
Student Government Association By-Laws

ARTICLE I NAME AND SCOPE

This organization is to be known as the California Health Sciences University Student Government Association (*hereinafter referred to as CHSU-SGA or SGA*).

ARTICLE II OBJECTS & PURPOSES

1. The objectives and purposes of the Association are:
 - a. To conduct amicable constructive discourse and fairly represent the interests of all students in non-academic related areas.
 - b. To maintain an environment and culture of respect, collegiality, honesty and integrity, ethical behavior and professionalism.
 - c. To serve as an effective and collective voice for students along with the colleges and university.
 - d. To enhance opportunities for student professional development by supporting activities of student professional organizations.
 - e. To provide effective communication and resolution of common interests or concerns between students and the Office of Student Affairs.
 - f. To promote and facilitate funding of diverse student activities.
 - g. To coordinate the efforts of the diverse professional student organizations.
 - h. To uphold and promote the College Honor Code at all times.
2. This Association shall be non-sectarian, non-partisan and non-profit.

ARTICLE III MEMBERSHIP

1. ELECTED MEMBERS OF THE SGA.

The membership of the Student Government Association (SGA) shall consist of all elected students holding appointments in the ranks of President, Vice President, President-Elect, Secretary, Treasurer, Historian, Parliamentarian and Class Senators.

2. PROFESSIONAL ORGANIZATION REPRESENTATIVES.

Each professional organization shall be represented by two non-voting, designated members, typically President and executive member of the group.

3. STUDENT AFFAIRS ADVISOR.

The Vice President of Student Affairs shall appoint a formal CHSU-SGA advisor from the Office of Student Affairs. The advisor shall attend meetings and offer counsel.

4. INVITED GUESTS.

The Director of Student Affairs and SGA Executive Board may designate persons not included in the foregoing paragraph who shall have the privilege of attendance and discussion at SGA meetings, but not the privilege of voting.

ARTICLE IV OFFICERS & REPRESENTATIVES

1. ELECTED OFFICERS.

Elected Officers of the Association who form the Student Government are:

1. President
2. Vice President
3. President-Elect
4. Secretary
5. Treasurer
6. Historian
7. Parliamentarian
8. Class Senators

2. APPOINTED OFFICERS.

The Appointed Officers of the Association shall be such officers as may be deemed necessary and proper by the SGA. Such appointments shall be ratified by a majority vote of the SGA.

3. ELIGIBILITY FOR OFFICE.

- a. To be eligible for elected office, each candidate shall be a continuing student in good academic and disciplinary standing and able to attend and/or participate in regularly scheduled SGA meetings.
- b. Representatives of each College shall be selected by the majority vote of each College's student body.

4. TERM OF OFFICE.

Officers shall hold the office for the term of one (1) academic year (*from the start of the fall Semester through the end of the spring Semester*), or until their successors have been elected and have assumed the duties of their office.

- a. Exception: Senators for the class of incoming first year students will be elected within one month of the start of the fall semester.

5. EXECUTIVE BOARD.

An Executive Board shall be comprised of the President, Vice-President, President-Elect, Secretary, Treasurer, Historian, and Parliamentarian.

6. REMOVAL FROM OFFICE.

Upon a finding good cause as defined in subsection (a), any elected officer may be removed from office by a two-thirds (2/3) vote of the Student Government. Following receipt of reliable information, evidence, or complaint of misconduct by a member of this Student Government or member of the student body, a special closed hearing shall be held by the Executive Board of the SGA to determine whether good cause exists for a removal vote. Prior to the hearing, the accused shall be notified as to the reason(s) for possible removal and shall have an opportunity to refute any and all allegations. The accused shall have an opportunity to submit any documentation or call any witness to the good cause hearing.

- a. Good cause shall include, but is not limited to the following: Criminal conduct, violation of the University Honor Code, or other serious misconduct unbecoming an officer of the Association.
- b. The Association shall subsequently notify the accused within three (3) calendar days of the Association's decision to proceed or not to proceed to a removal vote by the Association. The accused shall have a minimum of seven (7) calendar days to prepare for the removal vote, which shall be held at the next qualifying regularly scheduled meeting or a special meeting, if deemed necessary.
- c. The accused shall not be present at time of the removal vote. Written notification of the Association's vote shall be given to the accused within three (3) calendar days of the vote.

ARTICLE V DUTIES OF OFFICERS

The duties of the officers shall be as are implied by their respective titles and are specified in these Bylaws:

- 1. PRESIDENT.** The President shall preside at all meetings of the Association and the Executive Board, and perform such other duties as usually pertain to the Office of President.
 - a.** The President shall prepare an agenda, call to order and preside over each SGA meeting.
 - b.** The President is responsible that all business pertaining to the professional development and welfare of CHSU students is carried out and that the interests of all students are fairly represented.
 - c.** The President shall provide institutional memory and perspective from experience as President-Elect, as needed, for discussion items brought before SGA and to represent SGA members in logistical discussions (e.g. *scheduling of meetings or events*).
 - d.** The President may appoint ad hock special purpose committees to help conduct CHSU-SGA business. Committee positions can be filled by appointment and for as long as the committee is required, but not to exceed one year.

- 2. VICE PRESIDENT.**

The Vice President is the presiding officer of SGA in the absence of the President and, except when serving as presiding officer, may vote on motions that come before the council. The Vice President also serves to assist the president in his/her responsibilities.

- 3. PRESIDENT-ELECT.**

The President-Elect is a two year commitment (one year serving as President Elect and the subsequent year as SGA President). During the first year of the commitment, the President-Elect serves to shadow the current SGA President to gain knowledge and perspective of the role of SGA President. In the absence of the President and Vice President, the President-Elect serves as presiding officer.

- 4. SECRETARY.**

The Secretary is responsible for recording all meeting minutes electronically during every executive council meeting, including a record of members in attendance. The Secretary shall email the minutes of each meeting to every member of SGA within 72 hours of the meeting.

- 5. TREASURER.**

The SGA Treasurer shall have charge of all monies of the Student Government Association in such place as the SGA may direct, pay all bills upon authorization by the SGA or the membership, and keep a correct account of all receipts and disbursements.

 - a.** The treasurer will work with SGA advisors to create an annual budget and submit it for approval by the Executive Board.
 - b.** The treasurer will work with SGA advisors to generate appropriate documentation for responsibilities related to federal taxes or other external reporting requirements of SGA.
 - c.** On request, the treasurer will provide for and maintain sub-accounts that represent encumbered funds for specific purposes, including: grants received, professional class accounts, professional/fraternal organization accounts, and accounts for specific purposes approved by Executive Council. Funds held in sub-accounts that are inactive for one year will be moved into the General Student Government Association account.
 - d.** The treasurer will maintain an accurate ledger for SGA. This shall include keeping a written record of authorized account deposits and withdrawals and processing them with the CHSU Finance Office in a timely manner.
 - e.** The treasurer shall document in the general ledger comments column the following information for every fund disbursement: the name of the person or entity receiving the reimbursement or submitting a deposit, the name of the corresponding student organization, the date of the event, and the event name. For student organization conferences, always include the number of students that attended the event. For example: NCPA, NCPA Annual Convention, four attendees.
 - f.** The treasurer shall ensure that the written general ledger matches the ledger controlled by a Student Affairs advisor and/or University Controller.
 - g.** The treasurer will ensure that an accurate, current balanced budget report is prepared and submitted to the president by email at least 48 hours prior to the next SGA meeting. This budget report shall also include a Section that shows SGA reimbursements that were approved at the last meeting.
 - h.** The treasurer shall process reimbursements only after they have been approved by the SGA at a meeting.

6. HISTORIAN.

- a. The Historian will accurately record and document SGA related or hosted events. In the event that the Historian is unable to attend the events, he or she may designate an attendee to collect documentation of the event to be submitted.
- b. All written and photographic accounts of these events must be submitted for approval to the CHSU Office of Public Relations. Submissions of documentation to the CHSU Communications and Marketing Director of an event must be done within seven (7) days of the event.

7. PARLIAMENTARIAN.

The responsibility of the Parliamentarian is to oversee the proper conduct and enforcement of "Robert's Rules of Order" during official and non-official SGA meetings.

- a. The Parliamentarian does not have voting rights.

8. CLASS SENATOR.

One class Senator is elected by his/her class to serve as a liaison to report concerns specific to his/her class to the SGA.

- a. Responsible for coordinating focus group activity for his/her class.
- b. Responsible for communicating focus group concerns to the SGA.
- c. Serves as the central point person for communicating focus group updates with his/her class.
- d. Class Senators hold voting rights.

9. EXECUTIVE BOARD.

During periods when the Student Government is not in session, this Board shall be authorized to act for the Student Government on any matter affecting the Association, which in the opinion of the Board is important and requires immediate attention. All such actions shall be reported to the SGA at its next regular meeting.

ARTICLE VI MEETINGS

1. GENERAL MEETING GUIDELINES.

- a. SGA members will meet, at a minimum, once a month during the regular school year, excluding the last month of each semester.
- b. General meetings are open to all members of the SGA.
- c. Notice shall be given to members at least three (3) days in advance.
- d. 24 hours prior to the general meeting, every member of the Association will be given a notice as to that day's agenda and what will be discussed.

2. MEETING PROCEDURES.

- a. All meetings shall be conducted in accordance with the norms of parliamentary procedure, commonly known as Robert's Rules of Order.
- b. General meeting of the SGA includes:
 - i. *Review of the agenda.*
 - ii. *Approval of the previous meeting minutes.*
 - iii. *Review of SGA accounts.*
 - iv. *Discussion of new or pending funding requests.*
 - v. *Discussion of additional business items.*
 - vi. *Reports or announcements from SGA officers or member organizations.*
 - vii. *The exact order and content of each SGA meeting may vary and is subject to the discretion of the executive council president.*

3. ITEMS OF BUSINESS.

- a. Items of business for discussion by the SGA may be submitted by any member.
- b. New agenda items should be submitted to the SGA President at least 48 hours prior to the meeting and include a brief summary.
- c. The member bringing forward the new item should be present to represent the issue and provide additional clarification.

4. REQUESTS FOR FUNDING.

- a. Requests for funding from SGA accounts must be approved by the SGA.
- b. Requests for funding should include a completed "Funding Request Form."

5. REIMBURSEMENT PROCEDURES.

- a. The organization must have submitted the written request for funds at least 48 hours prior to the SGA meeting.
- b. The officer requesting funds, or their designate, should be present at the SGA meeting.
- c. A majority of SGA members present must vote in favor of reimbursement.
- d. Distribution of all funds, with rare exceptions, is based on reimbursable expenses. The organizational officer or designate must provide appropriate documentation and request approved funds within thirty (30) days of the expenditure.
- e. The organizational officer or designee must provide to the Treasurer original, itemized receipts for any supplies or services purchased.
- f. For students approved to receive travel reimbursement, the organizational officer or designate must provide to the Treasurer the name, street address, student identification number, and phone number for each student that has been approved to receive a reimbursement.

6. DISTRIBUTION OF FUNDS.

- a. It is the duty of the Treasurer to ensure timely distributions of funds to all parties, typically within two weeks of approval.

ARTICLE VII

STUDENT GOVERNMENT FINANCES

The SGA shall develop and manage a general account to be used for student related events, activities and purchases. This account shall be controlled by the SGA Treasurer with oversight from a CHSU official.

1. FISCAL YEAR.

The fiscal year of the Student Government Association shall be one (1) academic year (from the start of the fall Semester through the end of the spring Semester).

2. GENERAL RULES.

- a. Any check written to the SGA shall be deposited within seven (7) days.
- b. A complete audit of SGA finances shall be conducted at the request of the University at any time.
- c. All financial records and receipts must be retained by the SGA for a period of seven (7) years.

3. BUDGET MEETINGS.

- a. Within two weeks of the start of each semester, a Budget Meeting shall be held.
- b. Notice of the time and date of the Budget Meeting shall be distributed to members at least seven (7) days in advance.
- c. The Budget Meeting shall be facilitated by the Treasurer.
- d. The Treasurer shall provide a printed report of SGA finances.
- e. Each officer or committee that requires funding for its activities shall present a budget request to the Treasurer.
- f. Each budget request shall be presented for approval by a majority vote of the present members.
- g. Appropriate budget items will include any expenses for SGA activities during the course of the current semester, as well as any expenses to be incurred in the following semester before the next Budget Meeting, such as orientation or any other early activities.

4. DUTIES OF THE TREASURER.

In addition to the duties of the Treasurer, as provided in Article V, Section 5, the Treasurer shall:

- a. Ensure compliance with all provisions of this Article.
- b. Maintain an up-to-date and accurate electronic financial record using Quickbooks or equivalent financial accounting software, and ensure that such records are regularly backed up.
- c. Oversee and receive funds for any SGA fundraising event.
- d. Provide for a complete and accurate transition to the succeeding Treasurer.

ARTICLE VIII VOTING PROCEDURES

1. STANDARD SGA VOTING PROCEDURES.

- a. Every qualified Student Government Association member present during the voting shall have only one vote each, with the exception of the SGA President who will only vote in the case of a tie.
 - i. No SGA member can represent a vote on behalf of another SGA members.
 - ii. A college may designate an alternate voting representative if communicated to the SGA President and Secretary prior to the beginning of the meeting. Or, if voting is to take place electronically, prior to a voting poll being posted.
 1. See Appendix A for a current list of voting members of CHSU-SGA.

2. QUORUM.

- a. A majority of the SGA voting members present (excluding the SGA President) shall constitute a quorum.

3. SPECIAL VOTING PROCEDURES.

- a. If a vote for the allocation of funds is required before the next scheduled meeting, an email vote is an acceptable mode of approving the allocation. The voting members must be given at least 72 hours to read the proposal and submit a vote back to the SGA President.
- b. The SGA President must receive e-mail responses from at least a majority of the voting members before an outcome can be declared. The executive council president is then required to report the outcome of the votes to the rest of the council.

ARTICLE IX COMMITTEES

The SGA President may appoint ad hoc, special person committees to help conduct SGA business. Committee positions can be filled for as long as the committee is required, but not to exceed one year.

1. STANDING COMMITTEE(S).

Within thirty (30) days after taking office, the President shall appoint the Chairperson(s) of any of the following, but not limited to the following committees:

- a. Student Government Association Events
- b. Fundraising

The President shall have the right to combine, at the discretion of the President, any one or more committees under the head of one Chairperson. Additional standing committees may be added by a two-thirds (2/3) vote of the SGA. Any further action necessary shall be authorized by a majority vote of the SGA. Vacancies on committees may be filled by appointment by the President as necessary. Such committees shall cease once the anticipated purpose for which they are appointed is accomplished.

2. DUTIES OF COMMITTEES.

All standing, continuing committees as appointed by the President or the SGA, shall have the power to consider, investigate and take action as their names imply. All expenditures shall be subject to SGA approval by a majority vote. Duties of each committee include, but are not limited to the following:

- a. Student Government Events. This committee shall coordinate social activities that are open to the CHSU Student Body and hosted by the SGA.
- b. Fundraising. This committee shall coordinate such activities as are necessary for additional funding or extracurricular activities held for the purpose of fundraising. This Committee shall appoint a liaison to the Director of Development for CHSU as necessary.

ARTICLE X DUES

1. DUES.

There will be no dues for Student Government members.

ARTICLE XI ELECTION OF SGA OFFICERS

1. TIME OF ELECTION.

- a. Elections for SGA Executive Board positions will be held during the month of April with a time and date specified by the Office of Student Affairs, no later than the second week of April.
- b. All active CHSU students in good academic standing who are able to attend and/or participate in regularly scheduled SGA meetings are eligible to run for an SGA officer position.
- c. The SGA officer elections opportunity shall be announced to all eligible pharmacy students prior to the elections and the candidate commitment deadline.
 - i. *A candidate commitment deadline must be set at least one (1) week in advance of the SGA Officer elections meeting.*
- d. The election process shall be supervised by the Office of Student Affairs.
- e. Voting shall be conducted during school hours to ensure that the majority of the student body is able to vote.

2. ELECTIONS FORMAT.

The SGA Officer elections format shall consist of:

- a. Declaration and announcement of date and time of SGA Officer Elections.
- b. Declaration and announcement of running candidates.
- c. Brief speech of intent from each candidate (speeches are to last no more than 5 minutes).
- d. Brief period of questions from the student body.
- e. Vote to establish the newly elected SGA officers.
- f. Announcement of the newly elected SGA officers.

3. NOMINATION PROCEDURES.

- a. Nominations for officers shall be accepted in writing and shall be posted seven (7) days before elections for all members to read.
- b. All candidates for election shall meet the requirements of SGA membership.
- c. Nominees shall address the student body and receive any questions posed by the student body prior to voting on the day of the election.
 - i. *Time limits for the address and question and answer period shall be determined by the SGA.*
- d. The nomination shall be by electronic ballot.

4. VOTING PROCESS.

- a. All active CHSU students will have one vote, including current CHSU-SGA members and officers, including the SGA President.
- b. If there are more than two (2) candidates running for an SGA Officer position, and one of the candidates does not earn a majority vote, the candidate with the lowest number of votes will be eliminated and the process will repeat until one candidate has a majority of votes from the current student body.
- c. If any position remains vacant, the President shall recommend a member who is eligible to seek office to the position. The recommended member shall be approved by the Executive Board, and shall be offered the position, and opportunity to accept or decline.

5. VACANCIES

- a. In the event that an elected CHSU-SGA Officer is unable to complete their term in office due to resignation or removal from office, the Office of Student Affairs will preside over an election as soon as reasonably possible following the effective date of the presidency. All eligible students may be nominated as a candidate and the process will follow the process identified for election during a normal general election.
- b. On rare occasions, the responsibilities of an officer may be distributed to other officers if the term is nearly complete.
- c. In the event of the vacancy of the Office of President, the order of succession shall be as follows:
 - i. *Vice President*
 - ii. *Secretary*
 - iii. *Treasurer*

ARTICLE XII

COMMENCEMENT, INSTALLATION AND TERM OF OFFICE

1. **COMMENCEMENT.**

The incoming SGA Officers shall take office at the start of each academic year and shall be formally installed by the outgoing officers.

2. **INSTALLATION OF OFFICERS.**

The installation of officers shall be performed as the earliest convenient date after the start of the fall semester.

3. **LENGTH OF TERM.**

The length of term for each elected officer shall be one academic year beginning at the start of the fall semester and running through the end of the following spring semester, except in the case of the President-Elect who shall serve a 2 year term as President-Elect and then President.

4. **TERM LIMITATIONS.**

A student representative may not serve in the same position on the SGA Executive Board for more than two (2) terms.

ARTICLE XIII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern in all cases to which they are applicable and insofar as they are not inconsistent with these bylaws.

ARTICLE XIV

AMENDMENT

Any proposition to amend these bylaws requires a vote at an executive council meeting attended by at least two-thirds of the Student Government Association. Any proposed amendment(s) to these bylaws must be handwritten or typewritten and submitted to the SGA President 48 hours in advance of voting on the amendment(s). Approval of any amendment(s) requires a simple majority vote from the SGA Executive Board and approval by the Vice President of Student Affairs.

APPENDIX A

Approved Membership of Student Government Association (4/15/2015)

SGA President	(only votes in the event of a tie)
SGA Vice President	1 vote
SGA President-Elect	1 vote
SGA Secretary	1 vote
SGA Historian	1 vote
SGA Parliamentarian	Does not vote
College of Pharmacy, P1 Senator	1 vote
College of Pharmacy, P2 Senator	1 vote
College of Pharmacy, P3 Senator	1 vote
College of Pharmacy, P4 Senator	1 vote