KUMC STUDENT GOVERNING COUNCIL BYLAWS

As Amended September 11, 2008

ARTICLE I: NAME

The name of this organization shall be the Student Governing Council of the University of Kansas Medical Center (hereafter called KUMC Student Governing Council or SGC).

ARTICLE II: PURPOSE

The purpose of the KUMC Student Governing Council is:

1. To promote the welfare of KUMC students through participation in University governance activities; representation of all students at KUMC in campus-wide affairs that directly and primarily affect the students; and representation of their interests and concerns to the faculty and University administration.
2. To allocate University funds designated as the Student Center Fees subject to the approval of the KUMC Executive Vice Chancellor (EVC) or the EVC's designee; and to review through an annual report the expenditure of Student Governing Council Fees without the power to effect changes as to how these fees are allocated.
3. To enhance the cultural, social and professional growth of KUMC students.
4. To ensure that the learning opportunities at the Medical Center are open to all students regardless of race, religion, color, sex, disability, national origin, age, ancestry, marital status, parental status, sexual orientation or veteran status, as set forth in the University's affirmative action policy.
5. To protect and uphold the Students' Rights and Responsibilities.

ARTICLE III: MEMBERSHIP

The membership of the KUMC Student Governing Council shall include all students enrolled on the KUMC campus who pay the Student Governing Council Fee. Said members of SGC are entitled to all privileges of membership and shall be expected to adhere to all of its regulations.

ARTICLE IV: STUDENT GOVERNING COUNCIL

Section 1

The Student Governing Council will be composed of representatives duly elected or appointed under procedures of the student governance bodies of each of the KUMC Schools of Allied Health, Graduate Studies, Medicine, and Nursing, and from the House Staff (Residents and Fellows).

Section 2: Composition of the Student Governing Council

The Student Governing Council shall include a total of twenty-six (26) Senators elected or appointed from the KUMC schools in the following numbers:

A. Eight (8) senators appointed by the Medical Student Assembly, two (2) from each of the four School of Medicine class years.

B. Two (2) Senators appointed or elected by the School of Nursing student governance from each of the two Undergraduate School of Nursing class years. There shall be a total of four (4) Senators from the School of Nursing Undergraduate student body .
C. Two (2) Senators from the School of Allied Health Undergraduate student body.
D. Eight (8) Senators representing students enrolled in a Graduate Program at KUMC. At least two (2) Senators appointed or elected by the Graduate Student Council who are also students in each of the Schools of Medicine, Allied Health and Nursing. Two (2) additional Graduate Student Senators from any school.
E. No more than two (2) Senators of the House Staff may attend any SGC meeting as voting members. These Senators, however, will not be required for quorum.
F. Each School student body in addition to electing or appointing their Senators also must elect or appoint an equal number of alternates.
G. Two(One will be elected in the spring and one in the fall) Members at Large elected at the first general meeting of the fall semester as defined in Article V, Section 1. These members shall be from two different student governing bodies.

Section 3: Non-Voting, Ex Officio Members
Meetings of the Council are publicly announced and open to all those interested. Representatives of other KUMC student organizations, council alternates, and University officials may attend meetings. They may participate in the discussions as deemed appropriate by the council. Council alternates have no vote unless they are present as the designated alternate of an absent council member.

Section 4: Tenure
A term of office shall begin with the fall term and continue for one academic year except for the President/Vice President or Co-Presidents, Treasurer, and one Member-at-large who begin their term in the spring and continue until the following spring. The other Member at Large will be elected at the first general meeting of the fall semester. If these are not filled at this meeting, the Executive Council may appoint these positions at any time during the academic year.

Section 5: Attendance at meetings
Attendance at regular meetings is expected of every member of the KUMC Student Governing Council. In the event a representative anticipates an absence from a regular meeting, he/she will designate an alternate to take his/her place and notify a member of the executive committee of the alternate so designated. Failure of the designated alternate to attend the regular meeting in the place of the representative constitutes an unexcused absence. Two unexcused absences by any representative or their designated alternate shall be grounds for removal from office and be an order of business at the next regular meeting. Removal must be voted upon by the Council with two-thirds (2/3) of the representatives present concurring. The vacant position shall be filled in accordance with Article IV, Section 2.

Section 6: Vacancies
In the event of a vacancy of the KUMC Student Governing Council, the Secretary shall notify the person or organization responsible for filling the position and request the immediate replacement. The vacancy may be filled in the manner prescribed by the respective school's student governance constitution for the remainder of the unexpired term. Section 6 shall not preclude the dropped member from filling the vacancy created by his/her dismissal if the school student government he/she represents so desires. However, the KUMC Student Governing Council by a two-thirds vote may permanently remove any previously dropped member following one additional unexcused absence.

Section 7:
Each senator will be required to report back to their respective governing bodies about topics discussed at SGC meetings. Each senator should also be prepared to give an update or address concerns of the student body they represent.

ARTICLE V: OFFICERS AND COMMITTEES OF THE KUMC STUDENT GOVERNING COUNCIL

Section 1:
The Executive Council of the KUMC Student Governing Council shall have six (6) elected officers: Two Co-Presidents, Secretary, and Treasurer, Parliamentarian and two Members at Large. The Executive Council will set meeting agenda for the full council, review proposals, and act on behalf of SGC when the University is not in session. A third Member at Large will be appointed by the Executive Council each year from the School of Pharmacy; this person will serve as a non-voting member of SGC. If so desired, a President/Vice President can be chosen instead of two Co-Presidents; a motion to this effect must be made to the full council during the election of these officers in the spring and passed with a majority vote. (Co-Presidents, Treasurer, Parliamentarian, Member at Large, Secretary.)

Section 2: Election of Officers
Officers of the KUMC Student Governing Council shall be elected by majority vote of the Council at the first regular Council meeting of the fall term except the Co-Presidents or President/Vice President, Treasurer and one Member at Large, who are elected at the final SGC meeting of the spring semester.

Section 3: Impeachment/removal of elected representatives
Following the submittal of a petition to remove or impeach an officer or representative signed by no fewer than five (5) of the voting members of the council. A written vote shall be taken; the results of which shall be tallied and reported by the Secretary. A two-thirds (2/3) vote constitutes removal from office. The vacancy shall be filled according to Article IV, Section 6. Full due process will be given to both sides of the matter before the Council takes a vote.

Section 4: Responsibilities of the President
The President of the KUMC Student Governing Council shall execute no less than the following responsibilities:

A. To act as the executive officer of the Council, enforcing its resolutions and bylaws at all times;
B. To develop the meeting agenda with appropriate assistance from the executive committee;
C. To call to vote any act, measure or motion proposed by the Council, and amendments to the constitution and bylaws by initiative independent of the council, by referendum to adopt or reject any measure, act or motion of the Council;
D. To vote on Council issues only in the case of a tie vote. In the case of a tie, the President's vote shall constitute the majority decision;
E. To call for an expression of interest from the KUMC Student Governing Council at large from which he/she, with assistance from the executive committee, shall select appointees to various faculty-student and administration-student committees;
F. To appoint on behalf of the executive committee to the full Student Governing Council, student members to faculty, student, and administrative-student committees. The Council shall approve these appointments;
G. To create special committees as necessary, and to appoint, on behalf of the executive committee to the full Council, members to these committees;
H. To serve as an ex-officio nonvoting member of all standing committees;
I. To assure through appropriate processes attendance of Council representatives or their designated alternate. The President of the KUMC Student Governing Council shall, at the end of the Council year, compile a comprehensive year-end report. This report shall include; at least all legislation passed by the Council, a copy of original committee charges, and a report on how those and all other subsequent charges were acted upon.

Section 5: Responsibilities of the Vice President
The Vice President of the KUMC Student Governing Council shall execute no less than the following responsibilities: To assume all responsibilities and duties of the President in the absence of the President and to assist with Executive Council projects.

Section 6: Responsibilities of the Secretary
The Secretary of the KUMC Student Governing Council shall execute no less than the following responsibilities:

A. To prepare and distribute to all members of the Council and the public (as required):
    1. A list of current Council members and alternates including email addresses.
    2. Timely notification of meetings and other Council events or their cancellation;
    3. Minutes of all Council meetings in an appropriate format;
    4. Written ballots and their tally;

5. Other Council communications as required;
6. A copy of KUMC Student Governing Council Bylaws;

B. To be responsible for such other tasks as may be assigned by the President or Vice President.

Section 7: Responsibilities of the Treasurer

The Treasure of the KUMC Student Governing Council shall execute no less than the following responsibilities:

A. To develop the annual budget, with assistance from the executive committee for presentation to the full Council;
B. To monitor budget expenditures and report them to the Council on a monthly basis;
C. To be responsible for such other tasks as may be assigned by the President or Vice President.
D. To notify student groups of approval or rejection of food and non-food funding awards.

Section 8: Committees of the Student Governing Council

A. The Student Governing Council shall delegate responsibility to various committees which will be responsible for reporting progress back to the full Council. The committees will be determined and reviewed each spring by the Executive Council, and committee chairs will be elected at the last general meeting of the spring semester.
B. Committee Chairs will serve as non-voting members of the Student Governing Council unless elected as a Senator as stated in Article IV, Section 2.

Section 9: Responsibilities of the Members at Large

The Members at Large will serve as Executive Council members and voting members of SGC. They will be responsible for organizing at least one special project each year.

Section 10: Responsibilities of the Parliamentarian

The Student Governing Council Parliamentarian will execute no less than the following duties:

A. Advise the council, including the executive board, during meetings of proper order in accordance with Robert's Rules of Order;
B. Annually review the Student Governing Council by-laws and present the Student Governing Council with any necessary changes;
C. Appropriately file and record the legislative history of the Student Governing Council

ARTICLE VI: LEGISLATIVE PROCESS

Section 1: Initiative and Referendum

Any voting representatives of the KUMC Student Governing Council can move to table any issue until the next regular monthly meeting.

Section 2: Petitions

A. . A petition may be submitted to KUMC Student Governing Council by any student or group of students to propose or initiate change in any act, measure or motion, and to propose and enact amendments to the Constitution or the Bylaws.

B. The minimum number of petition signatories will be five percent (5%) of the total number of students comprising the entire student body at KUMC, as determined the previous semester. All students signing the petition must be a student at the KUMC campus and must be in good standing with KUMC. The number of students comprising the entire student body and verification of an individual student signatory's status is determined by the KUMC Registrar's Office.

C. All petitions submitted to the KUMC Student Governing Council and deemed to be: 1) consistent with the format as set forth in Article VI, Section 2, Part E, and 2) have the legal minimum number of signatures as set forth in Article VI, Section 2, Part B; shall be considered by the KUMC Student Governing Council at a regular monthly meeting. For a petition to be considered during a regular monthly meeting the petition must be submitted to the President of the KUMC Student Governing Council two (2) weeks prior to the date of the regular monthly meeting.

D. The petition may be tabled by the KUMC Student Governing Council only once and must be acted upon by the KUMC Student Governing Council no later than one (1) month after presentation at a regular monthly meeting.

E. The format of the Petition shall be:

1. Introduction.
2. Position Statement - which may be only one (1) subject, other subjects must be on a separate petition.
3. Supporting Statements.
4. KUMC Student Association representative sponsors, if any.
5. Signatures of petitioners.

Section 3: Enactment of Legislation and Petitions

A. All legislation and petitions regarding acts, measures or motions shall be passed by a simple majority vote by KUMC Student Governing Council elected representatives in attendance at a regular monthly meeting or scheduled meeting, giving due consideration to the opinions and needs of registered Student Organizations represented by ex-officio members. Legislation and petitions should follow the adopted SGC parliamentarian format for recording and maintaining a legislative history.

B. All legislation and petitions regarding amendments to the Constitution or Bylaws shall be passed by a two-thirds (2/3) majority vote by KUMC Student Governing Council elected representatives in attendance at a regular monthly meeting or scheduled meeting, giving due consideration to the opinions and needs of registered Student Organizations representatives represented by ex officio members.

ARTICLE VII: FUNDS AND BUDGETS

Section 1:
The SGC has the authority to allocate University funds generated from the assessment of Student Center Fees subject to the approval of the KUMC Executive Vice Chancellor (EVC) or the EVC's designee; and to review through an annual report the expenditure of Student Activity Fees, without the power to effect changes as to how these fees are allocated.

Section 2:
Only registered student organizations, campus organizations or University-sponsored or contracted activities may receive an allocation from the Student Governing Council Fees.

Section 3:
Approval of requests for such funds shall be on condition of submission of budgets to, and approval by, the SGC. Where such funds are allocated, financial accountability shall be required.

Section 4: SGC Budget
The Executive Council of SGC will formulate an annual budget in the fall semester and present it to the Council for a 2/3 majority approval. Once approved, expenditures specifically listed in the budget can be made with approval of the Treasurer and one other executive Council member.

Section 5: Appropriated SGC Non-Food Funding

A. The Student Governing Council provides a "non-food fund" each semester to registered student organizations. The total amount of this fund is submitted by the SGC Treasurer and Executive Committee and voted upon by the SGC General Council.

B. The purpose of the non-food fund is to provide monetary support to student organizations that have larger programs or activities than cannot be covered by the general food budget. Guidelines for qualifying groups include:

1. Groups must be registered student organizations.
2. Projects supported by this fund should not include food or beverage expenses.
3. Groups may not use the non-food fund to send delegates on trips or to attend conferences.
4. Preference should be given to projects that have the potential to benefit the life of all students from the four schools; preference should also be given to events which are open to all students and are not cost-prohibited, as decided by the General Council.
5. Preference should be given to groups that provide detailed expense summaries or multiple bids (in the case of supplies).
6. The event or supplies sponsored by the non-food fund should take place or be purchased the same semester in which money is allocated. Exceptions may be made at the discretion of the Executive Committee.

7. Each request for funding may include only one event or program. Requests for separate events must be made separately.
8. Requests must include an itemization of proposed expenses.
9. Requests for non-consumable goods (i.e. print or digital media, equipment) must include a mechanism to make these goods available to all registered student organizations following the event or program date. Organizations or individual students may not keep such goods.

C. All organizations interested in receiving SGC non-food funding must submit a "Non-Food Fund Request" form to the SGC Treasurer five working days prior to the SGC meeting in which they wish to request funds.

D. Voting on the non-food fund should take place during the first and/or second SGC meetings of each semester unless otherwise decided by the Executive Committee.

E. Organizations requesting funds should send a representative to speak about the request at the SGC general meeting. Groups failing to send a representative should be disqualified from receiving funds.

F. Approval for funding shall be decided by a vote of Student Senators from the four schools as determined by the voting procedures in the SGC Bylaws. The budget may be split between groups or given to one group at the discretion of the Student Senators; not all of the budget must be used in a semester. All-campus organizations will be given priority and allocated funds first at the discretion of the Executive Council and Student Senators. The remaining funds are divided proportionally between three schools based on student population. The funds allocated to each school will be divided evenly among student groups requesting the maximum amounts. Requests under the maximum amount or decreased at the funding meeting will be given priority at the discretion of the Executive Council and Student Senators.

G. If approved, funds may be allocated to a student group any of three ways:
1. Students may provide the SGC Treasurer with itemized receipts for reimbursement on the same date(s) designated for turning in food funding receipts.
2. Students may provide the SGC Treasurer with itemized invoice(s) for the approved expense, and the Treasurer will directly pay the bill(s).
3. If an invoice is not available before the purchase and the expense is greater than $200, the Treasurer may provide a check to the group before the purchase is made providing the following two guidelines are met:
a. The group must clearly state the amount requested at the SGC meeting, and this amount must appear in the Minutes for that meeting.
b. An itemized receipt should be provided to the SGC Treasurer once the purchase has been made along with any unused funds. Failure to do so should exempt a group from further funding, food or non-food, until the matter is settled.

H. If allocated funds are not used within a reasonable amount of time from the submitted date on the funding request form, they will be made available to all student groups at the next funding meeting. This is at the discretion of the Executive Committee.

I. Any additional funds that remain during the allotted semester will be rolled over into the following semester's non-food budget. Funds remaining at the end of the spring semester will be placed in the SGC General Fund for the next fiscal year. If allocated funds are not used within a reasonable amount of time from the submitted date on the funding request form, they will be made available to all student groups at the next funding meeting. This is at the discretion of the Executive Committee.

Section 6: Appropriated SGC Food Funding

A. Register the student organization in 3001 Student Center. The registration form must be signed by the group's advisor, and a new form MUST be filled out EVERY year.

B. Go to the SGC website at http://sgc.kumc.edu and enter to the "Funding" section.

C. Choose the "Submit Online" option of the "Food Funding Form." This form MUST be completed no later than five days prior to the first or second SGC meeting of the semester unless authorized by the SGC Treasurer.

D. Send a representative from the organization to the next SGC meeting (traditionally the first Thursday of each month).

E. 80% of the food funding is allocated at the first SGC meeting of each semester. All-campus organizations will be given priority and allocated funds first at the discretion of the Executive Council and Student Senators. The remaining funds are divided proportionally between three schools based on student population. The funds allocated to each school will be divided evenly among student groups requesting the maximum amounts. Requests under the maximum amount or decreased at the funding meeting will be given priority at the discretion of the Executive Council and Student Senators.

1. This amount cannot exceed $100 in any given semester.
2. The SGC Executive Committee reserves the right to prioritize groups based on the number of members, funding from alternative sources, number of meetings, or expected size of purchases.
3. The recommendations of the SGC Executive Committee will be presented by the SGC Treasurer at the SGC General meeting.
4. Any funds to be allocated must be approved by a majority vote of the SGC Senators present at the meeting as determined by the voting procedures outlined in the SGC Bylaws.

F. The remaining 20% is allocated at any additional meetings throughout the semester when requested by a student organization. Any group approved for food funding during the first meeting is eligible to apply for additional funding at future meetings; however, the SGC Executive Committee reserves the right to only fund groups who have not received funding yet if a large number of applications are submitted.

G. If allocated funds are not used within a reasonable amount of time from the submitted date on the funding request form, they will be made available to all student groups at the next funding meeting. This is at the discretion of the Executive Committee.

Section 7: Spending Allocated Funding

A. The SGC food fund is a reimbursement fund, meaning that items must be purchased before funds can be received.

B. The purchaser should use a Tax Exempt Form to make all (non-food funding) purchases; these are available in 3001 Student Center or from the SGC Treasurer. Separate forms are used for Kansas and Missouri purchases. THE TAX EXEMPT NUMBER SHOULD NOT BE GIVEN OUT OR USED FOR NON-STUDENT GROUP PURCHASES; there are strict penalties involved for violating the tax code. Tax WILL NOT be reimbursed.

C. Obtain an itemized receipt for the purchase(s). CAUTION: NO REIMBURSEMENT CAN BE MADE WITHOUT A RECEIPT.

D. If a tip is given to the business, the amount given should be clearly marked on the receipt; someone from the business should sign the receipt. Confirm that a phone number for the business is on the receipt. (SGC will not reimburse tips or gratuities in excess of 20% of the total bill.)

E. The name of the group, the purchaser's name, and a mailing address of the purchaser should all be written on the check reimbursement form (available on the funding section of the SGC website). Failure to provide ALL of this information will result in a delay of being reimbursed.

Section 8: Receiving Food & Non Food Funding Reimbursement

A. Before submitting itemized receipts, confirm that the purchaser's name and a mailing address of the purchaser are printed on the check reimbursement form (available on the funding section of the SGC website).

B. All receipts and reimbursement forms can be submitted in the box marked “SGC Funding” outside Calkins Student Organization Center at any time throughout the semester.

C. Each semester, the SGC Treasurer will designate a final day or a time period for turning in receipts and will provide instructions on how to do so through email and at the last SGC meeting of the semester.

D. Reimbursement will be made for the total purchase only.

E. Funds cannot be "rolled over" from one semester to the next or from one school year to the next.

1. Any unused portion of the SGC Food Fund is placed into the next semester's fund.
2. If a group wishes to "donate" all or a portion of its unused allocated funds to another organization, it may do so if the SGC Treasurer is provided a request in writing.

F. Receiving funds from multiple sources for the same receipts: If the submitted receipt(s) is/are larger than the amount allocated to the organization, alternative sources of funding (e.g. a department in the hospital or a governing body of one of the four schools) can be sought for reimbursement; the purchaser should write on the receipt how much money he or she wishes to receive from each source, and copies should be provided to all sources of funds. Receiving more than the amount on the receipt(s) from all sources combined constitutes fraud.

G. Privacy Statement: The SGC Treasurer will write a check request for reimbursement and will include the personal information of the purchaser on it. The check request is turned in to the Executive Vice Chancellor's office, and a check is written. Copies of the check request and the receipt(s) are kept by the SGC Treasurer and the EVC's office. SGC will do everything reasonably possible to maintain the confidentiality of any personal information given by students.

Section 9: SGC Petty Cash Fund
The Director of Student Resources is authorized to have a petty cash funding the amount of five hundred dollars ($500) (up to a $1000)to use for any immediate expenses of SGC.

ARTICLE VIII: MEETINGS

Section 1:
Meetings of KUMC Student Governing Council shall be public and shall be held at least once a month during the scholastic year. Meetings shall be held in accordance with Robert's Rules of Order, Revised, except that no proxy votes either oral or written shall be allowed.

Section 2:
Meetings shall be held by a written notice sent to members at least seven (7) days prior to the meeting date. Meetings shall be called by the President and notices sent by the Secretary.

Section 3:
Any change, cancellation or postponement of a meeting time or place may occur by direction of the President and the executive committee. Notification by email must be made no fewer than twenty-four (24) hours prior to the meeting time.

Section 4:
Notice should be emailed to each SGC member. Notice shall include an agenda listing matters to be considered at the meeting.

Section 5:
The agenda shall be draw up by the President with the assistance of the executive committee.

Section 6:
A quorum for the transaction of business will consist of one more than 50% of the total number of elected Senators (alternates to fill in when appropriate). If a quorum is not met, the meeting may continue, but no voting can take place. In the event of a matter of urgency, a vote may be conducted via email within seven days after the meeting in which the matter was presented; this vote will take place at the discretion and oversight of the Executive Council.

Section 7:

The vote of the majority of the Governing Council present at a meeting in which there is a quorum shall decide the action of the KUMC Student Governing Council.

Section 8:
The President of the Student Governing Council may call a special meeting of the Council without giving normal notice if such a meeting is necessary to address an emergency situation. A special meeting may be held upon twenty-four (24) hour notice delivered by email.

Section 9:
Documents and letters sent to the Council or any of its officers by another body of the University governance system, by the Chancellor or any other member of the Administration, by the Board of Regents, or by the State of Kansas, with a specific request that such material not be made public, are not subject to open record provisions. The issue shall be discussed in a closed door meeting and the request shall be duly noted in the minutes.

Section 10:
Meetings of the Student Governing Council will be cancelled or postponed at the discretion of the Executive Council upon declaration of Inclement Weather by the Executive Vice Chancellor. Notification of such cancellation or postponement will be made by email.

ARTICLE IX: AMENDMENTS

These Bylaws may be amended by a favorable two-thirds (2/3) vote of the Student Governing Council. Proposed changes in the Bylaws of the KUMC Student Governing Council shall be submitted in writing (hardcopy or digital) for consideration at a regularly scheduled meeting. An official vote to accept or reject said proposal shall be called no earlier than the next scheduled meeting.