

Constitution of the Student Government Association

Drexel University College of Medicine

Philadelphia, Pennsylvania

Drexel University College of Medicine, 2002-Present

MCP Hahnemann School of Medicine Owned and Operated by Drexel University through an agreement with Tenet Health Care Corporation, 1998.

Merged with Hahnemann University, 1993.

Merged with Allegheny Health Services, Incorporated (AHSI), 1988.

Renamed Medical College of Pennsylvania, 1970.

Formerly the Woman's Medical College of Pennsylvania, 1867.

Formerly the Female Medical College of Pennsylvania, 1850.

PREAMBLE

We, the *Student Government Association (SGA)* of the Drexel University College of Medicine, in order to unite the student body for the purpose of working together harmoniously and intelligently, to cite individual responsibility and to re-affirm personal integrity, to achieve an atmosphere in which each student works conscientiously to promote a loyal and enduring school spirit, do establish the *Constitution for the Student Government Association of Drexel University College of Medicine*.

Diane Sun
SGA President

Connor McLaughlin
SGA Secretary

(Amended January 2018)

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1) MEMBERSHIP

Each matriculating medical student at the Drexel University College of Medicine in Philadelphia, Pennsylvania can become a member of Student Government Association (SGA).

2) OBJECTIVES

- B) **Executive** – To promote the efficiency of the SGA and to be the student body’s representative voice in dealings with the employees, staff, faculty, and administration of Drexel University College of Medicine.
- C) **Legislative** – To define the rights and privileges of Drexel University’s medical student body at the East Falls, Center City, Allegheny, Monmouth, and other affiliated campuses.
- D) **Judicial** – To oversee and assure the proper function of the *Honor Code* and the other rules of the SGA in accordance with the guidelines set forth in this constitution

3) ORGANIZATION OF THE SGA

In order to achieve the objectives mentioned above, the SGA will recognize and approve the formation of the SGA Council (SC), in which the powers of the SGA shall reside and upon which the responsibility for the enforcement of the Honor Code and the rules of this constitution shall fall.

3a) SGA Council Officers and Membership:

- I. The **EXECUTIVE COUNCIL**, consisting of the following officers:
 - a. President of the SGA
 - b. Vice President of the SGA
 - c. Secretary of the SGA
 - d. Treasurer of the SGA
 - e. Student Group Liason
 - f. President of the Honor Court
 - g. SGA Technical Officer
- II) The **GENERAL COUNCIL** (i.e. voting members), consisting of the following officers:
 - a. The 1st year class will have 6 presidents, one from each learning society
 - b. The Interdisciplinary Foundations of Medicine (IFM) Track 2nd year class will have 3 presidents per class.
 - c. The Program for Integrated Learning (PIL) Track 2nd year class will have one class president each.
 - d. The 3rd and 4th year classes will have 3 class presidents each.
 - e. The 3rd year Allegheny General Hospital (AGH) representative.
 - f. The 3rd year Monmouth Medical Center representative.
 - g. The 3rd year York representative.
 - h. The 3rd year Kaiser Permanente Representative.
 - i. The primary AAMC Organization of Student Representatives (OSR) representative
- III) The **ADMINISTRATIVE COUNCIL** (i.e. non-voting members), consisting of the following members:
 - a. The Deans of the Office of Student Affairs.
 - b. The Senior Director of Student Affairs

4) DUTIES OF SGA COUNCIL MEMBERS

a) The EXECUTIVE COUNCIL

- 1) **President of the SGA** – The President of the SGA is charged with the responsibility of the overall conduct of the administrative affairs of the SGA. He/she shall be the official representative of the student body, as a whole, before the administration and all organizations or persons outside of the school. In addition, he/she is specifically charged with the conduct of meetings under such procedures outlined in this constitution. Furthermore, he/she is one of two officers empowered to authorize the expenditure of one hundred dollars or less of SGA funds. In addition, he/she will assign each SGA member to a Standing Committee upon hearing his/her request. The President shall vote on any matter before the SC only in the event of a tie.
- 2) **Vice President of the SGA** – The Vice-President of the SGA shall carry out all duties delegated by the President. In the event the President shall become unable, unwilling, or ineligible to discharge the duties of the Presidency, the Vice-President is charged with all the duties of the President until a successor has been selected as is provided for in this constitution. The Vice President shall have one vote on the SC.
- 3) **Secretary of the SGA** – The Secretary of the SGA is charged with keeping adequate minutes of all SGA meetings and monitoring roll call. He/she will collect all agenda items and send them out to the SGA body and the school via email. He/she is responsible to facilitate teleconferencing with representatives at satellite campuses. Within 7 days of each meeting of the SGA, the Secretary will circulate the minutes via email and will submit the minutes and roll call to the SGA Technical officer so that it may be posted on the SGA Website. Furthermore, the secretary shall file one copy of the minutes with the permanent records of the SGA. Additionally, he/she will solicit students on a semi-annual basis for services, papers, and national positions which they may have obtained in the previous months. This list shall be submitted to Public Relations Department of Drexel University for recognition in the Drexel Med Monitor, and other media forums. In addition, the Secretary shall carry out all duties delegated by the President. Lastly, the Secretary shall have one vote on the SC.
- 4) **Treasurer of the SGA** – The Treasurer of the SGA is charged with the responsibility of the General Fund of the SGA and all monies received by the SGA. Furthermore, he/she is specifically responsible for the receipt from the Bursar's Office of all Student Activities Fees paid by the student body and shall keep adequate records of all receipts, expenditures, and incomes of the monies described above. The Treasurer shall furnish a written financial statement to the President and/or Faculty Advisor on a quarterly basis, as well as providing interim reports as requested by the President, Faculty Advisor, or any other SC voting member. He/she is also hereby charged with the overseeing of the Budget Meetings and will serve as chair of the Budget Management Committee. The Treasurer shall carry out all duties delegated by the President. He/she is one of two officers empowered to authorize the expenditure of less than one hundred dollars of SGA funds. Lastly, the Treasurer shall have one vote on the SC.
- 5) **Student Group Liaison** – The Student Group Liaison has the following responsibilities:
 - (a) To advise students interested in forming an organization, interest group, or club.
 - (b) To be responsible for all organization recognition procedures.
 - (c) To maintain updated files on all recognized student organizations and submit this to the SGA Technical Officer for placement on the SGA website. This Information will consist of the following:
 - (i) Constitution/Mission Statement
 - (ii) Officer Contacts (email, phone numbers)
 - (iii) Advisor(s)
 - (iv) Event/Meeting sign-in sheets
 - (v) Election date
 - (vi) Time and location of meetings
 - (d) To serve on the SGA Budget Management Committee.

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- (e) To work closely with the SGA Treasurer and assist him/her with club and interest group reimbursements throughout the academic year.
- (f) The Student Group Liaison shall have one vote on the SC.
- 6) **Honor Court President** – The President of the Honor Court is responsible for the administration and coordination of the Executive Council elections. He/she also has duties that are outlined in the university’s Code of Ethics. The Honor Court President shall have one vote on the SC.
- 7) **Technical Officer** – The Technical Officer is responsible for:
 - (a) Management of the SGA's technological assets including the SGA website and the CoM Electronic Calendar
 - (b) Running online elections with the help of Class Presidents and Honor Court Representatives.
 - (c) Acquiring of all SGA approved equipment and assisting the SGA with price quoting for future purchases.
 - (d) The Technical Officer shall have one vote on SC.
- b) The **GENERAL COUNCIL** duties can be found in 6).
- c) The **ADMINISTRATIVE COUNCIL**
 - 1) **The Senior Director of the Office of Student Affairs** – He/She shall be an ex-officio member of the SC and, as such, may enter into discussion of all matters before the SC, advise and act as representative for the Office of Student Affairs. The Senior Director may not vote on the SC.
 - 2) **Dean of the Office of Student Affairs** – The Deans of the Office of Student Affairs shall be ex-officio members of the SC and, as such, may enter into discussion of all matters before SC, advise, and act as representative for faculty opinion. The Deans may not vote on the SC.

5) STUDENT ELIGIBILITY

- a) Eligibility for Executive SGA Offices – To be eligible to hold the offices on the Executive Council, elected executive officers must be attending school at Drexel University College of Medicine or rotating in the Philadelphia area – as defined in Addendum 3, for the following a minimum lengths of time
 - I) Third year students – 6 of 8 blocks must be spent in Philadelphia
 - II) Fourth year students – 7 of 11 blocks must be spent in the Philadelphia area.
 - III) In addition, the SGA President cannot belong to the rising third year class
- b) Eligibility for Society Presidents of the first year class
 - i) The First year class will be represented by **SIX** Society presidents, one from each of the six learning societies.
- c) Eligibility for Class Presidents of the Second year class
 - i) The Second year Class Presidents will consist of one student in the PIL track and three students in the IFM track. PIL and IFM students will be only eligible to run or vote within their own respective academic tracks.
- d) Eligibility for Class Presidents of the Third and Fourth year class
 - i) The third and fourth year Class Presidents will each consist of three students within the respective class.
- e) Eligibility for Class Council Positions
 - i) All positions for class council that are not specifically designated as PIL, IFM, or Learning Society positions are open to all members of the class to run for and to vote upon.

6) THE GENERAL COUNCIL

General Information: There are FOUR tiers of officers of the SGA.

- Tier 1 includes the members of the Executive Council (the SGA president, SGA Vice-President, SGA Secretary, SGA Treasurer, Student Group Liaison, Honor Court President, and Technical Officer).
- Tier 2 includes the Society/Class Presidents
- Tier 3 includes the Wellness Reps, Service Reps, and Social Reps
- Tier 4 includes the Class Officers for the respective classes as well as the Site Reps

Students may RUN for multiple offices, but may HOLD only one Tier 1, Tier 2, or Tier 3 position at a time. They may also

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hold one Tier 1/Tier 2/Tier 3 position and one Tier 4 position at the same time, if they choose. Students may hold two Tier 4 positions at the same time, if they choose. The student will submit a ranking of desired positions in the event that a student wins more offices than the student can hold, and the other positions will go to the runner up.

All responsibilities of offices that remain unfilled in Tiers 2 and 3 after class elections are the responsibility of the respective Class/Society presidents or individuals appointed by the presidents.

List of Positions:

A) Society President (Year 1: Total 6; 1 per society).

Class President (Year 2: 3 IFM, 1 PIL. Year 3/4: 3 per class)– After Presidents are elected, it is their duty to organize the elections for their class' remaining officer positions. The Presidents oversee the class officers and are required to conduct monthly meetings with their class councils. Society/Class Presidents represent the class at official school functions, meet with course directors and school administrator, follow up on student concerns and complaints, delegate to officers and special committees as needed, vote at SGA meetings, and must fulfill any special responsibilities assigned by SGA. In addition, Society Presidents will serve as class leaders of, and the primary point person for, their respective society. They will work closely with Society service and wellness reps as well and Society Faculty Directors on coordinating Society-related activities. The decision to spend any portion of the allotted money for the class from the SGA general fund must be approved in writing by at least three of the six Society Presidents.

a) Alumni Representative:

After Presidents are elected, **one president** from each year will serve as an **Alumni Representative** for all four years. He/she will continue the position of **Alumni Rep** until his/her position as Society/Class President has ceased. Alumni Reps will be decided through self nomination at the first SGA Meeting following first year elections. If more than one class president within the same year is interested in the position, each nominee will write a one paragraph statement by the following Friday. Elections will go live for one week, and will be limited to SGA Members only.

In the event that a previous Alumni Rep is not re-elected as class President, self nominations will be open at the first SGA meeting of the year and will follow the outline above.

b) Class specific duties include, but are not limited to the following:

- I. First Year: fundraising for match day party and class gift, planning Spring Formal, organizing gross anatomy practice practicals, and facilitating representatives to Philadelphia's Annual Cadaver Ceremony held in the Spring.
- II. Second year: orienting first year presidents to new role, hosting Winter Formal, fundraising for match day party and class gift, organizing Golden Apples
- III. Third year: Obtaining feedback from site representatives, match day and class gift fundraising
- IV. Fourth year: Match day party planning, ordering Match Day shirts, and actively working alongside commencement representatives to organize senior formal and commencement

B) Wellness Representatives (Year 1-2: 6 total, 1 per society) –

The Wellness Representatives will work together to help identify, plan, and implement activities and events to promote the physical and emotional wellbeing of the student body. Wellness reps from each Society will work together as a team with Dr. Baranwal and the Office of Student Affairs to plan class-wide or school-wide wellness activities (e.g., Wellness Week, cooking classes, yoga, dog therapy, stress management strategies, wellness workshops, etc.), as well as help plan additional wellness activities specific to their *own* Society (e.g., movie nights, ice skating, potlucks, etc.). Reps will work closely with the other 1st and 2nd year Society officers, the Society's Faculty Director, and the Office of Student Affairs. This is a key position in helping to continue shaping our new and evolving Learning Societies Program at Drexel. This is a one-year position but has the opportunity for continued leadership in the 2nd year.

C) Service Representative (Years 1-2: 6 total, 1 per society) -

The Service representatives will work together to help identify group service opportunities for his/her Society, work with partner organizations to discuss service goals, and lead efforts to implement activities. Service reps can build on existing service partnerships from the previous academic year and/or identify new service partners and activities. Reps will work closely with the other 1st and 2nd year Society officers, the Society's Faculty Director, and the Office of Community Experience. This is a key position in helping to continue shaping our new

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and evolving Learning Societies Program at Drexel. This is a one-year position but has the opportunity for continued leadership into the 2nd year.

D) Social Representative (Years 1-2: 6 total, 1 per Society. Years 3-4: 2 per year)

I. The social representatives schedule parties, socials, picnics, events, etc. for their class. Social chairs may also provide information about local events. The social representatives are responsible for organizing inter-class social events with social reps of other classes. Social chairs are responsible for organizing a school-wide social event following any school wide events organized by the society presidents of their year. Social chairs may email the listservs of their class as well as other classes in order to accomplish these goals, however the number of emails should be held to reasonable standards as decided by the SGA's judgement. Social chairs are encouraged to utilize social media to promote events.

II. Social chairs are encouraged to attend SGA meetings and will be expected to update the SGA on active social planning. However, a minimum of 1 social chair who can speak on behalf of all social chairs should be present at all SGA meetings. The social chairs shall reside over a social budget, which will be allocated in equal amounts to each class. The social budget will be used at the discretion of the social chairs. The officers must ensure to the best of their ability that their social event does not coincide with scheduled school activities or other organizations' events. Social chairs must make all reasonable efforts to ensure that their events are open

to participation from all members of their respective constituency. Social chairs must make all reasonable efforts to schedule events with enough lead time in order to give medical students fair warning of events.

E) Site Representatives – These officers will keep students at away sites informed and bring student issues and concerns to SGA meetings via teleconference. They serve as VOTING members of the SGA General Council. To be eligible for these representative positions, the officers must be on rotation at those sites for 6 of 8 blocks.

- I. Allegheny Representative (AGH) (Year 3: 1)
- II. Kaiser Permanente Representative (Year 3: 1)
- III. Monmouth Representative (Year 3: 1)
- IV. York Representative (Year 3: 1)

F) Secretary/Treasurer (1 per class) – Each class will elect one student to serve as both Secretary and Treasurer. This officer will attend and take minutes of all class meetings and class president meetings. All class meetings minutes will be distributed to the class. Other administrative duties include thank-you notes, recognition of achievements of classmates and faculty, general class announcements, etc. As Treasurer, the officer must perform all duties to maintain class finances as deemed by the Executive Council. It is his/her responsibility to keep an accurate account of all class funds (ie. SGA allocations and fundraising profits) and will submit a report to the Society Presidents, the class, and the SGA Treasurer in December and May each year, which is to be kept on file in the SGA office. It is the Class Treasurer's responsibility to keep an accurate record for ALL FOUR YEARS and transmit this record to each newly elected class treasurer. In addition, each Class Treasurer will serve on the SGA Budget Management Committee and attend periodic meetings as scheduled by the SGA Treasurer. Other duties include periodically supplying presidents and any interested students with a spending report.

- Year 4: Between Blocks 3 and 10, inclusive, eligible students must be in the Philadelphia area for at least 6 months.
- Year 3: Between Blocks 2 and 8, inclusive, eligible students must be in the Philadelphia area for at least 6 months.

G) OSR Representative (Years 1-4: 1 per class elected in Year 1 for a 4-year term) – Organization of Student Representatives is a national student leader organization within the American Association of Medical Colleges (AAMC). The first year class will elect one student to a four-year term.

I. Each class shall elect one OSR Representative. Among themselves, the four OSR Representatives will choose one of the four to be the primary OSR Representative for the school, and one to be the alternate OSR Representative for the school.

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II. The primary OSR representative will be a voting member of the SGA, as well as having the other duties as OSR Representative for Drexel University College of Medicine. In the absence of the Primary OSR Representative, the Secondary OSR Representative may vote.

III. If there are less than two OSR representatives for the whole student body, an election will held to fill that position.

There will be reports from the OSR Representative at the regularly scheduled SGA meetings at least once per semester.

- H) Educational Coordinating Committee Representative (Years 1-4: 1 per class, starting in 2018-2019)** – This officer attends all meetings of the Educational Coordinating Committee with faculty and administrators.
- I. The Educational Coordinating Committee (ECC) is an organization established by the medical school to oversee all aspects of the educational experience and curriculum development. This representative will attend ECC meetings with faculty and administrators and help to coordinate any curriculum changes, improvements, or deletions for the students. As representatives of the class, the representatives reflect the class opinion and vote on proposed curriculum changes.
 - II. To be eligible to serve on the ECC, students must be in the Philadelphia area, as defined by Addendum 2, for the following minimums
 - Year 3: Between Blocks 2 and 8, inclusive, eligible students must be in the Philadelphia area for at least 6 months.
 - Year 4: Between Blocks 3 and 10, inclusive, eligible students must be in the Philadelphia area for at least 6 months.
- I) Educational Coordinating Committee Subcommittee Representative** – Overall, the medical school curriculum is divided into three phases, depending on pre-clinical vs clinical tracks. Phase 1 incorporates medical education curricula for the first and second years. Phase two and Phase three refer to the third and fourth year clerkship curriculum, respectively. The purpose of the ECC Subcommittee meetings is to discuss the design, management, evaluation, and enhancement of the three phases individually.
- I. **ECC Subcommittee for Curricular Phase 1 (Year 1-2: 2 between the two classes, Year 3: 1, Year 4:1):**
 - **Responsibilities:** This subcommittee will have specific responsibility for the first and second years of the undergraduate medical education curriculum and will report its findings and recommendations to the overarching Educational Coordinating Committee. Specific functions of the subcommittee will include formulation policies related to the implementation of the curriculum, review of quality outcomes for the Phase 1 curricular components, and review of proposed additions or changes to the Phase 1 curriculum.
 - **STUDENT MEMBERSHIP:** **the following will begin with the 2018-2019 academic year**
FOUR (4) students shall serve as medical student representatives on the ECC Phase 1 Subcommittee. Each student will count as one vote. Two students from phase 1 (two students between the first and second year class) one from phase 2, and one from phase 3.
 - II. **ECC Subcommittee for Curricular Phase 2 and 3 (Year 3:1, Year 4:1)**
 - **Responsibilities:** This subcommittee will have specific responsibility for second and third phases of the undergraduate medical education curriculum and will report its findings and recommendations to the overarching Educational Coordinating Committee. Specific functions of the Subcommittee will include formulation of policies related to the implementation of the curriculum, review of quality outcomes of the second and third phase curricular components, review of comparability of curriculum across clinical sites, review of proposed additions or changes to the curriculum or to the pathways
 - **STUDENT MEMBERSHIP:** **the following will begin with the 2018-2019 academic year**
TWO (2) students shall serve as medical student representatives on the ECC Phase 2 and 3 Subcommittee, one from phase 2 (one third year) and one from phase 3 (one fourth year)
- J) Honor Court Representative (Years 1-4: 3 per class)** – The Honor Court Representative is a voting member of the honor court, which investigates all cases reported to the court that may be in violation of the Honor Code. This representative is subject to all duties and regulations outlined in the Honor Court Constitution. This representative is also involved in the management of class elections.
- K) Sports Representative (Years 1-4: 2 per class)** – The duties of a Sports Representative include organizing special sporting events, informing students of existing opportunities, promoting student interaction outside of the hospital and the classroom, and encouraging health and fitness. The existing programs include volleyball, basketball, soccer, and softball. Various intramural games are organized in addition to smaller gatherings of Drexel Med students that

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compete amongst themselves. Finally, Sports Representatives must also maintain the DUCOM fitness room and facilitate equipment repair.

- L) Year Book Editor and Chief (Year 4: 3)** – The Editors-in-Chief of the Annual Yearbook are charged with the responsibility for the overall publication of the Annual Yearbook under such terms and conditions and with such limitations as the SC shall impose. They shall serve as Chairpersons of the Annual Yearbook Committee and are specifically charged with imparting their skill, knowledge, and records to the other members of the Yearbook Committee. They shall make progress reports to the SC as the President may request. This position will be eliminated by 2020.
- M) Yearbook Committee Representatives (Years 1: 6 total, 1 per society. Year 2: 1 IFM, 1 PIL. Year 3: 1)** – The role of the Yearbook Representative entails taking/collecting pictures and recording the events and activities of the class during the school year. These officers must serve on the Yearbook Committee and carry out duties as assigned by the Editors-in-Chief. The Yearbook representative will choose, arrange, and layout the yearbook pictures for his/her class. Beginning with the Class of 2021, Yearbook representatives will be a four-year commitment, and will be automatically upgraded to the Yearbook Editor and Chief position during the fourth year. If the six positions are not filled after the first year, yearbook committee representative elections will continue to take place with each following year until **SIX** have been elected for the class. Classes graduating before 2021 will be grandfathered into the original election process of re-electing yearbook committee representatives each year.
- N) Commencement Representative (Year 4: 2)** – This representative assists the Office of Student Affairs in the planning and execution of the Medical school commencement ceremony. This representative will serve on a committee charged with the responsibility of organizing commencement, and will work on planning the final events of the senior year (e.g. Senior Formal). Students must be a rising MS4 and currently enrolled with the graduating class in order to be eligible to run for the position.
- O) On-Campus Tech Officer (Year 1: 1)** – The On-Campus Tech Officer will report to the SGA Technical Officer and be responsible for the advertisements submitted by students and faculty for use on Webcampus and the monitor system at Queen Lane. Of note, the student elected will remain in this position until a new tech officer is elected in the fall of the subsequent year

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Summary of SGA

		1 st Year		2 nd Year		3 rd Year	4 th Year	Schoolwide
T i e r 1	SGA President	-	-	-	-	-	-	1
	SGA Vice President	-	-	-	-	-	-	1
	SGA Secretary	-	-	-	-	-	-	1
	SGA Treasurer	-	-	-	-	-	-	1
	Student Group Liaison	-	-	-	-	-	-	1
	Honor Court President	-	-	-	-	-	-	1
	SGA Technical Officer	-	-	-	-	-	-	1
T i e r 2	Class/Society Presidents	6, 1 Per Society		3 IFM	1 PIL	3	3	-
	York Rep	-	-	-	-	1	-	-
	Kaiser Permanente Rep.					1		
	Allegheny Rep.	-	-	-	-	1	-	-
	Monmouth Rep.	-	-	-	-	1	-	-
T i e r 3	Wellness Rep	6, 1 Per Society		-	-	-	-	-
	Service Rep	6, 1 Per Society		-	-	-	-	-
	Social Rep	6, 1 Per Society		2 IFM	1 PIL	2	2	-
T i e r 4	Secretary/ Treasurer	1 (total)		1 (total)		1	1	-
	OSR Rep. (Elected in Year 1 for a 4 year term)	1		1		1	1	-
	ECC Subcommittee Phase 1 Rep.	2 total between MS1&2				1	1	-
	ECC Subcommittee Phase 2 Rep.	-		-		1	1	-
	ECC Committee Rep	1		1 IFM	1 PIL	1	1	-
	Honor Court Rep.	3		2 IFM	1 PIL	3	3	-
	Sports Rep.	3		2 IFM	1 PIL	2	2	-
	Yearbook Editor and Chief	-	-	-	-	-	3	-
	Yearbook Committee Rep. (Elected in Year 1 for a 4 year term)	6		1 IFM	1 PIL	1	-	-
	Commencement Rep.	-	-	-	-	-	2	-
On-Campus Tech Officer	1		-	-	-	-		

7) ELECTION PROCESS

In order to run, students should not be academically at risk or have any professionalism concerns. All nominations will go directly to the Dean of Student Affairs who will confidentially review the list of potential nominees. If there are academic or professionalism concerns that may impact a student's ability to run, the Dean of Student Affairs will contact you directly.

A. Administration of Elections for SGA Executive Officers

- 1) Elections for all positions on the Executive Council, excluding Honor Court President, must be run simultaneously **by the end of February.**
- 2) Elections are to be run by the current Honor Court President, with the assistance of one other Honor Court Representative not running for the above offices, to be chosen by the Honor Court President.
 - (a) If the Honor Court President is running for any of the above positions, then these elections will be run by two Honor Court Representatives not running for these elections, as chosen by the most senior SGA Executive officer not running for any of these positions.
 - (b) If all current SGA Executive Officers are running for an SGA executive office, the Honor Court Representatives conducting the election will be chosen by the Class Presidents of the graduating senior class.
- 3) Prior to the start of elections, nominees for the offices of SGA President, Vice-President, and Treasurer must meet with both the Senior Director of Student Affairs and the student currently holding that position to discuss the expectations of and to determine eligibility for these positions.
 - (a) If the student currently holding any of the aforementioned positions desires to run for another term, the other nominees will **ONLY** meet with the Senior Director of Student Affairs.
- 4) Elections for the **Honor Court President** will be held within the Honor Court itself. He/She must be a rising third or fourth year and have held a role as an honor court representative during first or second year. The Honor Court President nominee must meet with both the Senior Director of Student Affairs, the current student holding that position, and must be approved by the Dean of Student Affairs.

B. Administration of Class Officer Elections

- 1) The elections for first year Class Presidents will be conducted by the second year Class Presidents at the beginning of the academic year. Prior to the start of elections, the nominees must meet with the Senior Director of Student Affairs to discuss the expectations of and to determine eligibility for these positions.
- 2) The elections for the incoming second, third and fourth year Class Presidents will be conducted by each of these class' respective Honor Court Representatives by **mid-March to facilitate an April transition.** Prior to the start of elections, the nominees must meet with the Senior Director of Student Affairs to discuss the expectations of and to determine eligibility for these positions.
- 3) If either of a class' Honor Court Representatives is running for Class President, the remaining Honor Court Representative will select an Honor Court Representative from another class to assist in the election.
 - (a) If both Honor Court Representatives are running for Class President, the Honor Court President runs the election with another class' Honor Court Representative, or designates two Honor Court Representatives from other classes to conduct the election.
- 4) Prior to the start of class officer elections, nominees for Honor Court Representative will meet with the current Honor Court President to discuss the expectations of and to determine eligibility for this position.
 - (a) Year 1 class elections are to be conducted by the Year 1 Class Presidents.
 - (b) Year 2-4 class elections are to be conducted by Year 2-4 Class Presidents, respectively, by the end of March to facilitate an April transition.

C. Mid-Year Elections – If an elected representative resigns his or her position in the middle of the academic year for whatever reason, the SGA Executive Board and the Student Affairs Deans will determine a process for filling any unfilled position.

II) Election Procedures for a Valid Officer Election

- 1) Elections shall be held online and organized by the SGA Technical Officer.

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- 2) Posting of Candidate Statements
 - (a) All candidates must submit a statement to the election administrator. The statement should be **no greater than 500 words**, and should detail realistic goals for the upcoming academic year. The election administrator should forward these documents to the SGA Technical Officer or his/her designee to place them on the SGA Election Website.
- 3) Campaigning – Candidates are not allowed to campaign for their respective positions, nor have anyone else campaign on their behalf. Candidacy should be weighted based upon the strength of each individual statement, and not the amount of propaganda used by an individual. From the opening of elections until results are announced, candidates are not permitted to mention the election in printed or posted materials, electronic media, or any analogous personal communications. In this time period, candidates are also not permitted to email to class listservs or participate in Drexel-related social media for any reason. Any attempt to campaign or influence voters outside of candidate statements may result in an unprofessionalism citation, disqualification, and possibly further action determined by the Honor Court on a case-by-case basis.
- 4) Elections will be conducted electronically, via online voting systems. The following components must be present with any online voting system:
 - (a) All students eligible to vote in their respective election should have equal access to the online voting system.
 - (b) The online voting system must be able to have safeguards that prevent multiple votes being submitted by the same person (virtual ballot stuffing)
 - (c) The online voting system must be able to be opened and closed at a specific time, and must reject all votes that are submitted before and after this time period.
 - (d) The votes must be stored online in a totally CONFIDENTIAL manner, so that there is no way to attach a certain vote to a certain voter.
 - (e) If fraud is suspected or the integrity of the online voting system is compromised, the entire election must be considered null and be restarted at a later date, deleting all votes that were previously cast.
 - (f) Adequate time should be given to allow for students to vote. The voting period should last at least one week.
 - (g) Winners will be announced via Class Listservs, however specific vote tallies will not be disclosed. All election results should be filed in the SGA office and on the SGA computer by the Technical Officer for one year.
- 5) Run-off elections for all tier positions will only be held in the case of a tie between candidates
- 6) For offices where more than one person can be voted for on the ballot (e.g. Class President), ballots with less than the maximum number of votes allowed in that election will be considered valid.
- 7) Unfilled positions
 - (a) All Tiers: It will be the responsibility of the Executive SGA Board and Student Affairs Deans to appoint any unfilled positions after elections.

Summary Table of Election Timing

Approximate Timing	Elections
End February	SGA Executive Council
Mid-March	Year 2-4 Class Presidents
End-March	Year 2-4 Class Officers
September - October	Year 1 Class Presidents & Officers (<i>TBD based on exam schedules</i>)

8) SGA Logistics

- A. The SC shall hold regularly scheduled meetings at least once per month from August through May.
 - 1) Additional meetings can be held as deemed necessary by the Executive Council
 - 2) The members of the SC must be notified of the meeting at least one week in advance of the meeting. The agenda for the meeting will be emailed to the SGA at least 3 days prior to the meeting date.
 - 3) All members of the SC are OBLIGATED to attend SGA meetings. Those members who cannot attend a meeting are required to notify the SGA Secretary at least two days prior to the date of the meeting. **Members who are unexcused for 2 meetings per year will lose their position.** They will be replaced by the person who received the next highest votes.
 - 4) The elected Secretary/Treasurer of each class will serve as the class SGA alternate. The alternate will attend SGA meetings and have full voting rights when one Presidents cannot attend a meeting. In the event that an SGA member loses voting rights, the class Secretary/Treasurer will take over these voting rights and all responsibilities associated with them.
- B. A quorum for transaction of business shall consist of at least one-half of the SGA Executive Officers and at least one voting member from each of the four classes at all times. A simple majority of votes shall be necessary to carry a motion.
- C. SGA meetings shall be open to all students. Members of the SGA not duly elected or appointed to serve specifically as a voting or non-voting member of the SC shall be silent observers unless permission for being recognized at the meeting is granted by the President of the SGA.

9) BUDGET

- A. The budget procedures will be outlined by the Treasurer and approved by the SC at the first SC meeting of the school year. The final budget must be approved by the SGA before October 15 of the respective school year
- B. Deposits
 - 1) For each event, the Class or SGA Treasurer will appoint a class officer to be financially responsible for that particular event. The Treasurer his/herself or designee will be considered the ‘Financial Point Person.’
 - 2) All student funds must be deposited into the SGA internal account within 48 hours of an event or fundraiser. Such deposits are to be done at one of three Cashier’s Offices (Queen Lane, University City, and Center City) at Drexel University. It is the responsibility of the financial point person to ensure that deposits are made in a timely manner.
 - 3) It is highly encouraged that deposits are made frequently during the cash collection period. (ie ticket sales, fundraiser sales)
 - 4) During the cash collection period all monies will remain in the SGA cash box and will be locked and stored in the Director of Student Affairs Office between collection periods.
 - 5) In the event funds are stolen or missing, a detailed report shall be sent to the SGA Executive Committee, Honor Court, and Security by the Financial Point Person. If the funds were not deposited within 48 hours of the event or fundraiser, the Financial Point Person for the event will be held personally accountable to reimburse the SGA, class, or organization to which the monies belong. The reimbursement in full must be made within 2 weeks of the event or the student will be removed from his/her office.

10) Resolutions, Amendments, Adoption, and Availability

- A. **Amendments** – A proposal to amend an article and or section may be advanced in writing at any meeting of the SGA. If possible, the proposed amendment should be submitted to the Executive Council prior to the meeting for review.
Discussion of the proposed amendment shall take place at the meeting. If the SC approves the amendment by a 2/3 margin, then the amendment will be considered approved. The amendment will be added to the constitution in its proper place as determined by the SGA, and will become part of the constitution with equal force to all other

provisions.

- B. **Adoption** – This constitution shall be deemed in effect when it has been approved by a majority vote of the SC and two-thirds vote of the Student Body. Original copies of this constitution shall be signed by the President, Vice-President, Secretary, Treasurer of the SGA, Honor Court President, and the Class Presidents on behalf of the Student Body, and the Faculty council shall be requested to sign such originals on behalf of the administration. One copy of the original shall be filed with the Dean's office, library, and permanent records of the SGA. The most up-to-date constitution shall be maintained on the SGA website at all times. If amendments to the constitution are made during any given academic year, the amendments should be presented to the SC for approval. In order for the amendment(s) proposed during the year to be revoked, 2/3 of the voters must express disapproval of the change to the constitution. There is NO REQUIREMENT for 2/3 of the student body to express approval for the amendment(s) to stand. The ballot shall include an option to approve/disapprove all amendments en bloc. A list of amendments must be easily available to the student body for review during the voting period on the SGA Website or in paper form if the election will be held using paper balloting.
- X) Distribution – A copy of this document shall be placed on reserve in the designated libraries including Queen Lane, Center City, and the University Web site.

11) Liability

The SGA shall at no time be liable for any loss or damage to personal property of a student, including during SGA sponsored events. Responsibility belongs to the individual party or parties that own such property

Addendum 1. Rules Regarding Mass Emails

ADOPTED October 21, 2009

AMENDED January 3, 2012

The following policy is effective immediately.

A) Mass E-mail Rules

1) Definition:

(a) A “Mass Email” constitutes any email sent to most or all of a class that is addressed to a student’s Drexel email account including, but not limited to, emails sent using a class Listserv address

2) Restrictions:

- (a) Clubs/Interest Groups are allowed to send Mass Emails for their first meeting **ONLY**. After that they must utilize the email lists that they generate at that meeting or the activities fair. See below foreexceptions.
- (b) If someone requests to be taken off of a group email list it must be done immediately.
- (c) Individual students are not allowed to send Mass Emails. The only exception will be to share an academically relevant study guide or website that is beneficial to all students.
- (d) For an advertisement or event meant for all members of the student body: No more than one email may be sent to advertise the event. Other advertisement avenues must then be utilized such as the Webcampus main page, the Queen Lane Digital Signage system, etc.

3) Exceptions to Restrictions:

- (a) The Pediatric AIDS Benefit Concert (PABC) student group will be allowed to send multiple emails to class Listservs about the event. However, the committee recruitment emails must follow the rules established in the above section.
- (b) SGA members (presidents, social chairs, etc) are exempt from emailing restrictions with the understanding that they will use discretion.
- (c) Any other specific requests should be presented to the Class Presidents or Student Groups Liaison who have decisional power to authorize Mass Emails.

B) Penalties. Inability to abide by these guidelines will have the following consequences:

- 1) First Offense: Written warning from the SGA.
- 2) Second Offense: Referral to the Honor Court. Use of the Drexel email system is a privilege, and it will be an Honor Court violation to abuse it.

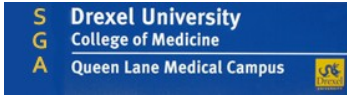
Addendum 2. Definition of Philadelphia Area

ADOPTED August 9, 2011
AMENDED January 26 2018

Third and Fourth year Students wishing to hold a position on the Executive Council or serve as Class presidents or representatives to the Educational Coordinating Committee must have rotations in the Philadelphia area for a minimum time, as defined in the Constitution. For a list of sites considered “Philadelphia Area”, please go to the following website:
<https://webcampus.drexelmed.edu/clinicaleducation/clinsite/DUCOM-MAP.pdf>.

All sites marked with a **yellow star** will be considered Philadelphia Area.

For Family Medicine, any site which is less than an one hour drive to Philadelphia will be considered a Philadelphia Area rotation.



Student Government Association

Signatures of the SGA Body 2017-2018

I have fully read and understand the Drexel University College of Medicine Constitution of the Student Government Association and promise to serve my fellow students and the institution to the best of my ability.

_____ SGA President (Diane Sun)	_____ SGA Vice President (Shukri Dualeh)
_____ SGA Treasurer (Jeremy Parsons)	_____ SGA Secretary (Connor McLaughlin)
_____ Honor Court President (Danh Le)	_____ Student Group Liaison (Molly Kaplan)
_____ Technical Officer (Leo Burunchenko)	

_____ Fourth Year Class President	_____ Fourth Year Class President
_____ Fourth Year Class President	

_____ Third Year Class President	_____ Third Year Class President
_____ Third Year Class President	

_____ Second Year IFM Class President	_____ Second Year IFM Class President
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Student Government Association

_____	_____
Second Year IFM Class President	Second Year PIL Class President
_____	_____

_____	_____
First Year Society President	First Year Society President
_____	_____
First Year Society President	First Year Society President
_____	_____
First Year Society President	First Year Society President

_____	_____
Dean of the Office of Student Affairs	Faculty Advisor