General Guidelines for Student Government
Spring 2007

- Procedure for scheduling class parties, bake sales, etc.:
  - SGA Social Vice Presidents are to be contacted first with requests for party/bake sale/etc. dates. The Social Vice Presidents will then give approval for the date based on availability.
  - If the atrium is to be used, date and time must be scheduled with Donna Bell.

- SGA is awarded the 1st 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 will be allotted 2 party dates per semester. Once each class has scheduled/confirmed their 2 party dates through the SGA Social Vice Presidents, additional parties may be scheduled.

- Class back sales will be scheduled in the same manner as class parties, each class being awarded 2 dates per semester. All dates will be scheduled/confirmed through the SGA Social Vice Presidents. Any food items other than backed goods need prior approval from the cafeteria, in order to prevent conflict competition (ex. Pizza).

- Each class will also be permitted to have 2 additional, alternate fundraiser items or events per semester. (For example: selling of t-shirts, coffee mugs, etc. + having a garage sale, car wash, etc. = 2 events)

- All designs for party flyers, t-shirts, and other sale items, as well as e-mails for mass distribution, must receive prior approval from Dr. Kay Lopez.
  - Any item a class makes available for sale must not resemble any item for sale in the LSUHSC bookstore.

- 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 newly elected class presidents.
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 (ex. School closure due to hurricane).

- SGA will have a master list of all officers. Copies of this master list will be distributed to both Pat Kimball and Dr. Porche. A copy will also be posted on the SGA bulletin board.
- Each individual class is responsible for compiling their own inter-class phone tree. The secretary will create the class directory and divide calling duties among the other class officers.