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School of Podiatric Medicine

PREAMBLE

We, the members of the School of Podiatric Medicine Student Government Association at UTRGV, referred to as SOPM SGA, shall serve as representation of the student body to each other, the faculty, and the administration of the University of Texas Rio Grande Valley School of Podiatric Medicine (UTRGV SOPM). We shall represent the concerns of the UTRGV SOPM student body and strive to foster a strong academic and extracurricular community. We shall be governed according to the precepts stated in this Constitution/By-Laws. We shall abide by the Student Handbook, as well as University policies and fiscal procedures.

Constitution

ARTICLE ONE: NAME AND PURPOSE

SECTION ONE:

This organization shall be known as School of Podiatric Medicine Student Government Association (SOPM SGA).

SECTION TWO:

The SOPM SGA shall serve as the primary executive agency of the student body. The purpose of the SOPM SGA shall be:

1. To serve as the official representation of the UTRGV SOPM student body to the school's administration and faculty regarding all matters pertaining to the UTRGV SOPM.
2. To promote community among students, faculty, and the administration.
3. To promote student awareness of issues and policies pertinent to the UTRGV SOPM.
4. To consider and act upon matters of concern brought to its attention by individual students, one or more classes, or the student body at large.

5. To seek out and retain funds it deems necessary and useful to carry out its purposes.
6. To manage and distribute SOPM SGA funds in a manner that contributes to the education, awareness, and involvement of all students at the UTRGV SOPM.
7. To serve as a means by which effective communication is achieved among students.

ARTICLE TWO: MEMBERSHIP

SECTION ONE:

The Executive Board will be composed of the following officers: one President, one Vice President, and one Treasurer. Members of the Executive Board are the voting members of the SOPM SGA.

Non-executive members include one Social chair, Wellness chair, two Class Co-chairs from each class. The President may create ad hoc committees as needed. Chairs of ad hoc committees may be appointed by the President. Chairs of ad hoc committees are then to be confirmed by majority vote of Executive Board members.

SECTION TWO:

Membership is open to everyone regardless of race, color, sex, religion, national origin, age, disability, citizenship, political affiliation, veteran status, sexual orientation, gender identity, or gender expression.

SECTION THREE:

All members must be full-time students at the UTRGV SOPM, having passed all previous modules and be in good professional standing upon taking office.

The President and Treasurer of the SOPM SGA may not serve in executive positions of other UTRGV SOPM Student Interest Groups or Community Affairs Organizations during the length of their term.

SECTION FOUR:

Elected members shall serve for one full year. Terms of office shall commence at the SOPM SGA meeting following the vote when that member was elected and transition of power will be completed by May 1.

SECTION FIVE:

Student interest groups shall be officially recognized and regulated by the SOPM SGA. Student interest groups subsequently fall under the purview of the Executive Board for funding allocation.

Officially recognized student interest groups are protected by this Constitution, which affords the group the following: eligibility for funding at the discretion of the SOPM SGA Executive Board; protection by and representation from the Executive Board; and publicity by and from the SOPM SGA.

To create an officially recognized student interest group, a member of the UTRGV SOPM student body must propose a student interest group to the SOPM SGA. The group will be required to fill out an organization proposal form, submit a constitution/bylaws, maintain a leadership structure, and fill its proposed board members. If officially recognized by majority vote by the Executive Board, funding may be provided by SOPM SGA after approval of the Executive Board. To be recognized for funding, student interest groups must abide by the culture, policies, and the mission of UTRGV SOPM, as well as by-laws specified below.

Student interest groups are to be reviewed on an annual basis by SOPM SGA and may be classified as inactive if there is failure to meet the designated requirements as described in the Bylaws. Inactive student interest groups must undergo the process described above to once again become officially recognized as a new student interest group.

SECTION SIX:

The SOPM SGA will have an advisor that is a full-time faculty or staff member of UTRGV SOPM. The adviser must abide by the UTRGV SOPM conduct code as expressed in the Handbook of Operating Procedures.

ARTICLE THREE: ELECTIONS

SECTION ONE:

The nomination and election period for all Executive Board positions, excluding the position of PMS1 Co-chairs, shall be held in the spring semester. Voting for all positions shall be completed prior to the end of the PMS2 academic year.

The nomination and election period for PMS1 co-chairs shall be completed in the fall semester before October 31st.

An Election Committee, composed of the SOPM SGA advisor, Vice President, and two other members of the SOPM SGA, shall oversee the process of each nomination and election, during election periods. Members of the Election Committee may not be running for election or re-election and may be substituted.

SECTION TWO:

Any currently enrolled student at UTRGV SOPM may be nominated by peers to run for a position. Students may also nominate themselves to run for a position. Only students of the respective class may run for class specific positions. Nominated candidates may decline or retract their nomination at any time during the election period.

Executive Board member positions are limited to two terms. Candidates for the SOPM SGA President position should have held at least one position on the SOPM SGA in previous years.

SECTION THREE:

For all SOPM SGA elections to be valid, the following criteria must be met:

1. At least fifty percent (50%) of the eligible student electorate must vote. "Eligible" is defined as those currently enrolled at the UTRGV SOPM.
2. All enrolled students may vote in student body wide positions (President, Treasurer, Vice President, etc).
3. Students are only able to vote for members of their respective classes for positions that are class specific.
4. In the event that there is less than fifty percent (50%) of eligible students voting when the polls are scheduled to close, the polls will remain open until fifty percent (50%) has been obtained.
5. Eligible voters must be notified at least two (2) times during an election period of their ability to vote, once when the polls open and again prior to their close.
6. Online voting is a valid format for collecting votes. Methodology may be determined and approved by the Election Committee.

SECTION FOUR:

Each student may run for a maximum of one SGA position per semester. After the deadline for declaring candidacy has passed, any candidate shall have the option to switch candidacy to an un-nominated position prior to the opening of the voting. After the close of voting, any position which remains vacant shall be advertised by the Executive Board. Vacancies may be filled by special election by the Executive Board. Non-winning candidates in the election may seek to fill vacancies, but will not have any priority over other potential candidates.

SECTION FIVE:

Any member of the UTRGV SOPM student body, within two weeks of the posting of election results, may initiate a recall by collecting at least sixty percent (60%) of the student body on a petition requesting the recall of the member(s). Another election will then be established to re- elect the position in question.

SECTION SIX:

The SOPM SGA faculty or staff advisor may be elected by at least 2/3 of the Executive Board each year and can be removed by a 2/3 vote by the Executive Board.

ARTICLE FOUR: MEETINGS

SECTION ONE:

The President shall call a meeting of the SOPM SGA within one month following the general elections.

SECTION TWO:

The SOPM SGA shall hold regularly scheduled meetings during the academic year. Any member of the SOPM SGA may request to schedule a meeting. Regularly scheduled SOPM SGA meetings shall be open to all students to bring concerns or questions to the SOPM SGA.

The Executive Board shall meet regularly during the fall and spring semesters. Executive Board meetings may be closed to the general public at discretion of the Executive Board.

SECTION THREE:

Town Hall meetings shall be held at least once a semester in addition to the regularly scheduled SOPM SGA meetings. The meetings shall be scheduled by a member of the Executive Board at least seven (7) days in advance and the student body must be given an opportunity to submit points for discussion and questions prior to the meeting.

SECTION FIVE:

SOPM SGA meetings shall be run according to Robert's Rules of Order.

Minutes of the SOPM SGA meetings shall be recorded in a permanent manner by the Vice President or surrogate in their absence. Copies of the minutes shall be approved and made available online within one week of the meeting. The order of business in the meeting and as recorded on the minutes shall be as follows:

1. Call to order by the presiding officer
2. Approval of minutes from the last meeting
3. Old business
4. New business
5. Reports of committees/representatives
6. Class business
7. Assignment of tasks
8. Date for next meeting

ARTICLE FIVE: RESPONSIBILITIES OF MEMBERS

SECTION ONE:

MS1 and MS2 members of SGA shall attend at least 75% of scheduled meetings, excluding any excused absences. A member of SGA is excused from meetings by giving 24-hour notice to the Vice President whenever possible. If 24-hour notice is not possible, then a reason for absence shall be given to the Vice President as soon as possible. PMS3 and PMS4 members of SGA shall make every effort to attend the scheduled meetings.

SECTION TWO:

The Executive Board shall have the power to conduct the election. The President retains authority to appoint student representatives to official UTRGV SOPM committees where seats remain unfilled. The President retains authority to create ad hoc committees. Academic Chair (s), Student Engagement Chair, Community Service Chair, and Health and Wellness Chair may appoint students to their respective standing committees.

The Executive Board reserves the right to veto any decision made by ad hoc committees and standing committees.

The Executive Board is responsible for approving budget allocation to and policy oversight of the student interest groups officially recognized by the SOPM SGA.

SECTION THREE:

Any member of the SOPM SGA may resign from their position at any point during their one-year term. The President shall undertake the roles and responsibilities of the newly open position, or delegate them to another member of the SOPM SGA, until the position is filled. The newly open position shall be filled by special election by the Executive Board.

ARTICLE SIX: DUTIES

SECTION ONE:

SOPM SGA members shall derive their duties solely from their positions on the SOPM SGA as defined in this Constitution and Bylaws.

SECTION TWO:

The President shall:

1. Preside over all SOPM SGA meetings, including town halls
2. Serve as the liaison to the UTRGV SOPM student body, faculty, and administration

3. Delegate responsibilities to SOPM SGA members
4. Preside over SOPM SGA operations
5. Represent students at the institutional level and work to promote cohesion between classes
6. Fill, at their discretion, vacant ad-hoc committee positions within SOPM SGA
7. Work with administration in matters of SOPM SGA budget and student body resource
8. Retain signing authority on all SOPM SGA expenses

SECTION THREE:

The Vice President shall:

1. Preside over meetings and resume all duties of the President if the President is unable to further carry out their role effectively or in their absence
2. Work closely with the committee chairs to ensure that they are properly supported, have effective communication channels with faculty, administration, or other committee, and give guidance when needed
3. Serve as the liaison for their respective class and ensure that the concerns of their respective class are represented at SOPM SGA meetings
4. Record agenda of every meeting and town hall and ensure that they are provided to the student body in a timely manner
5. Maintain calendar of events and meetings, and serve as the main point of contact for scheduling SOPM SGA meetings and town halls
6. Serve on the Election Committee during each nomination and election period, unless running or re-running for a position, and assist in selecting two additional SOPM SGA members for the Election

SECTION FIVE:

The Treasurer shall:

1. Manage all SOPM SGA funds including, but not limited to, student interest group generated funds, and school allocated funds
2. Allocate funds to student interest groups, standing committees, and ad hoc committees, with approval from Executive Board
3. Retain signing authority on all SOPM SGA expenses

SECTION SIX:

The Co-Chair(s) shall:

1. Represent the student voice in matters of academic concern
2. Coordinate scheduling of review sessions, open laboratory sessions, and other academic sessions outside of regularly scheduled class time issues
3. Serve on various UTRGV SOPM committees, including Central Curricular Authority Committee (CCAC), to represent student interests and relay pertinent information back to SOPM SGA and the student body

SECTION NINE:

The Social chair shall:

1. Post and coordinate all social media projects.
2. Maintain continuity of the student social calendar, such as a newsletter/bulletin.
3. Organize marketing and public relations events.
4. Work closely with the Wellness chair to ensure health, wellness and camaraderie amongst students.

SECTION TEN:

The Wellness Chair shall:

1. Organize school-wide events that promote the health and wellness of the student body
2. Assist other students in organizing health and wellness events
3. Appoint students to serve on the health and wellness committee.
4. Work in conjunction with the social chair to ensure health, wellness, and camaraderie amongst students.

ARTICLE SEVEN: IMPEACHMENT, RECALL AND DISMISSAL

SECTION ONE:

Members of the SOPM SGA who fail to abide by this Constitution, who fail to fulfill their responsibilities, or who have an unacceptable attendance record at SOPM SGA meetings during their

term are subject to dismissal from the SOPM SGA, at discretion of majority vote of the Executive Board.

Violation of any provision in the UTRGV SOPM student conduct code as expressed in the Handbook of Operating Procedures may be considered a valid reason for removal.

Every member who is up for expulsion must be given due process: an opportunity to present their case, rebut accusations, conduct an investigation, and appeal any decisions made against the individual. Appeals will be heard and voted on by Executive Board members.

Any SOPM SGA member (executive or non-executive) may move for a Vote-of No-Confidence against another member submitted in writing the reasons for the proposed vote to the President and Vice President. Either the President or the Vice President must notify the member in question of the situation prior to the next meeting.

Any SOPM SGA member who begins an action of impeachment against another member must submit in writing the reasons for the proposed impeachment to the President and Vice President. Either the President or the Vice President must notify the member in question of the situation prior to the next meeting.

The member in question shall have the option of appearing before the SOPM SGA at its next meeting. The member making the impeachment charge must also be present and be prepared to present their reasons for proposing impeachment. The accused member shall be given the right to present arguments in their own defense.

After having heard both sides to the Executive Board's satisfaction (a supermajority vote of all Executive Board members is needed to end debate), the Executive Board shall determine its course of action, which is to be enacted by majority decision of the Executive Board.

In the event that the Executive Board determines that the charges of impeachment against the member are unjustified, the charges shall be dismissed.

SECTION TWO:

Should any charge be levied against the President, Vice President, or Treasurer, the standing Associate Dean of Student Affairs or Assistant Dean of Medical Education may operate in place of the accused for purposes of the Executive Board described in Article Seven of the Constitution. The Executive Board will otherwise operate in its function delineated above.

ARTICLE EIGHT: VACANCIES

SECTION ONE:

Any member of SOPM SGA wishing to resign from their position must provide notice to the President or Vice President at least 10 days in advance.

SECTION TWO:

Vacancy of the term of office of President shall be filled by the senior most Vice President. In the event that no Vice President accepts the vacant role, the order of inheritance shall be: Treasurer, senior most Academic Chair, Social Chair, Wellness Chair.

Vacancies for all other SOPM SGA positions may be filled by special election. Nominations from the student body shall be solicited by the Executive Board, who will then vote on the appointment. In the event of a tie, the President will act as the final decision.

ARTICLE NINE: AMENDMENTS

SECTION ONE:

Any student of the UTRGV SOPM student body may propose an amendment to this Constitution or Bylaws. All proposed amendments to this Constitution, in order to be considered, must be submitted in writing to the President. The President reserves the right to appoint an ad hoc committee to facilitate reviewing and presentation of the new amendments to the SOPM SGA.

SECTION TWO:

The President shall notify the Executive Board of proposed amendments at least one week in advance of voting. All proposed amendments to this Constitution, in order to take effect, must be passed by a two-thirds vote of the Executive Board.

SECTION THREE:

If a proposed amendment does not receive two-thirds vote of the Executive Board, the amendment can be reconsidered through petition and endorsement by sixty percent (60%) of

the UTRGV SOPM student body. A meeting will be called to vote on the amendment, where a quorum must be established. Amendments may be passed by a two-thirds vote of the quorum. The Election Committee mentioned above shall preside over balloting.

SECTION FOUR:

Appendix A – Duties and Responsibilities of Officers – will be updated each year by the respective SOPM SGA members, to be approved by the President and Vice President.

SECTION FIVE:

Bylaws pertaining to student groups, student group events, university-sponsored events shall be reviewed and updated annually by voting members of the Executive Board. Changes shall be made by majority vote of the Executive Board.

SECTION SIX:

Any amendment proposed by the organization must be approved by the Congress of Student Organizations (CSO) at the UTRGV.

ARTICLE TEN: RATIFICATION

Changes to this Constitution, in order to take effect, must be ratified by a three-fourths vote of the Student Government Association. This Constitution shall also be approved by the Dean of the UTRGV School of Podiatric Medicine and any Administrative Subcommittee as they deem appropriate.

BY-LAWS:

ARTICLE I: ELECTION BYLAWS

Candidates seeking to represent the interests of fellow students must always conduct themselves in highest esteem. In entering oneself as a candidate for elected office, every student is expected to demonstrate the values espoused by the University of Texas at Rio Grande Valley School of Podiatric Medicine as described in the Student Handbook.

1. Any candidate in violation of the election rules is subject to disqualification from the election at the discretion of a majority of the members of an assembled Election Committee after appropriate investigation.
2. The staff or faculty advisor will assist in overseeing all elections.
3. Candidates running for Executive Board positions must abide by the campaign guidelines set in the constitution. This includes:
 - a. Campaign material distribution in person or via email is permissible, but excessive use is discouraged and may be adjudicated by the Election Committee.

- b. Flyers and posters of any size may be used, distributed, or posted during a campaign in accordance with UTRGV SOPM posting guidelines. Postings must be taken down and cleaned up as soon as possible after polls close.
- c. Any evidence of slander, sabotage, or tampering with another candidate's campaign material must be reported to the Executive Board by the election committee immediately and may result in the offending party's disqualification.
- d. No more than seventy-five (\$75), or goods and services valued in total at seventy-five dollars, may be spent on a campaign by the candidate or any other person or organization. The Election Committee will, at their discretion, monitor and oversee the financial expenditures of all campaigns.

ARTICLE II: STUDENT ACTIVITIES BYLAWS

Herein is described the process for creating and removing clubs from official recognition and the structure within which they operate.

SECTION ONE: Requirements for Creating a Student Interest Group

1. The group will submit to the Executive Board a written mission statement, a constitution/bylaws, a list of membership that exceeds 5 students, a faculty advisor, and a list of Executive Board members, to include at least President, Vice President, and Treasurer.
2. The creation of the group is contingent on a majority vote of the Executive Board and the approval of the administration, primarily through the Office of Student Affairs.
3. New Student Interest Group petitions will only be accepted at the discretion of the Executive Board.

SECTION TWO: Requirements to Remain a Student Interest Group

1. A minimum of 1 meeting per semester, open to the entire UTRGV SOPM studentbody, with at least 5 students present.
2. A minimum of 1 event, speaker, presentation, or non-meeting activity, open to the entire UTRGV SOPM student body, per academic year.
3. Representation at *Welcome Back Week*, which typically occurs late in the Spring semester, and student interest fairs are highly recommended.
4. Submission of sign-in sheets from all general body meetings and events to the SOPM SGA.
5. Any other requirements as deemed appropriate and necessary by majority vote of the Executive Board.

SECTION THREE: Methods to Remove a Club

A Student Interest Group may be removed at the Executive Board's and/or Office of Student Affairs discretion. Removal may be triggered by failure to fulfill the criteria listed to remain active in Article II Section 2. A written report detailing the removal of the club by the Executive Board will be turned in for official record.

ARTICLE III: FUNDING POLICY BYLAWS

This serves to aid student interest groups and clubs in applying for recognition/funding by following the subsequent procedure:

SECTION ONE:

The Executive Board has the discretion when distributing SOPM SGA budget. Student Interest Groups and Community Affairs Organizations may be funded by the SGA. Clubs are not funded by the SGA, however SOPM SGA reserves the right to coordinate events with these organizations through Co-Sponsorship agreements.

SECTION TWO:

Each student shall be assessed a Student Activities Fee annually, to be collected by the Bursar at the beginning of each academic year. This money shall be distributed in accordance with the Board Bylaws as explained at the first student council meeting. No monies assessed by the Student Activities Fee shall be used toward the purchase of alcohol other than beer and wine, unless prior approval has been obtained from the Dean's Office.

SECTION THREE:

The Executive Board shall budget and allocate SOPM SGA funding annually. Funds will be allocated to each of the Student Interest Groups, school wide events, and other expenses, at the discretion of the SOPM SGA.

SECTION FOUR:

The Executive Board shall allocate funding to the Student Interest Groups based on, but not limited to: prior spending, prior events and activities held, contribution to the student body, future plans and any other criteria the Executive Board deems appropriate. The budget allocations to the Student Interest Groups will be publicly disclosed.

SECTION FIVE:

Each Interest Group President or Community Affairs Organization Representative may meet with members of the SOPM SGA Executive Board throughout a semester to discuss budget for the year and any events planned/in planning. In the event of difficulties or disagreements, the issue will be brought before the Executive Board for resolution. The Student Interest Groups and Community Affairs Organizations may make ad hoc requests for funding to hold events. These requests are at the discretion of the SOPM SGA Executive Board.

SECTION SIX:

In considering the use of funding, the Executive Board, Student Interest Group President, or Community Affairs Organization Representative shall abide by the following restrictions:

1. Applications from in-house organizations and from UTRGV SOPM chapters of national organizations shall be allowed for organizational expenses and activities exclusive of travel expenses, convention fees, and donations to political/lobbyist causes. Monies may be provided such that activities are open to the student body at large and listed on the Student Event Calendar. The amount may be determined by the Executive Board based on level of activity, membership and previous year's usage of allocated funds. The Student Interest Group must use the money as efficiently as possible.
2. Conference Reimbursement: Student Government does not provide funding for conference attendance. Funding for conferences may be determined and allocated through the Office of Finance and Administration with review from the Office of Student Affairs.
3. In the event that an Executive Board Member of SOPM SGA seeks to solicit funding for a Student Interest Group they hold membership in, that member must excuse him/herself from any vote on allocating funding during the meeting that their application for funding is reviewed.

SECTION SEVEN:

All recipients of funds will be expected to provide the Executive Board Treasurer (or his/her designate) an account of all the SOPM SGA funds received. This shall be performed in the following manner:

1. Interest Groups/Community Affairs Organizations should designate one individual to act as club treasurer, and this individual will be responsible for reporting all transactions directly with the Executive Board Treasurer.
2. Provisionally approved requests and receipts shall be subject to final approval by the Executive Board at the following Student Council meeting.
3. In the event that a group/individual's spending is deemed to be out of keeping with the approved budget or over-budget, the group's treasurer/individual will be held accountable for refunding the amount spent to the Executive Council Budget. Should this fail to occur, the Executive Council may, at its discretion, undertake further action to recover these funds including, but not limited to, presentation of the discrepancy to the Dean of Students.

SECTION EIGHT:

Each Interest Group and Community Affairs Organization shall keep a detailed copy of all meetings, activities, events (even if no spending occurred). This information will be recorded in a form as required by the SOPM SGA Executive Board and sent to the SOPM SGA Executive Board Treasurer and Vice President at the end of each semester.

SECTION NINE:

In the event our organization dissolves, we want our money to go to the SOPM Office of Student Affairs to distribute at their discretion.

APPENDIX A: DUTIES AND RESPONSIBILITIES OF OFFICERS

SECTION ONE:

The Executive Board will be composed of the following officers: one President, one Vice President, and one Treasurer. Members of the Executive Board are the voting members of the SOPM SGA.

Non-executive members include one Social chair, Wellness chair, two Class Co-chairs from each class. The President may create ad hoc committees as needed. Chairs of ad hoc committees may be appointed by the President. Chairs of ad hoc committees are then to be confirmed by majority vote of Executive Board members

SECTION TWO: PRESIDENT

The Executive Board President (referred to as Student Body President or President) shall preside over all Student Government meetings, members of the SOPM SGA Executive Board, and shall serve as the liaison and a resource among the UTRGV SOPM Student Body, Faculty, and Administration. The President shall meet every semester with an appropriate Dean of the School of Podiatric Medicine. The President shall represent the SOPM SGA in matters of Budget negotiation and shall retain signatory authority on SOPM SGA expenditure. The President shall work with SOPM SGA to hold regular school wide Town Hall meetings. The President shall make every effort to attend all Student Government meetings or find a suitable surrogate if unable. The President will represent students at the institutional level and work to promote cohesion/teamwork between classes. The President should be familiar with the duties and responsibilities of the Student Government and its members, as well as the Executive Board and its members. The President shall oversee the online presence of the student body or delegate this responsibility to another SGA member or committee. The President may delegate responsibilities to ensure the operational integrity of the SOPM SGA.

SECTION THREE: VICE-PRESIDENT

The School of Podiatric Medicine Student Government Association Vice President (VP) presides over meetings and resumes all duties of the President should the President be unable to carry out their role effectively or in their absence. As a voting member of the Executive Board, the VP works closely with the President and Treasurer to monitor student interest groups' activity and compliance. Additionally, the VP serves as a liaison between co-chairs and the Executive Board, ensuring that concerns of each class are represented in SGA - Dean's meetings. The VP obtains availability of all parties and sets the date for upcoming SGA - Dean's meetings, as well as develop and distribute the agenda for these meetings. The VP maintains the Student Event Calendar and ensures these events are visible to the student body in a timely manner. The VP also maintains close relationships with administration and the student body via

promotion of educational and social events outside of normal working hours. The VP also serves on the Election Committee during each nomination and election period for various committees in which they develop the nomination/voting ballot to be distributed to the student body. These committees/elections may include, but are not limited to, class co-chairs, The Diversity Committee, Student Admissions Committee, Optimal Learning Environment Committee, The Accreditation Review and Continuous Quality Improvement Committee, and the Independent Student Analysis Committee.

SECTION FOUR: CLASS CO-CHAIRS

The Class Co-Chairs shall serve as the representative and liaison of their respective class to the SOPM SGA. Each Co-Chair should assist in promoting cohesion and ensure the integrity of SOPM SGA operations. They are expected to support Interest Groups and Community Service Organizations. Co-Chairs shall coordinate with the President to share duties and assist in coordinating Student Government tasks. They shall undertake any delegated responsibility, assigned to them by the President.

SECTION FIVE: TREASURER

The Executive Board Treasurer shall manage the budget accounts of the Student Government throughout the year. The Treasurer, in conjunction with the President, shall retain signatory authority on all SOPM SGA budget expenses. The Treasurer must make regular reports of the Student Government Association overall budget.

RISK MANAGEMENT PLAN:

In accordance with Texas HB 2639/SB 1138 and the requirements of the Leadership and Mentoring Office, SOPM SGA will abide by the requirements for risk management compliance.

SECTION ONE: ANNUAL REQUIREMENT

Designated officers of SOPM SGA will complete annual risk management training requirements as set forth by the Leadership and Mentoring Office.

Risk management training is mandatory for SOPM SGA membership. Training may take place either by virtual meeting or in-person meeting, and will cover the established SOPM SGA Risk Management Plan.

SECTION TWO: FINALIZED PLAN

SOPM SGA has adopted a risk management plan to assess and evaluate organizational activities and events with the intent of eliminating or at least minimizing associated risks (physical,

reputation, emotional, financial, and facilities) to the organization and its membership for each of the specified topics:

A. Alcohol and Illegal Drugs – In adherence to UTRGV’s commitment to maintain a safe and healthy environment of the campus community, no SOPM SGA activities or events will encompass the presence of alcohol and illegal drugs.

a. SOPM SGA funds will not be used to purchase alcohol and/or illegal drugs.

b. Members found to be under the influence at SGA events, regardless of being over the legal age in the case of alcohol, will be removed from the SOPM SGA activities/event.

c. Members are responsible to adhere to policies related to alcohol and drugs, as outlined in the Student Conduct.

B. Hazing – In support of UTRGV’s commitment to providing a safe educational environment for all students, SOPM SGA will not condone or support hazing acts within the organization, as outlined in the Student Conduct. The organization shall not haze any member for the purpose of admission into or affiliation with the organization. Members of the organization are free to leave the organization without fear of retribution or harassment.

C. Sexual Misconduct - In support of UTRGV’s commitment to UTRGV is committed to the principle that its working and learning environment be free from inappropriate conduct of a sexual nature, SOPM SGA will not condone or support any action of direct or alleged sexual misconduct from its members as outlined in the Student Conduct.

D. Fire and Life Safety – SOPM SGA members will abide by all applicable fire safety protocols and procedures, making sure to report any unsafe conditions and participate fully in drills and actual fire alarms. Members will abide by all policies related to Health or Safety as outlined in the Student Conduct.

E. Travel – SOPM SGA will abide by UTRGV Student Life policies related to Student Travel.

a. Intent to travel for official SOPM SGA business to a location more than 25 miles from the UTRGV campus of departure will be filed with the Office of the Dean of Students through the completion of travel paperwork including:

- Authorization for Student Travel Request form

- Release and Indemnification Agreement for each student attending
 - in the case of 10 or more student participants, completion of a Group Roster.
- b. Members who participate in University sanctioned travel will abide by UTRGV rules of conduct as outlined in the Student Conduct.

F. Behavior at Organization Sponsored Parties and Social Events – SOPM SGA member are expected to observe standards of conduct appropriate for an academic institution, as outlined in the Student Conduct, including but not limited to: Disruptive Conduct, Inciting Lawless Action, and Vandalism.

G. Access and Accommodations for Persons with Disabilities – SOPM SGA is committed to making both the organization and its activities and events accessible and open to the campus community.

- a. SOPM SGA will include an ADA statement on posters, signs and flyers as follows: “For accommodations, please contact X (group/individual) at Y (contact information).” SOPM SGA will evaluate organizational activities and events to identify and implement programmatic changes that promote access for all.

SECTION THREE: VIOLATION

Members found in violation of the SOPM SGA risk management plans will be reported to University officials, be subject to fines or other applicable sanctions and may be removed from the group.