



Constitution

of the Student Government Association at Caribbean Medical University

We the students of Caribbean Medical University, along with its administration, establish the Student Government Association and adopt this constitution. The constitution has been established in order to from a democratic, efficient, and responsible governance to represent, lead, and unify the student body. The SGA will decide and act responsibly on behalf of the students, representing the students' interests, and working with the faculty and administration of the school in the pursuit of mutual goals. Officially, this organization shall be recognized and known as the "Student Government Association (SGA) of Caribbean Medical University (CMU)."

Following is the stated constitution. All members of the SGA and the student body at Caribbean Medical University shall be governed by the policies of this constitution and the "Students' Rights and Responsibilities" document, which is a comprehensive statement on student rights, responsibilities, and due process. Any violation of the policies is an offense against the school community and subject to disciplinary action. It is the responsibility of every member of SGA to act honorably in all phases of student life, to understand this constitution, to understand the document on student rights, and to act upon them.

The SGA shall not discriminate against any person(s) or group of people and must create an environment, either in the academic venue or outside academic grounds, reflective of these outlined policies open to all, irrespective of gender, race, religion, ethnicity, disabilities, or sexual attraction.

Article I. Purpose:

The SGA shall be the main body on campus responsible for initiating, presenting, and approving a variety of entertainment, cultural, educational, and community service activities and functions deemed under its jurisdiction and facilitated by the SGA President.

The SGA shall represent a visible student presence in the activities and programs of Caribbean Medical University, the faculty, and administration. The organization shall also advocate and facilitate ongoing communication between students, faculty, the university administration, local facilities, and the local community.

Article II. Powers and Jurisdiction:

The powers of the SGA are outlined below, but not limited to, and must be governed by policies outlined within the “Students’ Rights and Responsibilities” and following bylaws:

1. Representing student concerns and issues and voicing opinions across to the administration
2. Acting on behalf of and dealing with all matters pertaining to the general welfare of the student body
3. Passing and enacting bylaws and legislation necessary for carrying out the foregoing powers and duties
4. Supervising, organizing, and/or administering social and academic functions deemed appropriate by the organization

5. Establish permanent and/or temporary committees and sub-committees responsible for specific tasks
6. Creating and carrying out tasks, events, or programs of various background being beneficial to the student body
7. Directing management and dispersal of funds allotted to the SGA by the administration
8. Coordinating freely nominations and elections of students within designated positions of the SGA and its associated chairs
9. Overseeing the initiation, development, and functioning of other student groups and organizations
10. Facilitating needs required and desired by the students within the dormitory setting

Article III. Executive Branch:

The Student Government Association shall consist of one branch, known as the Executive Branch. The Executive Branch of the SGA shall consist of a minimum cabinet including the President and the Vice President, as being positions that must be in permanent and constant power in order for SGA to be considered eligible for legal functioning. Positions, such as Secretary, Treasurer, Public Relations Officer (Student Liaison), Social Events Coordinator, and Community Outreach Director shall be instated, as conditions and student-body size require. The Executive Branch shall ensure that the interests of the student body are upheld, within the scope of the constitution and the policies and regulations guiding the university and administration. Article IV discusses the roles and responsibilities of each position within SGA.

Article IV. Positions within the Executive Branch:

All officers are to be elected as according to the outlined Election Bylaws. The SGA shall consist of full-time enrolled students of Caribbean Medical University and are to be elected by the student body. Each member shall only hold one position within cabinet, unless circumstances require otherwise. All members of

SGA are to be in good academic standing prior to matriculation and during the course of the term. A term within SGA is defined as per semester basis. A student may be re-elected into SGA for the same position previously held or another position indefinitely until completion of Basic Sciences at the university.

A. President of SGA:

- a. Shall be the official representative of the student body
- b. Shall serve as liaison to the faculty, administration, and community
- c. Can be and will be held responsible for the SGA in terms of accordance and functioning
- d. Will oversee all activities of the SGA and activities sanctioned by the SGA
- e. May sign or veto any recommendation or act of SGA
- f. May sign or veto any recommendation to the constitution
- g. Will be head chairperson at SGA and student-body meetings and will have the right to schedule and preside over all meetings, standard and special
- h. Will withhold voting on SGA issues until the end, unless there is a tie, or due to other circumstances
- i. Must serve the entire term as designated from appointment to the election of a new President
- j. Can establish any necessary committees of/for the SGA and appoint their respective chairs
- k. Will lead the nomination and elections process for SGA positions (which are needed/required)

B. Vice President of SGA:

- a. Shall uphold all tasks and responsibilities assigned thereunto by the President
- b. Assist in coordinating SGA meetings, as determined by the President

- c. Coordinate all standing SGA committees and sub-committees and report developments to the President

C. Secretary of SGA:

- a. Responsible for the accurate recording of all SGA meeting minutes and their appropriate distribution
- b. Maintain and revise all SGA records
- c. Archive SGA materials

D. Treasurer of SGA:

- a. Shall oversee all financial activities of the SGA, including accurately documented disbursement(s) and reimbursement(s) of SGA funds
- b. Shall prepare monthly reports of financial activity of the SGA and present findings to university administration towards each semester end

E. Public Relations Officer (Student Liaison):

- a. Conduct routine correspondence between the SGA, the student body, faculty, other student/university organizations, and administration
- b. Coordinate all public relations involving SGA

F. Social Events Coordinator:

- a. Shall plan and coordinate all social programs and projects
- b. Will serve to gather students together for betterment of relations between individuals and persons
- c. Will work with the Treasurer and/or President in matters of obtaining funding for programs

G. Community Outreach Director:

- a. Shall initiate and maintain contact between the local community and the student body
- b. Shall organize activities and programs in which students can volunteer in appropriate positions and gain experience and opportunities
- c. Will work with the Treasurer and/or President in matters of obtaining funding for programs

H. Class Representatives:

- a. Shall be elected, one for each class, by Election Bylaws, to represent the needs and interests of the particular class to the SGA and administration
- b. Can also serve in SGA simultaneously, except for the position of President

Article V. Interim Officers:

During months or terms that the SGA is not in session, due to incapability to elect a minimum of a President and Vice President, the administration shall appoint an Interim President who shall oversee all SGA duties and formulate means for nominations and elections as outlined by Election Bylaws.

Article VI. Elections and Election Bylaws:

Elections are to be held at the beginning of each semester, within three weeks of the semester starting. The process for elections is described below:

1. The President must determine as to which positions within SGA cabinet are appropriate for the current given circumstances
2. Nomination forms (hard copy) must be delivered to all students
 - a. Nominations must be taken for each position (President and Vice President minimum), as will be required for the newly begun term,

and students must be encouraged to state why a particular individual is fit in terms of skills set for the mentioned position

- b. The exception for taking nominations for Vice President may stand; Vice President may continue his/her term if the individual is in a class and there is only one newly matriculating class joining the current students. In this case, the Vice President can be deemed Interim President by the administration
 - c. A minimum of 2 days and a maximum of 4 days must be given for students to make nominations
3. Upon the ending of the nomination period, nominations must be collected by the Secretary and/or President
4. The President must then make contact (either in hard copy letter, or via email) with the nominees, describing to them the position(s) they have been nominated for and the roles and responsibilities for the position(s), as outlined in Article IV.
 - a. A minimum of 2 days and a maximum of 4 days must be given for students to consider and accept nominations for a position
 - b. Upon accepting, the student must be placed on the ballot
 - c. The Secretary (and if none, then Vice President) shall reserve the right to check all nomination forms to ensure contact is made properly for any and all nominees for their respective nominations
 - d. Nominees must meet all requirements for running for SGA positions
5. Ballots (hard copy) with all eligible candidates must be delivered to all students
6. A neutral faculty should be appointed to oversee ballot completion and collect all ballots. The faculty member must then tally all results and determine winners based on the total amounts of votes received and the administration should verify all results

Article VII. Voting, Ratification, and Amendments to the Constitution:

All students and SGA members may propose changes and/or amendments to the Bylaws stated within the constitution. Changes should be brought to the attention of the President and/or Public Relations Officer. The issue must, by order of student rights, be brought up by the President and presented to the rest of the cabinet.

Amendments must be passed by a two-thirds vote (2/3) of the SGA. The President may not vote on the issue, until the end if circumstances require, or unless there is a tie; however, the President may chose to veto the amendment. Vetos may be overridden by a two-thirds majority vote (2/3) by the SGA cabinet. The same must apply for any new bylaws created.

If a proposed amendment is vetoed or rejected, it can be submitted via a written proposal (by the author(s) of the amendment) to be considered by the student body as a whole. A two-thirds majority vote (2/3) is required for ratification of the law.

All Bylaws according to the Constitution must be upheld and any violations by SGA may result in disciplinary action.

Article VIII. Interpretation of Differing of Opinions:

If, in the event, that there is a discrepancy in terms of understanding the Constitution and its Bylaws, by either the SGA itself, or between the SGA and student body or SGA and administration, the Dean of Students' Affairs shall render an interpretation and reserves the right to enforce any decision made or taken. In the event of absence of the Dean of Students' Affairs, then a consensus amongst all faculty must be taken, requiring a two-thirds (2/3) majority vote.

Article IX. SGA Funds:

The university shall distribute funds to the SGA collected from students under the title of "SGA Fee," designated for SGA to use for its operations and conduct its programs and projects. The amount shall be specified by the CMU President and may be adjusted upon request every year on the basis of the SGA needs. The funds shall be allocated to the SGA account and made readily available to the President and Treasurer, if one is instated. Funds may not be abused or misused. Reports relative to spending, including all receipts and invoices, must be drafted and made available to the administration by each semester's end.

Article X. SGA Meetings:

Meetings, their necessity and covered agenda, are to be determined by the SGA President. Rules for meetings are determined as follows:

1. Regular meetings of the SGA shall be held at least once a month at regular intervals throughout the semester, as determined necessary by the President
2. An agenda(s) and/or objective(s) must be made clear
3. The SGA shall hear all cases referred to it by the SGA President, by students, faculty, the Dean of Students' Affairs, and the administration
4. A quorum shall be required to convene a meeting and shall consist of at least half of the amount of total SGA members, excluding the President
5. A simple majority of SGA members shall be required to approve a motion or vote
6. All meetings shall be held at CMU unless designated by the President well in advance
7. All meetings shall be open to all students, faculty, and the administration
8. Meeting times and dates must be posted and made known at least five days prior
9. The President may call upon special/emergency meetings, as can also be done by a minimum of two students with an established agenda

10. Meeting minutes must be taken by either Secretary or by a person appointed by the President and must be readily available to the CMU community