

TOUROCOM
Montana
Student Government Association
Constitution



TouroCOM Montana
Student Government Association Constitution

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ARTICLE I: NAME AND AFFILIATION

SECTION 1: NAME

1. The name of this Student Government Association shall be TouroCOM Montana Student Government Association, henceforth, known as SGA.

SECTION 2: PURPOSE

1. The purpose of this Student Government Association shall be to promote cooperation between the administration and the student body; to foster the exchange of ideas between students and faculty; and to encourage broad participation and engagement across all areas of campus life.

SECTION 3: AFFILIATION

1. This Student Government Association shall be an independent and self-regulated student body separate from the Faculty and Administration of the Touro College of Osteopathic Medicine.
2. Students are expected to uphold and abide by the guidelines held within the Touro College of Osteopathic Medicine Student Handbook, including the American Osteopathic Association Code of Ethics.

ARTICLE II: MEMBERS

SECTION 1: DEFINITION

1. The Voting Members of this Student Government Association shall be the Students currently enrolled and in good standing at the Touro College of Osteopathic Medicine.
2. Each Class of Touro College of Osteopathic Medicine will have SGA Class Representatives that will serve as SGA liaisons between the Executive Committee and their respective classes.

ARTICLE III: EXECUTIVE COMMITTEE AND STUDENT GOVERNMENT ASSOCIATION MEMBERS

SECTION 1: DEFINITION

1. The Executive Committee, under the direction of a President, is responsible for developing and executing the plans and missions of the Student Government Association
2. The Executive Committee shall handle all business and financial matters of this organization with the supervision and approval of the Student Government Financial Auditor with the supervision and approval of the Student Organization Financial Auditor.

SECTION 2: MEMBERS AND ELIGIBILITY

1. The Members of the Executive Committee shall be the President, the Vice-President, the Treasurer, the Parliamentarian, Public Relations Chair, and the Secretary.
2. Only Voting Members of this Student Government Association shall be eligible to become Members of the Executive Committee. President and Vice President shall not be permitted to simultaneously hold another position on the Executive Committee of SGA.
3. The President and Vice President shall not be allowed to serve on another Executive Board of a Student Organization. Treasurer, Secretary, Public Relations chair and Parliamentarian of the Executive Committee are eligible to serve on one other Student

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Organization's Executive Board. However, no member of the SGA Executive Committee is eligible to simultaneously hold the position of Treasurer for another Student Organization. SGA Class Representatives are eligible to serve on a Student Organization's Executive Board.

4. Each Member of the Executive Committee shall be a Voting Member of the Executive Committee and shall have one vote in the matters of the Executive Committee.

SECTION 3: ELECTION AND TERM OF OFFICE

1. The Inaugural Executive Committee was elected by class majority vote at the beginning of the Fall 2023 semester.
2. The Inaugural Executive Committee will host elections for the next year during the Fall 2024 semester prior to the beginning of final examinations. The transitionary period will last until the new term starts in February 2025.
3. The Members of the Executive Committee shall be elected at a General Election held during the first week of the Spring semester.
4. The positions of the Executive Committee shall be filled according to the following order: President, Vice-President, Treasurer, Parliamentarian, Public Relations Chair, Secretary. Each level will be determined by a secret, ranked vote. Winners will be announced after votes have been verified.
5. With the exception of the Inaugural Executive Committee, the term of office of the Executive Committee shall begin on February 1st after the date of the General Election and last until that same time the following year. During the overlapping period, the incumbent and outgoing Executive Committees shall govern jointly in the transitionary period.

SECTION 4: ROLES AND RESPONSIBILITIES

1. The President shall serve as Chairperson of the Executive Committee; call and preside over all of the Meetings of the Executive Committee; represent this Organization at all Meetings required by the College; originate the creation of Ad Hoc Committees; set goals for the Executive Committee; consult with other Officers and the Dean of Student Affairs for this Student Government Association; serve ex officio as a Non-Voting Member of each Committee of this Student Government Association; serve as the TouroCOM-Montana delegate to the College of Student Government Presidents (COSGP). President will serve as a delegate to the American Osteopathic Association (AOA) House of Delegates and the Montana Osteopathic Medical Association (MOMA).
2. The Vice-President shall oversee the Committees and Student Organizations of this Student Government Association; Fill in for any absent member of the Executive Committee; represent TouroCOM- Montana as a co-delegate when the President is unable to fulfill delegate responsibilities. The Vice-President shall become Acting President in the following circumstances:
 - i. Whenever the President is temporarily unable to carry out the powers and duties of the office of President, until the President makes a declaration to the contrary.
 - ii. In the event of the removal of the President from office, or of his or her resignation, or permanent inability to carry out the powers and duties of the President, until a new President is elected at a Special Election.

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- iii. President is not in good academic standing.
- 3. The Treasurer shall collect projected Semester Budgets from each Member of the Executive Committee; collate and present those Budgets to the Executive Committee no later than the fifteenth day after the beginning of each Semester as agreed by the SGA Auditor; oversee the publication of approved Semester Budgets; obtain funds from the Accounts of this Student Government Association as required by the Executive Committee; and follow all procedures for handling the Accounts as outlined by Touro College.
- 4. The Parliamentarian shall give procedural advice to the President and Members during meetings; Inform the President of errors in parliamentary procedure if they affect the basic rights of Members; Give advice to Members during times when there is not a meeting in process; Be responsible for the following of the Constitution in all proceedings of the Student Government Association; Direct all Elections unless the Executive Board decides there is a conflict of interest. The Parliamentarian shall be the Chairperson of the Translating Osteopathic Understanding into Community Health (TOUCH) committee.
- 5. The Secretary shall record and publicize the Minutes of House Meetings and Executive Committee Meetings to all members of the Student Government Association; maintain a written and photographic archive of the Affairs of this Student Government Association; maintain an updated list of TouroCOM committee members and class representatives on TouroCOM's website.
- 6. The Public Relations Director shall amplify the voice of our various student led organizations at TouroCOM. In this position, you'll oversee the SGA social media accounts and website, make marketing content for key events run by the SGA, and communicate with the public relations Director of Touro College about our events. The Public Relations Director can form a small committee to help with duties if they choose to do so.
- 7. The Class representative serves as the SGA liaison to course directors of first year, second year, and master classes; survey all class wide course issues from the student body; communicate class wide concerns to course directors; collaborate with SGA, student body, administration, and course directors to resolve all class concerns. There will be one class representative per course for OMS-I and OMS-II students in their preclinical years. Class representatives may serve as a representative for more than one course if the second course has two or fewer course credits. The student body can also elect (2) third year clinical representatives and (2) fourth year clinical representatives.
 - a. OMS-I: Class representatives for the first semester of OMS-I will be selected by the Course Directors through an application process. Class representatives for the second semester will be elected by majority vote by the OMS-I class. Class representatives must currently be enrolled in the course they are to represent. The term will last the duration of the course.
 - b. OMS-II: Class representatives will be elected by majority vote by the OMS-II class. Class representatives must currently be enrolled in the course they are to represent. The term will last the duration of the course.
 - c. The OMS-III Clinical representative will meet with the rising and/or former

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OMS-IV Clinical Representative to better understand how to serve in their roles.

- i. Assists the OMS-IV Clinical Representatives in scheduling of relevant review sessions.
 - ii. In conjunction with the OMS-IV Clinical Representative, serves as a contact for student inquiries on clinical rotations.
 - iii. The OMS-III clinical representative will serve for at least one year, and may choose to run for re-election as the OMS-IV clinical representative, outside of Class Rep regulations.
- d. OMS-IV: The OMS-IV Clinical Representatives will serve as SGA liaisons to TouroCOM Administration, namely the clinical education department.
- i. The OMS-IV clinical representative will also mentor and guide the newly elected OMS-III clinical representatives.
 - ii. Leads and assists in scheduling of relevant review sessions.
 - iii. Serves as primary contact for student inquiries on clinical rotations.
 - iv. Hosts on-boarding for newly elected third year clinical representatives. Familiarizes themselves with the rotations manual and provides guidance to the class as it pertains to rules, evaluations, calendars, etc. Assists SGA in graduation related tasks.

SECTION 5: POWERS

1. The Executive Committee shall have general supervision of the affairs of this Student Government Association between Meetings.
2. The Executive Committee shall approve a Budget by a two-thirds vote and approve the spending of funds beyond those Budgeted by a two-thirds vote.
 - a. If an Executive Committee member serves on a Student Organization's Executive Board, the student will be required to recuse themselves when voting for the respective organization. If a tie-breaker is required, a non-Executive Committee member of Student Government Association will be selected at random to replace their vote.

SECTION 6: MEETINGS

1. The Executive Committee shall meet at least once every fifteen (15) Academic days during the Academic Year.
2. A Quorum of the Executive Committee shall be four-sixths of its Voting Members.
3. The President, or three Voting Members of the Executive Committee, shall give written notice of no less than twenty-four hours to the Members of the Executive Committee to call a Special Meeting of the Executive Committee.
4. The Executive Committee may call for a closed meeting when necessary. Only the Executive Committee of this Student Government Association shall be present during closed meetings.

SECTION 7: IMPEACHMENT AND REMOVING MEMBERS

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1. Reasons for removing a Member of the Executive Committee shall include but not be limited to the following: consistent failure to perform the duties of his or her elected position, abuse of power, serious violation of College policy such as found in the TouroCOM Student Handbook, financial misconduct, and actions resulting in serious damage to the reputation of this Student Government Association.
2. Impeachment shall take effect in the event that two-thirds of the votes cast by the Executive Committee are in favor of impeachment, or if the number of signatures obtained on the original Complaint total no less than two-thirds of the Voting Members of the College. Additionally, a member of the Executive Committee may be impeached following due process by the TouroCOM Administration.
3. An Impeached Member of the Executive Committee may not vote in matters of the Executive Committee.
4. For more details regarding impeachment proceedings, please refer to the Student Handbook.

SECTION 8: RESIGNATION AND FILLING VACANCIES

1. A Member of the Executive Committee may resign his or her position by submitting a written Notice of Resignation to the Executive Committee. Once this Notice is received, the resignation shall take effect and the position of the resigning Member of the Executive Committee shall become vacant.
2. Should there be a vacancy in the Executive Committee, the Vice President will fill the vacancy until a Special Election shall be called. A Special Election shall be called within two weeks of the Academic Calendar to fill the vacancy for the remainder of the Semester. The Executive Committee shall determine the Time and Place of this Election.

ARTICLE IV: ELECTIONS

SECTION 1: DEFINITION

1. All General Elections and Special Elections that are demanded by this Constitution shall be conducted using the following procedure.
2. Where an Election is not specifically called for in this Constitution, it shall be conducted using the following procedure unless the Executive Committee determines an alternate procedure and means for holding that Election.

SECTION 2: PROCEDURE

1. The Time and Place of an Election shall be announced at least five days prior to when it will take place.
2. Once an Election has been announced, Voting Members may submit an application one (1) week prior to the start of the Election. Students looking to run for the Executive Committee must first submit their letter of intent to the Dean of Student Affairs. Following administrative review, the Dean of Student of Affairs will communicate with the individual candidate their eligibility to run for the executive board office position.
3. All Candidates for a position shall be sequestered immediately prior to when the Discussion for that position will take place. One by one, each Candidate shall be summoned by alphabetical order of last name to speak before the College for a period of no more than three minutes; a five minute period of questioning shall follow. Any questions submitted in writing to the Parliamentarian prior to the Election shall be posed first and the remaining time may be used by Voting Members of the College to

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pose questions to the candidate. After speaking and answering questions, the candidate shall be sequestered again.

4. Once all of the Candidates for a position have spoken and answered questions, a five minute period of Discussion of the Candidates for the position shall follow. This period of Discussion may be extended once by five minutes upon request by any Voting Member of this Student Government Association.
5. Once Discussion has ended, the candidates shall rejoin the House and the Election shall continue.

SECTION 3: VOTING

1. Votes may be cast by all Voting Members of this Student Government Association by secret ballot.
2. A ranked voting system shall be used. Voters will be asked to rank their choices for candidates from first choice to last choice. A verified algorithm will then determine the winner based on the ranked choices. In the event that two or more people tie for the highest count of votes, there shall immediately be a Run-Off Election. During this time, candidates would step outside of the room and an additional 5 minutes of discussion would be allotted. Should a Run-Off Election fail to produce a winner by ranked vote, the current Executive Committee shall resolve the Election's outcome within seven days at a special meeting.
3. Votes for ineligible Candidates shall count neither as a vote cast nor as a vote for any particular Candidate.
4. Once a Candidate is elected as a Member of the Executive Committee, they are ineligible for further election as a Member of the Executive Committee without first declining his or her election to the position.
 - a. After a candidate is elected as a Member of the Executive Committee, they are ineligible for further election as another position in the Executive Committee or as a Class Representative.
5. In the event that an elected individual declines his or her election to a position before taking office or will be unable to fill his or her position upon taking office, another Special Election involving the remaining candidates will be held to fill that position.

ARTICLE V: STUDENT ORGANIZATIONS AND COMMITTEES

SECTION 1: DEFINITION

1. Student Organizations, under the direction of a Student Organization President and Faculty Advisor, and in cooperation with the Executive Committee, are responsible for coordinating and planning the affairs of this Student Government Association.
2. Student Organizations dedicated to the advancement of the osteopathic profession will be eligible for Student Government Association funding as Academic Student Organizations.
3. Student Organization chairs, or SO chairs, are additional positions afforded to medically career oriented student organizations with subspecialties, as defined by the AOA.
4. Non-Academic Student Organizations concerned with, but not limited to politics, race, religion, sexual orientation, or any other protected class will be considered as Student

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Organizations under the Student Handbook of Touro College of Osteopathic Medicine and this Student Government Association.

SECTION 2: CREATION AND SUSTAINMENT

1. Creation of a Student Organization of this Student Government Association shall proceed as outlined in the Student Handbook follows:
 - i. Students wishing to create a new Student Organization must first submit a letter of intent and produce a faculty sponsor who shall take responsibility for the Student Organization's activities.
 - ii. The originators of the Student Organization must produce a mission statement to be approved by the Executive Board
 - iii. The Student Organization must contain at least enough originating members to hold the minimum required number of positions as determined by both the Student Government Association, and any Outside Association the Student Organization may be Affiliated with.
 - iv. The Original Signatures of the new Student Organization Founders must be part of the application of a new Student Organization.
 - v. Once the application of a new Student Organization is completed, the new organization must provide a formal presentation in front of the SGA for approval.
 - vi. New student organizations must acquire a majority vote from the SGA for approval.
 - vii. Elections for Executive Board positions in new student organizations may happen prior to a formal presentation to SGA, however they should be announced at least 5 days prior and procedure should be overseen by the current SGA Vice-President. All elections shall be conducted using a secret ballot.
2. In order to retain its Student Organization status, and receive funding from the Student Government Association, a Student Organization must meet the following criteria:
 - i. A Student Organization must fill all required Executive Board positions. The President and Vice President shall not be allowed to serve in more than one office on the same Student Organization Executive Board.
 - ii. A Student Organization must complete all requirements as outlined by the tier they are assigned each semester. This includes meeting outlined deadlines for event paperwork, budget forms, etc.
 - iii. A Student Organization must submit its completed Tiered Funding application including a semester budget on time and in accordance to the Treasurer's bylaws.

SECTION 3: THE PRESIDENT AND STUDENT ORGANIZATION EXECUTIVE BOARD

1. A single President shall lead a Student Organization.
 - i. The Student Organization President shall be responsible for calling and organizing the Meetings of the Student Organization and serving as a Liaison to the Executive Committee to report on the Student Organizations' goals and progress.

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- ii. The Student Organization President shall maintain a Student Organization Record, which shall contain all bylaws suitable for the management of that Student Organization, a listing of the Members of a Student Organization and their positions, summaries of the discussions at Meetings of the Student Organization, and any additional information that may be relevant and beneficial to forthcoming Presidents and Members of that Student Organization.
2. A single Vice President shall be responsible for aiding and assisting the President in their duties.
3. A single Treasurer in conjunction and with the approval of the Administrative Financial Auditor shall be responsible for handling any and all funds associated with the Student Organization, both those provided by the Student Government Association, and Outside sources (such as a National organization).
4. A single Secretary shall be responsible for maintaining minutes of all Student Organization proceedings and events.
 - i. Treasurer and Secretary: Unless required by a national governing body of the chapter to maintain a separate Secretary and Treasurer, executive boards may combine the Secretary and Treasurer positions during the election cycle to include a single individual who may serve as both Secretary and Treasurer, and cover both responsibilities.
5. A single SO chair position is responsible to educate the student body and/or the community on the subspecialty the SO Chair represents.
6. Any additional positions as required by any Outside affiliations and approved by the Student Government Executive Committee.

SECTION 4: STUDENT ORGANIZATION CONSTITUTION

1. All Student Organizations shall have a school specific constitution that outlines the following but not exclusive to:
 - i. Student Organization Mission
 - ii. Executive Board Responsibilities
 - iii. Election Procedures
 - iv. Meeting Procedures
 - v. Financial Responsibility
 - vi. By-laws and Amendments
2. This Student Organization constitution must be in accordance with each National Chapter Constitution if such affiliation exists.
3. The Vice President of this Student Government Association must approve the Student Organization constitution.

SECTION 5: APPLICATION AND MEMBERSHIP

1. Each Student Organization shall be composed of Voting Members of this Student Government Association.
2. Each Student Organization's Executive Board shall be stratified into Senior and Junior positions.
 - I. Senior positions include President and Vice President.
 - II. Junior positions include Secretary, Treasurer, National Liaison, and SO Chair where applicable.

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3. President, Vice President, Secretary, Parliamentarian, and Treasurers are eligible to serve on no more than (2) Executive Boards of Student Organizations.
4. Current Senior Members of the Executive Boards of the following Student Organizations shall be eligible to serve one junior position on the Executive Board of another Student Organization. Current Junior Members of the Executive Boards of the following Student Organizations shall be eligible to serve in 2 other junior positions of other Student Organizations:
 - I. AMA (American Medical Association)
 - II. AMSA (American Medical Student Association)
 - III. SOMA (Student Osteopathic Medical Association)
5. Voting members of this Student Government Association shall be eligible to hold the following positions of distinct Student Organizations in totality, regardless of their source of funding:
 - a. One (1) Executive Board President position and two (2) other Junior positions.
 - b. Two (2) Executive Board Vice President positions and one (1) other Junior position.
 - c. Three (3) Executive Board Junior positions.
6. Executive Board Members of a Student Organization that does not receive funding from the Student Government Association are eligible to serve on the Executive Board of a Student Government Association-funded Student Organization, and vice versa.
7. Prior to the start of each Semester, the Student Organization President shall disseminate Applications for positions on the Student Organization and further specify a Time and Means by which these Applications must be completed and returned for consideration.
8. The Student Organization President shall then review the received Applications and compile a list of Members of the Student Organization, specifying which positions on that Student Organization those Members will fill.
9. The number of positions per Student Organization will be determined by the Student Organization President and approved by the Executive Committee after the applications have been received.
10. The Student Organization President shall submit a detailed outline of plans and goals for the upcoming Semester to the Executive Committee for approval as outlined in the tiered funding policy.
11. Student Organization membership shall expire at Graduation.

SECTION 6: RESIGNATION AND VACANCIES

1. A Member of a Student Organization may resign his or her position by submitting a written Notice of Resignation to the President of the Student Organization. Once this Notice is received, the resignation shall take effect, and the position of the resigning Member shall become vacant.
2. Should a vacancy occur on a Student Organization, the Student Organization President shall determine whether the vacancy will be filled.
3. To fill a vacancy on a Student Organization, the Student Organization President shall disseminate an application and select a number of applicants no greater than the number of vacancies on the Student Organization to join the Student Organization. The Student Organization President shall then submit the names of these applicants to the

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Executive Committee for approval to join the Student Organization.

SECTION 7: COMMITTEES

1. The President shall originate the creation of Committees to better attend to the needs and goals of this Student Government Association. In originating the creation of a Committee, an application process will be held to determine the head of the committee.
2. The approval of the Executive Committee shall be required to create or dissolve any Committee that has been originated by the President.
3. Membership of a Committee shall be determined by the head of the committee in conjunction with the Executive Committee of the Student Government Association through an application process.

ARTICLE VI: GENERAL MEETINGS

SECTION 1: DEFINITION

1. The Voting Members of this Student Government Association.
2. The President shall call and preside over a General Meeting at least twice per Academic Semester.
3. The President shall announce the Time and Place of a General Meeting no fewer than 24 hours prior to when it will take place.

SECTION 2: PURPOSE

1. At a General Meeting, the Executive Committee shall provide an updated summary of its goals and progress and make recommendations to the Members of this Student Government Association.
2. General Meetings shall serve as a forum to discuss the affairs of this Student Government Association and as a means for the Members to directly manage the affairs of this Student Government Association.
3. The Executive Committee shall be subject to actions taken by the Voting Members of the Student Government Association at General Meetings and none of the actions of the Executive Committee shall conflict with actions taken by the Voting Members of this Student Government Association at General Meetings.

ARTICLE VII: AMENDING THIS CONSTITUTION

SECTION 1: PROCEDURE

1. This and the preceding Articles of this Constitution shall be subject to Amendment at any meeting of SGA, either a General Meeting or a SGA Senate Meeting.
 - a. For these purposes, a Senate Meeting would involve the SGA Executive Committee, elected Class Representatives, Committee Leads, and any SGA member who attends the Senate Meeting. In these meetings, Voting Members include these parties alone.
2. Any proposed Amendment shall be submitted to the Executive Committee. The Executive Committee shall then announce and publicly post the proposed Amendment no more than three days after its proposal to the Executive Committee. The proposed Amendment may not be modified until it is voted upon.
3. The Time and Place of a Meeting to vote on the Amendment shall be announced no less than three days before it is to take place.
4. At the Meeting to vote on the proposed Amendment, twenty minutes shall be devoted to discussion of the Amendment. This period of discussion may be extended once by

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ten minutes upon request by any Member of this Student Government Association.

5. Once the discussion has concluded, a secret ballot vote shall be taken. An affirmative vote of two-thirds of the Voting Members present, shall be required for adoption of the proposed Amendment. In the case that the proposed Amendment fails to be adopted during a Senate Meeting, the SGA Executive Committee may still vote to send the amendment to a General Assembly.

SECTION 2: INCORPORATION

1. An Amendment to the Constitution shall immediately take effect unless otherwise specified by the Amendment.
2. When an Amendment changes the text of this Constitution, such a change shall immediately be incorporated into the text of this Constitution along with a dated notice of when the change took effect in the Constitution.
3. The revised text of this Constitution shall be made publicly available no more than fifteen days after the revision took effect.

SECTION 3: CONSTITUTIONAL COMMITTEE

1. The President shall originate the creation of a Constitutional Committee to review the Constitution for needed changes. A Constitutional Committee may not convene within six months of a previous Constitutional Committee and must convene no more than two years after a previous Constitutional Committee.
2. The Constitutional Committee shall have the Parliamentarian as its Chairperson and consist of four other Voting Members of this Student Government Association who are selected by application to serve on the Constitutional Committee.
3. Each Member of the Constitutional Committee shall have one vote in its affairs.
4. The Administration shall serve as an Advisor to the Constitutional Committee but shall have no vote in its affairs.
5. A quorum of the Constitutional Committee shall be four of its five Voting Members.
6. When the Constitutional Committee unanimously decides that it has finished its business, it may dissolve itself.