

LECOM School of Dental Medicine SGA Bylaws

Article I: Bylaw Maintenance

Section I. Revising the Bylaws

- A. Timing of Revision: September or October each year.
- B. Review Committee: 1 Student Government Association Committee Chair and as many SGA committee members as is desired.
 - a. SGA Revision Committee Chair Responsibilities
 - i. Edit Bylaw Articles and Sections as deemed necessary.
 - ii. Conduct committee meetings until revision is final.
 - iii. Present revised Bylaws to LECOM student body.
 - iv. Conduct voting and analyze results of approval process.
- C. It is expected that one member of each LECOM SDM Student Government Association organization act as a representative member on the Revision Committee.

Section II: Approving the Bylaws

- A. Timing of Approval: 1-2 months after revision begins.
- B. Voting Rights: Every student has a voting right in the initial approval process. In the case of opposition of the bylaws, the Executive Board members of each SGA Club will act as voting delegates and a voice for the revision process.
- C. Approval Process: The revised Bylaws must first be approved by the Student Government Association leadership whereupon it shall be presented to the LECOM student body for approval.
 - a. Fourth year students at outreach clinics will be given a time period to vote as is determined by the D4 class representatives and SGA Executive President. This time period must be within 1 month of when D1, D2, and D3 students vote on the revision and must be conducted each voting term just as it would be for the Bradenton students.
- D. Approval Requirements: In order for the new bylaws to be considered approved for immediate implementation, there must be 50% in favor of approval of those students who voted.
 - a. The voting ballot must consist of a section where students can express issues with the revised Bylaws. This will be used in case of disapproval.
 - b. Should the voting result in greater than 50% of voters opposed, the original Review Committee will meet to discuss sections that deem discussion
 - c. Should the Bylaws receive opposition 2 voting periods in a row, each Article and/or Section will be voted upon individually until there is 50% of voters in favor of the revision. This specific method is to be defined by the standing Review Committee.
- E. Absence of Revision: Should the Review Committee deem that no changes are necessary, the LECOM student body must vote to approve the "Absence of Revision." The same approval requirements must be met as aforementioned in Article I, Section II, Part C.

Section III: Amending the Bylaws, Changes Outside of the Yearly Revision

- A. Allowance of Revision: Must be voted to occur by a majority vote of the Student Government Association Leaders as well as receive approval from the faculty advisor.
- B. Approval Process: Same as aforementioned in Article I, Section II, Part B.
- C. Approval Requirements: Same as aforementioned in Article I, Section II, Part C.

Article II: Elections

Section I: Student Government Association Elections

- A. Alignment with Constitution: Elections must abide by the rules set forth by the Student Government Association Constitution unless an amendment has been approved and mentioned in the standing Bylaws.
- B. Executive Board Elections:
 - a. Timing: Shall be held in March of each year. Must be held and completed on a date prior to Class Officer Elections.
 - b. Eligibility: D3 students about to enter their D4 year are not permitted to run for any executive board position. All other eligibility requirements are to be followed as is stated in the constitution.
 - i. Should a student lose the election for an Executive Board position, they may run for a position as a class officer. The student does not need to write a new letter of intent, but must alert the standing Executive Vice President so that he or she can alert the students of that class.
 - ii. If after the election process has been opened, and those candidates in good academic standing are running unopposed, no formal elections need to take place.
- C. D4 Officer Elections:
 - a. Timing: Shall be held and completed after elections for the SGA Executive Board.
 - b. Eligibility: Students wishing to run for D4 class officer must have attended two student body meetings in the previous year.
 - c. Duration: Officers elected shall hold their position from the time of election until graduation.
 - d. Positions: There shall be representation from each outreach clinic and from each working time. The positions shall consist of at least a Defuniak Springs Morning Representative, a Defuniak Springs Evening Representative, an Erie Morning Representative, and an Erie Evening Representative.
- D. D3 Officer Elections:
 - a. Timing: Shall be held and completed after elections for the SGA Executive Board.
 - b. Eligibility: Students wishing to run for D3 class officer must have attended two student body meetings in the previous year.
 - c. Positions: There shall be at least a President and Vice President of the class with up to two more representatives as the Executive Board deems necessary.
- E. D2 Officer Elections:
 - a. Timing: Shall be held and completed after elections for the SGA Executive Board.
 - b. Eligibility: Students wishing to run for D2 class officer must have attended two student body meetings in the previous year.
 - c. Positions: There shall be a President, Vice President, Group A Representative, and Group B Representative.
- F. D1 Officer Elections:
 - a. Initial Representation: 2 Group A Representatives and 2 Group B Representatives shall be elected in August of their first year. This position will be held until official Officer Elections are completed.
 - b. Permanent Representation: Officer Elections shall be held in October of the D1 year to fill the positions of President, Vice President, Group A Representative, and Group B Representative. These elections must take place prior to the final SGA meeting of the Fall semester.

G. ADEA Representative:

- a. Representation: Unless otherwise voted upon by the Executive Board, the Executive President shall sit as the D3 ADEA representative. The D2 representative shall be nominated by the SGA Executive Board and expected to carry out term as the ADEA Representative for two consecutive years.
 - i. Should a student who is not a member of the Student Government Association Executive Board wish to apply for the position of ADEA Representative, he or she needs to contact the Executive Vice President after announcement at the Student Body General Meeting.

Article III: Student Government Association Fund Allocation

Section I: Student Government Association Budget

- A. The Budget shall be adjusted and presented to the student body at the first SGA General Student Body Meeting of each year after the money has been allocated by the LECOM administration. Prior to presentation, the Executive Treasurer must present the Budget for approval from the SGA Executive Board and Faculty Advisor.
- B. Revision of the Budget: The SGA Executive Board has the authority to alter or redirect funding of the budget at any point throughout the academic year.
- C. Awareness: Every student has the right to review the budget and allocation of funding. Any student who wishes to become educated on allocation of Student Government Funding need only request a meeting with the Executive Treasurer

Section II: Travel Scholarship

- A. Eligibility: Every student holds the right to apply for reimbursement based on the Travel Scholarship Guidelines.
 - a. To maintain eligibility, upon completion of the conference, the student must either present valuable information to LECOM students at the SGA General Student Body Meeting or write an article that can be dispersed to the student body in a LECOM publication.
 - b. Travel Scholarship Guidelines will be reviewed annually at the beginning of each academic year by the SGA Executive Board and made available to all students on the LECOM SGA Website.
- B. Amount:
 - a. The amount shall be determined on a yearly basis as updated by the SGA Budget Committee of the Executive Board. The budget is created annually based on the available Student Government funds.
 - i. The amount received by each club is based off of the Club Guidelines and the tier level of the club applying for scholarship.
 1. Level 1 Travel Scholarship: SGA will allocate two registration fees per conference with a maximum of \$500. It is then up to the club, to distribute the money as they deem appropriate among those attending the conference.
 2. Level 2 Travel Scholarship: SGA will allocate two registration fees per conference with a maximum of \$250. It is then up to the club, to distribute the money as they deem appropriate among those attending the conference. Level 2 clubs will only be allocated this amount one time per year.

3. Level 3 Travel Scholarship: SGA will allocate \$50 to each individual that applies for a conference of special interest. This amount will only be allocated to an individual one time per year.
- C. Timing: The student applying for scholarship should apply at least 2 weeks prior to the conference or meeting in order to be eligible for receipt of reimbursement.
 - a. The student must present proof of appropriate expenses within 2 weeks of the conference in order to receive full reimbursement.
 - D. Reimbursement: The student will not be reimbursed until after the conference has reached completion and has completed requirements as listed under Article III, Section II, Part A.
 - E. Responsibility of the Executive Board: The Student Government Association Executive Board may provide additional funding to any individual or group travel as deemed appropriate.

Section III: Club Treasurer

- A. The Executive Treasurer reserves the right to request proof of Budget and funding from each club. The club Treasurer must provide documentation to the Executive Treasurer within 2 weeks of request.
- B. Documentation: At the conclusion of each school year, a budget report is required to be presented to the faculty advisor of each organization. Should a general member of the respective organization request a copy of the budget, it is expected that the organization Treasurer provide said budget to the individual within 2 weeks.
- C. Each organization is expected to hold an annual budget meeting open to all organization members where the club Treasurer presents a proposed budget. The meeting shall include a vote to pass said budget. Should the budget fail to pass, the organization will handle revisions as is defined by the organization's bylaws.

Article IV: SGA Club Guidelines

Section I: SGA General Student Body Meetings

- A. Meetings shall be held quarterly in the months of February, June, August, and November.
 - a. General Student Body Meetings may be called to session at additional times as SGA Leadership deems necessary.
- B. It is mandatory for the President and Vice President of each club to attend all meetings. However, all officers are encouraged to attend.
 - a. If the President or Vice President cannot attend, the SGA Executive Secretary needs to be notified in advance with the name of the officer that will be attending in his or her place.

Section II: Student Clubs

- A. See Club Guidelines for information.

Section V: SGA Conferences and Meetings

- A. ADEA National Meeting: SGA shall send at least 1 Executive Board Officer plus 1 additional SGA Leader. Attendees should consist of at least a D3 and a D2 student.
 - a. Should voting rights be necessitated, the following order shall be followed for who will be able to vote on behalf of LECOM School of Dental Medicine:
 - i. LECOM ADEA Representatives
 - ii. Executive President or Executive Vice President

- iii. D3 Class President or D2 Class President
 - iv. Executive Secretary, Executive Treasurer, or Executive Webmaster
 - v. D1 Class President
 - vi. Vice Presidents and Representatives as necessary
- B. Local and Regional Meetings: SGA will provide funding for local meetings such as, but not inclusive of, the Florida National Dental Convention (FNDC) as deemed appropriate.
- a. Eligibility: Any LECOM student is eligible for these meetings. The student must further be allowed to attend as is decided by LECOM Administration based on the Excused Absence Process.
- C. Eligibility: The student must be in good academic and ethical standing and a local officer or member of the national meeting with which they are to attend.
- a. Reference each individual club Bylaw document to determine which officers or members are given priority or voting rights at National Conferences.
 - b. The total number of attendees is to be decided by LECOM Administration based on the Excused Absence Process.

Article V: Executive Board Responsibilities

Section I: Executive President

- A. The Executive President is responsible for ensuring that the entirety of the Executive Board is conducting the duties as designated by the SGA Bylaws.
- B. He or she is responsible for acting as an ADEA Representative unless otherwise voted upon by the SGA Executive Board.

Section II: Executive Vice President

- A. The Executive Vice President must keep a copy of each club's bylaws with the purpose of being able to reference the section on Elections.
- B. It is the duty of the Executive Vice President to ensure that there is SGA representation consisting of two Student Government Association members.
- C. He or she is responsible for ensuring that club officers are following the election protocol mentioned in the Club Guidelines.
- D. He or she is responsible for leading and organizing all SGA General Student Body Meetings with consensus of the SGA Executive Board, including but not limited to creating the visual aids for the meetings.

Section III: Executive Treasurer

- A. The Executive Treasurer must keep a copy of each club's bylaws with the purpose of being able to reference the section on Bylaw Allocation.
- B. He or she is responsible for ensuring the club officers are following the fundraising protocol.
- C. He or she is responsible for ensuring that each club is submitting the budget annual report.
- D. He or she is responsible for ensuring that the Travel Scholarship is distributed to the applicants and approved by the members of the SGA Executive Board.
- E. He or she is responsible for contacting the faculty advisors of all organizations on an annual basis to verify they have reviewed the budget for that respective club.

Section IV: Executive Secretary

- A. The Executive Secretary is responsible for keeping a copy of each club's bylaws.
- B. He or she is responsible for ensuring the attendance of each club's President and Vice President at the SGA General Student Body Meeting.
- C. He or she is responsible for ensuring and documenting that clubs are following the meetings and/or events guidelines.
- D. It is the duty of the Executive Secretary to send out the Weekly Email of Events to the student body.

Section V: Executive Webmaster

- A. The Executive Webmaster is responsible for ensuring that each club is completing their community service events.
- B. He or she is responsible for ensuring that the Weekly Events sent to the student body by the Executive Secretary is synchronized with the SGA Website Calendar.

Section VI: ADEA Representatives

- A. He or she are both responsible for representing LECOM at the Fall Meeting and National Meeting.
- B. He or she are both responsible for standing as the student voice in academic matters surrounding the LECOM curriculum, residency education, etc.
- C. Additional responsibilities are at the discretion and collaboration of the SGA Executive Board and ADEA Representatives.