. DETERMINING THE WINNER
  - i. 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.
  - ii. Votes cast in the election must be anonymous.
- f. ELECTIONS
  - i. SPRING: The following Student Government officers will be voted for in the Spring Elections:
    1. All Executive positions
    2. All Chair positions
    3. SoP Representatives
      - a. Pharmacy 2nd Year Representative
      - b. Pharmacy 3rd Year Representative
      - c. Pharmacy 4th Year Representative
    4. SoHS
      - a. Occupational Therapy 2nd Year Representative
      - b. Occupational Therapy 3rd Year Representative
  - ii. FALL: The following Student Government positions will be elected in the Fall Election:
    1. SoP
      - a. Pharmacy 1st Year Representative
    2. Riggs Representative
      - a. Research and Science Representative: for MS, MSTM, and MSMDE,
      - b. PhD Representative
      - c. Business and Science Representative: for MBS and CBM
      - d. Bioprocessing Representative: for MEng
      - e. MSGDA Representative
      - f. Pre-Health Representative: PPC and PPA
    3. SoHS Representative
      - a. MSGC Representative
      - b. Physician Associate Representative: for the PA program \*
      - c. Occupational Therapy 1st Year Representative: for the OT program
      - d. Election in November. They will serve from January to the following January.
- g. SPECIAL
  - i. Elections will be pushed to the next eligible student election for voting, should any situation require it, there are contingency plans for in the events that:
    1. No student is nominated for a certain position

2. no student accepts their nomination,
3. no student is successfully elected (meets the quorum requirement or is out-voted by the "Abstain" votes)
4. If any officer resigns from their position

## 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 representatives, they will serve until the following October or potentially the end of the Fall semester (until the newly elected representatives start). For PA representative, they will serve until following December or potentially the end of the Fall semester (until the newly elected representatives start).

All officers who were elected in Spring attend summer training (which will be before new student orientation). All officers who were elected in Fall attend fall training (which will be held within two weeks after the election is complete).

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

### 1. REQUIREMENTS

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

### 2. VACANCIES AND ACTING OFFICERS

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

### 3. SPECIAL ELECTION:

- a. If a position becomes vacant at a time frame outside of the typical Fall and Spring elections cycle, special elections will be held.
- b. Special elections are managed by the President and Vice President.
- c. 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.
- d. One candidate will be contacted at a time directly by the President and given 24 hours to accept or reject the position.

### 4. REMOVAL OF AN OFFICER:

- a. CULPABILITY:
  - i. 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.

### 5. ARTICLES OF IMPEACHMENT:

- a. 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.

- b. 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.
- 6. IMPEACHMENT HEARING:
  - a. The hearing must be conducted within 10 days of notice to the accused, without violation of time allotted to prepare defense.
  - b. The hearing is presided over by the Dean of Students who determines a suitable and fair format for the hearing.
  - c. A quorum of three-fifths of Student Government must be present for the hearing.
  - d. 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.
  - e. 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.
  - f. 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.
  - g. 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.

## GOVERNMENT CONDUCT

- a. MEETING STRUCTURE
  - i. 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 the Secretary at least 24 hours in advance.
  - ii. 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.
  - iii. The President, or their appointee, is responsible for facilitating productive discussion.
- b. VOTING DURING MEETINGS
  - i. **Quorum:** Half of all officers must vote for a valid decision. The Dean of Students may not vote on a decision.
  - ii. **Ballots:** The votes may be counted verbally, paper ballot, show of hands or online poll.
  - iii. 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

- i. 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.
  - ii. Electronic polls must be sponsored by a Student Government officer.
  - iii. The officer sponsoring the electronic poll must send out a brief summary of the issue at hand to all members of student government.
  - iv. 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.
  - v. All guidelines for voting should be followed, including the option for abstention.
- d. DECISIONS DURING MEETINGS
  - i. Unless otherwise stated, decisions are made by a plurality vote.
- e. GOVERNMENT-SANCTIONED COMMITTEES
  - i. Committees may be created by any officer and may be associated with Student Government positions. Committees can meet outside of student government meetings.
  - ii. Committees can be created and suspended by the Student Government under the proper voting procedure.
  - iii. 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.
  - iv. Committees that are Student Government-related must be made open to the entire student body.

## INTERNAL FUNDING

- a. Budgets will be considered and reviewed by the Student Government Body led by the Student Government Treasurer. Club budgets will be allocated 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.
- b. Internal Funding can include the following:
  - i. OFFICER AND COMMITTEE FUNDING:
    - 1. Before club budgets are approved and funds distributed, funding for committees will be considered, reviewed, and awarded upon student government approval.
  - ii. RIGGS, SoP AND SoHS REPRESENTATIVE FUNDING:
    - 1. Before club budgets are approved and funds distributed, funding for RIGGS, SoP, and SoHS representatives will be considered, reviewed, and awarded upon student government approval.
    - 2. 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.
  - iii. PROGRAM FUNDING:
    - 1. 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.
2. Funds will be distributed based on programs student enrollment number
- iv. MID-YEAR ALLOCATIONS:
1. 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.
- v. END OF YEAR ALLOCATIONS:
1. Unused fundraiser funds should roll over to the next academic year's Student Government budget.
- vi. EVENTS
1. All programs funded by the student government must be open to the entire student body with the exception of clubs defined below.
  2. 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.
  3. For class-specific events, budget allocation will be granted based on the nature of the event rather than number of attendees of the event.
- vii. CONTINGENCY FUNDS
1. Club/organization, representatives, or chairs may request to use the Contingency Fund will be reviewed and funding will be distributed on a first-come, first-serve basis.
  2. Student groups wishing to apply for contingency funding needs to schedule a time within the weekly Student Government meetings for a 5-minute presentation. Student groups 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: "Contingency Fund Request."
  3. Criteria for contingency fund approval is based on student groups efforts to fundraise, plan to use the budget, and history of events.
  4. Student groups must follow the contingency proposal application process, which will be given after contacting Student Government:
  5. 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.
  6. Two officers from the student groups need to present proof of need for funding, and how the funding will be used. For clubs and organizations, this is typically presented by their president and treasurer.
  7. 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.
  8. Proposal must include fundraising efforts by the student groups to meet their financial needs.
  9. Student Government will vote anonymously as a board to approve and determine what funding amount to grant the requesting club.
  10. 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.

11. All contingency proposal decisions made by student government are final

viii. **PENALTIES FOR FUNDING PROCESS VIOLATION**

1. Student groups 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 student group Fund Raising Form (Form Stack) created by the Office of Student Affairs. Penalty information is to be iterated during the "Student Leadership Club Training/Student Government.
2. If student groups use any other payment/funds collection platform Fund Raising Form (Form Stack) created by the Office of Student Affairs, the student groups will be subject to the following plan of action for penalties:
3. 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.
4. 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.
5. 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 student group 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.
6. The amount deducted from the student group 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.
7. These penalties have been put in place to prohibit the use of Venmo, GoFundMe, and other payment services for fund collection.

ix. **CLUB FUNDING**

1. All club funding is allocated on an academic fiscal yearly basis at the discretion of the Student Government.
2. Those clubs that were denied funding due to late submission of Club Registration Form will have the opportunity request funds through 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.
3. 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:
  - a. Use of the club members' personal funds and not subject to reimbursement.
  - b. An overdraft of funds may act as a determinant in future budget allocation, especially in the following school year.
  - c. 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.
  - d. 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.
- x. INACTIVE CLUB FUNDS
  - 1. 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.

## Clubs and Organizations

Clubs and organizations are any student-founded and student-led groups with a common interest. In general, all active social, hybrid, 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. Limited 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

- i. 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.
- ii. 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.
- iii. Social Organizations: defined as extracurricular organizations that engage students socially, not related to academic or professional interests.
- iv. Limited Membership Organizations: defined as any club that only accepts members based on a selective process. The academic program director must be in support of the chapter.

### b. FORMATION

- i. Clubs may be founded by any member of the student body with appropriate documentation and support. Including identifying an advisor (must be a full time KGI employee). 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.
- ii. All clubs seeking recognition by Student Government must submit a Club Registration Form within the allotted time frame given by Student Government/ Student Affairs.

**c. REQUIRED LEADERSHIP MEETING**

- i. At least one member from the executive board of each club will be required to attend the "Student Leadership Training" once each semester.
- ii. The meeting will detail the club funding process, reimbursement process, and other necessary details.
- iii. 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.
- iv. All clubs must adhere to the student event planning process.
- v. All clubs must submit an event registration form and receive an approval, prior to hosting an event.
- vi. Communication to all student body must be done through the Student Affairs Biweekly newsletter (Clubs are not allowed to mass email the student body regarding their events or organizations).

**d. Leadership Transitions Manual**

- i. National Organizations:
  - i. If you are part of a national organization that requires creating a manual or information to pass, you are NOT required to submit the manual to Student Government based on their deadlines. However, please fill out this form to note that you have a system for information sharing.
  - ii. If following year's leadership is not finalized by March, manuals (including social media details, email passwords, etc.) must be shared with Student Government or the Dean of Students by April 1.
- ii. Non-national Organizations:
  - i. If you are NOT a chapter of any national organization that requires you to have a organization/club manual, you must adhere to deadlines and expectations created by the Student Government.

## **BYLAWS AMENDMENTS**

**a. AMENDMENTS PROPOSED BY STUDENT GOVERNMENT OFFICER**

- i. Amendment(s) must be approved by plurality of votes of the Student Government.
- ii. Elections will be managed by the Ethics and Judicial Chair by secret ballot.

**b. AMENDMENTS PROPOSED BY STUDENTS OUTSIDE OF STUDENT GOVERNMENT**

- i. Amendment(s) must be approved by a three-fifths vote of the Student Government following the quorum requirements described above.
- ii. 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.
- iii. Elections will be managed by the Ethics and Judicial Chair and Student Affairs by secret ballot.