

***School of Nursing  
Student Government Association at  
LSU Health***

**Bylaws**

**PREAMBLE**

We the students of the Louisiana State University Health School of Nursing, in order to maintain school standards, to encourage student-faculty coordination, and to promote individual responsibility and cooperation between members of the student body, do organize as the student government association under the name of the Louisiana State University Health School of Nursing Student Government Association and establish this constitution.

Louisiana State University Health School of Nursing Student Government Association has been entrusted with the responsibility for planning, implementing, and evaluating an organization and program for achieving its purposes, in relation to student living, social, and other co-curricular activities.

The Students entering Louisiana State University Health School of Nursing recognize and accept the obligations of belonging to a student government association. The regulations, which Louisiana State University Health School of Nursing Student Government Association has established, represent the recognized ethical standards governing student life.

**ARTICLE I - NAME**

The name of this organization is the School of Nursing Student Government Association at LSU Health School of Nursing. Hereafter, it shall be referred to as SON-SGA-LSU Health.

**ARTICLE II - FUNCTIONS**

The functions of the SON-SGA-LSU Health shall be to:

1. Serve as a resource vehicle for all students
2. Maintain school standards
3. Encourage student-faculty coordination
4. Promote individual responsibility in members
5. Promote coordination and cooperation among members of the student body
6. Promote school spirit
7. Select the SGA Outstanding Student Graduate Award winners, and
8. Promote means for individual professional growth

**ARTICLE III - MEMBERSHIP**

All students who are enrolled at the LSU Health SON will automatically become members of SON-SGA-LSU Health. Each member is entitled to participate in the activities of the organization and is encouraged to attend the meetings of the SON-SGA-LSU Health.

## **ARTICLE IV – ORGANIZATION OF EXECUTIVE COUNCIL**

The members of the Executive Council shall be:

- President of SON-SGA-LSU Health
- Executive Vice-President of SON-SGA-LSU Health
- Social Vice President of SON-SGA-LSU Health (2)
- Secretary of SON-SGA-LSU Health
- Treasurer of SON-SGA-LSU Health
- Historian of SON-SGA-LSU Health (2)
- Parliamentarian/Fundraising Chair of SON-SGA-LSU Health
- Intramural Chair of SON-SGA-LSU Health
- One Faculty Consultant

The Executive Council shall administer the affairs of SON-SGA-LSU Health. It shall receive and act on reports and recommendations from all divisions and committees of SON-SGA-LSU Health. It shall discuss any questions referred to it for consideration by any group or any individual with SON-SGA-LSU Health and shall act on these matters or submit proposals for action to the appropriate authorities.

The elected officers of SON-SGA-LSU Health and the elected SGA representatives shall have the powers to act on emergency situations between sessions.

## **ARTICLE V – DUTIES OF OFFICERS MEMBERS & CONSULTANTS TO THE EXECUTIVE COUNCIL**

### **Section 1 - President**

The President shall:

1. preside at all general SGA and Executive Council meetings
2. appoint special committees as needed.
3. have voting privileges on Executive Council only in case of a tie
4. be added to the SGA account and serve as a signer with SGA treasurer
5. co-sign the minutes of the meetings with the secretary
6. perform all other duties usually pertaining to the office of president
7. attend all monthly meetings (SGA, SNA, Undergraduate Council, Student Interest Committee, Presidents' meeting, Alumni Association Meeting, and Student Technology Fee Committee)
8. attend all other meetings as needed and/or as specified by LSU Health SON Administration
9. serve on the Programs and Activities Committee (PAC) as ex-officio and have voting privileges only in the case of a tie

### **Section 2 – First Vice-President**

The First Vice-President shall:

1. conduct the meetings and carry out the duties of the president during absences
2. act as an aide to the president and social vice president
3. become president upon a vacancy of that office and complete the full term of that office
4. have Executive Council voting privileges
5. act as coordinator, communicator, and distributor of LSU football tickets in the fall semester in accordance with the LSU-Health SON football ticket distribution policy along with the Intramural Chair
6. all other duties as assigned by the president

### **Section 3 – Social Vice-President**

The Social Vice President shall:

1. plan all SGA extracurricular activities including but not limited to the Nightingale Ball in the fall semester, the Crawfish Boil in the spring semester, and the back to school party each semester
2. coordinate the dates of the class party and the back to school party hosted by SGA
3. shall submit 3 quotes for approval to the SGA Programs and Activities Committee (PAC) and to Mr. Loupe for the Nightingale Ball and the Crawfish boil
4. have Executive Council voting privilege
5. conduct meetings in the absence of the president and first vice-president
6. plan and coordinate spirit week in the fall
7. will serve as co-chairs of the SGA Programs and Activities Committee (PAC)
8. all other duties as assigned by the president

### **Section 4 –Secretary**

The Secretary shall:

1. handle all correspondence of the association and take minutes of general and Executive Council meetings; and shall send copies of the minutes of all meetings to:
  - a. the members of the Executive Council
  - b. the Faculty Advisors
  - c. the Dean, and
  - d. the Directors of each program;

*Additional copies shall be posted on LSU Health SON website and maintained in the SGA files.*

2. keep members informed with regard to meetings and activities of the SON-SGA-LSU Health;
3. keep a list of all Executive council and committee members;
4. call the meeting to order in the absence of the President and Vice-Presidents;
5. co-sign all minutes with the presiding officer
6. be responsible for the writing, printing, and distribution of the SGA newsletter, "The LSU Nurses' Notes"
7. maintain and update the LSU Health SON website and class officer list
8. have Executive Council voting privileges.
9. all other duties as assigned by the president

### **Section 5 - Treasurer**

The Treasurer shall:

1. be responsible for all monies of SON-SGA-LSU Health
2. keep an accurate record of receipts and expenditures
3. perform monthly reconciliations with the SGA advisor
4. present a statement of account at every meeting SON-SGA-LSU Health and whenever requested by the Executive Council
5. notify the Accounting Office of LSU Health School of Nursing to prepare a requisition covering the estimated expenses of activities
6. have Executive Council voting privileges
7. coordinate with each class treasurer to ensure compliance with the LSU-Health financial policy
8. conduct meetings with class treasurers each month, which should include reconciliation of, but not limited to the following
  - a. receipts

- b. bank statements
- c. ledgers
- d. class reconciliation
- e. proof of review by faculty advisor
9. all other duties as assigned by the president
10. will serve as a member of the Programs and Activities Committee (PAC)

### **Section 6 -Historian**

The Historian shall:

1. coordinate, maintain, and supervise all SON-SGA-LSU Health's bulletin board activities and postings
2. have Executive Council voting privileges
3. take pictures at all SGA events
4. coordinate the updating of pictures on the LSU Health SON SGA webpage
5. all other duties as assigned by the president

### **Section 7 – Parliamentarian/Fundraising Chair**

The Fundraising Chair Shall:

1. coordinate the ordering and sale of SGA fundraising merchandise
2. coordinate the SGA sale days with the class officers and SNA Executive Board Members
3. keep an accurate and updated log of all inventory
4. insure receipts are provided for all transactions
5. be responsible for communicating with the president and treasurer to ensure deposits of funds are made in a timely manner, and all invoices and receipts are accounted for
6. have Executive Council voting privileges
7. be certain meetings are run in accordance with parliamentary procedures described in Article X
8. have the responsibility of enforcing Article X
9. serve as member of the Programs and Activities Committee (PAC)
10. all other duties as assigned by the president

### **Section 8 – Intramural Chair**

The Intramural Chair Shall:

1. be responsible for the organization, coordination, and notification of all intramural sports activities within the School of Nursing at LSU Health.
2. have Executive Council voting privileges
3. act as coordinator, communicator, and distributor of LSU football tickets in the fall semester in accordance with the LSU-Health SON football ticket distribution policy along with the Vice President
4. all other duties as assigned by the president

### **Section 9 – Faculty Consultant**

The Faculty Consultant to SGA shall:

1. serve as liaisons to the students and faculty
2. act as advisors to SON-SGA-LSU Health on matters of school policy, activities, and expenses
3. shall be an approved signer on the SGA bank account and perform monthly reconciliations with the SGA Executive Treasurer

### **Section 10 – Executive Board Responsibilities, Duties, & Privileges**

1. All SGA Executive Board members are expected to participate in the planning and execution of any SGA sponsored events
2. All SGA executive Board members are expected to attend all general body meetings as well as any other Executive Board meetings unless there is a schedule conflict with lecture or clinical. Notice of absence shall be communicated to the president no later than 24 hours prior to the meeting.
3. All SGA Executive Board members are expected to attend and help with any SGA sponsored event and therefore are exempt from paying for the event. The SGA shall sponsor one ticket for each Executive Board member. Each Executive Board member shall pay for any additional tickets separately.
4. The SGA Executive Board shall vote at the end of each semester for the SGA outstanding graduate award. The SGA Executive Board may also vote to award multiple SGA Executive Board members with the SGA Outstanding Graduate Award. The SGA Outstanding Graduate Award Recipient(s) will receive a monetary award of \$50.00 from the SGA account, as well as a SGA Outstanding Graduate Award plaque.
5. The SGA Executive Board shall award a monetary to the winning class during Spirit Week in the fall semester.
6. The SGA Programs and Activities Committee shall vote on all venues, bands, ticket prices, and any other expenses for all events. Final decisions will be made by majority vote. In the event of a tie, the SGA Executive President shall be the tie-breaking vote.

### **ARTICLE VI – NOMINATIONS, ELECTIONS, RECALL VACANCIES**

#### **Section 1 – Nominations of SON-SGA-LSU Health Officers**

The SGA Executive officers will be nominated from the general membership of the SGA at least two weeks prior to the spring and fall general election. The list of nominees will be turned in to the President of the SGA. Anyone who wishes to run for an open position must be present at the last SGA general body meeting of the semester. Exceptions are to be made for students who have class or clinical conflicts. The President shall be responsible for distributing the list and candidate statements to the entire LSU-Health SON undergraduate student body. The list shall be posted for at least 1 week before the online election.

Elections shall be held one week after the close of nominations, to be determined by the Executive Council of SGA.

The Executive President shall be responsible for submitting a list of candidates and their statements, no later than one week after the close of nominations so that the IT director can generate an online survey. The survey shall stay active for one week.

#### **Section 2 – Election of SON-SGA-LSU Health Executive Officers**

Elections shall be made by online survey to be open for one week. The candidate receiving the most votes will be considered elected. The names of the winners for all offices shall be posted via LSU email, and the LSU Health SON webpage shall be updated at the end of each semester. The official results shall be available for inspection by any student for one week following elections from Marco Sosa. Transition meeting is to be held at the end of the semester as specified by the SGA Executive Council.

Once elected, SGA Executive officers will hold their position for one year. Each officer may run for another open position before the end of the term of his or her current position, but each officer may hold only one position at a time. At the end of each one-year term, each position will be open for nominations from any member of the student body. Nominations for the office of SGA Executive President may only consist of students who previously served on the SGA Executive Council.

Incomplete ballots shall be counted for the candidates in the offices(s) for which they are cast.

### **Section 3 - Nominations & Election of Class Officers**

Nominations for class officers will be made by class members. Nominations will be accepted by the class president beginning two weeks prior to the class election. Nominations and election for the incoming BSN Sophomore class and the incoming CARE class will be conducted by the SGA Executive Council.

Election for class officers in the incoming sophomore class should be held by the first week of September for fall entrants and the first week of February for spring entrants.

Once elected, class officers will hold their position for one year. Each officer may run for another open position before the end of the term of his or her current position, but each officer may hold only one position at a time. At the end of each one-year term, each position will be open for nominations of any class member. After the initial election of the Sophomore I class, the office of President may only be filled by class members who have previously served as an officer.

### **Section 4 - Recall**

Any officer of SON-SGA-LSU Health may be recalled from office upon petition for recall. The petition, signed by at least one fourth of the student body, will be reviewed by a committee selected by the SGA Executive Council. The selection of this committee will take place at the time the petition is presented to the SGA Executive Council. The purpose of this committee will be to determine the validity of the petition. With approval of the Recall Committee and two-thirds vote of the students, recall may be effective. For recall of class officers, the same procedure is to be followed with a two-thirds vote from the class.

### **PROTOCOL**

1. After the SGA Executive Council is presented with a petition for recall representing at least one fourth of the student body, the process for selection of the Recall Committee will begin, and the person involved in recall will be notified. The Recall Committee will be chosen by lot. It will be composed of two members from each class, e.g. two BS Sophomores, two BS Juniors, two BS Seniors, and two Graduate students, exclusive of class officers and SGA Executive Council members.
2. Both a chairperson and secretary will be selected by and from members of the Recall Committee.
3. The Recall Committee should meet within one week of selection.
4. a-g
  - a. The Recall Committee will privately review the petition.
  - b. The Recall Committee will establish a time to meet with both those initiating the recall and the person involved in recall.
  - c. The minutes of this initial meeting will be signed by both parties involved in the recall.
  - d. The minutes of the meeting will be kept by the secretary of the recall

- committee until a decision is reached by the committee. At this time the minutes are destroyed.
- e. Each member of the committee will have one vote. Vote will be by secret ballot.
  - f. The secretary will count the ballots, record the votes, and give the results to the chairperson. The chairperson will announce the results to the committee.
  - g. A two thirds majority vote of the committee is required to proceed with recall.
5. The SGA Executive Council will be informed of the committee decision by the recall committee chairperson.
  6. The SGA President will inform both parties of the recall committee decision.
  7. A total of not more than two weeks, from time of committee selection to report of committee decision, should be allowed to elapse.
  8. If the decision of the recall committee was one of a valid petition, a secret ballot of the student body should be initiated by the SGA Executive Council within one week of receiving the decision.
  9. A two thirds vote of the students will make recall effective.

#### **Section 5 - Vacancies**

If the office of president is vacated, the first vice-president will fill the position. If any other office or faculty advisors position is vacated within four months of the next regular SGA elections, that position will be filled by vote of the Executive Council. Vacancies occurring earlier than the fourth month prior to the next regular SGA elections will be filled by vote of the student body in a special election.

#### **ARTICLE VII - QUALIFICATIONS**

The candidates for SGA Executive Council and/or class officer shall be full time students with at least a "C" average, i.e. any class officer or SGA officer must be a member of good standing at LSU Health SON, and may only run for the position of SGA Executive President if you are currently serving as an officer on the SGA Executive Council. In the event that the candidate for the office of president does not meet the qualifications of "currently serving on the SGA Executive Board", the President-Elect candidate must meet the minimum qualifications of currently serving as a class officer and being in good academic standing. Students who are unsuccessful in any course may not hold an office for the upcoming semester while that course is being repeated. This includes students who drop a course and those who do not achieve a "C" or better in any course. The SON and the SGA Executive Council supports participation in extracurricular activities, but scholastic achievement and progression takes precedent. If a current SGA Executive Board member is unsuccessful at the end of the semester, and before the end of their current term, the Executive Board shall accept nominations, conduct interviews, and elect positions by majority vote. In the case of a tie, the SGA Executive President shall be the tie-breaking vote.

#### **ARTICLE VIII - CLASS OFFICERS**

Each class shall have by election a president, executive vice-president, 2 social vice presidents, secretary, treasurer, 2 historians, SGA representative, SNA representative, Student Interest Committee representative, PALS representative and a faculty advisor.

#### **ARTICLE IX - DUTIES OF CLASS OFFICERS**

The specific duties of each class' individual SGA officers are as follows:

1. President

- a. is THE representative for your class
- b. attends monthly meetings with the dean
- c. organizes and conducts both officer and class meetings
- d. keeps other officers organized
- e. has financial signatory authority for the class account
- f. acts as a liaison between faculty and classmates

## 2. Vice President

- a. assists President with all duties
- b. attends meetings in President's place IF/WHEN President is unable to attend
- c. assists other officers with their duties

## 3. Secretary

- a. writes monthly Nurse's Notes (emails them to SGA Secretary)
- b. makes class directory and phone tree (emailed to classmates)
- c. writes agendas for class meetings
- d. reserves room for class meetings

## 4. Treasurer

- a. oversees the class account
- b. has signatory authority
- c. updates the class monthly as to the account status
- d. collects dues
- e. writes checks when needed
- f. keeps detailed records of dues, payments, withdrawals, etc.
- g. submit monthly reconciliation to the SGA Executive Treasurer on a monthly basis

## 5. Social Vice Presidents (2)

- a. plan class parties
- b. organize fundraisers (class parties, fundraising items)

## 6. SGA Representative

- a. attend regular SGA meetings
- b. keep class informed about things related to SGA
- c. inform and involve class with Spirit Week
- d. sell tickets for Nightingale Ball
- e. sell tickets for Crawfish Boil

## 7. SNA Representative

- a. are members of SNA
- b. encourage class involvement in SNA
- c. attend regular SNA meetings
- d. keep class informed about upcoming service opportunities

## 8. Historian (2)

- a. take pictures at class events
- b. make graduation countdown bulletin board
- c. organize class composites
- d. make class scrapbook to be raffled off at graduation



9. Student Interest Committee Representative
  - a. attend monthly meetings with Student Interest Committee
  - b. gathers topics from class to discuss at the meetings
  - c. keeps class informed as to what has been discussed at the meetings
  
10. Peer Advocate Liaison (PALS) Representative
  - a. serves as a resource for classmates
  - b. attends PALS meetings
  - c. provides information regarding available resources to assist in dealing with depression, drugs/alcohol, academics, relationships, etc.

## **ARTICLE X – PARLIAMENTARY PROCEDURES**

Parliamentary Procedure, according to Robert’s Rules of Order, is to be followed in all LSU-Health SON SGA meetings within the framework of LSU-Health SON SGA except when in conflict with this constitution. The parliamentarian shall have the responsibility of enforcing this article.

## **ARTICLE XI - MEETINGS**

### **Section 1 – Executive Council Meetings**

Monthly meetings will be held during the fall and spring semester. It is the duty of each member to attend each meeting, provided advance notice is given. If a member is unable to attend, it is the members' duty to inform the president at least 24 hours prior to the meeting. Absence at two consecutive meetings without advance notice will warrant alerting the faculty advisor for that program who in turn will warn the member of his or her standing and alert the member that any additional absence will result in the council asking the member responsible to resign from his or her position.

The Executive Council may hold informal summer and winter meetings as needed.

## **ARTICLE XII – AMENDMENTS**

A member-at-large desiring a change may submit a proposed amendment signed by at least twenty-five (25) members of the SON-SGA-LSU Health to the Executive Council. After

the proposed amendment is reviewed by the SGA Executive Council, it will be posted for at least two weeks. After two weeks, the proposed amendment will be voted on at the next general SGA meeting or shall be submitted for online vote which shall be made available to all students of LSU Health SON. A two-thirds vote of all SGA members voting is required for its adoption.

Amendments proposed by an Executive Council Committee must be approved by the Executive Council and posted for one week prior to the next general SGA meeting or online survey vote. At the next general meeting or via online survey voting, a two-thirds vote of all SGA members voting is required for passage of the amendment and its adoption.

All amendments shall become effective on the day of passage and from that time forward become part of these by-laws.

**Article XIII – Dissolution Clause**

In the event of dissolution of the SON-SGA-LSU Health, the residual assets of the organization shall be distributed to the LSU Health-NO Foundation.