

CONSTITUTION

Constitution of the LECOM Bradenton SDM Student Government Association

Preamble

We, the students of Lake Erie College of Osteopathic Medicine Bradenton (LECOM Bradenton), have drafted this constitution with advice, guidance, and example of all accredited dental colleges and institutions. This document is adopted subject to regulation and supervision of the Board of Trustees, Administration, and faculty of LECOM Bradenton.

Its provisions shall be duly carried out in accordance with student government bylaws, student government Standing Rules, and Robert's Rules of Order. It shall become official with the student body immediately upon its acceptance.

This document shall provide a means by which each student of LECOM Bradenton shall have equality of opportunity, method of action, and ability of opinion to pursue his/her individual aspiration within the realm of this, the school of dental medicine.

Article I. Name and Dental Degree

Section 1. Name

This body shall be known as the student body of Lake Erie College of Osteopathic Medicine Bradenton (LECOM Bradenton) School of Dental Medicine. The representation of the student body shall be known as the Student Government Association (SGA).

Section 2. Student Body

The student body of Lake Erie College of Osteopathic Medicine Bradenton (LECOM Bradenton) School of Dental Medicine shall include all students registered in a Dental degree program paying Student Government fees and attending LECOM Bradenton.

Article II. Objective and Purpose

Section 1. Non-Discrimination

The Student Government does not discriminate on the basis of race, sex, creed, color, national origin, age, sexual orientation, or disability in its programs or activities in carrying out the meaning and intent of this constitution.

Section 2. Purpose

The purpose of the government shall be:

1. To act as the official representation to voice the concerns and opinions of LECOM Bradenton students to:
 1. The LECOM Bradenton Administration and Faculty
 2. All Standing and Ad Hoc Committees of the above organizations.
2. To provide a means of expression for student opinions.
3. To prepare a budget for student activities which the Student Government believes most clearly approaches the desires and needs of all students.
4. To discuss the conduct of campus organizations that seem to be operating in a manner prejudicial to the welfare of the profession, college, or other students; and to make recommendations to the appropriate body when requested and/or necessary. Discipline within our jurisdiction shall include a suspension of student government funds to these organizations. The suspension shall last one semester or until reapplication for official status shall be deemed reasonable by the Student Government Association
5. To oversee the establishment of new student organizations and to promote communication and cooperation among all student organizations.
6. To assist with and/or supplement extracurricular education and social events for LECOM Bradenton students.

Article III. Membership

Section 1. Constituents/Non-Voting Members

1. Constituents to the Student Government Association (the student body) shall consist of every registered student of LECOM Bradenton in a Dental degree program paying Student Government fees.

Section 2. Representative/Voting Members

1. Each class shall be entitled to elect two class representatives to the Student Government Association.
2. Attendance of class representatives to Student Government meetings is mandatory.

3. Each class representative is allowed one (1) unexcused absence and one (1) excused absence per elected term in office (excused absences are to be determined by the Student Government Association Executive Board for each situation).
4. Each class representative is responsible to appoint a proxy voter for each excused absence. The proxy must be of the same class, and not already hold a voting position. All class representatives that are on clinical rotations are not responsible for this duty but are strongly encouraged to attend the meeting or appoint a proxy voter.
5. Qualification requires that each class representative be academically in good standing as set forth by the administration and the LECOM Bradenton student handbook.
6. Class Representatives are elected by class constituents of their respective class and obtain the office by simple vote count.
7. Elections for these positions will be conducted by and will take place at the discretion of the Student Government Association Executive Board as defined in Article VI, Section 1.
8. Removal of class representatives for any justifiable reason can occur by a two-thirds (2/3) vote by class constituents. Justifiable reason for removal from office is defined as, but not limited to: improper attendance (Article III, Section 2, B, C, D), improper representation, and/or any reason deemed justifiable by the Student Government Executive Board.
9. Resignations for class representatives must be written and submitted to the Student Government Executive Board.
 1. If a class representative resigns or is removed, the next highest vote getter from the initial election for that class will fill the position. If there is no one to fill the position, then a replacement will be elected at large from the class constituents. The time for the replacement election will be decided by the Student Government Executive Board.
 2. If a class representative is removed, they will be prohibited from holding any elected office in the Student Government Association during their tenure as a student at LECOM Bradenton.

Section 3. Faculty Advisor/Non-Voting Member

1. Faculty Advisor will serve in an advisory position to Student Government.
2. Faculty Advisor must be a whole or full-time employee of the College as determined by the Dean of Academic Affairs

3. Faculty Advisor will not have a vote on Student Government issues.
4. Faculty Advisor is elected by Student Government voting members by a simple majority (>50%).
5. The Student Government must submit its choice for the elected Faculty Advisor position to the Dean of Academic Affairs for final approval.
6. Term of Faculty Advisor will be one academic year. Consecutive terms shall not be limited.
7. Resignation of Faculty Advisor must be written and submitted to the Student Government Executive Board.
8. If for any reason there is a removal of the faculty advisor, he/she must be replaced with a new faculty advisor immediately. No Student Government meetings or activities shall take place without a faculty advisor in position.
9. If it is necessary to remove the faculty advisor, the Student Government Association shall submit this recommendation in writing with its reasons for the removal to the Student Government Association. A 50% majority is required to call for removal of the faculty advisor and a 2/3 majority is required to remove the faculty advisor from their position.
 1. In the event that a faculty advisor is removed, a new faculty advisor must be elected by the Student Government Association before the next SGA meeting.

Section 4. Student Affairs Representative/Non-Voting Member

1. Student Affairs Representative will serve in an advisory capacity to Student Government.
2. Student Affairs Representative will not have a vote on Student Government issues.
3. Student Affairs Representative will serve in an advisory capacity by virtue of his/her administrative appointment to the position as the Director of Student Affairs.
4. If it is necessary to remove the Student Affairs Representative, the Student Government Association shall submit this recommendation in writing with its reasons for the removal to the Assistant Dean of Student Affairs. The director will then submit this recommendation to the administration, as they are the only ones who can remove the Student Affairs Representative.
5. The student affairs representative position may coincide with the faculty advisor.

Section 5. Past Executive Board Representative/Non-Voting Member

1. The past Executive Board Representative will serve in an advisory capacity to Student Government
2. The past Executive Board Representative will not have a vote on Student Government issues
3. The immediate past-President of the Student Government Association shall serve as the representative
4. If the immediate past-President of the Student Government Association is unable to serve as the representative, the Student Government Association shall appoint another member of the past Executive Board as the representative

Section 6. Executive Board/Voting Members

1. The Executive Board shall consist of: Student Government President, First Vice President, Secretary, Treasurer, and Webmaster as an ex-officio member of the Executive Board.
2. The Executive Board shall meet at the request of the President.
3. An Executive Board member may concurrently serve as a club or outside committee officer with a simple majority (>50%) vote by Student Government.
4. Responsibilities of the Executive Board shall be to:
 1. Set Student Government meeting times, places, and events.
 2. Oversee an adequate transition period following election of a new Executive Board.
 3. Act as an administrative body to the Student Government.
 4. Act as the Student Government body when not in session. Actions and decisions shall not be limited but must be ratified by a simple majority (>50%) at the next scheduled Student Government session.
5. Attendance at all meetings is required unless previously excused by the remaining Executive Board members.
6. Executive Board Members must be in good standing academically as set forth by the LECOM Bradenton Student Handbook.
7. Removal of Executive Board members can occur following more than two (2) unexcused absences. Removal can occur with a two-thirds (2/3) majority vote by

the Student Government members. Removal can also occur with a simple majority (>50%) vote of student body members.

8. Resignations must be written and submitted to the remaining Executive Board members.

9. Leave of absence requests must be submitted in writing by the absent officer to the remaining Executive Board members. Requests for temporary leaves shall be granted at the discretion of the remaining Executive Board members. This position will fill according to the individuals named in Article IV.

Article IV. Duties of the Executive Board

Section 1. President

1. Preside over all meetings of the Student Government.
2. Act as Chairperson of the Executive Board.
3. Cast a vote on any motion before the Student Government only in the case of a tie.
4. Serve as Chairperson of the Resolution and Constitution Committee.
5. Carry out or delegate responsibility for any directives or motions of the Student Government in order to report on these actions at subsequent meetings.
6. Be an ex officio member of all Student Government committees (Ex officio member means that the President serves on each committee without a vote).
7. Coordinate, in an advisory capacity, all class officers and representatives.
8. Shall, upon invitation, sit in on Board of Directors Meetings and/or Board of Trustees Meetings and/or Dean's Committees to voice student concerns, affairs, and priorities.
 1. Act as cosignatory with the Treasurer on Student Government checks.
 2. Serve as an advisor to the newly elected Student Government during the transition period.
 3. Term of office will be one (1) year as stipulated by Article VI.

Section 2. First Vice President

1. Assume the duties of the President in his/her absence.
2. Serve as a member of the Executive Board.
3. Have a vote in Student Government meetings.

4. Assume duties of Parliamentarian as stated in the LECOM Bradenton Student Government Constitution and the LECOM Bradenton Parliamentary Procedure Guidelines. Any issues not covered in the above documents shall be referred to Robert's Rules of Order.
5. Serve as Chairperson of the Community Service Committee.
6. Serve as Chairperson of the Council of Presidents by coordinating all Student Government clubs, groups, and organizations and report on such to the Student Government.
7. Conduct all elections for Executive Board members and Class Representatives of the subsequent year and all Class Officer elections as stated in Articles V and VI, respectively.
8. Serve as Chairperson of the Activities Committee.
9. Term of office will be one (1) year as stipulated by Article VI.

Section 3. Secretary

1. Serve as a member of the Executive Board.
2. Have a vote at Student Government meetings.
3. Serve as Chairperson of the Publicity and Awareness Committee.
4. Record an accurate and authentic record of the proceedings of the Student Government meetings.
5. Publish and make available copies of the approved minutes.
6. Maintain an attendance record of the Student Government voting members and inform those who missed any meetings without excused absence.
7. Prepare and distribute the unapproved minutes of the preceding meeting to the Student Government voting members.
8. Announce Student Government meetings two days prior to the meeting by means of written or electronic communication and the Student Government bulletin board.

9. Be responsible for, coordinate, and submit a Student Government calendar of social events for the year. A copy should be submitted to each of the following: Office of Student Affairs, Student Government Faculty Advisor, Office of Public Relations, Office of the Dean, Office of Clinical and Pre-clinical Deans, and the Class Scheduling Committees. A copy shall also be placed on the Student Government webpage.

10. Preserve documents and files of the Student Government in the Student Government office.

1. Act as an official correspondent for the Student Government.
2. Publish a tentative schedule of all Student Government meetings.
3. Maintain the activities calendar to inform the students of LECOM Bradenton of events and pertinent community information.
4. Maintain and update, with the First Vice President, a list of class officers, club officers, and faculty advisors with the Office of Student Affairs.
5. Organize the selection of all Student Government awards (Student Government Outstanding Faculty Award, Staff Awards, etc.).
6. Term of office will be one (1) year as stipulated by Article VI.

Section 4. Treasurer

1. Serve as a member of the Executive Board.
2. Have a vote at Student Government meetings
3. Serve as Chairperson of the Finance and Fundraising Committee.
4. Act as Financial Advisor to all Student Government clubs and classes.
5. Maintain accurate and up-to-date records of all incoming and outgoing money.
6. Submit a typed Treasurer's report at the second regular term or yearly meeting of Student Government.
7. Receive receipts for all expenditures.
8. Acquire and deliver payments or ascertain that all payments are received by appropriate persons.
9. Review class, club, and organization financial records at least once annually or as deemed necessary by the Finance and Fundraising Committee and/or Executive Board.

1. Ensure that clubs that dissolve at the end of each year due to lack of participation or otherwise have relinquished their remaining budget from their bank account to the SGA Account via the Club President or Treasurer.
2. Ensure that there are allocated monies for a rotation dinner for D-III, and a class graduation gift for D-IV of that current year to be paid by SGA as to leave no residual class bank accounts. The amount for these items will be determined on a yearly basis at the discretion of the Student Affairs Advisor.
3. Prepare and submit, along with the Executive Board, an annual budget for consideration to the Executive Board elect.
4. Term of office will be one (1) year as stipulated by Article VI.

Article V. Class Officers

Section 1. Eligibility

1. Candidate must be a member of the class in which he/she represents.
2. Candidate must be in good standing academically as set forth by the administration and the LECOM student handbook.
3. Candidate shall not concurrently serve as both a Class Officer and a Student Government Representative or Executive Board Member.
4. Term of office for will be one (1) year for all positions as stipulated in Article VI.

Section 2. Positions Available

1. Offices for class representation shall include: President, Vice President, Group A representative, and Group B representative. Every class member shall vote on these officers of the class and the class officers shall represent the entire class.
2. Attendance of Class Officers to Student Government meetings is mandatory.
3. Each representative is allowed one (1) unexcused absence and one (1) excused absence per term (excused absences are to be determined by Student Government Executive Board for each situation).

Section 3. Elections

1. Date of elections shall be set at the discretion of the Executive Board.
2. The election shall be conducted under the guidelines set forth in Article VI, Section C, and the following guidelines:
 1. Give notice of forthcoming election at least 2 (two) weeks prior to the election date.

2. A letter of intent must be presented to the Executive Board First Vice President by the candidate at least one week prior to the election to be considered an official candidate. Speeches are the option of the candidate.

Section 4. Removal/Resignation

1. Resignations from office must be submitted in writing to the Student Government Executive Board and the remaining Class Officers.
2. Removal can occur with two-thirds (2/3) majority vote by the class constituents for which the officer represents. The party (ies) wishing to remove an officer must present a petition to Student Government and the Class Officers bearing the names of a simple majority (>50 %) of the students in the class. Student Government shall verify this petition.
3. Removal may be as stated in Article III, Section 2H.

Section 5. The Duties of the Class President

1. Will have a vote at Student Government meetings.
2. Act as liaison between the class and the administration regarding class affairs.
3. D-II Class President Serves as a 1st Vice Chairperson of the Resolution and Constitution Committee. D-I Class President serves as 2nd-Vice Chair of the Resolution and Constitution committee.
4. Report to the class on class related affairs.
5. Preside over class meetings called either by oneself or a simple majority of the class.
6. Recommend and appoint chairpersons and members to class committees subject to the approval of the class officers.
7. Serve as an ex officio member of all class committees.
8. Serve as class representative to the Student Government and as such, have the rights and responsibilities as a class representative as stated in Article III, Section 2.
9. The second year Class President will serve as a Student Government representative of the first year class during the period prior to election of official first year Student Government representation.

Section 6. *The Duties of the Class First Vice President*

1. Will have a vote at Student Government meetings.
2. Assume the duties of the President should the President be unable to serve.
3. Support and aid the President in the accomplishments of his/her duties.
4. Act as Parliamentarian as stated in the LECOM Bradenton Student Government Constitution and LECOM Bradenton Parliamentary Procedure Guidelines.
5. Serve as Vice Chairperson of the Community Service Committee and Vice Chairperson/Executive Board Member of the activities committee.
6. Coordinate all class committees, activities and events, and organize social and extracurricular endeavors of the class.

Section 7. *The Duties of the Class Representatives*

1. Will have a vote at Student Government meetings.
2. Prepare, with the class President, a written agenda for class meetings.
3. Record an authentic record of the proceedings of the class meetings.
4. Post copies of the minutes of class meetings for all class members.
5. Maintain an accurate log of class funds and remit payment on any class expenditures.
6. Submit any proposed budgets for the class to the Finance and Fundraising Committee outside of the rotation dinner.
7. Act as liaison among their class, SGA, faculty, and administration regarding class affairs.
8. Serve as committee members in a capacity deemed necessary by the executive committee.

Article VI. Elections

Section 1. Election of the Student Government

A. Responsibilities of the Executive Board First Vice President in Election of Officers

1. In the event of the First Vice President being a candidate for an election, the responsibility for the election is given to the Student Government Second Vice President, then the Secretary, and then the Treasurer. In the case of the aforementioned persons all being candidates, the Faculty Advisor shall appoint an Election Chairperson.
2. Give notice of the forthcoming election in the Student Government minutes and inform the representative of each class to make an announcement to his/her respective classes. This must be done two (2) weeks prior to the election.
3. Obtain a letter of intent which must be submitted to the Student Government at least one (1) week prior to the election.
4. Email a copy of a letter of intent with candidate's names for constituent viewing.
5. Regulate and enforce rules of campaign in coordination with the Student Government Constitution and the LECOM Bradenton Student Handbook.
6. Organize a forum for the introduction of all recognized candidates if they wish to speak in front of the class, however this is not mandatory. The candidates at this time will speak about their platform. The time limit will be set by the Election Committee. Questions and answers directed to the candidates will be answered after all the candidates have spoken. This must be done prior to the election.
7. Formulate an official ballot and ensure they are directly deposited into a sealed container that is opened only at the time of ballot tallying in the presence of all Executive Board members.
8. Administer the election.
9. Tally and submit the results to the Student Government President, then the candidates, and then to the student body immediately following completion of the election.

10. Responding to election challenges: challenges of the process shall be submitted in writing to the Executive Board First Vice President within forty-eight (48) hours of the election results. The Executive Board First Vice President will call a meeting of the Student Government Executive Board to validate or invalidate the election challenge. If a challenge is valid, a new election should be held within fourteen (14) days. If no challenges are received within forty-eight (48) hours, the election shall be considered valid and final.

B. Election of the Executive Board

1. The date of the election shall be set at the discretion of the Student Government Executive Board.
2. Each candidate may run for only one (1) Executive Board position.
3. The election shall be administered by the Executive Board First Vice President and by the guidelines set forth by Article VI, Section A.
4. The election of the Student Government Executive Board shall be by general election of the student body.
5. In the event that no candidate receives a simple majority (>50 %) of the votes cast, there shall be a runoff election between the two leading candidates at a time specified by the Executive Board First Vice President.
6. Abstentions shall be counted as a vote of no for all candidates in the position being abstained.
7. In the event there are no candidates for a Student Government Executive Board position, the Student Government President Elect shall appoint a member of the student body to fill that position, subject to approval by the new Student Government Executive Board. In the event there are no candidates for Student Government President, a member of the student body will be appointed by the Student Government Executive Board.
8. There shall be no absentee or proxy voting. Write-ins will not be permitted.
9. The Executive Board terms shall be from the May meeting of the current year to the May meeting of the following year. The inaugural executive board shall hold one and one half terms.
10. Officer-elects of SGA must begin attending meetings after the elections.
11. All candidates participating in the election for SGA President must have documentation of attendance of a minimum of four (4) official Student Government meetings during the current school year prior to submission of a letter of intent.

12. All candidates participating in the election for SGA First Vice President, Second Vice President, Secretary, Treasurer, or Webmaster must have documentation of attendance of a minimum of two (2) official Student Government meetings during the current school year prior to submission of a letter of intent.

C. Election of the Class Officers

1. The date of elections shall be set at the discretion of the Student Government Executive Board.
2. Each candidate may run for only one (1) Class Officer position.
3. In the event no candidate receives a simple majority (>50%) of the votes cast, there shall be a runoff election between the two leading candidates within one week.
4. The election shall be administered by the Executive Board First Vice President and by the guidelines set forth by Article VI, Section A.
5. The election of the Class Officers shall be by general election of the respective student body.
6. In the event there are no candidates for a Class Officer position, the open positions must be reposted 3 days before the elections. After elections, if there are still unfilled positions, the students who unsuccessfully ran for another class position may fill those spots, at the approval of the incoming Executive Board and Class President. If there are still unfilled positions after this, the respective incoming Class President shall appoint a member of the student body to fill that position, subject to approval by the new Student Government Executive Board.
7. There shall be no absentee or proxy voting. Write-ins will not be permitted.
8. The Class Officer terms shall be from the May meeting of the current year to the May meeting of the following year, except in the case of the D1 class, who shall hold elections in July.
9. Class Officer Elects must begin attending meetings after the elections.
10. All candidates participating in the election for Class Officers must have attended a minimum of two (2) official Student Government meetings during the current school year prior to submission of a letter of intent.
11. Minimum requirements may be waived for DI fall elections at the discretion of the Student Government Executive Board.

D. Election of Club Officers

1. The election of club officers must be held each and every year.
2. The election of club officers will be held after the SGA Executive board and Class Officers.
3. Any conflicts with holding club officer elections at this time (ie, conflicting with national organization's by-laws) must be brought to the SGA. Holding elections before the SGA Executive board and Class Officers must be approved by the SGA.
4. A member of the SGA Executive board may be elected as an officer of a club pending a majority vote by the members of the SGA Executive board.

Article VII. Student Government Meetings

Section 1. Guidelines for Meetings

1. Presiding over all Student Government meetings shall be the President of the Student Government.
2. All meetings of the SGA shall be conducted according to the following hierarchy:
 1. Student Government Constitution & Bylaws
 2. LECOM Student Government Parliamentary Procedure Guidelines
 3. Robert's Rules of Order
3. Meeting times and agendas are public information and may be viewed by any member of the student body.
4. An executive session (closed meetings) may be called when deemed necessary by the Student Government President. These records need not be made public.
5. The Order of Business for Student Government meetings shall be:
 1. Call to order
 2. Approval of the minutes
 3. SGA Officer Reports
 4. Old Business
 5. New Business
 6. Class Officer Reports
 7. Committee Reports
 8. Open Discussion
 9. Adjournment

Section 2. Meeting Time

1. Time and date of regular meetings shall be the first Wednesday of each month. These dates are subject to change by the Student Government Association Executive Board.
2. Special meetings may be called at the discretion of the Student Government President or a simple majority (>50%) vote of the Student Government.

Section 3. Quorum for Student Government Meetings

1. Student Government meetings shall be deemed official and all decisions from the said meetings deemed final and binding when a quorum is present. The quorum shall consist of a two-thirds (2/3) majority of Student Government voting members.
2. A meeting not having a quorum shall be held by a simple majority (>50%) vote of those Student Government members present. All proceedings not having a quorum shall be deemed official, final, and binding only after approval at the next meeting with a quorum present.

Article VIII. Student Government Committees

Student government committees are subject to change as LECOM SDM evolves. It is at the discretion of the executive committee to assign committee roles to SGA members. Committees may be condensed and/or combined in accordance with their value and need.

Section 1. Committee Guidelines

- A. Student Government Committee Chairpersons shall be led by Student Government Executive Board Members as follows:
1. Resolution and Constitution Committee: President
 2. Community Service Committee: First Vice President
 3. Activities Committee: First Vice President
 4. Publicity and Awareness Committee: Secretary
 5. Finance and Fundraising Committee: Treasurer
 6. Ethics/Honor Code Committee: President

- B. Committee Chairpersons are required to give pertinent reports at Student Government Association monthly meetings.
- C. The Student Government Executive Board Webmaster shall be the Vice Chairperson of both the Publicity and Activities Committees
- D. Class Officers for the D-I and D-II classes must serve on the committees parallel with the Student Government Executive Board Members as listed by Article VIII, Section 1A except the Ethics/Honor Code Committee.
- E. Each Student Government representative must be a member of at least one standing committee as divided by his/her respective Class President.
- F. Committee members, excluding those listed above, are selected at large from the student body.
- G. It is recommended that at least one (1) individual of the student body serve as a member of each committee.

Section 2. Resolution and Constitution Committee

1. The Resolution and Constitution Committee shall consist of the Executive Board President, the D-II Class President, the D-I Class President, appointed Student Government Class Representatives, and members selected at large by the Chairperson on an as needed basis. The hierarchy of succession will follow the aforementioned order.
2. Chairperson shall be the Student Government Executive Board President.
3. Purpose shall be to review and organize any amendments needed in the Student Government Constitution and Standing Rules; to coordinate, address, and plan the duties of the Student Government and its members; and to form and support resolutions as representatives of the entire student body.

Section 3. Community Service Committee

1. The Community Service Committee shall consist of the Executive Board First Vice President, the D-II First Vice President, the D-I First Vice President, appointed Student Government Representatives, and members selected at large by the Chairperson on an as needed basis
2. Chairperson shall be the Student Government Executive Board First Vice President.
3. Purpose shall be to organize activities to benefit LECOM, Erie, and the surrounding communities.

Section 4. *Activities Committee*

1. The Activities Committee shall consist of the Executive Board Second Vice President, the D-II Second Vice President, the D-I Second Vice President, appointed Student Government Representatives, and members selected at large by the Chairperson on an as needed basis
2. The Chairperson shall be the Student Government Executive Board Second Vice President.
3. Purpose shall be to plan and execute student activities.

Section 5. *Publicity & Awareness Committee*

1. The Publicity Committee shall consist of the Executive Board Secretary, the D-II Secretary, the D-I Secretary, appointed Student Government Representatives, and members selected at large by the Chairperson on an as needed basis.
2. The Chairperson shall be the Student Government Executive Board Secretary.
3. Purpose shall be to promote student activities/fundraisers and to distribute all pertinent information to the LECOM Bradenton student body, faculty, and staff.

Section 6. *Finance and Fundraising Committee*

1. The Finance and Fundraising Committee shall consist of the Executive Board Treasurer, the D-II Treasurer, the D-I Treasurer, appointed Student Government Representatives, and members selected at large by the Chairperson on an as needed basis.
2. Chairperson shall be the Student Government Executive Board Treasurer.
3. Committee shall submit a proposed budget to the Office of Student Affairs upon request.
4. Purpose shall be to review budget proposals for the Student Government, to help raise funds for the Student Government, and to advise the Student Government on budget issues.

Section 7. *Ethics/Honor Code Committee*

1. The Chairperson shall be the Student Government President. The co-chair shall be elected from the current Student Government by the Student Government Executive Board on an as needed basis. The Student Government has the power to vote to have the chair step down based on a conflict of interest.

2. Four (4) members shall be selected at large from the student body by the Student Government Executive Board on an as needed basis.
3. Purpose shall be to address, review, and recommend action to be taken on any inappropriate behavior by individuals, groups, or clubs while acting as representatives of LECOM.
4. This committee shall use as a guide administrative policies and the LECOM Student Handbook.
5. All findings and recommendations by the Ethics Committee shall be presented in writing to the Student Government at the next scheduled meeting. The Student Government then decides to pursue one of the following three (3) options:
 1. If an ethical violation has occurred, the recommendations shall be sent to the Director of Student Affairs, who will investigate the grievance.
 2. Determine that no ethical or honor code violation has occurred.
 3. Determine any other action deemed necessary by the Student Government according to the LECOM Student Handbook.

Article IX. Finance

Section 1. Record Disclosures

All financial records of the Student Government will be made available to any student body member upon request.

Section 2. Student Government Fees

1. Student Government fees shall be set by the Student Government members for the following year based on the proposed budget and pending approval of this budget by the administration and the Office of Student Affairs.
2. Student activity fees for underclassmen shall be subject to change according to Student Government and administration approval.
3. Student activity fees are used for programs that are in the interest of all college disciplines, interests, and programs.

Section 3. Disbursement of Funds

1. A proposed budget should be drawn up by the Finance and Fundraising Committee and presented to the Executive Board-elect during the transition stage. Upon approval of the Student Government Executive Board, this budget shall be voted on by Student Government members and, upon passing, be presented to the administration for final approval.

2. The Executive Board shall present a proposed budget at the first Student Government meeting of the new academic year and a finalized budget at the second meeting.
3. During the budgeting process in the fall, the Student Government shall designate all budget line items as one of the following:
 1. Approved in concept for possible and tentative future allocation.
 2. Approved for specific dollar amount.
 3. Not approved.
4. The process for request and release of Student Government funds shall be:
 1. Submit a proposed budget to the Student Government Finance and Fundraising Committee.
 2. All requesting bodies shall present to the Student Government Finance and Fundraising Committee a final budget for all allocations.
 3. All clubs, committees, organizations, and individuals are advised to use the Student Government Finance and Fundraising Committee in order to formulate a proper budget and proposal for presentation to the Student Government.
5. All payment of receipts of expenditures shall require the signatures of two Student Government Executive Board members: the President and Treasurer.

Article X. Communication with Administration

Students are encouraged to use the proper channels in order to ensure proper action on concerns of the student body. These channels will be drafted in the Student Government Constitution at a later date with Student Government and administrative advisement.

Article XI. Amendments to the Constitution

Section 1. Initial Approval of Proposed Amendments

1. A two-thirds (2/3) majority of Student Government members present is required for proposed amendments to be accepted by the Student Government for consideration.
2. A proposed amendment shall be dealt with in one of the following ways:
 1. If the proposed amendment gets tabled by the Student Government at the time of initial presentation, no action, except discussion, on this issue will occur until the following scheduled Student Government meeting when a vote for ratification or rejection shall take place.

2. If the Student Government does not table the proposed amendment, the proposed amendment can be discussed and voted on at the initial meeting to become a temporary amendment. A temporary amendment is an amendment that is in effect until the following meeting when a vote for ratification or rejection shall take place.

Section 2. Approval of Proposed Amendments

1. All amendments must have the support of a two-thirds (2/3) majority of all voting Student Government members present before being incorporated into the Student Government Constitution and Standing Rules.
2. Proposed amendments must be voted on by Student Government members present at the next meeting following submission of the proposed amendment.
3. If the amendment is defeated or is not voted on at this meeting, it may be resubmitted for final vote at the next Student Government meeting.
4. Approved amendments shall go into effect immediately following their approval unless otherwise stated in the amendment.

Student Government must be in quorum.