

## General Guidelines for Student Government

- Procedure for scheduling class parties:
  - SGA Social Vice Presidents are to be contacted first with requests for party dates. The Social Vice President will then give approval for the date based on availability.
- SGA is awarded the 1<sup>st</sup> open date of the semester, on which the “Back to School” party will be held. SGA will also be allotted one open date in the fall, on which the annual Nightingale Ball will be held and one open date in the spring, on which the Crawfish Boil will be held. In addition to these dates, SGA will also be given first pick at one additional party date per semester.
- Each class is allotted 1 party date per semester. Once each class has scheduled/confirmed their party dates through the SGA Social Vice Presidents (usually right after the Officer’s Forum), the classes may proceed with making arrangements for their party.
  - An alcohol authorization form must be filled out and approved by Dr. Porche and Dr. Tartavouille prior to the approved party date.
- Each class will also be permitted to have 2 additional, alternate fundraiser items or events per semester (i.e. selling of t-shirts, coffee mugs, etc. or garage sale, car wash, etc.). Bake sales may not be used as a fundraiser event.
- All designs for party flyers and fundraiser items, as well as e-mails for mass distribution, must receive approval from Dr. Tartavouille.
  - Any item a class makes available for sale must not resemble any item for sale in the LSUHSC bookstore or include the official LSUHSC SON logo.
- SGA executive officers will be responsible for coordinating and conducting class officer elections for the incoming Sophomore I class.

Elections will be conducted within the first month of the semester.

- SGA executive officers will be responsible for transitioning newly elected Sophomore I class officers, as well as all newly elected SGA executive board officers and class officers.
  
- At the beginning of each semester, class secretaries are required to submit a class officer phone list to the SGA secretary. These lists will be compiled into a master phone tree, to be used in cases of emergency (i.e. school closure due to hurricane).
  - SGA will have a master list of all officers. Copies of this master list will be distributed to both Dr. Tartavouille and Dr. Porche.
  - Each individual class is responsible for compiling their own interclass phone tree. The secretary will create the class directory and divide calling duties among the other officers.