



**Saint James School of Medicine**

**Student Government Association Constitution**

This constitution applies to the affairs of Saint James School of Medicine Student Government Association.

This document establishes the rules of the SGA, subject to the articles of the constitution of the Saint James School of Medicine, and the mandate provided to this association by Saint James School of Medicine.

The feminine includes the masculine.

**1. Name:**

1.1 The association shall be known as the Saint James School of Medicine Student Government Association (SGA).

1.2 SGA is approved by Saint James School of Medicine as the sole representative of the student body.

**2. Roles of the SGA:**

2.1 To promote the higher education of all MD students of Saint James School of Medicine.

2.2 To promote the quality of teaching of MD courses offered by Saint James School of Medicine.

2.3 To promote the understanding of the role of the SGA.

2.4 To encourage the participation of SGA students in SGA and school events, as well as encourage students to take an active role within the SGA.

2.5 To develop among SGA students a sense of personal and community responsibility, and to promote their involvement of the SGA to the students, faculty, Saint James School of Medicine Administration, local facilities and the local community.

2.6 To encourage amongst and between students, Saint James School of Medicine, the MD program, friendship and cooperation with a positive and constructive attitude in all dealings.

2.7 To promote and organize student activities, functions in which SGA members may be involved.

2.8 To make rules and regulations concerning the general administration of its affairs and of its members. Such Rules and regulations shall not be incompatible with the laws of Anguilla/ Saint Vincent and the Grenadines and Saint James School of Medicine administration.

2.9 To offer a free forum for discussion in all SGA practices, policies, rules and regulations.

**3. Members of the Association:**

3.1 All students registered to the MD programs shall be considered members of the Association.

**4. Executive of the Association:**

4.1 The governing body shall be known as the SGA Executive Committee.

4.2 All Executive Members shall be students of the Basic Medical program for the extent of their mandate.

4.3 **Executive Positions:**

- ▣ President.
- ▣ Vice- President.
- ▣ Secretary.
- ▣ Treasurer.
- ▣ Co-Fundraisers.
- ▣ Co-Socials.
- ▣ Class Representatives (5 representatives).

**5. President:**

5.1 She/he shall call Regular Meetings of the Executive to Meetings to a minimum of Two (2) meetings per month of study.

5.2 Attend meetings organized by the school administrative body, or any meeting requiring her/his presence.

5.3 Represent the SGA student Body at meetings with the School Administrations and provide a report on each of the said meetings in the following SGA meeting.

5.4 President Has Signing Authority.

5.5 She/he must supervise and coordinate who is responsible for outstanding jobs and assist in the scheduling of the event functions to ensure their complete success.

5.6 She/he is responsible to foster a sense of unity and team spirit in the SGA.

5.7 She/he must contribute to the direction, purpose and focus of the SGA.

5.8 Must maintain, and Keep up to date, the constitution of the SGA.

5.9 Submit a calendar of the SGA meetings and events for which they are responsible to their successor.

5.10 In order to be eligible for the Position of the president, the candidate must be enrolled for at least One (1) semester at the school. They must also have outstanding academic records (above B average and must maintain their academic standing and attendance for the duration of their mandate.

## **6. Vice-president:**

- 6.1 Attend all Executive meetings of the SGA. If she/he is unavailable, she/he may send a proxy or provide just cause.
- 6.2 She/he must best support the interest of SGA regarding all academic affairs.
- 6.3 Be available to students and remain receptive to their feedback regarding academic issues as well as expressing those views and concerns to the course coordinators, academic advisors and any other relevant party.
- 6.4 Promote Student-professor, communication and interaction.
- 6.5 Represent the SGA at academic meetings and or meetings with the school's academic leadership and provide a report at each meeting for the executive in the following SGA meeting.
- 6.6 Must maintain, and Keep up to date, the constitution of the SGA.
- 6.7 Submit a calendar of the year's meeting and events for which he/she was responsible to their successors.
- 6.8 In order to be eligible for the Position of Vice-President, the candidate must be enrolled for at least One (1) semester at the school. They must have outstanding academic records (above B average), and must maintain their academic standing and attendance for the duration of their mandate.

## **7. Secretary:**

- 7.1 Attend all Executive meetings of the SGA. If she/he is unavailable, she/he may send a proxy or provide just cause.
- 7.2 She/he must Compose and Keep a record of the minutes of all the executive meetings of the SGA.
- 7.3 The Secretary has Signing authority.
- 7.4 Distribute the minutes via e-mail a minimum of Three (3) days before the next meeting unless circumstances demand otherwise.
- 7.5 Have minutes available for all previous meetings of her/his mandate.
- 7.6 Prepare a list of contacts containing names, phone numbers and emails of all the executive members of the SGA.
- 7.7 Maintain an up to date e-mail list of all SGA members.
- 7.8 Promote the spirit of volunteerism within the student body.
- 7.9 Maintain and contact available volunteers for any event undertaken by the SGA (if needed).
- 7.10 Organize and Keep a record of all pertinent documents relating to SGA. Ensuring that the records for their mandate are filed for future access. All records shall be disregarded after Two (2) years.
- 7.11 Submit a calendar of the year's meeting and events for which she/he was responsible for theirs Successors.

- 7.12 In order to be eligible for the Position of Secretary, the candidate must be enrolled for at least One (1) semester at the school. They must have outstanding academic records (above B average), and must maintain their academic standing and attendance for the duration of their mandate.

**8. Co-Fundraiser (s):**

- 8.1 Attend all Executive meetings of the SGA. If she/he is unavailable, she/he may send a proxy or provide just cause.
- 8.2 Responsible for the coordination of all social activities organized by the SGA.
- 8.3 Submit all costs and expenditures to the Treasurer and organize with the Treasurer money raising events.
- 8.4 Responsible for philanthropic duties and actions of the SGA.
- 8.5 Submit a calendar of the year's meeting and events for which she/he was responsible for their Successors.
- 8.6 In order to be eligible for the Position of Co-Fundraiser(s), the candidate must have outstanding academic records (above B average), and must maintain their academic standing and Attendance for the duration of their mandate.
- 8.7 There are Two (2) opening positions for the post.

**9. Co-Social (s):**

- 9.1 Attend all Executive meetings of the SGA. If she/he is unavailable, she/he may send a proxy or provide just cause.
- 9.2 Responsible for the distribution of information to all bodies having an interest in the actions of the SGA.
- 9.3 Publicizes all social events to the student body.
- 9.4 Aids any executive member of the SGA with the distribution of information pertinent to members of the SGA or the student body.
- 9.5 Submit a calendar of the year's meeting and events for which she/he was responsible for their Successors.
- 9.6 In order to be eligible for the Position of Co-Social (s), the candidate must have outstanding academic records (above B average), and must maintain their academic standing and attendance for the duration of their mandate.
- 9.7 There are Two (2) opening positions for the post

**10. Treasurer:**

- 10.1 Attend all Executive meetings of the SGA. If she/he is unavailable, she/he may send a proxy or provide just cause.
- 10.2 Record and track chronologically all transactions, sources of revenue and expenditures with a Description of each and the Receipt.
- 10.3 She/he has signing authority.
- 10.4 Manage and balance the SGA books, and is responsible for all checks.
- 10.5 Organize with the Co-Fundraisers, Money raising events.
- 10.6 Initial Budget must be submitted to the SGA executive for approval before the end of the first month of each semester.
- 10.7 Prepare and submit an annual budget for approval within a reasonable time period after receiving an estimate of the income
- 10.8 Submit a calendar of the year's meeting and events for which she/he was responsible for their Successors.
- 10.9 In order to be eligible for the Position of Treasurer, the candidate must have outstanding academic records (above B average), and must maintain their academic standing and attendance for the duration of their mandate.

**11. Class representatives (MD1, MD2, MD3, MD4 & MD5):**

- 11.1 Attend all Executive meetings of the SGA. If she/he is unavailable, she/he may send a proxy or provide just cause.
- 11.2 Support the Best interest of the SGA students regarding all academic, social and general student life related affairs.
- 11.3 Be available to students and remain receptive to their feedback regarding all student concerns.
- 11.4 Organize events for the class members along with the Co-Fundraisers.
- 11.5 Be available to inquire as to the wants and opinions of the student body.
- 11.6 Be available to report information from the executive SGA meetings to the class and represent the interest of the class members within SGA.
- 11.7 Ensure the accuracy of email list for their year, continuously updating it with the internal email list.
- 11.8 Perform class presentations when requested to their corresponding year.
- 11.9 Submit a calendar of the year's meeting and events for which she/she was responsible to their successors.

## **12. Meetings of the SGA:**

- 12.1 The President shall prepare a schedule of all regular meetings during their mandates
- 12.2 The President shall be responsible for the meeting agenda.
- 12.3 The agenda shall be distributed prior to the meeting unless extenuating circumstances prevent such event.
- 12.4 At the beginning of each meeting, the President shall present the agenda for adoption
- 12.5 Additional items may be added to the agenda prior to its adoption.
- 12.6 The President (or the chairman person) shall lead all regular and emergency meetings of the Executive Committee.
- 12.7 The quorum shall be attained when 50% + One (1) of the members of the Executive committee or their representatives are present. No meeting shall take place if the quorum is not reached.
- 12.8 An emergency meeting may be called by either the President or by Three (3) members of the SGA Executive.

## **13. Elections:**

- 13.1 Shall be run by an external party (Elections Committee) such a representative from the student body.
- 13.2 Shall take place every Two (2) semesters in the Third (3<sup>rd</sup>) month of that semester.
- 13.3 The elections shall be overseen and conducted by an Elections Committee as outlined in 13.1 and 13.2
- 13.4 Representatives of any class shall be eligible to hold office with the exception of the President, Vice-president, Secretary and Treasurer; the candidates for these positions must have completed at least One (1) semester at Saint James School of Medicine at the time of the election.
- 13.5 Exceptions to 13.4 would be the positions of class representatives, co-socials (2) and Co-Fundraisers (2).
- 13.6 Each member will be voted individually for each SGA position with the exception of co-socials (2) And co-fundraisers (2).

## **14. Terms of Office:**

- 14.1 The Executive's term of office shall of Two (2) semesters in length beginning at the next Semester after the election and ending after Two (2) terms have passed
- 14.2 All members must be in a good academic standing throughout their term of office with a minimum GPA of 3.0 or a B average.

- 14.3 In the case of a vacancy of the President, the next executive position (Vice- President) would automatically take over the position of the President. The Secretary would move up to the position of the Vice-President and the SGA would hold an internal election to replace the Secretary. The vacant position would be decided by the SGA upon nominations obtained from the student body.

**15. Transition:**

- 15.1 At every end of term transition, in addition to any other business that may be transacted, the Constitution and the report of the Executive and the financial statement shall be presented and the newly elected Executive confirmed.
- 15.2 Each of the executive members of the SGA are responsible for preparing a detailed individual transition report, outlining the nature of their position and providing a brief overview of the responsibilities involved therein, to be given to their successors at the beginning of their term
- 15.3 The transition period shall be during the month after the election period.
- 15.4 The SGA and newly elected members shall have a minimum of Two (2) meetings before the end of the current Executive term.

**16. Resignation:**

- 16.1 In the event of a resignation, notice shall be given to the President, who will then deliver notice to the members of the Executive. Or, the resigning member may opt to deliver such notice to the executive members herself/himself in the form of a written letter.
- 16.2 Resignation becomes effective the moment either the President accepts or receives notice or is aware of another's intentions to resign.
- 16.3 An Executive member who ceases to be a student of the Saint James School of Medicine shall ipso facto be deemed to have resigned from the Executive.
- 16.4 Should a member of the Executive resign, expire or be impeached, there will automatically be a by-election to fill this position.
- 16.5 If a member resigns from a position they must submit a resignation letter in writing to the SGA; if that member is a class representative they must notify their class so that a new class representative can be elected.

**17. Voting:**

- 17.1 Motions arising at an executive meeting of the SGA shall be decided by a majority of votes. In the case of a tie, the chair (President unless decided otherwise) of the meeting has the deciding vote.
- 17.2 The vote shall be taken by vocal assent or dissent unless a request for a recorded ballot or secret ballot is made by any executive member.



## **18. Impeachments:**

### **18.1 Grounds for impeachment of members of the Executive or the Graduation Committee**

Chief shall be as follows;

- 18.1.1 Willful mismanagement of SGA or Graduation Committee funds.
- 18.1.2 Placing the SGA at risk.
- 18.1.3 Failure to carry out constitutional duties without just cause.
- 18.1.4 Willful misrepresentation of the SGA.
- 18.1.5 Abuse of Power.
- 18.1.6 Failure to maintain academic and attendance requirements for their respective classes.

### **18.2 Procedures for impeachment shall be as follows:**

- 18.2.1 A motion may be presented in the agenda of the next meeting by at least Three (3) of the voting Executive members, to remove One (1) or All of that member's powers and duties.
- 18.2.2 Impeachment shall pass with 50% + One (1) votes from executive members, on those who have not fulfilled their responsibilities as defined in section 18.1.
- 18.2.3 Any member that has been removed may not serve on the SGA Executive for a period of One (1) Semester from the date of removal.

## **19. Finances:**

- 19.1 Transactions, acts, and engagements on behalf of the SGA must be signed by Two (2) of the signing authorities of the executive.
- 19.2 Justifications for expenses shall be recorded for auditing purposes.
- 19.3 All necessary books and records of the SGA as required by the Saint James School of Medicine shall be properly kept and maintained.

### **19.3.1 Banking:**

- 19.3.1.1 At the beginning of the Executive's term, the Treasurer, Vice-President and the President shall be granted signing power for their term.
- 19.3.1.2 Executive members with signing authority may conduct basic banking operations on behalf of the SGA.
- 19.3.1.3 All withdrawals shall be by check or ATM withdrawals.

19.3.2 **Borrowing:**

19.3.2.1 No member of the SGA may borrow money from the SGA.

19.3.3 Expenses Incurred by the Executive members:

19.3.3.1 Every member of the Executive of the SGA or another person who has undertaken or is about to undertake any liability or debt on behalf the SGA that has been approved by the SGA Executive shall be, with proper documentation, repaid by the SGA for all reasonable costs or expenses which they have incurred.

**20. Rights and Powers of the SGA Executive Committee:**

- 20.1 Adopt, modify, or reject all motions proposed to the Executive Committee.
- 20.2 Adopt, modify or reject the budget and dispersal of the SGA funds proposed by the Treasurer.
- 20.3 Create or dismiss ad hoc committees.
- 20.4 Recruit or dismiss members of said permanent or ad hoc committees.
- 20.5 Assure proper function of the SGA committees.
- 20.6 Take care of the everyday affairs of the SGA.
- 20.7 Send representations to all meetings of bodies relevant to the SGA.
- 20.8 Remove any member that fits the criteria of section 12.1 of this document following the procedure outlined in section 12.2.
- 20.9 Supervising social and academic functions deemed appropriate by the SGA.
- 20.10 Coordinate nominations and elections of student representatives to all school committees.

**21. Procedure for Constitutional Amendments:**

- 21.1 The SGA Executive Committee shall make amendments to the constitution by following these procedures:
  - 21.1.1 Amendments shall be adopted according to Two (2) Two-Thirds (2/3<sup>rd</sup>) votes of the entire Executive. These votes shall take place at Two (2) consecutive meetings.
  - 21.1.2 Amendments shall come into effect immediately after being adopted in the second of the Two (2) voting sessions.

**22. Ratification:**

- 22.1 This constitution shall take effect upon Two Thirds (2/3<sup>rd</sup>) vote of the total SGA followed by an approval of the President of Saint James School of Medicine. Upon implementation, this constitution and any of its bylaws will make any and all the previous constitutions and bylaws null and void.

**23. Interpretation:**

23.1 The President of the Saint James School of Medicine shall render an interpretation of this constitution and reserves the right to dissolve the SGA in case of an emergency.

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Provost (optional)

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Dean of Basic Sciences

SGA President

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**SGA Committee members involved (alphabetical order):**

\_\_\_\_\_ (SGA Advisor),

\_\_\_\_\_ (Co-Fundraiser),

\_\_\_\_\_ (MD 3 Class Representative),

\_\_\_\_\_ (Co-Fundraiser),

\_\_\_\_\_ (Secretary),

\_\_\_\_\_ (Co-Social),

\_\_\_\_\_ (Vice-president),

\_\_\_\_\_ (Webmaster),

\_\_\_\_\_ (President),

\_\_\_\_\_ (Co-Social).