

LUCOM STUDENT GOVERNMENT ASSOCIATION

*Liberty University
College of Osteopathic Medicine
Student Government Association
Constitution*

LUCOM STUDENT GOVERNMENT ASSOCIATION

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PREAMBLE

As duly elected representatives of the student body of Liberty University College of Osteopathic Medicine (LUCOM), we swear to faithfully execute this Constitution with professionalism and dedication to our fellow members of the student body. Members of the Student Government Association (SGA) must strive to act in the best interest of the student body as a whole. We act to protect and serve the students and to promote the common good of LUCOM, and hereby ordain this the Constitution of LUCOM-SGA.

ARTICLE I – NAME AND AUTHORITY

Section 1 – Name

The name of this organization shall be the Liberty University College of Osteopathic Medicine (LUCOM) Student Government Association (SGA), and may be referred to as “SGA” within this document.

Section 2 – Administration Granted Authority

The authority exercised by the SGA is conferred by the LUCOM Administration; therefore, all official actions of the SGA are subject to review by the University Administration. The President will work succinctly and collaboratively with the LUCOM Office of Student Services. Only the powers specifically enumerated within this Constitution shall be granted to the SGA. All other powers are not implied and are thus reserved to the Administration, unless specifically delegated by an amendment to this document, or appointed temporarily to SGA by the Administration

Section 3 – Student Granted Authority

The authority of the SGA is granted by the current student population, seeking a Doctor of Osteopathic Medicine (D.O.) degree, through elections; therefore, the SGA shall have authority to act in the name of the entire LUCOM student body.

Section 4 – Purpose

The purpose of this organization includes representing and advocating for the students of LUCOM, Liberty University and the osteopathic profession. Fulfilling this

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purpose include the responsibilities of collecting, expressing, and representing student opinion, overseeing the equitable utilization of student funds, supporting professional organizations, student clubs and class activities, acting as a liaison for the student body to the faculty and administration, and working to improve the quality of life for all students at LUCOM. SGA will oversee the Class Government Associations (CGA), Student Curriculum Committee (SCC), Honor Court and Professional Clubs/Organizations.

ARTICLE II – MEMBERSHIP

Section 1 – Qualifications

Members of student leadership must be current LUCOM students. “Current” shall be defined as “Financially Checked-In” to the Doctor of Osteopathic Medicine degree program for the specified date and term. No student leader shall be under any form of academic or disciplinary probation or suspension. No student leader may simultaneously hold more than one office within the organization.

Section 2 – Length of Term

All SGA officers will be elected to a one (1) year term.

Section 3 – Elections

LUCOM shall hold its annual officer election during the spring semester of each academic year on a date determined by the current SGA Parliamentarian. The outgoing SGA Parliamentarian shall oversee elections. The election shall be announced by student-wide communication no less than fourteen days prior to the election date. Nominations for officer positions shall be received by a method specified by the SGA Parliamentarian, in a manner which provides equal opportunity to all eligible members. Both SGA and CGA spring elections shall be held no later than the last Friday of February. To allow for OMS III participation, “Fourth Friday” scheduling is encouraged. Newly elected officers will begin their term upon return from spring break.

Subsection 3.1 – Eligibility Criteria:

- a. Must, at the time of election, be a first year Osteopathic Medical Student (OMS-I), unless explicitly stated in this constitution.

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- b. Must have at least a cumulative average of 80 at the time of election, and maintain a 75 average with no failed classes for the duration the term;
- c. Must not have incurred or been charged with an offense that may have any legal ramifications during their attendance at LUCOM nor be under any form of academic or disciplinary probation or suspension;
- d. Must maintain good standing with the Office of Student Services.

Subsection 3.2 – Declaration of candidacy:

All candidates must declare their intention to seek a position within SGA prior to the election in a manner deemed appropriate by the outgoing SGA

Parliamentarian prior to the election. Upon declaration of intention to run, all candidates must be determined to be eligible according to the qualifications outlined in this Constitution.

a. Absence of Nominee:

- i. In the event of an absence of a nominee for a given office, other than the office of SGA, the absence may be filled by Presidential Nomination as long as the nominee receives a majority vote ratified by the other current officers.
- ii. In the event of an absence of a nominee from the office of President, the student body will hold additional nomination and election events per this section until the office of President has been filled. The current President will remain the presiding officer of SGA until his/her replacement has been elected.
- iii. At the discretion of the newly elected officers, additional nomination and election events may be held per this section until the open office(s) is filled.

b. Trickle Down:

- i. Those candidates who run for an office but are not elected will be allowed to run for one other office below the primary office for which they chose to run. The candidate must note intent to run for a trickle-down position with the declaration of candidacy or in a manner deemed appropriate by the SGA Parliamentarian
- ii. Candidates who are not elected into an office do not have to trickle down directly into the next office. For example, candidates who run for, but are not elected as, SGA President, will be allowed to run for SGA Historian when the office is opened for election.

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Subsection 3.3 – Candidate Speeches

Prior to the election of the officers, each candidate shall be allowed floor time to be used at their discretion to further their campaign for their nominated office. Candidates will address the student body one at a time. Each candidate shall be allowed a maximum of two (2) minutes to speak.

a. Open Discussion:

After all candidates for president have delivered their speeches, the floor will be open for no greater than ten (10) minutes for the student body to ask questions. Each candidate shall have no greater than one (1) minute to give a response for each question asked. The office of Vice-President shall also have an open discussion following the same formula.

Subsection 3.4 – Voting

a. Method:

Elections must be conducted by secret ballot. The outgoing SGA Parliamentarian, in coordination with Student Services, will decide the proper tools for each election. In the instance there is no contest amongst candidates and at the discretion of the outgoing SGA Parliamentarian, the sole candidate may be asked to leave the room and a simple majority, standing vote, shall elect the office.

i. Eligibility to Vote:

All current LUCOM students are eligible to vote, except when a student is a candidate for an officer position. Said student may not vote in their particular round of election.

ii. Required Votes:

a. For an office with only one available position, the candidate receiving at least 50% + 1 of the possible votes shall be declared the winner of the election. If no candidate receives 50% + 1 of the votes, a runoff of the candidates with the two highest vote totals shall be held. In the event of an even 50% tie of the two candidates, a majority vote of the current SGA officers shall decide the winner.

b. For an office with more than one available position, students will vote for the appropriate number of candidates simultaneously. The candidates receiving the most votes will be the winners of the election.

Subsection 3.5 – Transition

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Following the election of the new SGA officers, there will be a transition period, not to exceed one (1) month, during which the outgoing SGA officers will mentor the incoming SGA officers.

Section 4 – SGA Oath

All newly elected SGA Officers shall take the following oath:

I, *(Full Birth Name)*, do hereby solemnly affirm that I will faithfully support and defend the Constitution, statutes, and bylaws of SGA, will perform the duties of my office to the best of my ability and will endeavor to represent the students, ideas, principles and mission of LUCOM, and Liberty University, to the best of my ability and conduct myself in a manner consistent with Christian principles at all times so help me God.

“Liberty University College of Osteopathic Medicine [“LUCOM”] exists to educate osteopathic physicians in a Christian environment. LUCOM prepares physicians who dedicate themselves to excellence in the practice of osteopathic medicine through service toward their fellow man, lifelong learning, and the advancement of medical knowledge. Instilling the Christian values of integrity and professionalism, LUCOM trains physicians who will provide ethical, compassionate, competent, and patient-centered osteopathic medical care.”

ARTICLE III – EXECUTIVE BOARD

Section 1 – The President

The President will seek to put the welfare and goals of LUCOM students as paramount during their term and not advance personal agenda items that are in conflict to that of their constituents. The President possesses the highest level of responsibility, authority, and accountability among student doctors. It is the responsibility of the President to report to and work with the LUCOM Office of Student Services.

The President will provide a yearly, formal report to LUCOM students after the transition period is over. This report will state the vision, values and goals of the President and the student body for the year. The written document submitted by the President shall inform the students of how to submit official recommendations and

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reveal the budget plan for the year. The President is encouraged to keep the Student Body informed of the state of SGA.

Subsection 1.1 – Duties of the President:

- a. To serve as the representative of students for communication and mediation between the SGA and the Administration;
- b. To create broad goals for the student body for the year and provide leadership to the SGA;
- c. To maintain timely and efficient communication of pertinent SGA actions, programs, and activities to the student body and the administration of LUCOM;
- d. To take actions that advances the principles of the SGA Constitution, bylaws, student judicial or legislative actions.

Subsection 1.2 – Additional Criteria for eligibility:

The SGA President is unable to simultaneously seek election for the positions of Student Osteopathic Medical Association (SOMA) President, Vice President, or National Liaison Officer.

Section 2 – The Vice President

The Vice President shall aid the President in all of their duties and shall be privy to all information to which the President is privy. They shall act as the alternate for the President in the full authority of that Office at all SGA functions the President is unable to attend and shall succeed to the Office of the President of the SGA in case of a vacancy in the Office of the President. The qualifications for Vice President shall be the same as those for the President. If there is a vacancy in the Office of the President, and the Vice President declines succession to the Office of the President, the order of succession shall be followed pursuant to Article III Section 5.

Subsection 2.1 – Duties of the Vice President

- a. Serve as liaison to all “Professional Organizations” on campus.
- b. Create, maintain, and provide a current detailed report that will include but not be limited to:
 - i. Recognized Professional Organizations and member roster;
 - ii. Proposed activities and events

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Subsection 2.2 – Additional Criteria for eligibility:

The Vice-President is unable to simultaneously seek election for the positions of Student Osteopathic Medical Association (SOMA) President, Vice-President, or National Liaison Officer.

Section 3 – The Treasurer

The Treasurer's overall role is to maintain an overview of the organization's financial affairs, ensure its viability and preserve proper financial records and procedures. The Treasurer shall contribute a high level of responsibility, transparency and accountability.

Subsection 3.1 – Duties of the Treasurer

- a. Collaborating with the VP for reporting of SGA and Professional Student Organizations' financial affairs;
- b. Keeping accurate financial records and providing the SGA and Administration updated information reflecting the financial affairs of SGA including but not limited to: balance sheet, financial statements, and expense reports to officers of SGA not less than 2 times a year;
- c. Developing and maintaining a system to record funding, fundraising and sales;
- d. Budget plan and cost analysis

Section 4 – The Secretary

The Secretary is charged with providing oversight and response for the student body as well as liaises between the students and Administration. The Secretary attends meetings of the organization; records and distributes all meeting minutes to members, makes travel arrangements, keeps record of deadlines and important dates, provides agendas, transfers records and procedural manual to the incoming secretary. The Secretary will be responsible for all communication-related matters, including the SGA newsletter. The Secretary must be able to provide minutes from SGA meetings at the request of the student body to allow for transparency of government.

Section 5 – The Parliamentarian

The Parliamentarian will assist the deliberations and function of the SGA, authenticate votes and other operational functions. They will also ensure correct implementation and use of the rules contained in this Constitution as well as in the

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most current edition of Robert's Rules of Order-Newly Revised, which shall govern the proceedings of the SGA in all cases where they are applicable and are consistent with this constitution, any statutes, or bylaws. They will also oversee annual SGA and Class Government elections.

Section 6 – The Community Outreach Director

The Community Outreach Director will be responsible for directing SGA community service events, assisting student organizations with finding meaningful opportunities for community service, and coordinating service efforts among multiple student organizations. The Community Outreach Director shall also act as the TOUCH (“Translating Osteopathic Understanding into Community Health”) Coordinator. The TOUCH Coordinator will be responsible for managing the LUCOM TOUCH Program. This shall include entering and approving TOUCH points and coordinating with the national TOUCH program.

Section 7 – The Wellness Coordinator

The Wellness Coordinator shall be responsible for working with Student Services and the Faculty Wellness Committee to oversee health and wellness initiatives for the student body. This would include serving as liaison for national efforts for student wellness.

Section 8 – Impeachment, Removal, Resignation, and Succession of SGA Officers

Subsection 8.1 – Impeachment and Removal of Officers - Upon petition from the student body to the SGA, an emergency meeting of the SGA must be scheduled no later than one week from receipt of the petition for the sole purpose of impeaching an officer. The vote will be taken by secret ballot. A two-thirds majority in favor of removal must be reached by the remaining SGA members, not including the officer in question.

- a. **Qualifications for Removal** - An officer may be removed for failing to fulfill the responsibilities of the Office or for any other reason the SGA and/or the LUCOM Administration deem appropriate.

Subsection 8.2 – Resignation of Office - Any officer may resign from their respective position for any reason they see fit. They must submit a written letter of resignation to the SGA President stating their intent to resign.

Subsection 8.3 – Succession of Officers - In the event of a vacancy of any position other than the SGA President, the SGA President shall nominate an individual to fill the position who must meet all established criteria for the office

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and whom shall require confirmation by the SGA via a simple majority vote. In the event of a tie, discussion on the nominee shall resume followed by a second vote. If after a second vote there is still a tie, the nomination is not confirmed.

In the event of vacancy of the Office of the President, the Vice-President shall assume office as President and subsequently nominate an individual to replace them as Vice-President. This individual must meet all established criteria for the office and whom shall require confirmation by the SGA via a simple majority vote.

In the event of vacancy of both the Office the President and the Vice President, a special joint session of the SGA must be held within one week of the vacancies for the sole purpose of the appointment of a new President and Vice-President. These individuals must meet all established criteria for the office and whom shall require confirmation by the SGA via a simple majority vote.

ARTICLE IV – Class Government Association

Section 1 – Explanation

Class Government Association (CGA) officers will have similar duties to that of the Student Government Association officers but exercise authority and actions only for their respective class and not for the entire student body. Class officer elections shall be held annually for OMS I students and OMS II students. However, before the end of the OMS II year, elections will take place that determine the class officers for the duration of clinical years.

In addition, elected class officers may continue their service and leadership beyond graduation, should they accept. In which case, an official LUCOM partnership will continue through the Office of Student Services. Post-graduation officer responsibilities may continue with the support, maintenance and dissemination of information among classmates to provide, updates, news, alumni functions and recognition for the class archive.

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Subsection 1.1 – Eligibility - The Class Officers must meet the following requirements to maintain eligibility:

- a. Must maintain status as a full-time student in good standing at LUCOM;
- b. Must have a cumulative average of at least 80 at the time of election and maintain a cumulative average of not less than 75 for the duration of the term;
- c. Must not have received an offense that threatens academic progress or disciplinary action while a student at Liberty University College of Osteopathic Medicine;
- d. Must be a member of the class they shall represent

The Class Officers shall complete a reasonable application process as directed by SGA. Elections shall be overseen by the SGA Parliamentarian.

Subsection 1.2 – Special responsibilities of OMS-III/IV Class Officers

Coordinate with Student Curriculum Subcommittee members to meet the needs of each site. When possible, meet with SGA, to address needs of the student body during clinical years, or appoint an appropriate representative from the Class Government Officers to do so.

Section 2 – Class President

The Class President should embody the LUCOM spirit and exemplify honor, moral character and professionalism. The president should possess the innate desire to serve, promoting goodwill, best interest of and the ultimate success for each classmate.

Subsection 2.1 – Duties

The President shall have the following duties:

- a. To serve as the leader and key spokesperson for the class officers in SGA meetings;
- b. Maintain professional communication and mediation between the SGA and the class;
- c. To provide leadership to the class;

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- d. To maintain timely and efficient communication of pertinent class actions, programs, and activities to the class, SGA and administration of the LUCOM;
- e. To provide collaborative class feedback of actions of the SGA regarding policies, procedures, Constitution and bylaws;
- f. Collaborate with the office of Student Service to provide support for class members during Orientation Week of new classes;
- g. Promote leadership opportunities for other members of the class personally and professionally;
- h. Work with the Office of Admissions and Student Services for development and implementation of outreach, service and mentorship initiatives;
- i. Lead and engage class participation in LUCOM programs and events.

Subsection 2.2 – Responsibilities

The Class President is responsible for coordinating class efforts with other officers and members of the class for the planning, adoption or execution of:

- a. Graduation Reception
- b. Class Mission, Vision and Goals statements
- c. Other duties as deemed necessary by SGA and CGA

Section 3 – Class Vice-President

The Vice President shall aid the President in all the above duties and shall be privy to all information to which the President is privy. They shall act as the alternate for the President in the full authority of that class at all class functions the President is unable to attend and shall succeed to the Office of Class President in case of a vacancy in the Office of the Class President. The qualifications for Class Vice President shall be the same as those for the President.

Section 4 – Class Secretary

The Secretary is charged with providing oversight and response for the students as well as liaises between the students and class president. The Secretary attends meetings of the class, records and distributes all meeting minutes to members, makes travel arrangements, keeps record of deadlines and important dates provide agendas, transfers records and procedural manual to the incoming secretary. The Secretary

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must be able to provide minutes from CGA meetings at the request of the student body to allow for transparency of government.

Section 5 – Class Treasurer

The overall role is to maintain an overview of the class' financial affairs, ensure its viability and preserve proper financial records and procedures. The Treasurer shall contribute a high level of responsibility, transparency and accountability. Some of the duties may include but are not limited to:

- a. Collaborating with the VP for reporting;
- b. Securing quotes/bids from vendors;
- c. Keeping accurate financial records and reports;
- d. Coordinating with the Director of Administration and Finance and the Director of Student Accounts for accounting, auditing and accountability requirements of the COM.

Section 6 – Class Parliamentarian

This position shall only be open to OMS-I and OMS-II CGAs. The Class Parliamentarian shall assist in the deliberations and function of the CGA, authenticate votes and other operational functions. They will also ensure correct implementation and use of the rules contained in this Constitution as well as in the most current edition of Robert's Rules of Order-Newly Revised, which shall govern the proceedings of the CGA in all cases where they are applicable and are consistent with this constitution, any statutes, or bylaws. They will also direct CGA elections.

Section 7 – Class Historian

This position shall only be open to OMS-I and OMS-II CGAs. The Class Historian shall maintain an accurate history of all class events and activities and member's roles for the year. They will be responsible for taking pictures during events.

Section 8 – Class Information Technology Representative

This position shall only be open to OMS-I and OMS-II CGAs. The IT Representative will serve on the Liberty University Student Technology Committee. At least 1 representative must attend every meeting of the Committee. Responsibilities include attending lectures and communicating with IT regarding technology issues. They will serve as the point of contact for any students who have concerns regarding

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technology at LUCOM. The IT Representatives will collaborate with SGA to ensure that the technological needs of the LUCOM student body are met.

Section 9 – Student Curriculum Subcommittee

Each class will elect two students to the Student Curriculum Subcommittee. They will work with the Curriculum Committee faculty to advocate for the student body regarding all curricular matters. Curriculum Committee representatives are expected to attend all classes.

Subsection 9.1 – Clinical Years

During clinical years, two curriculum subcommittee members will be elected to represent their class. One member from each class is to be a site representative at a Lynchburg COMAT site and the other member is to be a site representative at a distant COMAT site. These positions will be two-year terms as with all CGA positions during clinical years. The curriculum subcommittee members will be responsible for liaising with site representatives to advocate for the needs of the students during clinical rotations. The Lynchburg COMAT site representative will be responsible for sites in the Commonwealth of Virginia. The distant COMAT site representative will be responsible for sites outside the Commonwealth of Virginia. Duties shall also include meeting regularly with the Director and Dean of Clinical Rotations, Clinical Education faculty and attending SGA meetings when available.

Section 10 – Impeachment, Removal, Resignation, and Succession of CGA Officers

Subsection 10.1 – Impeachment and Removal of Officers

Upon petition from the student body to the CGA, an emergency meeting of the CGA must be scheduled no later than one week from receipt of the petition for the sole purpose of impeaching an officer. The vote will be taken by secret ballot. A two-thirds majority in favor of removal must be reached by the remaining CGA members, not including the officer in question.

- a. **Qualifications for Removal** - An officer may be removed for failing to fulfill the responsibilities of the Office or for any other reason the CGA and/or the LUCOM Administration deem appropriate.

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Subsection 10.2 – Resignation of Office – Any officer may resign from their respective position for any reason they see fit. They must submit a written letter of resignation to the CGA President stating their intent to resign.

Subsection 10.3 – Succession of Officers – In the event of a vacancy of any position other than the CGA President, the CGA President shall nominate an individual to fill the position who must meet all established criteria for the office and whom shall require confirmation by the CGA via a simple majority vote. In the event of a tie, discussion on the nominee shall resume followed by a second vote. If after a second vote there is still a tie, the nomination is not confirmed.

In the event of vacancy of the Office of President, the Vice-President shall assume office as President and subsequently nominate an individual to replace them as Vice-President. This individual must meet all established criteria for the office and whom shall require confirmation by the CGA via a simple majority vote.

In the event of vacancy of both the Office the President and the Vice President, a special joint session of the CGA must be held within one week of the vacancies for the sole purpose of the appointment of a new President and Vice-President. These individuals must meet all established criteria for the office and whom shall require confirmation by the CGA via a simple majority vote.

ARTICLE V – HONOR COURT

The Honor Court exists to provide accountability for and adherence to the Constitution, bylaws and procedures within the SGA. It will also serve as a means to settle social grievances. When a dispute or violation of the Constitution, Code of Conduct, or Student Handbook occurs, the complaint or allegation is brought to the attention of the Court by submitting a grievance form. The grievance form must state the accused, the offense, and the name of the person submitting the form. Matters handled by the Honor Court shall be kept confidential when the case permits.

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The Honor Court shall address the grievance in a reasonable amount of time. The resulting sanction will depend on the offense and number of previous offenses and will be decided by the Honor Court. One appeal may be submitted via email to lucomhonorcourt@liberty.edu within five business days of the Honor Court's decision, in which case, the grievance will be reevaluated and could potentially include external opinions. The outcome of an appeal is final.

Grievances outside the jurisdiction of the Honor Court shall be referred to the Student Progress Committee; henceforth, not involving the Honor Court further.

The Court is comprised of one Advocate General who presides over all Honor Court meetings. The Office of Student Services appoints the Advocate General. The Constitutional Justices must be at all hearings. During the Fall OMS-I election, two Justices shall be elected to represent their class and shall serve a two (2) year term until the Spring elections of their OMS-II year. The remaining Justices shall be elected during the Spring elections of their OMS-I year and shall serve a one (1) year term. The amount of Justices will fluctuate between 5-6, depending on the point in the academic year.

In the event of a vacancy in the Office of an Honor Court Justice, the President of SGA, or their appointee, shall nominate an individual to fill the position who shall meet all established criteria for the office and whom shall require confirmation by the SGA via a simple majority vote.

The Justices duties may include but are not limited to:

- a. Knowledge in and interpretation of all forms of the LUCOM Codes of Conduct.
- b. Understanding of the SGA constitution.

ARTICLE VI – SGA & CGA COMMITTEES AND APPOINTED POSITIONS

Section 1 – Committees

The SGA may create committees to meet the needs of the student body, with the approval of 2/3 majority of the Executive Board. Members of committees must be

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selected in a manner deemed appropriate by the executing Executive Board at the time of the creation of the committee.

Subsection 1.1 – Class specific committees

Class specific committees fall under the purview of CGA and may be created in a manner deemed appropriate by CGA and approved in the same manner as stated above. These committees are designed to meet the unique needs of each class, and should work with CGA, SGA and other committees.

Section 2 – Appointed Positions

SGA or CGA may appoint a student to fulfill the needs of their respective constituents in regards to events and other concerns of the student body. SGA or CGA must call for nominations for the position in a reasonable amount of time prior to selection of the most qualified applicant at an internal meeting in a fair and equitable manner. In the event, no nominations are received, SGA or CGA may nominate candidates to the position.

Appointed positions are expected to collaborate with SGA or CGA to fulfill their duties for as long as they are required. Permanent appointed positions are designated a 1-year term, with new selections occurring after Spring elections within a reasonable amount of time.

Subsection 2.1 – Temporary appointed positions

Temporary appointed positions may be created as needed by SGA or CGA with an agreed duration upon selection of an appropriate representative.

ARTICLE VII – THE LEGISLATIVE PROCESS

Section 1 – Monthly Meetings

The SGA and CGA shall hold monthly scheduled meetings. Emergency Meetings may be called by the President or through petition of 60% of the voting members of the SGA or 40% of the voting members of the student body.

In the event of a special meeting, 5 working (school) days' notice shall be given before the beginning of the meeting. CGA shall follow the same procedures.

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Section 2 – Voting

Subsection 2.1 – Voting Membership

- a. **SGA** – Voting members of SGA shall consist of the SGA Executive Board: SGA President, SGA Vice-President, SGA Secretary, SGA Treasurer, SGA Parliamentarian, SGA Community Outreach Director, SGA TOUCH Coordinator (7), the CGA Presidents from OMS-I and OMS-II (2), for a total of 9 voting members at the SGA meeting. The President shall serve as the presiding officer.
- b. **CGA** – Voting members of CGA shall consist of the Class Executive Board: CGA President, CGA Vice-President, CGA Secretary, CGA Treasurer, CGA Parliamentarian, Class IT Representative, Class Historian, Class Honor Court Justice(s) (2-3) and Class Curriculum Subcommittee Members (2) for a total of 11-12 voting members at CGA meetings.

Subsection 2.2 – Voting Method

To constitute a quorum, 60% of the members of the SGA or CGA must be present for official business to be conducted. Except for matters of impeachment (as outlined in Article III Section 8 and Article IV section 10), adoption or change in budget or financial expenditures, assessments or dues, votes may be held electronically within five (5) working (school) days of a SGA or CGA meeting if a quorum is not present at the time of the meeting through a majority vote of the members present and voting. All matters except those involving impeachment, adopting or change in budget or expenditures, assessments or dues shall require a simple majority to pass. Those involving impeachment, adoption or change in budget, or dues shall require a 2/3 majority to be successfully passed.

Section 3 – Introduction of Agenda Items and Bills

Subsection 3.1 – Agenda Item – An agenda item for consideration may be introduced by any member of the SGA or student, so long as the student is compliant with Article VIII Subsection 1.1.

Subsection 3.2 – Bills – All bills or business to come before the SGA or CGA must be presented to the corresponding Secretary no less than 5 working (school) days before a regularly scheduled or specially called meeting.

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Subsection 3.3 – Petition for Bill

- a. If the proposed legislation will affect principally a single class, the student will submit two documents to the appropriate Class Secretary:
 1. A petition with signatures from at least 20% of the represented classmates in favor of the bill
 2. A bill in the prescribed form and format both written and electronically in PDF format.
- b. If the proposed legislation affects the entire student body of LUCOM, the student(s) must submit the proposed legislation to the SGA Secretary:
 1. A petition with signatures from at least 25% of the represented classmates in favor of the bill
 2. A bill in the prescribed form and format both written and electronically in PDF format.

Section 4 – Process

Subsection 4.1 – SGA Review

Legislation presented to the SGA secretary shall be reviewed by the SGA officers and if there are factual errors or if the legislation conflicts with the SGA constitution to the degree it shall not be considered, a response shall be given to the student presenting the bill within one (1) month.

Subsection 4.2 – Class Specific Review

A written response as to whether the governing CGA will support the introduction of the bill to SGA must be given by the Class President to the student within one (1) month, after the date of submission to allow time for the Class Officers to review and assess for any factual errors or conflicts with the SGA Constitution.

Subsection 4.3 – Denial of Consideration

If there are violations, discrepancies or inconsistencies with the SGA Constitution, by-laws, Liberty University or LUCOM policies and procedures in the view of the SGA officers, the Bill may be denied for consideration.

Subsection 4.5 – Forced Reconsideration

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If a proposed legislative bill is denied for consideration, the denial may be overridden and presented for consideration of the SGA upon presentation of student signatures on a petition documenting support of 40% of the members of a single class or 45% of the student body.

Subsection 4.6 – Adoption, denial or amendment

Bills submitted to the SGA shall be considered by open rule and may be adopted, denied or amended as a result of its deliberations and passed without returning to the author by a simple majority vote unless affecting one of the protected categories requiring a 2/3 vote.

Subsection 4.7 – Confirmation

All passed legislation shall be presented to the Office of the Dean by the President of the SGA for acceptance, modification or veto. If a Bill is approved by the Administration, it shall be enforced by all branches of the Student Government Association and all other affected University Departments. All approved Bylaws shall be kept in a separate document.

Subsection 4.8 – Executive Dean Veto

If any Bill is vetoed by the Dean, amendments may be presented, and the bill returned to the Student Government Association for further consideration and action.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order-Newly Revised, shall govern the proceedings of the SGA and CGA in all cases where they are applicable and are consistent with this Constitution, any statutes, or bylaws.

Section 1 – Formal Meetings Conduction

The President shall preside over the meetings, or in his absence the Vice President. The Parliamentarian shall be responsible for maintaining order, ensuring Robert's Rules of Order are followed, and keeping the meeting organized.

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The Secretary shall maintain minutes of the meeting, which shall be available to all members within 10 days of the close of any meeting.

Subsection 1.1 – Testimony

Any student at LUCOM may offer testimony or present before the SGA or CGA meeting; however, the President may limit debate time on any subject to meet the overall demands of the meeting and may require that all those wishing to speak to a subject be heard before a student may be recognized to speak again on the same topic.

No students of LUCOM may present testimony without nomination by a member of the appropriate governing body and recognition of the presiding Officer.

ARTICLE IX – CLUBS

Section 1 – Supremacy

SGA shall be recognized as administratively supervisor for all recognized professional organizations and clubs at LUCOM. Conflicts within organizations, amongst organizations, or between organizations and the University shall first be addressed by the LUCOM-SGA. To function in this role, LUCOM-SGA shall establish policies, procedures and processes which, upon adoption, shall be binding upon all recognized professional organizations and clubs at LUCOM. These rules shall require approval of the Administration and Dean of LUCOM and any change in such policies and procedures shall not be effective until approved by the same.

Section 2 – Organization and Club Approval

All organizations seeking official recognition shall follow the approval policy, procedures and process established by the SGA and the Administration. These are detailed in attachments to the Constitution and may be modified by a majority vote of the SGA with approval of the Administration.

Only organizations with official recognition shall be eligible to receive student activity funds or other LUCOM financial support unless the Executive Board shall, by a two-thirds vote, recommend to the Office of the Dean an exception to the requirement

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and gain the approval of the Administration and the Dean of LUCOM for the exception.

Section 3 – Roundtable Meetings

The President and Vice-President from each organization shall be required to attend monthly Roundtable meetings, presided over by the SGA Vice-President. If the President or Vice-President is unable to attend, they must send an alternate representative from their organization.

ARTICLE X – TOWN HALL MEETING

At a date, time and location chosen by the incumbent SGA, there shall be a monthly meeting with the entire student body to update them on SGA affairs.

ARTICLE XI – DISCIPLINE

Section 1 – Censure

In the event of misconduct not warranting impeachment of an SGA or CGA Officer or other member of the SGA, the Presiding Officer of the respective body may bring forth articles of censure which upon approval by a simple majority of the SGA will be forwarded to the Honor Court for consideration and action.

ARTICLE XII – AMENDMENTS

Changes to the Constitution in the form of Amendments may be made to allow for the longevity of this Document, who's intent shall be to make SGA efficient and successful in the achievement of its expressed purpose.

Section 1 – Requirements

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Any student may submit a proposed amendment granted they have supporting documentation with signatures of 45% of the student body.

Section 2 – Ratification Process

For a change in the Constitution to take effect, the proposed change must be read at an SGA meeting at least 30 days before a vote is to be considered. The proposed amendment must receive the support of 2/3 of the voting members of the SGA at that or a subsequent meeting. It must then receive the support of 2/3 of the student body voting, with a quorum of 60%, that shall be held not less than 30 nor more than 60 days after the SGA has acted in the positive on the measure. The officers of the SGA must accept written and public comment prior to the voting, including an open forum that shall be held within 10 business days of any such vote.

Amendments shall be listed in numerical order at the end of this document.

ARTICLE XIII – RATIFICATION

This Constitution shall be ratified and take immediate effect upon the confirmation of two-thirds of the Student Body of LUCOM and the signing by the Dean of LUCOM. All current Elected, Nominated, and Appointed Officers shall remain in office and their actions shall be official and valid until the end of their respective terms.

The Constitution must be available on LUCOM's website for any member of the Student Body of LUCOM to read at any time.