

CALIFORNIA NORTHSTATE
UNIVERSITY



Student Government Bylaws

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Student Government

The California Northstate University College of Medicine Student Government is established to serve the students by cultivating an environment for professional growth and excellence, while ensuring effective representation of the entire College of Medicine student body in communication and collaboration with the greater university. In order to best serve these interest, the COM Student Government is formed of governing entities specifically designed to provide representation of each class and the student body as a whole. The following bylaws demonstrate the organizational structure of the College of Medicine Student Government.

Student Body Council

Purpose

The Student Body Council serves as the mediator between the COM student body and the university by representing student interest in accordance with the university's mission, policies, and regulations.

Objectives

- 1) To represent the interest of the College of Medicine to the greater university and to provide an effective channel for intercollegiate communication.
- 2) To support the activities, campus involvement and education of each COM class.
- 3) Encourage all students to become more knowledgeable about the operations and procedures of the colleges and university.
- 4) Encourage students to become involved in campus organizations and Student Interest Groups.
- 5) Oversee the operations of the Student Organization Leadership Council (SOLC) and facilitate collaboration among the organizations and Student Interest Groups.
- 6) Provide a channel for the student body to share their perspectives and voice their opinions on activities, policies, and issues with faculty, staff, and administrators.
- 7) Function as student liaisons representing the College of Medicine in the New Student Orientations and other college or university-related events.
- 8) Obtain all items and content necessary to design and produce the annual yearbook.
- 9) Obtain all items and content necessary to design and produce the CNU student newsletter as deemed necessary by the Student Government Board of Directors.
- 10) Provide advisement on university representation to CNU delegates of SSVMS, CMA, and other professional medical associations.

SBC Funds

- 1) An annual budget of projected expenditures will be proposed by the SBC Treasurer at the beginning of the academic year for approval by a majority vote of the executive committee as well as the Board of Directors.
- 2) The SBC treasurer shall handle the appropriation of all approved expenditures.
- 3) Up to \$150 a year shall be allocated for the 4th year class graduation gift to the college.
- 4) Additional appropriations proposed by any SBC member not in the approved budget shall require a majority vote of the executive committee prior to disbursement, with appropriations over \$500 also requiring approval from the Student Government Board of Directors.
- 5) Any activity recommended by the SBC may serve as a source of income for the SBC, upon approval of the Board of Directors, and may include the following:
 - a) Vendor participation at the Medicine Internship Fair
 - b) Vendor participation at the annual CNU Health Fair
 - c) Sponsorship and donations for the annual Yearbook

SBC Officer Positions

The Student Body Council shall consist of the following positions:

- President (M2)
- Vice President (M1)
- Treasurer
- Co-Activities Coordinators x2
- Historian

Required Duties of the SBC

All officers of the SBC are required to assume the following responsibilities:

- 1) Read the most current edition of the following college documents prior to assuming role in office:
 - a) General Catalog
 - b) Student Handbook
 - c) Student Organization Policy & Procedure Manual
 - d) Student Government Bylaws
- 2) Be familiar with all operations of the College of Medicine in relation to the students.
- 3) Attend all scheduled SBC meetings.
- 4) Act as a voting member of the SBC.

Role Specific Duties

President (M2) - Represent the COM student body to the university

- 1) Represent the COM student body to the university.
- 2) Oversee planning of annual CNU Health Fair in conjunction with the SOLC and faculty coordinator.
- 3) Review and suggest modifications to the budget proposal of the SBC Treasurer prior to final SBC approval.
- 4) Approve a proposed schedule of SBC events prior to the start of each semester while in office.
- 5) Act as a general representative of SBC, except in cases where authority is given to another officer.
- 6) Inform the Student Government Board of Directors of all actions taken.
- 7) Prepare agenda for and preside over all SBC meetings.
- 8) Organize and maintain a President's binder with specific actions performed while in office in and maintains documents relevant to the operations of SBC throughout the academic year.
- 9) Assist Administration with SBC class officer, and organized medicine elections in fall term.
- 10) Assist Faculty with nominating and voting for annual faculty awards at end of spring term.
- 11) Assist with the planning and execution of class and university related events and activities
 - a) Club Day (w/ COP)
 - b) Halloween Fair (w/COP)
 - c) Talent Show (w/Co- SBC Coordinators)
 - d) Clerkship Mixers (w/SOLC)

Vice President (M1) - Acts as President Elect. Assist the SBC President throughout the second half of the academic year. Records minutes of SBC meetings.

- 1) Serve as an advisor to the SBC President.
- 2) Assume the role of President of the SBC upon the end on the President's term.
- 3) Assist the President in the performance of his/her duties at all times, especially in coordination of the activities of SBC.
- 4) Assume the duties of the SBC President in the absence of the SBC President due to resignation, academic dismissal, or other cause(s).
- 5) Record complete meeting minutes at all SBC meetings including attendance (present, absent, guests), deliberations, results of motions taken, and follow up action items:
- 6) Type, format and submit meeting minutes to SBC officers and advisors within three (3) days of said meeting
- 7) Post a copy of meeting minutes within three (3) days of meeting to shared drive
- 8) Assist with the planning an execution of class related events and activities (Club Day, Halloween Fair, Talent Show Clerkship Mixers, etc.) as necessary.

Publicist - responsible for the collection and dissemination of information related to events and organizations within the university to the entire college of medicine.

- 1) Develop a publicity plan in conjunction with historians for SBC events to ensure sufficient advertisement of events.
- 2) Produce a variety of publicity material at the request of the SBC:
 - a) Design and print posters and fliers for advertising
 - b) Generate official SBC PowerPoint Slides for SBC events and announcements for which the SBC require the Class Co-Presidents to relay to their respective classes
- 3) Author requested articles in conjunction with the SBC Vice President on behalf of SBC with the input of the Student Government Board of Directors as necessary.
- 4) Assist in projects appointed by the SBC
- 5) Facilitate intercollegiate and community communication of events, announcements, and milestones in relation to COM.
- 6) Facilitates the collection and dissemination of information within COM and all respective classes through communicating directly with class PR representatives.
- 7) Coordination and oversight of all information campaigns.

Treasurer – represents the financial interest of SBC

- 1) Ensure a successful transfer of title on SBC bank account from preceding treasurer upon assuming role in office.
- 2) Prepare a proposal of projected budget allocations of SBC funds by the start of the fall semester.
- 3) Record all cash receipts and disbursement from SBC accounts.
- 4) Retrieve and file all forms regarding finance to the Office of Student Affairs.
- 5) Assist in all activities that involve SBC finances including preparation and disbursement of invoices and receipts.
- 6) Maintain a balanced checkbook and enter all information into the treasury ledger.
- 7) Act as the SBC purchasing agent:
 - a) Order necessary supplies for the SBC
 - b) Assist in purchasing needed materials for SBC events including prints for SBC Publicist.
 - c) Assist in researching the marketplace when major purchases are proposed and report price and quality variances to the council.

Historian - chairs the yearbook committee and is responsible for aggregating all event and noteworthy information in regard to the COM student body.

- 1) Capture, compile, and maintain a historical record of photographs, written accounts, and event marketing materials throughout the academic year of all COM related activities.
- 2) Chair the COM yearbook committee.
 - a) Committee must consist of at least 3 other students (not including the Historian)
 - b) Historian will chair yearbook committee.
 - c) Committee may work applicable SIGs.
- 3) Attend and take pictures of class functions and activities.
- 4) Obtain headshot photos of all students in respective class.
- 5) Maintain a record of SIG master schedules for the academic year.
- 6) Act as a resource for media and information regarding past and present COM affairs.
- 7) Provide insight on event success to the activities coordinator through recorded accounts as requested.

Co-Activities Coordinator x2 - coordinates the activity scheduling of the entire college of medicine.

- 1) Creates and maintains the COM master schedule of events and meetings in coordination with the Class Government, Student Interest Groups, and the University.
 - a) Updates CANVAS schedule to reflect COM master schedule
- 2) Activity Coordinators will collaborate with SOLC
- 3) Leads and assists with the planning and execution of class related events and activities (Club Day, Halloween Fair, Talent Show, Clerkship Mixers, etc.)
- 4) Schedule and arrange a meeting place and time for all SBC meetings.
- 5) Ensure all SBC officers are clearly informed of meeting specifications in a timely manner.
- 6) Assist with event photography as requested by SBC council.
- 7) Assist with planning of SBC events in coordination with the SBC council.
- 8) Advise and assist in planning of student organization events as necessary.
- 9) Act as a liaison of scheduling to University staff and faculty.
- 10) Assist in the creation of the yearbook through maintaining and enforcing a timetable of events, among other duties assigned by the yearbook committee chair (Historian).
- 11) Recruit and lead committee for Med School Formal.
 - a) Committee should consist of at least 5 members.

Advisors

- 1) The M3 and M4 students who formerly held office on the SBC shall act as student advisors to the current officers of the SBC.
- 2) Duties of the SBC advisor will include the following:
 - a) Act as a consultant to SBC on matters pertaining to SBC
 - b) Provide continuity to SBC's operation from one year to the next
 - c) Be available for advice and ideas as needed on subjects such as internal SBC problems, sponsorship attainment, community service projects, etc
- 3) The SBC advisor(s) will be invited to attend all SBC meetings and will attend when possible.
- 4) The SBC advisor(s) will assist in reviewing any needed changes in the Bylaws, prior to implementation, necessary to ensure that they are current and responsive to the needs of SBC.
- 5) The SBC advisor(s) shall continue to represent the SBC with each subsequent year until graduation, resignation from the college, personal withdrawal, or upon an approved petition from SBC.

Student Organization Leadership Council (Two M2s and Two M1s)

- 1) The Student Organizational Leadership Council (SOLC) is a subset of Student Government that represents the interest of student run organizations (Student Interest Groups (SIG), Wellness Committee, etc.) to the SBC.
- 2) The SOLC will consist of two elected members from COM Student Interest Groups.
- 3) The SOLC shall be play an important role in leading and assisting with the planning of student organization related events, Clerkship mixers. And will work closely with the other SBC officers.
- 4) Monitor and maintain the different medical skills workshops at CNUCOM, including but not limited to:
 - a) Suture Workshops
 - b) Blood Draw Workshops
 - c) Ultrasound
 - d) Emergency Medicine Workshops
 - e) Critical Care Workshops
 - f) OB/GYN Workshops

Class Government

Purpose

The purpose of Class Government is as follows:

- 1) To represent the classes of the COM student body in all matters both academic and non-academic.
- 2) To promote community engagement and community service to foster a beneficial relationship between the school and the community.

Membership

CNUCOM Class Government membership shall consist of the following offices for each class:

- Two Co-Presidents (2 year term)
- One College Representative for each College

Responsibilities of Members

- 1) At least one Co-President must be present at each President's meeting and each Class Officers meeting,
- 2) All Class Government members should make an honest effort to attend each regularly scheduled meeting if no other serious outside obligations exist.

Roles and Responsibilities

Co-President:

- 1) Represent the academic, educational, support and event interests of the students.
- 2) Represent student feedback regarding curriculum.
- 3) Facilitate Class Government meetings with the non-academic co-president.
- 4) Assist with the planning and execution of class related events and activities
- 5) Represents the class to local community and outreach organizations.
 - a) Diversity Outreach Programs
 - b) Mentorship Programs
 - c) Pipeline Programs
- 6) Assist administration with logistical and organizational needs in regard to student involvement
- 7) Assist Faculty and Staff with logistical and operational needs to ensure effective operation of the curriculum
- 8) Assist acclimation process for the incoming class including but not limited to:
 - a) Pre-orientation mixer
 - b) Serve as impromptu Class Presidents prior to fall general election.
- 9) Oversee the government finances for their class.
- 10) Assist in the creation of budgets at the SBC level as necessary and directed by the SBC Executive Board

College Representatives (All)

- 1) Serve as a liaison between the students in their college, taking student feedback, organizing it, and presenting it to faculty and the members of Class Government.
- 2) Assist the facilitation of student support services.
- 3) Ensure the delivery and enforcement of class, college and university messaging.

Organized Medicine

Purpose: CNUCOM representatives to state and federal medical associations

Organized Medicine Co- Presidents (Two M2 Positions)

- 1) Facilitate the CNUCOM's Organized Medicine chapter with its national, state and local organizations of AMA/CMA/SSVMS.
- 2) Promote learning about health policy and methods of advocacy and change for our entire student body.
- 3) Create events that bring the Sacramento medical community together.
- 4) Organize students for CMA Legislative Advocacy Day.
- 5) Lead Organized Medicine Governing Board meetings and student body meetings.

Organized Medicine Vice Presidents (2 M1 Positions)

- 1) Assist the Presidents with CNUCOM's Organized Medicine chapter.
- 2) Act as liaisons to the M1 class to relay information regarding organized medicine.
- 3) Promote learning about health policy and methods of advocacy and change for our entire student body.
- 4) Organize students for CMA Legislative Advocacy Day.
- 5) Lead Organized Medicine Governing Board meetings and student body meetings when the Presidents are not able to be in attendance.

Organized Medicine Executive Administrator (1 M1 or M2 position)

- 1) Manage budget and financial records.
- 2) Arrange disbursement of AMA/CMA/SSVMS and CNUCOM SIG funds.
- 3) Schedule monthly and as needed Governing Board meetings.
- 4) Take minutes at Governing Board meetings.
- 5) Assist in organizing special events - location, food, etc.
- 6) Assist in publicity, social media presence.

California Medical Association (CMA) Delegate (1 M2 position)

- 1) Represent CNUCOM at state and national conferences.
- 2) Discuss and review health policy through a social justice and political lens.
- 3) Research CMA/AMA initiatives to hold organizations accountable.
- 4) Engage with the student body to understand the political motivations of CNUCOM as a whole.

CMA Alternate Delegate (1 M1 position)

- 1) Assume all responsibilities appointed to the CMA Delegate in their place.
- 2) Act as the other representative of CNUCOM at state (CMA) and national (AMA) conferences.
- 3) Attend regional calls with the Delegate to discuss health policy topics and review resolutions.
- 4) Engage with the student body and collect students' opinions on resolutions or health policy related issues and then present them during the regional calls & conferences.
- 5) Learn from the Delegate how the policy process works and encourage students to work on their own resolutions.

SSVMS Representatives (1 M1 and M2 position)

- 1) Attend monthly SSVMS board meetings:
 - i) report on CNUCOM activities and share opportunities from SSVMS to the student body
- 2) Communicate with SSVMS and advocate for COM student needs
- 3) Help coordinate Legislative Advocacy Day.
- 4) Find alternative ways to be involved in the organization.

Class Government Funding

The Government of each class shall work with the Student Government Board of Directors and Committee to ensure a sustainable funding scheme is in place such that the goals of this document can be properly fulfilled and executed. Each class will be provided \$250 from the College of Medicine on an annual basis.

Election of Officers

Elections for SBC Class Government, SOLC and Organized Medicine are to be planned and executed in accordance with the criteria stated in this section:

1) Qualifications for candidates

- a) Must be an active student at California Northstate University College of Medicine
- b) Must meet the academic requirements set forth by the College of Medicine in the Student Organization Policy & Procedure Manual (see “Good Standing” section) to run for and maintain office
- c) Must be able to complete his/her term of office while enrolled in the California Northstate University College of Medicine
- d) Must follow the rules for election set forth below:
 - i) Must be nominated by themselves or by their peers and confirm this nomination with intent to run for office with the Office of Student Affairs
 - ii) Must give a brief speech during elections
 - iii) Must provide a biography as requested by the Office of Student Affairs

2) Restrictions on Office

- a) All students in good standing may run for positions on the SBC and Class government in which they meet the criteria for office regardless of previous government experience at CNU
- b) Students may not run or hold no more than one SBC or Class Government office simultaneously
- c) Students may not hold the office of president for more than one governing body or organization
- d) Students may not hold more than one office in a single organization or governing body
 - i) Students are eligible to hold multiple supporting positions (SIG treasurer, SBC treasurer, etc.) across multiple interest groups

Elections

General Guidelines

- a) Elections shall be organized by the SBC President and supervised by the Office of Student Affairs and will be held:
 - Third week of September for Class Government, SBC, Organized Medicine
- b) SBC shall work with the Office of Student Affairs to schedule elections at a time and place most convenient to all students currently enrolled in the didactic courses of the College of Medicine
- c) The privilege of voting shall be confined to students currently enrolled in the didactic courses of the College of Medicine
 - i) All Class Government, SBC, SOLC and Organized Medicine positions shall be open to vote by all M1s
- d) The candidate(s) with the highest votes cast will be elected to office
- e) If running unopposed, the candidate must receive at least 50% of the votes to be elected into office
- f) The Office of Student Affairs shall count election ballots
- g) Results shall be posted after the ballots have been tabulated
- h) All officers elected shall assume the full responsibilities of the office role at the end of any applicable transition period
- i) A special election shall be approved by the Office of Student Affairs in the event of vacancies or reappointment

Filling of Vacated Offices

- 1) An officer found in violation of the Student Government Bylaws may be subject to disciplinary action including but not limited to removal from office. The grounds for removal from office are as follows:
 - a) An officer shall be removed from office if they
 - i) Willfully neglect the duties of their office.
 - ii) Are no longer in good academic standing.
 - iii) Are found guilty of mishandling SBC funds.
 - iv) Neglect to uphold the SBC Bylaws.
 - v) Resign from office.
 - b) An officer shall not be removed from office unless their charges are discussed at a President's meeting and grounds for removal shall be established by majority vote.
 - c) An officer may also be removed from office if they are excessively absent from meetings during the academic year. In this situation, the officer will be issued a written warning from the SBC Committee. If the officer continues to be absent, they may be asked to attend a hearing at the next SBC meeting. If the SBC finds the officer's absence explanation to be unacceptable, SBC may ask the officer to resign
 - d) When an officer is removed from office, they shall no longer be eligible for candidacy for any SBC, Class Government, SOLC, or Organized Medicine office
 - e) In the case that a student does not meet the requirements of "good standing" set forth by the College of Medicine, the Student Government Board of Directors will remove student from office without a hearing
- 2) Upon vacancy of an officer position, the Elect position shall assume responsibilities of office. In the event an Elect position has not been filled, or the Elect official declines office, the SBC President shall have the authority to appoint an interim replacement with the approval of the SBC Executive Committee and the SBC Board of Directors until a special election can be held, unless the vacant position is the SBC President. In the event of a vacant SBC president position, the Student Government Board of Directors has the right to appoint a president from the SBC Committee or Class Government.

Meetings

Presidents Meeting

- 1) At least every other month, a meeting will be held with at least one representative from each class (M1-M4), SBC President and Vice-President, at least one representative from SOLC, at least one representative from Organized Medicine, and a member from Office of Student Affairs
- 2) The SBC Vice President will document each meeting and provide a copy of what was discussed afterwards
- 3) This meeting will be meant to update the other branches of government and address any problems or concerns.

Class Government and SBC Meeting

- a) At least once a semester, officers from Class Government and SBC will meet and discuss any issues on the agenda.

Other Meetings

- a) Each branch of government can decide how often to schedule meetings for their own officers.

Committees

Students will have the opportunity to sit on specific committees as designated by the College of Medicine. Students must apply for the seat in which they are eligible to hold. Committee chairs are responsible for selecting student committee members, with input from the Assistant Dean of Student Affairs. Students looking to continue involvement on a committee must reapply each year.

To apply for committee position:

- 1) Submits a narrative, 500 words or less, indicating why they want to serve on the committee and to include any special qualifications.
- 2) Narratives are reviewed by the committee chair and in consultation with the Assistant Dean of Student Affairs. Consultation with other committee members is left at the discretion of the chair.
- 3) Committee chair makes the determination, extends the invitation to the student to join the committee, and notifies the Office of Student Affairs.

Rules of Order

The rules of order and procedures at all meetings should be those set out in the Bylaws of the COM Student Government—otherwise by Robert’s Rule of Order. In the event of a conflict, it shall be resolved by SBC President, whose decision will be final.

Amendments

It is suggested that the review of the Student Government Bylaws take place on a yearly basis. The Student Government Bylaws may be amended at any time by following the specified procedures.

- 1) Amendments of SBC Bylaws must be submitted in writing to the SBC Executive Committee and Board of Directors.
- 2) Adoption of the proposed amendment(s) will require an affirmative two-thirds (2/3) vote of SBC officers and reviewed and approved by the SBC Board of Directors.
- 3) Bylaws may also be amended by a unanimous vote of the SBC Executive Board and approval by all three SBC advisors.
- 4) The adopted amendment(s) not pertaining to “Duties in Office” shall become effective immediately.
- 5) The adopted amendment(s) pertaining to “Duties in Office” shall become effective immediately only if the officer affected by the amendment(s) agrees; otherwise, the adopted amendment(s) pertaining to the respective officer’s position shall become effective at the conclusion of the academic calendar with the induction of the new officer.

Student Government Board of Directors

- 1) The Assistant Dean for Student Affairs assumes the role of the Chair of the Student Government Board of Directors.
- 2) The SBC Board of Directors Chair and the Office of Student Affairs holds responsibility for oversight of the bank accounts of the SBC.
- 3) The Chair and the representative from the Office of Student Affairs will work with SBC Treasurer and Executive Committee for management of the budget.
- 4) The Assistant Dean of Student Affairs, the faculty advisor, and the representative from the Office of Student Affairs, will serve as voting members of the Student Government Board of Directors.
 - a) The Student Government Board of Directors has the power to override student decisions if those decisions are deemed to fall under the following categories:
 - i) detrimental to the image and ethos of the university
 - ii) harmful to the university’s accreditation
 - iii) harmful or found not to be in the best interest of the student body
 - iv) unethical or based on racial, gender, or cultural bias
 - v) in direct conflict with university policies and regulations
 - vi) financially irresponsible or impossible
 - b) in the event of a staff or faculty veto, the student members of the Board of Directors will be allowed another attempt at resolution. No favorable resolution can be agreed upon, the staff and faculty members of the Board of Directors have the authority to dictate a resolution to the SBC

COM Student Government

Class Government

Student Body Council

Organized Medicine

- Co-Presidents (x2)
- College Representatives (1 per college)

- President (M2)
- Vice-President (M1)
- Historian
- Publicist
- Treasurer
- Co-Activities Coordinator x2
- SOLC (4 members; 2x M2s and 2x M1s)

- Co-Presidents (x2) (M2s)
- Co-Vice Presidents (x2) (M1s)
- CMA Delegate (M2)
- CMA Alternate Delegate (M1)
- SSVMS Rep (M2)
- SSVMS Alternate Rep (M1)
- Executive Administrator

Acknowledgment

These guidelines were modeled after and heavily drawn from the California Northstate University College of Pharmacy Student Body Council Bylaws and the original California Northstate University College of Medicine Student Government Constitution, which was created by the CNUCOM class of 2019 and influenced by the Georgetown University College of Medicine Student Government Constitution (publicly posted).

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