









2.10.8

2.13.1.4 Nominations: All appointments made by the Student Body President shall require confirmation by a two-thirds vote to fill elective offices that remain vacant after an

### 3 CRITERIA FOR EXPENDITURE OF SGA FUNDS

- 3.1 SGA funds shall be open to the entire student body for request.
- 3.2 SGA funds will be allocated to students or student organizations without regard for creed, gender, race, religion, or sexual orientation.
- 3.3 SGA funds will be allotted only for Western University of Health Sciences student organized events and travel.
- 3.4 The SGA shall be named as a sponsoring party for any event that the SGA financially supports.
- 3.5 The student reimbursement form with original itemized receipts must be submitted to the Student Body Treasurer within four weeks following the expenditure of funds.
  - 3.5.1 All financial requests must be submitted using the SGA Funds Request Form. This requirement may be waved with a two-thirds vote of the Student Senate.
  - 3.5.2 Until the student reimbursement form is submitted to the Student Body Treasurer, the student or student organization will no longer be considered for future funding.
  - 3.5.3 Approved funds will be paid directly from the SGA account to the students who made the expenditures related to the event/travel. Funds can be transferred directly into club or class accounts if the club/class treasurer signs a statement of use form and attaches it to the transfer request form
- 3.6 SGA provided funds may not be used to purchase alcoholic beverages or drugs.

## 4.1 Elections

- 4.1.1 Student body officers of President-elect, Vice-President-elect Pomona and Vice-President-elect Lebanon are to be succeeded by someone who has been a member of the Student Senate and elected by a simple majority of all the ballots cast by the Student Senate.
  - 4.1.1.1 This election shall be held either electronically or by paper ballot at a time to be specified by the Elections Chair.
- 4.1.2 The Student Club Coordinator-elect, Student Body Treasurer-elect, and Student Body Secretary-elect shall be Pomona-based and elected by a simple majority of all ballots cast by the student body. The Student Body Club Coordinator-Lebanon shall be Lebanon-based and elected by simple majority of all ballots cast by the student body. The entire student body will be informed of the date and location of this election.
- 4.1.3 On-campus class officers to be elected vary, as each class decides on and elects their class officers by a simple majority vote of all the ballots cast by the respective class.
  - 4.1.3.1 The first- and second-year Doctor of Osteopathic Medicine (DO) classes (California) each elect a President, Vice-President, Treasurer, Secretary, two (2) Curriculum Representatives, Technology/Library Representative, Alumni Affairs Representative, two (2) Recreation Leaders, Wellness Advocate, Diversity Officer, and a Lebanon liaison. The third-year class elects four (4) class representatives



4.1.3.7 The first- and second-year Doctor of Pharmacy (PharmD) classes each elect a President, Vice-President, Treasurer, Secretary, Curriculum Representative, Technology/Library Representative, Alumni Affairs Representative and

- 4.2.1 Each class will be represented by their elected officers in the Student Senate based on the class' size at the start of the academic year. Because these officers represent their class in the Student Senate, they shall be called "Senators" in addition to their class officer titles.
- 4.2.2 For every twenty-five (25) students in each class, one (1) class officer will represent their classmates in the Student Senate via one (1) vote. The number of Voting Senators will be determined by rounding to the nearest twenty-five (i.e., 13 or more students) and be calculated by the Student Senate President with confirmation of class counts from the University Registrar.
  - 4.2.2.1. Each Voting Senator is required to attend Student Government Association (SGA) meetings unless their absence is excused by the Student Senate President. If a Voting Senator fails to meet attendance requirements, the Student Senate President will notify the Director for University Student Affairs and the student affairs professional of the Senator's respective

- 4.3.3.2 The Elections Commission shall be responsible for the enforcement of all rules and regulations of the election guidelines as per Student Body Bylaws.
- 4.3.3.3 The Elections Commission must organize a public forum before the election to allow candidates an opportunity to speak to their respective classmates. In the event a public forum is not possible, the Elections Commission shall distribute electronically each candidate's written statement to the class.
- 4.3.3.4 The Elections Commission must make available upon written request the final vote counts of all class elections from the University's Information-Technology department for thirty (30) days following each election.

#### 4.3.4 Duties of the Chair

- 4.3.4.1 The Chair must hold Elections Commission meetings to consider and rule on alleged election guideline violations. The chair does not have a vote in these meetings, except in the case of a tie vote among the Commission.
- 4.3.4.2 The Chair is responsible for ensuring that the Elections Commission operates efficiently and effectively.
- 4.3.4.3 The Chair will organize all student body elections: Student Body President-elect, Student Body Vice-Presidents-elect, Student Body Treasurer-elect, Student Body Secretary-elect, and Student Club Coordinator-elect, Student Club Coordinator-elect, and Student Club Coordinator-Lebanon-elect.
- 4.3.4.4 The Chair will arrange the following for student body elections: a mandatory candidates meeting, a public forum for student speeches, a necessary polling time to take place electronically, and other tasks necessary for the proper, efficient, and legal completion of elections.
  - 4.3.4.4.1 Except in the case of Student Body President-elect, Student Body Vice-President-elect Pomona and Student Body Vice President-elect Lebanon where polling can occur on either electronically or by paper ballot.
- 4.3.4.5 The University Registrar must be contacted by the Chair to confirm candidate eligibility within four school days after the candidacy application deadline. All candidates for student body offices will be notified of their eligibility status by the Chair within four (4) days after the mandatory candidates meeting.
  - 4.3.4.5.1 Eligibility requirements include good academic standing as defined by a student's respective college as written in the university's catalog, and the absence of any previous exclusions of student office and a signed acknowledgement form from the college-specific student affairs professional.
- 4.3.4.6 The Chair must advertise and post the student body election date and time on electronically at least one (1) week prior to the election.
- 4.3.4.7 The Chair must organize a public forum at least two (2) days before student body elections to allow candidates an opportunity to speak to the voting audience.
- 4.3.4.8 The Chair must make available upon written request the final vote counts of all student body elections for thirty (30) days following each election.

#### 4.4 Election Guidelines

##### 4.4.1 Annual Student Body President-elect, Student Body Vice-President-elect

- 4.4.6.3 Campaigning may not disrupt the learning environment and class time.
- 4.4.6.4 No candidate shall address any class by introducing oneself or making a speech regarding his/her candidacy other than during the scheduled forum organized by the Elections Commission.
- 4.4.6.5 Candidates may speak to classmates outside of class including class breaks about their candidacy as long as it is not an organized meeting such as during club meetings, class time, and student meetings such as SGA meetings.
- 4.4.7 The Elections Commission will organize a public forum before the election to allow candidates an opportunity to speak to the respective voting audience.
- 4.4.8 The times of voting will be determined by the Elections Commission Chair.
  - 4.4.8.1 Except in the case of Student Body President-elect, Student Body Vice-President-elect Pomona and Student Body Vice-President-elect Lebanon where voting can occur on either electronically or by paper ballot.
- 4.4.9 The counting of ballots will be done electronically and may begin no sooner than the closing of the polls at the end of the election. The counting of ballots by paper will be done by the Chair of the Elections Commission and the Student Body President and may begin no sooner than the closing of the polls at the end of the election.
- 4.4.10 Election results will be announced no later than the school day following the close of polls, except in the case of an appeal.
- 4.4.11 The Elections Commission may take any action it deems appropriate, including disqualification against any violators of the election guidelines.

#### 4.5 Polling Procedure

- 4.5.1 Official polling will be conducted online. Online polling will be made available for no less than 8 hours and no longer than 48 hours.
  - 4.5.1.1 Except in the case of Student Body President-elect, Student Body Vice-President-elect Pomona and Student Body Vice-President-elect Lebanon where polling can occur on either electronically or by paper ballot which will be held for a length of time specified by the Elections Commission Chair.
- 4.5.2 If after the deadline a candidate is running unopposed, a vote is not required and the candidate wins by default.

#### 4.6 The Official Ballot

- 4.6.1 Ballots shall be headed with the date and title of the election.
- 4.6.2 The official ballot shall be available only electronically.
  - 4.6.2.1 Except in the case of paper ballot voting for the Student Body President-elect, Student Body Vice-President-elect Pomona and Student Body Vice-President-elect Lebanon where the official ballot will be made available by the Elections Commission Chair.

## 4.7 Voter Identification

4.7.1 Voter identification during online elections will be made possible by the required username and password necessary to login on. Only those students with valid login registration will be eligible to vote and every student will be allowed to only vote once.

4.7.1.1 In the case of paper ballot elections, one paper ballot shall be given to each eligible Senator to ensure that every Senator will be allowed to only vote once.

## 4.8 Counting of Ballots

4.8.1 Ballots will be counted electronically by the software survey program. Verification of election results will be accomplished by University Student Affairs and the Information-Technology department. The counting of paper ballots in Pomona will be done by the Chair of the Elections Commission and the Student Body President. The counting of the paper ballots in Lebanon will be done by the Chair of the Elections Commission and the Lebanon-based Council Chair.

4.8.1.1 All ballots will be retained for thirty days following the election and will be made available upon request.

## 4.9 Run-off Elections

4.9.1 If more than two candidates are on the official ballot for any one elective office and no one candidate receives a majority of the votes cast in the primary election, a run-off election shall be held by the Elections Commission Chair no later than three school days following the primary election.

4.9.1.1 The two candidates receiving the most votes for any one office in the primary election will be placed on the official run-off election ballot.

4.9.1.2 Voting will take place as outlined in section 4.1.3.

4.9.1.3 The run-off election will be determined by a simple majority of the ballots cast by the student body or the respective class, as the case may determine.

## 4.10 Special Elections

### 4.10.1 Referenda

4.10.1.1 The Elections Commission shall conduct referenda upon request by the Student Body President with a majority approval by the Student Senate, or upon receipt of a student body petition as outlined in Article VIII of the Student Body Constitution.

4.10.1.2 In the case of constitutional amendment referenda, complete copies of constitutional amendments are required to be on the official ballot. For changes made to existing

#### 4.10.2 Recall Procedure

- 4.10.2.1 Every elected official of the SGA is subject to recall by the legal voters of the Student Body.
- 4.10.2.2 Any Student Body member may request a recall of a student body officer which shall be set forth in a petition. The reasons for the demand of recall must be set forth clearly in the petition. A recall petition of at least 10% of the Student Body shall be filed with the officer in question, the Student Body President, and the Student Body Vice-President, University Student Affairs and the student bodies respective Student Affairs professional (if applicable).

election. No member of the ERB shall be actively involved with any campaign for elective office in any partisan way during membership on the Board.

- 4.11.5 The aggrieved candidate shall submit a written request for appeal to the ERB Chair within two school days after polling closes of the contested election.
- 4.11.6 The ERB shall hear one argument from the aggrieved candidate and another from the Elections Commission Chair, who shall represent the Elections Commission before the ERB.
- 4.11.7 The ERB shall be empowered to alter or rescind any act or ruling by the Elections Commission which the ERB deems to be in violation of the Student Body Constitution, Bylaws, or election guidelines.
- 4.11.8 ERB decisions are made by a simple majority vote of its members. The chair does not have a vote in these hearings, except in the case of a tie of votes among the ERB.
- 4.11.9 The ERB may reconvene to consider new evidence or new aspects of the case upon request of either the aggrieved candidate or the Elections Commission. New evidence must be presented within two school days of a decision by the ERB, after which time election results will be deemed final and may be announced to the student body.

#### 4.12 Assumption of Office

- 4.12.1 Incoming class officers shall assume office on the first day of October, and continuing class officers shall assume office on the first day of April.
- 4.12.2 Senators shall terminate office at the beginning of their successor's term.
- 4.12.3 Student Body Executive Officer-elect positions for President, Vice-President Pomona, Vice-President Lebanon, Treasurer, Secretary, Student Club Coordinator, and Student Club Coordinator-Lebanon shall train under the guidance of the current respective executive board positions and assume all duties on the first day of April following the election.
  - 4.12.3.1 In the event of an executive officer member vacancy in which an "elect" position is filled, the elect-officer will assume the full roles and responsibilities of their respective position immediately.
  - 4.12.3.2 If the officer-elect, in assuming the duties of the executive board position, holds a current Student Senate or class officer position, their position as such will immediately be resigned, and its vacancy will be filled in accordance to the Student Body Constitution and Student Body Bylaws.
  - 4.12.3.3 In the event that a class officer position becomes vacant, the existing class board members, in consultation with their student affairs professional/department chair, may, by majority vote, hold an election for the vacant position, appoint a replacement or absorb responsibilities among existing board members. In the event of a stalemate, an election will be held.

#### 4.13 Violation of the Election Code

- 4.13.1 Violation of the Election Code by any person or persons to the extent that it calls into question the validity of any election shall nullify the election results and require that another election be held. Violations will be ruled on by the Elections Commission.



- 4.13.1.1 If a person files an election violation complaint to the Elections Commission Chair, it must be a written statement. The complainant must be identified to the Chair and Director for University Student Affairs but will remain anonymous for the Elections Commission ruling.
- 4.13.1.2 The subject of the complaint will be notified by the Elections Commission Chair or Director for University Student Affairs. Subject will have the option to provide a written statement and will remain anonymous for the Elections Commission ruling.
- 4.13.1.3 Both the complainant and subject written statements will be presented to the Elections Commission for ruling.
- 4.13.2 In the event that a candidate is responsible for willfully violating the Election Code, the candidate will be disqualified from the election in question and not allowed to participate in any future student body or class election as a candidate.
- 4.13.3 If a breach of the Election Code occurs through no fault of any candidate to the extent that it calls into question the validity of the election, the election results will be nullified and all candidates will be allowed to participate in future elections.
- 4.13.4 The Elections Commission will rule on whether the Election Code has been violated. Candidates or students may also appeal to the ERB.

## 5 STUDENT ORGANIZATIONS

### 5.1 Student Club Coordinator and Student Club Coordinator-Lebanon

- 5.1.1 Shall preside over Club Presidents and Club Council meetings.
  - 5.1.1.1 This Meeting will be held quarterly.
  - 5.1.1.2 Attendance of the Student Organization President or Vice-President is required. No other designee will be accepted. Class Recreation Leaders must attend only the mandatory meeting at the beginning of each semester. The sanctions in section 5.2 will ensue as stated if warranted by attendance violation.
    - 5.1.1.2.1 The Student Organization Treasurers shall attend a mandatory meeting at the beginning of each semester called by the Student Body Treasurer. No other designee will be accepted. The sanctions in section 5.2 will ensue as stated if warranted by attendance violation.
  - 5.1.1.4 The sanctions stated in Section 5.2 of the Student Body Bylaws will be implemented for an organization if either the Student Organization's President or Vice-President is not in attendance of the meeting.
- 5.1.2 Shall, in good faith, provide knowledge and information to student organizations with respect to the Student Body Constitution and Student Body Bylaws.
- 5.1.3 Shall present a verbal report of the Club Presidents Meeting to the Student Senate at the following Student Senate meeting.

- 5.1.5 Shall provide communication between the Student Organization Committee and campus student organizations.
- 5.1.6 Shall promote the interaction and participation of multiple student organizations in activities and events (i.e. health fairs).
- 5.1.7 Shall organize and coordinate two " Student Organization Days" during the lunch hour, the first during the month of August or September and the second between February & May. Student Organization Days provide all of the student organizations an opportunity to recruit new members, fundraise and promote up-coming activities.
- 5.1.8 Shall keep the Director for University Student Affairs apprised of student organization issues especially as they relate to events, speakers, room reservations and other university policies.
- 5.1.9 Shall promote active participation of student organization faculty/staff advisors in meetings as well as activities, events and seminars.
- 5.1.10 Shall advise new student organization applicants.
- 5.1.11 Shall ensure that student organization officer elections are held no later than the third week in January. New student organization officers shall take office the first of February.
- 5.1.12 Shall ensure that funding necessary to fulfill Student Organization Coordinator duties and responsibilities is be presented to the Student Senate. To pass, requests must be approved with a 2/3 majority vote.

## 5.2 Student Organization Sanctions

- 5.2.1 First missed meeting or violation of the rules results in notification of the missed meeting or violation of the rules to the Student Organization President and Vice-President, the Student Organization Faculty/Staff Advisor and the Director for University Student Affairs by the Student Organization Coordinator within one week of the missed meeting or violation of the rules.
- 5.2.2 Second missed meeting or violation of the rules results in notification stated in 5.2.1 and suspension of student organization privileges for the month following the missed meeting or violation of the rules.
  - 5.2.2.1 Any funds allocated by the SGA for activities, events and seminars planned during the sanctioned month will be suspended by the Student Body Treasurer. No funds are to be requested from the Student Senate during this timeframe. Parameters of sanctions will be provided to the student organization in writing.
- 5.2.3 Third missed meeting or violation of the rules results in suspension of student organization privileges for the remainder of the academic year including access to class and student organization accounts. Sanctions will be enforced by the Director for University Student Affairs.
  - 5.2.3.1 Any funds allocated by the SGA for activities, events or seminars planned for the remainder of the academic year will be revoked by the Student Body Treasurer and documented via written correspondence.
  - 5.2.3.2 Clubs planning events that cost over \$250 will need to have majority club officer approval for the event prior to the event.
- 5.2.4 Appeals on sanctions must be presented in writing to th

