



**THE STUDENT BODY BYLAWS OF
WESTERN UNIVERSITY OF HEALTH SCIENCES
(Revised May 2008)**

1 DEFINITIONS

1.1 The Student Body Bylaws

1.1.1 The Student Body Bylaws is a companion document to the Student Body Constitution. The Bylaws complement the Constitution; they do not supersede it.

1.1.2 All Student Body members must comply with the Student Body Bylaws.

1.1.3 Willful and deliberate disregard without justification of these Bylaws shall subject a student to removal from the Student Government Association (SGA) office or position by the proper procedure.

1.1.4 These Bylaws may be amended at any meeting of the Student Senate by a two-thirds vote and student body president concurrence, provided that the amendment has been submitted in writing at a previous meeting of the Student Senate.

1.2 Parliamentary Authority

1.2.1 With the exception as listed below, the rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SGA in all cases to which they are applicable and in which they are not inconsistent with the Student Body Constitution or Bylaws and any special rules of order the SGA may adopt. Exception: At the start of any meeting, the SGA may elect to conduct business in an informal manner with return to Robert's Rules as desired.

1.3 Quorum

1.3.1 For the purpose of conducting all SGA business, a majority of on-campus senators shall be defined as a quorum (In accordance with section 4.2.2 of the student body bylaws).

1.3.1.1 "On-campus" is defined as students attending classes in session on a regular basis at Western University of Health Sciences.

1.3.2 A quorum of any group is the number of members entitled to vote who must be present in order that business can be transacted legally. A quorum is sufficient to vote on any and all matters as listed in the Bylaws.

1.3.3 A majority of the members of a specific SGA organization (i.e., the Student Senate, committees, etc.) shall constitute a quorum of that body.

1.4 Campus Definition

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1.4.1 Any campus of Western University of Health Sciences located outside of Pomona, CA shall be referred to as a branch campus.

1.5 Faculty Advisor

1.5.1 The Vice President of University Student Affairs and the Director of University Student Relations will be the SGA advisors.

1.5.1.1 For branch campuses, a designee appointed by the Vice President of University Student Affairs will act as the SGA faculty advisor for issues concerning SGA on the branch campus.

2 LEGISLATIVE BRANCH

2.1 Members

2.1.1 Student Senate membership shall be as outlined in Section 4.2 of the Student Body Constitution.

2.1.2 Additionally, the student body treasurer and secretary will be members of the Student Senate and enjoy the same privileges as any senator.

2.1.3 The Western University of Health Sciences Student Organization Coordinator (herein referred to as the Student Organization Coordinator) will be a member of the Student Senate and enjoy the same privileges as any senator.

2.2 Ex officio Members

2.2.1 The student body president shall be an ex officio non-voting member of the student senate.

2.2.2 Class officers who are not senators are ex officio members of the Student Senate.

2.2.3 SGA Executive Officer-Elect members are ex officio members, and do not have the ability to vote.

2.2.3.1 In the case that an SGA Executive Officer-Elect officer holds a Senate position, he/she may maintain their voting privileges as a senator.

2.2.4 Ex officio members of the Student Senate shall be privileged with the right to debate except when the Student Senate, by two-thirds vote, excludes them from the debate.

2.3 Duties of Members

2.3.1 Each voting member of the Student Senate and Executive Officer-Elect shall attend Student Senate meetings in accordance with the attendance policy stated in the Student Body Constitution Section 4.3.2.1.

2.3.1.1 Any Student Senator in violation of the attendance policy will be restricted from running for office in the next class election and student body election.

2.3.1.2 Branch campus Student Senators shall communicate with the Student Senate at least twice a month to discuss student body issues.

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2.3.2 Each voting member of the Student Senate shall attend Student Senate committee meetings of which the senator is a member.

2.3.2.1 Absentee policy shall be established by committee chairs. Undue absence from committee meetings shall be brought to the attention of the student body vice-president by way of the committee chairperson.

2.3.3 The Student Organization Coordinator will represent all student organizations recognized by the University Student Affairs.

2.3.4 The Student Senate shall appropriate SGA monies by a 2/3 voting senators present for approval.

2.4 Duties of the Student Senate President Pro-tempore

2.4.1 Shall preside over Student Senate meetings in the absence of or at times deemed necessary by the student senate president.

2.4.2 Shall be a voting member of the Bylaws Committee.

2.4.3 Shall assist the student senate president in preparation and disbursement of any relevant material or handouts for the Student Senate.

2.4.4 Shall be a non-voting member of the Executive Committee.

2.4.5 Shall assist the student senate president in any other duties deemed necessary.

2.5 SGA Executive Board-Elect

2.5.1 For the Student Body Executive positions of President, Vice- President, Treasurer, and Secretary, elections will be conducted by the Student Body no later than the last week of February. These elected officials, will be known as Elect officials until they resume the full roles and responsibilities of their perspective positions.

2.5.2 Executive Officer-Elect positions, in accordance with Section 2.2.3, are ex-officio members of the Senate.

2.5.3 Elect members of the Senate shall assist the acting Executive Officers, learn the roles and responsibilities of their perspective positions, and assume the position of the Executive Officer as stated in accordance with section 4.12.5 within the Bylaws.

2.6 Student Senate Committees

2.6.1 The Student Senate shall organize standing committees as warranted, typically; Academic, Bylaws, Community Outreach, Finance, Newsletter, Campus Recreation, and Student Relations.

2.6.2 Chairpersons shall be appointed by the Student Body President unless otherwise provided for in the Student Body Constitution or Bylaws.

2.6.2.1 Branch campus Student Senators will participate on any committee with issues pertaining to the branch campus

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- 2.6.3 Any committee member who fails to remain in attendance and good academic standing at the university will be automatically removed from the SGA.
- 2.6.4 All Student Senate committee recommendations and actions are subject to Student Senate and student body president approval.
- 2.6.5 Ad-hoc committees can be established or dissolved with a majority vote of the Student Senate.
 - 2.6.6.1 The chair of the ad-hoc committee will report to the Student Body President
- 2.6.6 Each committee chair shall report to the Student Senate once a month. Report dates will be established by the student senate president and placed on the weekly agenda.
- 2.6.7 All Student Senate committees will be funded by the SGA as approved.

2.7 Academic Committee

- 2.7.1 The student body vice president shall serve as the chairperson for the Academic Committee.
- 2.7.2 Each class vice president shall be a member of the Academic Committee. Any additional members will be appointed by the student senate president. These appointments shall be subject to confirmation by a majority vote of the Student Senate.
- 2.7.3 Review and make recommendations to the Student Senate on student complaints and grievances concerning academic matters.
- 2.7.4 Review and make recommendations to the Student Senate on proposed academic policy changes arising from the administration and other external governing sources.

2.8 Bylaws Committee Duties

- 2.8.1 The Student Body President shall serve as the chairperson for the Bylaws Committee
- 2.8.2 Each class president shall be a member of the Bylaws Committee. Any additional members will be appointed by the student senate president. These appointments shall be subject to confirmation by a majority vote of the Student Senate.
- 2.8.3 The student senate president pro-tempore shall be a voting member of the committee.
- 2.8.4 Review legislation which has been referred to the committee by the Student Senate and to report any recommendations to the Student Senate.
- 2.8.5 Review the Student Body Bylaws for contradiction, ambiguity, or unconstitutionality, and to generate legislation regarding such matters with the purpose of correcting them.

2.9 Community Outreach Committee

- 2.9.1 The Community Outreach Committee shall exist to serve the community and foster students' efforts of service as well.
 - 2.9.1.1 Up to \$500 will be allocated from the SGA budget each year for this committee to propose and execute a SGA sponsored Community Outreach Program/Service.

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2.10 Finance Committee Duties

2.10.1 Hold budget orientation meetings during the months of August and February for all students and student organizations interested in requesting funds from the SGA. Only activities open to the entire Student Body will be considered for funding.

2.10.1.1 The treasurers from each class will be voting members of the Finance Committee.

2.10.1.2 The Student Organization Coordinator will be an ex officio member of the Finance Committee.

2.10.2 Be chaired by the student body treasurer.

2.10.3 The student body treasurer:

2.10.3.1 Shall keep a current account of SGA expenditures and obligations.

2.10.3.2 Shall maintain the computerized financial ledger.

2.10.3.3 Shall submit in conjunction with the Finance Committee the Annual Budget for the SGA. This budget will be updated and presented to the Student Senate twice an election term.

2.10.3.4 Shall act as a disbursing agent for the SGA.

2.10.3.5 Shall act in good faith in representing the off-campus students of Western University of Health Sciences in matters pertaining to finance.

2.10.4 Formulate annual budget recommendations.

2.10.5 Review long range SGA activity projections and needs.

2.10.6 Present the budget and ask for policy directives from the Student Senate. Final approval of the budget will be made by the last week of September. Any requests for changes in the original budget will be allowed prior to this time.

2.10.7 Review California law and university policy pertaining to the generation, allocation, expenditure, and investment of activity funds.

2.10.8 A Parent's Support Group representative shall be designated by the Student Senate and shall sit on the Finance Committee.

2.10.8.1 This representative will be an ex officio member of the committee.

2.10.9 Upon request from the SGA or the Student Senate, review particular questions pertaining to financial matters.

2.10.10 Upon request from the SGA or the Student Senate, review the existing or proposed university budget and funding priorities contained therein.

2.10.11 The Finance Committee shall serve as the Student Government Association Travel Committee.

2.10.11.1 The SGA Travel Committee Duties

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2.10.11.1.1 To consider a request by a member of the student body who has been denied any travel funds.

2.10.11.1.2 To present approved requests to the SGA vice president to be placed on the student Senate Agenda for Senate approval.

2.10.11.1.3 To set aside up to **15%** of the SGA budget for student travel funds, of which, \$1000 will remain exclusively for the travel expenses incurred by the SGA president. If a student requests money from University Student Affairs for travel expenses and is not approved the full amount requested, the student may come back to the senate and request funds.

2.10.11.1.4 To allocate funds, according to the following priorities:

1. National officers
2. State officers
3. University-held positions (SGA Executive Officers)
4. Class officers
5. Members of the Student Body

Within these organizations: APTA, CAPA, APHA-ASP, AOA, SOMA, SCAVMA, ACNP, and other national student organizations that are approved by University Student Affairs.

2.11 Newsletter Committee

2.11.1 The SGA Secretary shall publish an update on student body issues quarterly via the University's internet resources made available to all students.

2.11.2 The SGA Secretary shall chair the Newsletter Committee.

2.11.3 The student body summary will be used to present the accomplishments, position, and activities of the SGA. This will be made available to campus media, university administrators, and the Student Body.

2.12 Campus Recreation Committee Duties

2.12.1 Coordinate campus recreation and sporting events.

2.13 Student Relations Committee Duties

2.13.1 The student body secretary shall chair the Student Relations Committee.

2.13.2 Each class secretary shall be a member of the Bylaws Committee. Any additional members will be appointed by the student senate president. These appointments shall be subject to confirmation by a majority vote of the Student Senate.

2.13.3 Facilitate communication between the SGA and the Student Body by:

2.13.3.1 Taking appropriate action on all grievances received, and disseminating the results to the Student Body, university administration, and campus media.

2.13.4 The student body secretary:

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2.13.4.1 Shall keep a careful and authentic record of the proceedings of the SGA.

2.13.4.2 Shall be responsible for notification of SGA members of regularly scheduled and emergency meetings.

2.13.4.3 Shall be responsible for all SGA correspondence.

2.13.4.4 Shall prepare and post agendas and minutes.

2.13.4.5 Maintain SGA suggestion boxes and bulletin boards.

2.13.5 Facilitate communications between campus organizations in order to maintain campus-wide awareness of issues affecting students.

2.13.6 Report all committee recommendations and actions to the Student Senate.

2.14 Legislation

2.14.1 Types of Legislation

2.14.1.1 Bills: Legislation over which the SGA has sole jurisdiction, including amendments to the Student Body Bylaws, shall require a two-thirds vote.

2.14.1.2 Recommendations: Legislation that is a suggestion for action outside SGA jurisdiction shall require a majority vote of the Student Senate.

2.14.1.3 Resolutions: Legislation that is a statement of position shall require a majority vote.

2.14.1.4 Nominations: All appointments made by the student body president shall require confirmation by a two-thirds vote to fill elective offices that remain vacant after an election; confirmation by a majority vote is required for all other appointments.

2.14.2 Submission of Legislation

2.14.2.1 All legislation must be presented to the student senate president in proper legislation format at least seventy-two hours prior to the Student Senate meeting at which said legislation is to be considered.

2.14.2.2 All legislation will be made available to all Student Senate members for review forty-eight hours prior to the scheduled Student Senate meeting.

2.13.2.2.1 The Student Senate has the ability to waive this requirement and upon a two-thirds vote decide to consider any and all matters presented to the voting members regardless of the timing of the submittal.

2.14.2.3 The student senate president shall post a current projected agenda for each Student Senate meeting. The agenda shall be posted on the wall outside the SGA office and on the bulletin board.

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- 2.14.2.4 The agenda shall, when possible, be posted at least twenty-four hours prior to the meeting which it outlines and must be updated regularly to include all submitted agenda items.
- 2.14.2.5 For all bills, resolutions, and recommendations, the agenda shall include the number of each piece of legislation, its author(s), and a brief summary of its content.
- 2.14.2.6 For all appointments and nominations for SGA office, the agenda shall include the name of the appointee/nominee and the position to which they aspire.
- 2.14.2.7 Each legislative action will require the signature of a student senator or student body officer (other than the student body president) as sponsor, and a signature of the author of said legislation in order to be placed on the agenda and be heard in a Student Senate meeting.
- 2.14.2.8 All legislation will be provided to a branch campus via e-mail or fax within the stated time requirements.

2.14.3 Procedure for Consideration of Legislation

- 2.14.3.1 All legislation must be made available to the student body president as outlined in the Student Body Constitution.

2.14.4 The Legislative Record

- 2.14.4.1 The student body secretary shall file, in numerical order, all Student Senate resolutions, bills, and recommendations. Besides the text itself, each piece of legislation will contain the following information: numerical designation, sponsor, author, date of vote, and voting outcome.
- 2.14.4.2 A signed statement by the student body president regarding his/her action relative to the legislation shall accompany the legislative record. In the event the student body president neither vetoes nor signs a piece of legislation within six school days following passage in the Student Senate, said legislation becomes law per Section 5.3.1.2 of the Student Body Constitution; the student senate president will note this occurrence in the record.
- 2.14.4.3 If the Student Senate overrides a student body president's veto by a two-thirds vote, the student senate president will record the fact in the legislative record.

2.14.5 Legislative Status Report

- 2.14.5.1 During the last Student Senate meeting of each month, the student senate president shall report on the status of legislation still requiring action.

3 CRITERIA FOR EXPENDITURE OF SGA FUNDS

- 3.1 SGA funds shall be open to the entire Student Body for request.
- 3.2 SGA funds will be allocated to students or student organizations without regard for creed, gender, race, religion, or sexual orientation.

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- 3.3 SGA funds will be allotted only for Western University of Health Sciences student-initiated and student organized events.
- 3.4 The SGA shall be named as a sponsoring party for any event that the SGA financially supports.
- 3.5 A written report must be submitted by the student or student organization receiving funds to the student body treasurer within two weeks following the expenditure of funds. The report must contain the breakdown of actual expenditures and include copies of receipts. Additionally, the report should summarize the outcome of the event as well as the number in attendance. No reimbursements will take place until this report has been received and has been acknowledged to be complete and its adequacy approved by the SGA advisors.
- 3.5.1 Until the final report is submitted to SGA, the student or student organization will no longer be considered for future funding.
- 3.5.2 If any money is advanced to a student or student organization and no final report is provided within two weeks, the club will reimburse the paid funds to SGA.
- 3.6 If any amount spent is less than the funds advanced, the said amount shall be reimbursed by the student or student organization to the SGA.
- 3.7 No funding will be allocated retroactively, unless the student senate waives this requirement with a two-thirds vote.
- 3.8 In the event allocated funds are not used due to cancellation of the event, the student or student organization must inform the student body treasurer of the situation prior to the scheduled date of the event. Failure to inform the student body treasurer will result in the club being placed on probation.
- 3.8.1 Upon the approval of the Student Senate, students and student organizations can designate SGA allocated funds to new activities, events or seminars.
- 3.9 SGA provided funds may not be used to purchase alcoholic beverages or other drugs.
- 3.10 Expenditure or allocation of SGA funds requires the signature of the SGA faculty advisor and the student body treasurer.
- 3.10.1 Expenditure or allocation of SGA branch campus funds requires the signature of the branch campus SGA faculty advisor designee and the student body treasurer. The designee will be selected by the University Student Affairs.
- 3.11 The Executive officers shall be empowered to administer the operating expense portion of the SGA budget.
- 3.12 Each year, 60% of the Student Body fees collected by the university from on-campus students will be incorporated in the SGA account. The remaining 40% will be incorporated into each respective class account.
- 3.12.1 For a branch campus, each year, 10% of the Student Body fees collected by the university from on-campus students will be incorporated into the SGA account. An

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additional 50% will be placed in a separate SGA monitored account for branch campus activities. The remaining 40% will be incorporated into each respective class account.

3.13 Each year, 10% of the Student Body fees collected by the university from off-campus students will be incorporated into the SGA account. The remaining 90% will be incorporated into each respective class account.

3.14. Each class will be solely responsible for the use of its funds.

3.14.1 In cases where class fund expenditure is in the amount less than one hundred dollars (\$100), a majority vote of the total number of class officers is required. The amount and the reason must be posted and made available as a matter of public record.

3.14.2 In cases where class fund expenditure is equal to or more than one hundred dollars (\$100), a majority vote of the entire class is required. The amount and the reason must be posted and made available as a matter of public record.

3.15 Clubs requesting SGA funds need to provide a detailed list of their expenses and a copy of the ledger (account balance) to the SGA Treasurer and to the student senate president at least seventy-two hours prior to the student senate meeting at which their legislation is to be considered in order to be placed on the agenda.

3.16 If the club requests for SGA funds exceed the annual budget of the club, the Student Senate will implement the following for approval of request.

3.16.1 All SGA funds requested by a University club requires a 2/3 vote for approval

3.17 A club can request up to \$750.00 from SGA for an annual event.

4 ELECTION CODE

4.1.1 Student body officers of President-elect and Vice President-elect are to be succeeded by a member of the Senate and elected by a majority of all the ballots cast by the Senate.

4.1.1.1 This election shall be held either on Blackboard or by paper ballot at a time to be specified by the Elections Chair.

4.1.2 The Student Organization Coordinator, Treasurer-elect, and Secretary-elect shall be elected by a majority of all ballots cast by the Student Body; the entire Student Body will be informed of the date and location of this election.

4.1.3 On-campus class officers to be elected vary as each class decides on and elects their class officers by a majority vote of all the ballots cast by the respective class.

4.1.3.1 The first and second year Doctor of Osteopathic Medicine (DO) classes each elect a President, Vice-President, Treasurer, Secretary, two (2) Curriculum Representatives, an Audio-Visual/Library Representative, Alumni Affairs Representative, and a Recreation Leader.

4.1.3.2 The first year Physician Assistant (PA) class elects a President, Vice-President, Treasurer, Secretary, two (2) Curriculum Representatives, an Audio-Visual/Library Representative, Alumni Affairs Representative, Recreation

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Leader and a CAPA Contact Representative. An Academic Liaison is also appointed by the chair of the department.

4.1.3.3 The first, second, and third year Physical Therapy (DPT) classes each elect a President, Vice-President, Treasurer, Secretary, Curriculum Representative, Audio-Visual/Library Representative, Alumni Affairs Representative, Recreation Leader, and two (2) APTA Contact Representatives.

4.1.3.4 First, second, and third year Pharmacy (PharmD) classes each elect a President, Vice-President, Treasurer, Secretary, Curriculum Representative, Audio-Visual/Library Representative, Alumni Affairs Representative and a Recreation Leader.

4.1.3.5 Masters in Science in Nursing/Family Nurse Practitioner (MSN/FNP) classes each elect two (2) Class Representatives.

4.1.3.6 The first and second year Doctor of Veterinary Medicine (DVM) classes will each elect a President, Vice-President, Treasurer, Secretary, two (2) Curriculum Representatives, an Audio-Visual/Library Representative and an Alumni Affairs Representative.

4.1.3.7 The first and second year Masters in Science in Nursing / Entry Program (MSN-E) will each elect a President, Vice-President, Treasurer, Secretary, two (2) Curriculum Representatives, an Audio-Visual/Library Representative and an Alumni Affairs Representative.

4.1.4 The position of Student Senator At Large will be elected in those cases where the number of designated class officers is less than that required to serve on the student senate.

4.1.4.1 A class can create another functional class officer position in lieu of using the designation of Student Senator At Large.

4.1.5 Two (2) off-campus class representatives will be elected during the final session of any academic program prior to the start of the clinical period.

4.1.5.1 All applicable positions designated in Section 4.1.3 of the Student Bylaws will be assumed by the off-campus class representatives.

4.1.6 Any academic program with a branch campus will elect the class officers as stated above for the branched campus. Elected officers will jointly hold the positions and be referred to as co-officers (i.e. Co-President).

4.2 Student Senate Representation

4.2.1 Each class will be represented by their elected officers in the Student Senate based on the class' size at the start of the academic year. Because these officers represent their class in the Student Senate, they shall be called "Senators" - in addition to their class officer titles.

4.2.2 For every twenty-five (25) students in each class, one (1) class officer will represent their classmates in the Student Senate via one (1) vote. The number of Voting Senators will be determined by rounding to the nearest twenty-five (i.e., 13 or more students) and be calculated by the Student Body President with confirmation of class counts from the University Registrar.

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4.2.2.1. Each Voting Senator is required to attend Student Government Association (SGA) meetings every other Tuesday unless it is an excused absence approved by the Student Senate President (Student Body Vice-President). If a Voting Senator fails to meet attendance requirements, the Student Body President will notify the Vice President of Student Affairs and the Dean of the Senator's respective college.

4.2.3 If an academic program utilizes two (2) separate locations for instruction (i.e. the Pomona campus and a branch campus) and if the combined number of students from both campuses of a class provides an additional voting member in the SGA, then the campus with the greater number of students contributing to the guidelines outlined in Section 4.2.2 of the Student Bylaws will obtain an additional representative in the SGA.

4.2.4 In classes where the number of Voting Senators is less than the number of Class Officers elected, the order of precedence for serving as a Voting Senator shall be (1) Class President, (2) Class Vice-President, (3) Class Treasurer, and (4) Class Secretary. If more than four (4) Class Officers are eligible to represent their class in the Student Senate, the Class President may decide which officers will do so (in addition to the four positions above named). These officers will also be responsible for attending SGA meetings in accordance with the attendance policy.

4.2.4.1 The order of precedence for academic programs on a branch campus shall be (1) Co-President, (2) Co-Vice-President, (3) Co-Treasurer, and (4) Co-Secretary. Each campus' voting class officers count as a representative in the SGA Student Senate.

4.3 The Elections Commission

4.3.1 An Elections Commission shall be responsible for all Student Body elections.

4.3.2 Membership

4.3.2.1 The Student Body Vice-President will chair the Elections Commission.

4.3.2.2 Each 2nd year Class President will be a member of the Election Commission.

4.3.2.2.1 For a branch campus, the Student Body Vice-President or designee will select a minimum of one (1) member from each academic program to participate on the Elections Commission.

4.3.2.2.2 The branch campus Elections Commission will work under the guidance of the Student Body Vice-President.

4.3.2.3 Members of the Elections Commission may not run for elective office while serving on the commission.

4.3.2.4 Members of the Elections Commission shall not be actively involved with any campaign for elective office in any partisan manner while serving on the commission.

4.3.3 Duties of the Elections Commission

4.3.3.1 Each 2nd year Class President will organize all of their own college's class officer elections. Responsibilities for running class elections include arranging a mandatory candidates meeting, a public forum for student speeches, a necessary

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polling time to take place on Blackboard, and other tasks necessary for the proper, efficient, and legal completion of elections.

- 4.3.3.1.1 If the 2nd year Class President is running for an off-campus Class Representative position in an election, another 2nd year Class Officer, who is not participating in the election, must be designated by the Class President to serve in his/her place to run the scheduled election.
- 4.3.3.2 The University Registrar must be contacted by the 2nd year Class President to confirm candidate eligibility of participants in each respective election within two (2) school days after the filing for candidacy closes. All candidates for class offices will be notified of their eligibility status by the Elections Commission within two (2) days after the mandatory candidates meeting.
 - 4.3.3.2.1 Eligibility requirements include good academic standing as defined by a student's respective college and the absence of any previous exclusions of holding office.
- 4.3.3.3 The Elections Commission shall be responsible for the enforcement of all rules and regulations of the election guidelines as per Student Bylaws.
- 4.3.3.6 The 2nd year Class President must advertise and post the class election date and time on Blackboard at least one (1) week prior to the election.
- 4.3.3.7 The Elections Commission must organize a public forum at least two (2) days before the election on Blackboard to allow candidates an opportunity to speak to their respective classmates.
- 4.3.3.8 The Elections Commission must make available upon written request the final vote counts of all class elections from the University's Information-Technology department for thirty (30) days following each election.

4.3.4 Duties of the Chair

- 4.3.4.1 The Chair must hold Elections Commission meetings to consider and rule on alleged election guideline violations. The chair does not have a vote in these meetings, except in the case of a tie of votes among the Commission.
- 4.3.4.2 The Chair is responsible for ensuring that the Elections Commission operates efficiently and effectively.
- 4.3.4.3 The Chair will organize all of the student body elections including Student Body President-Elect, Student Body Vice-President-Elect, Student Body Treasurer-Elect, Student Body Secretary-Elect, and Student Body Organization Coordinator-Elect.
- 4.3.4.4 The Chair will arrange the following for student body elections: a mandatory candidates meeting, a public forum for student speeches, a necessary polling time to take place on Blackboard, and other tasks necessary for the proper, efficient, and legal completion of elections.
 - 4.3.4.4.1 Except in the case of Student Body President-Elect and Student Body Vice-President-Elect where polling can occur on either Blackboard or by paper ballot.

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- 4.3.4.5 The University Registrar must be contacted by the Chair to confirm candidate eligibility within two (2) school days after the filing for candidacy closes. All candidates for student body offices will be notified of their eligibility status by the Chair within two (2) days after the mandatory candidates meeting.
 - 4.3.4.5.1 Eligibility requirements include good academic standing as defined by a student's respective college and the absence of any previous exclusions of student office.
- 4.3.4.6 The Chair must advertise and post the student body election date and time on Blackboard at least one (1) week prior to the election.
- 4.3.4.7 The Chair must organize a public forum at least two (2) days before each election to allow candidates an opportunity to speak to the voting audience.
- 4.3.4.8 The Chair must make available upon written request the final vote counts of all student body elections for thirty (30) days following each election.
- 4.3.4.9 The Chair is required to post an Election Package on Blackboard. Among other things deemed necessary by the Commission, the Election Package must include an application for candidacy, the dates and times of the scheduled elections, and excerpts of the Student Bylaws pertaining to election guidelines. Candidates for all elections are responsible for retrieving the packet online and reading it in its entirety prior to the mandatory candidate meeting.
 - 4.3.4.9.1 The Election Package is to be abided by in both student body and class elections. Although the Chair is responsible for posting the material, each member of the Election Commission is accountable for ensuring each class officer candidate is able to access the information on Blackboard.
 - 4.3.4.9.2 The Chair is in charge of verifying that the most current information regarding elections is made available on Blackboard to all on-campus and off-campus students before and after each election.

4.4 Election Guidelines

- 4.4.1 Annual student body President-Elect and student body Vice-President-Elect elections will be held no later than the last week of February.
 - 4.4.1.1 The Chair of the Elections Commission will organize voting for the above-mentioned positions amongst the Student Senate.
- 4.4.2 Annual Student Organization Coordinator-Elect, student body Secretary-Elect, and student body Treasurer-Elect elections will occur no later than the last week in February.
 - 4.4.2.1 The Chair of the Elections Commission will organize voting for the above-mentioned positions amongst the student body.

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- 4.4.3 Biannual class officer elections for all incoming DO, DVM, DPT, MSN-E, MSPA, and PharmD students will occur no later than the last week in August and the last week in January.
- 4.4.4 Annual class officer elections for all continuing DO, DVM, DPT, MSN-E, MSPA, and PharmD students will occur no later than in the last week of April.
- 4.4.4 All candidates must file for candidacy with the Elections Commission.
 - 4.4.4.1 To be placed on the official ballot for a student body position, a student must file for candidacy and attend a mandatory candidate meeting with the Chair of Elections Commission.
 - 4.4.4.2 To be placed on the official ballot for a class officer position, a student must file for candidacy and attend a mandatory candidate meeting with the 2nd year Class President of his/her respective college.
 - 4.4.4.3 A student may change the office for which he/she has become a candidate for any time prior to the end of the mandatory candidate meeting.
 - 4.4.4.4 No student may be a candidate for, or hold more than one class officer position or student body position, whether elected or appointed, at any given time.
 - 4.4.4.5 A student may hold a student body officer-elect position and any class position concurrently; however a student may not hold a student body officer position with any other position.
 - 4.4.4.6 Candidacy may be withdrawn at any time during the election process.
- 4.4.5 Campaigning may begin only after the candidate has filed and individual eligibility is confirmed.
 - 4.4.5.1 All campaign materials shall be removed by each candidate no later than the night before the scheduled election.
- 4.4.6 The Elections Commission will organize a public forum before the election to allow candidates an opportunity to speak to the respective voting audience.
 - 4.4.6.1 No candidate shall address any class by introducing oneself or making a speech regarding his/her candidacy other than during the scheduled forum organized by the Elections Commission.
- 4.4.7 Off-campus students will be notified of elections by advertisement in a university or SGA publication.
- 4.4.8 Voting shall be held on one day on Blackboard. The times of voting will be determined by the Elections Commission Chair.
 - 4.4.8.1 Except in the case of Student Body President-Elect and Student Body Vice-President-Elect where voting can occur on either Blackboard or by paper ballot.
- 4.4.9 The counting of ballots on Blackboard will be done electronically and may begin no sooner than the closing of the polls at the end of the election. The counting of ballots by paper will

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be done by the Chair of the Elections Commission and the Student Body President and may begin no sooner than the closing of the polls at the end of the election.

- 4.4.10 Election results will be announced no later than the school day following the close of polls, except in the case of an appeal.
- 4.4.11 The Elections Commission may take any action it deems appropriate, including disqualification against any violators of the election guidelines.

4.5 Polling Procedure

- 4.5.1 There shall be no campaign posters, campaign literature, or vote soliciting on the entire day of the scheduled voting.
 - 4.5.1.1 All campaign material may be placed on bulletin boards only.
- 4.5.2 Official polling will be conducted online via Western University's official Blackboard website. The online polling will be made available for no less than 8 hours scheduled from 9:00 a.m. until 5:00 p.m. PST and no longer than 24 hours starting at 12:01 a.m. until 11:59 p.m. on the scheduled polling day.
 - 4.5.2.1 Except in the case of Student Body President-Elect and Student Body Vice-President-Elect where polling can occur on either Blackboard or by paper ballot which will be held for a length of time specified by the Elections Commission Chair.
- 4.5.3 Polling schedules for elections shall be posted via Blackboard and emailed to the appropriate students by the Elections Commission at least one (1) week of the scheduled election.

4.6 The Official Ballot

- 4.6.1 Ballots shall be headed with the date and title of the election.
- 4.6.2 Candidate names shall be listed in alphabetical order by last name. The names shall be listed as directed by the candidates' applications for candidacy.
- 4.6.3 The official ballot shall be available only on Blackboard.
 - 4.6.3.1 Except in the case of paper ballot voting for the Student Body President-Elect and Student Body Vice-President-Elect, where the official ballot will be made available by the Elections Commission Chair.

4.7 Voter Identification

- 4.7.1 Voter identification during Blackboard elections will be made possible by the required username and password necessary to login on Blackboard. Only those students with valid login registration will be eligible to vote and every student will be allowed to only vote once. Voter identification during paper ballot elections will be done via picture identification.
 - 4.7.1.1 In the case of paper ballot elections, one paper ballot shall be given to each eligible Senator to ensure that every Senator will be allowed to only vote once.

4.8 Counting of Ballots

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4.8.1 Ballots via Blackboard elections will be counted electronically by the Blackboard survey program. Verification of election results will be accomplished by University Student Affairs and the Information-Technology department. The counting of paper ballots will be done by the Chair of the Elections Commission and the Student Body President.

4.8.1.1 All ballots will be retained for thirty (30) days following the election and will be made available upon request.

4.9 Run-off Elections

4.9.1 If more than two (2) candidates are on the official ballot for any one elective office and no one candidate receives a majority of the votes cast in the primary election, a run-off election shall be held no later than three (3) school days following the primary election.

4.9.1.1 The two (2) candidates receiving the most votes for any one office in the primary election will be placed on the official run-off election ballot.

4.9.1.2 Voting will take place as outlined in the election package.

4.9.1.3 The run-off election will be determined by a majority of the ballots cast by the student body or the respective class, as the case may determine.

4.10 Special Elections

4.10.1 Referenda

4.10.1.1 The Elections Commission shall conduct referenda upon request by the Student Body President with a majority approval by the Student Senate, or upon receipt of a student body petition as outlined in Article VIII of the Student Body Constitution.

4.10.1.2 In the case of constitutional amendment referenda, complete copies of constitutional amendments are required to be on the official ballot. For changes made to existing constitutional provisions, both the existing text and proposed amendment(s) shall appear on the ballot. Voters shall vote "Yes" or "No" regarding the proposed amendment.

4.10.2 Recall Procedure

4.10.2.1 The method of recalling an officer shall follow the guidelines outlined in Article X of the Student Body Constitution.

4.10.2.2 An official ballot shall be prepared which shall include the reasons for demanding recall of the officer and the officer's justification of his or her course in office. Each statement shall not exceed two hundred (200) words.

4.10.2.3 The official ballot shall state the name of the officer in question. Voters shall vote "Yes" to recall the officer or "No" to retain the officer.

4.11 Election Appeal

4.11.1 An Election Review Board (ERB) shall hear and rule on appeals from candidates claiming to have been unjustly injured by acts or rulings of the Elections Commission.

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- 4.11.2 The ERB will be chaired by the Vice President of Student Affairs and consist of one student from each academic program on campus that chooses to participate.
- 4.11.3 The ERB shall be appointed, in case of appeal, by the Student Body President. Appointments shall require confirmation by the Student Senate. The Student Body President shall be responsible for informing the Board members of their duties and responsibilities, including the necessity of maintaining a neutral stance and confidentiality with regards to election appeals.
- 4.11.4 All members of the ERB shall be currently enrolled students, except the chair. No member of the Board shall be a current SGA member nor shall have been a member during the semester of the election. No member of the ERB shall be actively involved with any campaign for elective office in any partisan way during membership on the Board.
- 4.11.5 The aggrieved candidate shall submit a written request for appeal to the ERB Chair within two (2) school days after polling closes of the contested election.
- 4.11.6 The ERB shall hear one argument from the aggrieved candidate and another from the Elections Commission Chair, who shall represent the Elections Commission before the ERB.
- 4.11.7 The ERB shall be empowered to alter or rescind any act or ruling by the Elections Commission which the ERB deems to be in violation of the Student Body Constitution, Bylaws, or election guidelines.
- 4.11.8 ERB decisions are made by a majority vote of its members. The chair does not have a vote in these hearings, except in the case of a tie of votes among the ERB.
- 4.11.9 The ERB may reconvene to consider new evidence or new aspects of the case upon request of either the aggrieved candidate or the Elections Commission. New evidence must be presented within two (2) school days of a decision by the ERB, after which time election results will be deemed final and may be announced to the student body.

4.12 Assumption of Office

- 4.12.1 Student body officers shall assume office on the first day of September and February for incoming classes, or on the first day of May following the election for continuing classes.
- 4.12.2 Student Senate members shall take their place in the Student Senate upon installation.
- 4.12.3 Installation shall be conducted by the Student Senate President and occur at the first Student Senate meeting once election results are deemed final.
- 4.12.4 The Student Organization Coordinator-Elect shall train under the guidance of the current Student Organization Coordinator and assume all duties on the first day of May following the election.
- 4.12.5 SGA Executive Officer-Elect positions for President, Vice President, Treasurer, and Secretary shall train under the guidance of the current respective Executive Board positions and assume all duties on the first day of May following the election.
 - 4.12.5.1 In the event of a Executive Officer member vacancy in which an "Elect" position is filled, the Elect-Officer will assume the full roles and responsibilities of their respective position immediately.

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4.12.5.2 If the Officer-Elect, in assuming the duties of the Executive Board position, holds a current Student Senate or Class Officer position, their position as such will be immediately be resigned, and its vacancy will be filled in accordance to the Student Constitution and Bylaws.

4.12.6 Senators shall terminate office at the installation of their successor.

4.13 Violation of the Election Code

4.13.1 Violation of the Election Code by any person or persons to the extent that it calls into question the validity of any election shall nullify the election results and require that another election be held. Violations will be ruled on by the Elections Commission.

4.13.2 In the event that a candidate is responsible for willfully violating the Election Code, the candidate will be disqualified from the election in question and not allowed to participate in any future student body or class election as a candidate.

4.13.3 If a breach of the Election Code occurs through no fault of any candidate to the extent that it calls into question the validity of the election, the election results will be nullified and all candidates will be allowed to participate in future elections.

4.13.4 The Elections Commission will rule on whether the Election Code has been violated. Candidates or students may also appeal to the ERB.

5 Student Organizations

5.1 Student Organization Coordinator

5.1.1 Shall preside over the monthly Student Organization Meeting.

5.1.1.1 This Meeting will be held on the first Monday of each month.

5.1.1.2 Attendance of the student organization president or vice-president and each class' recreation leader is required. No other designee will be accepted. The sanctions in section 5.2. will ensue as stated if warranted by attendance violation.

5.1.1.2.1 The student organization treasurer shall attend a separate monthly meeting presided by the Student Body Treasurer on the second Monday of each month. No other designee will be accepted. The sanctions in section 5.2. will ensue as stated if warranted by attendance violation.

5.1.1.3 The student body Vice-President will attend and take attendance at the meeting.

5.1.1.4 The sanctions stated in Section 5.2 of the Student Body Bylaws will be implemented for an organization if either the student organization's president or vice-president is not in attendance of the Meeting.

5.1.2 Shall establish and maintain a monthly calendar of all class and student organization meetings, activities, events, and seminars.

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- 5.1.2.1 The monthly calendar shall be established and confirmed by all student organization presidents or vice-presidents at each Student Organization Meeting.
 - 5.1.2.1.1 After the calendar is confirmed, changes will only occur with the approval of the Student Organization Coordinator and all student organizations with events on the respective day.
 - 5.1.2.1.2 The sanctions stated in section 5.2 of the Student Body Bylaws will be implemented if a student organization does not follow the rules as stated above.
- 5.1.2.2 Annual student organization events will take precedence in scheduling over monthly meetings or non-annual activities, events and seminars.
- 5.1.2.3 The monthly calendar shall be published to present student and student organization meetings, activities, events, and seminars and their locations to the campus media, university administrators and the Student Body.
- 5.1.3 Shall, in good faith, provide knowledge and information to student organizations with respect to the Student Body Constitution and Bylaws.
- 5.1.4 Shall present a verbal report of the Student Organization Meeting to the Student Senate at the following SGA meeting.
- 5.1.5 Shall enhance communication between class recreation leaders from all programs and the student organization presidents and promote the participation of all programs in student organization meetings, activities, events and seminars.
- 5.1.6 Shall provide communication between the Student Organization Committee and campus student organizations.
- 5.1.7 Shall promote the interaction and participation of multiple student organizations in activities and events (i.e. health fairs).
- 5.1.8 Organize and coordinate two “Student Organization Days” during the lunch hour, the first during the month of September and the second between February & May. Student Organization Days provide all of the student organizations an opportunity to recruit new members and promote up-coming activities.
- 5.1.9 Funding necessary to fulfill Student Organization Coordinator duties and responsibilities must be presented to the Student Senate and approved with a 2/3 majority vote.
- 5.1.10 Shall provide knowledge and information with respect to approval of events and speakers through the Vice President of University Student Relations, reserving rooms and other university policies.
- 5.1.11 Promote active participation of student organization faculty advisors in meetings as well as activities, events and seminars.
- 5.1.12 Student organization officer elections will be held no later than the first week in March.
- 5.1.13 Advise new student organization applicants.

5.2 Student Organization Sanctions

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- 5.2.1 First missed meeting or violation of the rules results in notification of the missed meeting or violation of the rules to the club president and vice-president, the student organization faculty advisor and the SGA by the student body Vice-President within one week of the missed meeting or violation of the rules.
 - 5.2.2 Second missed meeting or violation of the rules results in notification stated in 5.2.1 and suspension of student organization privileges for the month following the missed meeting or violation of the rules by the Dean of University Student Affairs.
 - 5.2.2.1 Any funds allocated by the SGA for activities, events and seminars planned during the sanctioned month will be suspended by the student body treasurer. No funds are to be requested from the Senate during this timeframe. Parameters of sanctions will be provided to the student organization in writing.
 - 5.2.3 Third missed meeting or violation of the rules results in suspension of student organization privileges for the remainder of the academic year including access to class and student organization accounts. Sanctions will be enforced by the Vice President of University Student Affairs.
 - 5.2.3.1 Any funds allocated by the SGA for activities, events or seminars planned for the remainder of the academic year will be revoked by the student body treasurer and documented via written correspondence.
 - 5.2.3.1 Clubs planning events that cost over \$100 will need to have majority club officer approval for the event prior to the event.
 - 5.2.4 Appeals on sanctions must be presented to the Vice President of University Student Affairs and the student body Vice-President in writing for further consideration.
- 5.3 New Student Organizations
- 5.3.1 Applications can be obtained from the University Student Affairs Office.
 - 5.3.2 A letter from the proposed faculty advisor must be submitted with the application to the Vice President of University Student Affairs for verification of understanding and commitment as the faculty advisor.
 - 5.3.3 Approval Process for New Student Organizations
 - 5.3.3.1 Application will be reviewed by the Student Organization Committee, comprised of Recreation Leaders from all on campus classes. This approval process is to ensure, there are no duplicate clubs or organizations on campus.
 - 5.3.3.2. If approved by the Student Organization Committee, SGA will review applications for new student organizations based on the ability to provide services to the students, university and the community.
 - 5.3.3.3 Completed applications will be considered by quorum of the Student Senate and approved by a 2/3 majority vote.
 - 5.3.4 Additional signatures for approval include the Vice President of University Student Affairs and the Dean of the college, when applicable.
 - 5.3.5 Applications which do not meet the criteria stated above will be denied approval and no further consideration of the application will be given.

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5.4 Student Organizations Audit

5.4.1 All student organizations are to be reviewed by the Student Organization Audit Committee (SOAC).

5.4.1.1 The committee shall be comprised of the Student Organization Committee (SOC) and volunteers from the Student Senate.

5.4.1.2 The Audit shall include specific criteria including, but not limited to: successfully fulfilling mission statement; active membership; providing a unique purpose to the university student body; compliance to SGA legislation and direction; and successful and timely completion of an annual report.

5.4.2 All student organization finances are to be reviewed by the Finance Committee.

5.4.2.1 The Audit shall include specific criteria including, but not limited to: responsible fiscal behavior, appropriate use of SGA funding, and return of excess SGA funds in the event of surplus post venue.

These Bylaws were submitted for revision by the Western University of the Health Sciences Student Senate on April 29, 2008 and approved.