

**THE LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER**  
**NEW ORLEANS**  
**SCHOOL OF NURSING**  
**STUDENT GOVERNMENT ASSOCIATION BYLAWS**

**Preamble**

We the students of the Louisiana State University Health Sciences Center New Orleans School of Nursing (LSUHSC-NO SON), undertake the responsibility to develop and maintain academic achievement; maintain high standards of ethics; ensure consistency and cohesion in regulation of the student body; promote understanding among students, faculty, administration, and alumni; promote individual accountability and responsibility in providing a forum for student expression; and guide all current and future students in the LSUHSC-NO SON a tradition of excellence in scholarship and public service, do hereby proclaim a self-governing organization and do adopt the student government association (SGA) bylaws under the name of the LSUHSC-NO SON SGA.

Louisiana State University Health Sciences Center New Orleans School of Nursing Student Government Association (LSUHSC-NO SON SGA) is responsible for planning, implementing, and evaluating an organization and program for achieving its purposes, in relation to student living, social, and other cocurricular activities.

Students entering LSUHSC-NO SON recognize and accept the obligations of belonging to a student government association. The regulations, which LSUHSC-NO SON SGA has established within these Bylaws, represent the recognized ethical standards governing student life.

**Mission**

To serve and represent all students in the School of Nursing.

**ARTICLE I – NAME AND PURPOSE****Section 1: Name**

The name of the organization is the **Louisiana State University Health New Orleans School of Nursing Student Government Association (LSUHSC-NO SON SGA)**, hereinafter referred to as SGA.

**Section 2: Purpose**

1. The purpose of the LSUHSC-NO SON SGA is to:
  - a. Serve as a resource for all students.
  - b. Maintain school standards.
  - c. Encourage student-faculty coordination.
  - d. Promote individual accountability and responsibility of the SGA members.
  - e. Promote coordination and coordination among members of the student body.
  - f. Promote school spirit.
  - g. Promote means for individual professional growth.
  - h. Nominates and selects the SGA Outstanding Student.

**ARTICLE II – MEMBERSHIP/GENERAL BODY**

All enrolled students in the LSUHSC-NO SON will automatically become members of the LSUHSC-NO SON SGA. Each member is entitled to participate in the activities of the organization and is encouraged to attend the meetings of the LSUHSC-NO SON SGA.

## ARTICLE III – EXECUTIVE BOARD

### Section 1: Organization of Executive Board

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Social Vice President (2)
6. Historian
7. Parliamentarian
8. Intramural Chair
9. Faculty Advisor(s)

### Section 2: Duties of Executive Board

1. **President shall:**
  - a. Serve as the principal officer of the association and preside at all monthly General Body and Executive Board meetings.
  - b. Promote student participation within the organization and the School of Nursing.
  - c. Attend and conduct the Officer's Forum and all monthly SGA Executive Board and General Body meetings for the academic semester.
    - i. Dates for all SGA General Body meetings must be included in the agenda presented at the Officer's Forum.
    - ii. Schedule and prepare an agenda for all SGA Executive Board Secretary no less than 24 hours prior to the scheduled meeting date.

- d. Attend monthly meetings for the Standing Committees at LSUHSC-NO SON, and all other meetings as needed and/or specified by the LSUHSC-NO SON Administration (SGA, SNA, Academic Undergraduate Council (AUGC), monthly meeting with the Dean of the School of Nursing, Student Life Committee, Alumni Association Meetings, and Student Technology Fee Committee).
  - e. Serve as an account holder on the SGA Executive Board checking account in addition to the SGA Executive Board Treasurer and Faculty Advisor(s).
    - i. Co-signs all expenditures submitted by the Treasurer after approval from Faculty Advisor(s).
    - ii. Aid in developing the budget for the following year in conjunction with the SGA Executive Board Treasurer.
    - iii. Is knowledgeable with the *LSUHSC-NO SON Student Organizations Financial Policies [SS-9]* and the *LSUHSC-NO Chancellor's Memorandum –Policies and Procedures Governing the Supervisory Role of the Institution Over Student Activities Including Student Publications [CM-33]* to ensure compliance.
  - f. Coordinate, communicate, and distribute the LSU football tickets in the Fall semester in accordance with the LSUHSC-NO SON Football Distribution Policy with another member of the Executive Board.
  - g. Executive Board voting privileges.
- 2. Vice President shall:**
- a. Attend the Officer's Forum and all monthly SGA General Body and Executive Board meetings for the academic semester.

- b. Assume the duties of the SGA Executive Board President in the absence or vacancy of the President and complete the full term of that office.
  - c. Promote student participation within the organization and the School of Nursing.
  - d. Perform all other duties as delegated by the President.
  - e. Executive Board voting privileges.
3. **Secretary shall:**
- a. Attend the Officer's Forum and all monthly SGA General Body and Executive Board meetings for the academic semester.
  - b. Prepare and email the SGA Executive Board meeting minutes within 24 hours of the monthly meeting to the SGA Executive Board, Faculty Advisor(s), and Assistant Dean for Student Services.
  - c. Prepare and email the SGA General Body meeting minutes within 24 hours of the monthly meeting to the School of Nursing undergraduate students, Faculty Advisor(s), and Assistant Dean for Student Services.
  - d. Email an updated roster of the SGA Executive Board and SGA Class Officer Boards by Friday of the first week of the academic semester to the SGA Executive Board President and Assistant Dean for Student Services, using the designated template provided by the Assistant Dean for Student Services.
  - e. Collaborate with the IT Project Coordinator to ensure that the LSUHSC-NO SON SGA website provides accurate, updated, and relevant information related to the organization.
  - f. Conduct the general correspondence of the SGA as requested by the President.

- g. Notify the SGA Executive Board the date of all scheduled SGA Executive Board meetings one week prior and the day before the scheduled meeting.
- h. Notify the School of Nursing undergraduate students the date of all scheduled SGA General Body meetings one week prior and the day before the scheduled meeting.
- i. Confirm room reservations for all SGA Executive Board and General Body monthly meetings, and any other meetings deemed necessary by the President and/or SGA Executive Board.
- j. Promote student participation within the organization and the School of Nursing.
- k. Perform all other duties as delegated by the President.
- l. Executive Board voting privileges.

**4. Treasurer shall:**

- a. Attend the Officer's Forum and all monthly SGA Executive Board and General Body meetings for the academic semester.
- b. Act as custodian of LSUHSC-NO SON SGA funds and represent the SGA on any finance committee.
- c. Serve as an account holder on the SGA Executive Board checking account in addition to the President and Faculty Advisor(s).
- d. Maintain an accurate accounting record of the SGA Executive Board revenues and expenditures. This includes but is not limited to coordinating reimbursement activities, maintaining monthly financial statements, and maintaining a positive working relationship with the Assistant Dean of Business Affairs to conduct monetary correspondences.

- i. Prepare a monthly financial report for monthly SGA Executive Board meetings or General Body meetings.
- e. Prepare financial records for annual audit: financial binder, receipts, ledger, bank reconciliations with cohort's Faculty Advisor's signature/approval.
- f. Review any monetary requests by student organizations, and report requests to the President for review. Monetary requests must have approval by the SGA Executive Board and the Faculty Advisor(s).
- g. Is knowledgeable with the *LSUHSC-NO SON Student Organizations Financial Policies [SS-9]* and the *LSUHSC-NO Chancellor's Memorandum – Policies and Procedures Governing the Supervisory Role of the Institution Over Student Activities Including Student Publications [CM-33]* to ensure compliance.
  - i. Coordinate with each SGA Class Treasurer to ensure compliance with the stated documents.
- h. Schedule a meeting with the newly elected Sophomore I SGA Class Treasurer and President and assist in creating an Employee Identification Number (EIN) and checking account through Campus Federal.
- i. Provide guidance and assistance to all SGA Class Treasurers in setting up and maintaining accurate financial accounts, which includes but is not limited to reconciliations, receipts, bank statements, ledgers, and money request forms.
- j. Promote student participation within the organization and the School of Nursing.
- k. Perform all other duties as delegated by the President.
- l. Executive Board voting privileges.

**5. Social Vice President (2) shall:**

- a. Attend the Officer's Forum and all monthly SGA Executive Board and General Body meetings for the academic semester.
- b. Plan and coordinate with the SGA Executive Board President and/or the Dean, social events, such as, Back to School Party, Nightingale Ball, etc., providing dates, times, and locations.
  - i. Obtain three (3) bids for SGA events – provide bids to the Assistant Dean for Business Affairs.
- c. Notify the SGA Executive Board President of all potential and finalized, approved dates and related information for SGA Executive Board events.
- d. Collaborate and communicate with SGA President and Treasurer to ensure invoices are paid, deposits are made in a timely manner, and receipts are accounted for.
- e. Create and distribute flyers and/or invitations for SGA Executive Board events to the LSUHSC-NO SON student body after receiving approval from the Assistant Dean for Student Services.
  - i. Flyers must follow and include all information in the designated template provided by the SGA Executive Board Social Vice Presidents.
  - ii. Emails to the School of Nursing without prior approval from the Assistant Dean for the Student Services will result in disciplinary action.
- f. Coordinate and organize fundraisers for the SGA Executive Board.
  - i. Sale items must be approved by the Faculty Advisor(s) and then by the Assistant Dean for Student Services.



- ii. Sale items must abide by the *LSU Health Graphics Standards* posted on the School of Nursing website.
- iii. Sale items are not allowed to compete with items sold in the LSU Health NO Bookstore.
- iv. Food and/or bake sales are not permitted at the School of Nursing.
  - 1. Contacting local eateries and/or food trucks to fundraise is permitted and must be approved by the SGA Faculty Advisor(s) and then by the Assistant Dean for Student Services.
- v. Collaborate with the President regarding all potential and finalized, approved sale dates for fundraising.
- vi. An accurate and updated log of all inventories, purchases, and receipts must be maintained for sale items.
- g. Schedule a meeting with the newly elected Sophomore I SGA Class Social Vice Presidents by the first Friday of the second month in the academic year to transition and discuss a conjoined class party.
- h. Promote student participation within the organization and the School of Nursing.
- i. Perform all other duties as assigned by the President.
- j. Executive Board voting privileges.

**6. Historian shall:**

- a. Attend the Officer's Forum and all monthly SGA Executive Board and General Body meetings for the academic semester.
- b. Coordinate, maintain, and supervise the SGA bulletin board every semester.
- c. Take or acquire pictures of all SGA Executive Board sponsored events.

- i. Obtain approval from the Assistant Dean for Student Services before collaborating with the IT Project Coordinator to upload pictures to the LSUHSC-NO SON SGA website.
- d. Manage SGA social media accounts, such as *Instagram*<sup>TM</sup>.
- e. Coordinate the activities of Spirit Week, which is the week of the annual Nightingale Ball. Activities include but are not limited to Penny Wars and class poster voting.
  - i. Contact the SGA Class Historians the week before Spirit Week regarding class posters and related information.
    - 1. Collaborate with the IT Project Coordinator regarding faculty voting for class posters.
  - ii. Email the School of Nursing student body and faculty and staff with related information regarding Penny Wars and other related information.
- f. Promote student participation within the organization and the School of Nursing.
- g. Perform all other duties as assigned by the President.
- h. Executive Board voting privileges.

**7. Parliamentarian shall:**

- a. Attend the Officer's Forum and all monthly SGA Executive Board and General Body meetings for the academic semester.
- b. Become conversant with *Robert's Rules of Order* and shall rise to the parliamentary inquires at the Officer's Forum and all monthly SGA Executive Board and General Body meetings.

- i. Advise and instruct the SGA Executive Board and General Body in the correct usage of parliamentary procedures.
    - ii. Responsible for enforcing order at all monthly SGA Executive Board and General Body meetings.
  - c. Prepare the revised bylaws and policies for publication on the LSUHSC-NO SON SGA website.
  - d. Promote student participation within the organization and the School of Nursing.
  - e. Perform all other duties as assigned by the SGA Executive Board President.
  - f. The Parliamentarian shall serve without voting privileges.
- 8. Intramural Chair shall:**
- a. Attend the Officer's Forum and all monthly SGA Executive Board and General Body meetings for the academic semester.
  - b. Responsible for the organization, coordination, and notification of all intramural sports activities within LSUHSC-NO SON.
    - i. Collaborate with the SGA Intramural Chairs at the respective schools within LSUHSC-NO.
  - c. Promote student participation within the organization and the School of Nursing.
  - d. Perform all other duties as assigned by the SGA Executive Board President.
  - e. Executive Board voting privileges.
- 9. Faculty Advisor(s) shall:**
- a. Attend the Officer's Forum and all monthly SGA Executive Board and General Body meetings for the academic semester.
  - b. Serve as liaison to the students and faculty.

- c. Act as advisors to LSUHSC-NO SON SGA on matters of school policy, activities, and expenses.
- d. First-level approval authority SGA events, fundraising, and communication; second-level approval from Assistant Dean for Student Services.
- e. Listed as an approval signer on the SGA bank account.
- f. Perform monthly reconciliations with the SGA Executive Board Treasurer.

### **Section 3: Executive Board Responsibilities, Duties, and Privileges**

1. All SGA Executive Board members are expected to participate in the planning and execution of SGA sponsored events.
2. All SGA Executive Board members are expected to:
  - a. Attend all monthly SGA Executive Board and General Body meetings unless there is a schedule conflict with lecture, lab, simulation, or clinical. Notice of absence shall be communicated to the SGA Executive Board President no later than 24 hours prior to the meeting.
  - b. Attend and fulfill duties for any SGA sponsored events; SGA Executive Board members are exempt from paying for the event, provided adequate funds are appropriate, if necessary. The SGA shall sponsor one ticket for each Executive Board member. Each Executive Board member will purchase any additional ticket(s) separately.
3. The SGA Executive Board shall vote at the end of each semester for the Outstanding SGA Graduate Award.
  - a. The Executive Board may also vote to award multiple SGA Executive Board members with the Outstanding SGA Graduate Award.

- b. The Outstanding SGA Graduate Award Recipient(s) will receive a monetary award of a \$50.00 check, issued from the SGA bank account, as well as an Outstanding SGA Graduate Award plaque.
4. The SGA Executive Board awards a prize to the winning class during Spirit Week in the Fall semester.
5. The SGA Executive Board shall vote on all venues, brands, ticket process, and any other expenses for all events. Final decisions will be made by majority vote. In the event of a tie, the SGA Executive Board President will have the tiebreaker vote.

## **ARTICLE IV – QUALIFICATIONS, NOMINATIONS, ELECTIONS, RECALL, AND VACANCIES**

### **Section 1: Qualifications**

1. Only full-time students with a “C” average are eligible candidates for the SGA Executive Board and/or Class Officers; must be in good standing with LSUHSC-NO SON and may only run for the position of SGA Executive Board President if the student is currently serving as an officer on the SGA Executive Board.
  - a. 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 candidate must meet the minimum qualifications of currently serving as a Class Officer and being in good academic standing.
2. Students unsuccessful in any course may not hold an office for the upcoming semester while repeating a course.

- a. This includes students dropping a course and students not achieving a “C” or better in any course.
  - b. The SON and the SGA Executive Board supports participation in extracurricular activities, but scholastic achievement and progression takes precedent.
  - c. If a current SGA Executive Board member is unsuccessful at the end of the semester, and before the end of the current term, the Executive Board shall accept nominations, conduct interviews, and elect positions by majority vote.
3. In the case of a tie, the SGA Executive Board President shall be the tie-breaking vote.

## **Section 2: Nominations for SGA Executive Board**

1. The SGA Executive Board officers will self-nominate or be nominated from the general membership of the SGA at least two weeks prior to the Spring and Fall general elections. The list of nominees will be turned in to the SGA Executive Board President.
2. Nominees must attend the last SGA General Body meeting of the semester; exceptions are made for students with class, clinical, lab, or simulation conflicts.
3. The SGA Executive Board President is responsible for distributing the list and candidate statements to the SGA General Body members.
4. The SGA Executive Board President is responsible for submitting a list of candidates and qualifying statements to the IT Director; the IT Director will generate an online ballot/survey.
5. The list is posted for one (1) week before online voting.

## **Section 3: Elections**

1. Elections are by an online ballot, held one week after the close of nominations.
  - a. Voting will last one week.

- b. The candidate receiving the majority of votes wins the election.
- c. The names of winners for all offices shall be posted via email; the LSUHSC-NO SON website will be updated at the end of each semester.
- d. Official results will be available for inspection by any student for one week following the elections.
- e. Incomplete ballots are counted for the selected candidates only.
- f. Transition meeting is held at the end of the semester as specified by the SGA Executive Board.
- g. Once elected, SGA Executive Board officers will hold the position for one year. Each officer may run for another position before the end of their current position's term, but each officer may only hold 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 Board President may only consist of a student who currently serves on the SGA Executive Board.

#### **Section 4: Recall**

1. Any officer removed from the SGA Executive Board for non-academic reasons will not be eligible for any re-elected position on the SGA Class Board and/or the SGA Executive Board while enrolled in the School of Nursing.
2. Students are entitled to due process and reserve the right to defend themselves in a fair hearing following notice of removal from the SGA Class Officer Board and/or SGA Executive Board.

3. If at any time an officer is found to be operating in a manner not in the best interest of the office appointed, or in the best interest of SGA, said officer may be removed from the respective position by a two-thirds vote by the SGA Executive Board.

### **Section 5: Vacancies**

1. If the office of SGA Executive Board President is vacated, the SGA Vice President will fill the position. If any other office or Faculty Advisor's position(s) is vacated within four months of the next regular SGA elections, the position will be filled by vote of the Executive Board. Vacancies occurring prior to the fourth month of the next regular SGA elections will be filled by vote of the student body in a special election.

## **ARTICLE V – CLASS OFFICERS**

Each class will elect the following officers:

### **Section 1: Organization of Class Officers**

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Social Vice President (2)
6. Historian
7. SGA Representative
8. Student Life Committee Representative
9. Peer Advocate Liaison (PALS) Representative
10. Diversity, Equity, & Inclusion Student Association (DEI-SA) Representative



## Section 2: Duties of Class Officers

### 1. President shall:

- a. Serve as the principal officer of their cohort's SGA Class Officer Board, and as a liaison between students and faculty.
- b. Attend the Officer's Forum and all monthly SGA General Body meetings for the academic semester.
- c. Promote student participation within the organization and the School of Nursing.
- d. Attend monthly meetings scheduled by the SGA Executive Board President with the Dean of the School of Nursing.
- e. Schedule dates and conduct monthly SGA Class Officer Board meetings.
- f. Prepare an agenda for monthly SGA Class Officer Board meetings that must be sent to the SGA Class Secretary no less than 24 hours prior to the scheduled meeting date.
- g. Serve as an account holder on their cohort's SGA class checking account in addition to the SGA Class Treasurer and Class Faculty Advisor.
  - i. Approve and co-sign all expenditures submitted by the SGA Executive Board Treasurer.
  - ii. Become conversant with the *LSUHSC-NO SON Student Organizations Financial Policies [SS-9]* and the *LSUHSC-NO Chancellor's Memorandum – Policies and Procedures Governing the Supervisory Role of the Institution Over Student Activities Including Student Publications [CM-33]* to ensure compliance.

### 2. Vice President shall:

- a. Attend the Officer's Forum and all monthly SGA General Body meetings for the academic semester.
- b. Assume duties of the SGA Class President in the absence or vacancy of the President.
- c. Promote student participation within the organization and the School of Nursing.
- d. Perform all other duties as delegated by the SGA Class President.

**3. Secretary shall:**

- a. Attend the Officer's Forum and all monthly SGA General Body meetings for the academic semester.
- b. Promote student participation within the organization and the School of Nursing.
- c. Prepare and email the SGA Executive Board President, Class Faculty Advisor, and students in their respective cohort the meeting minutes within 24 hours of the SGA Class Officer Board monthly meetings.
- d. Email an updated roster of the SGA Class Officers by Friday of the first week of the academic semester to the SGA Executive Board President, SGA Executive Board Secretary, Class Faculty Advisor, and Assistant Dean for Student Services, using the designated template provided by the Assistant Dean for Student Services.
- e. Maintain an updated roster of their respective cohort's SGA Class Officer Board that follows and includes all information requested in the designated template provided by the Assistant Dean for Student Services.
- f. Email the SGA Executive Board President a current, updated class roster by Friday of the first week of the academic semester.

- i. The class roster must follow and include all information requested in the designated template provided by the SGA Executive Board Secretary.
- g. Conduct the general correspondence of the SGA as requested by the SGA Class President.
- h. Notify the SGA Class Officers the day before, and one week prior to all scheduled meetings.
- i. Confirm room reservations for all monthly SGA Class Officer meetings and any other meetings deemed necessary by the SGA Class President and/or SGA Class Officer Board.
- j. Perform all other duties as delegated by the SGA Class President.

**4. Treasurer shall:**

- a. Attend the Officer's Forum and all monthly SGA General Body meetings for the academic semester.
- b. Promote student participation within the organization and the School of Nursing.
- c. Act as a custodian of their respective cohort's SGA Class funds.
- d. Serve as an account holder on their cohort's SGA class checking account in addition to the SGA Class President and Class Faculty Advisor.
- e. Maintain an accurate accounting record of their cohort's SGA Class revenues and expenditures. This includes but is not limited to coordinating reimbursement activities, maintaining monthly financial statements, and maintaining a positive working relationship with the Assistant Dean of Business Affairs to conduct monetary correspondences.

- i. Prepare a monthly financial report to be distributed at monthly SGA Class Officer Board meetings.
- f. Prepare financial records for annual audit: financial binder, receipts, ledger, bank reconciliations with cohort's Faculty Advisor's signature/approval.
- g. Become conversant with the *LSUHSC-NO SON Student Organizations Financial Policies [SS-9]* and the *LSUHSC-NO Chancellor's Memorandum – Policies and Procedures Governing the Supervisory Role of the Institution Over Student Activities Including Student Publications [CM-33]* to ensure compliance.
- h. Collect and maintain a current, updated list of the students in their respective cohort's payment of class dues and respective financial information.
  - i. Maintain accurate financial information (class dues, account ledger, and account balance) to ensure all class dues are up-to-date, respective for enrollment in the School of Nursing; students with class dues that are paid in full will be eligible to attend the planned graduation party and/or bus trip on behalf of the SGA Class Officer Board.
  - ii. Class dues and account balance must be sufficient to ensure that the graduating class can present the School of Nursing with a donation upon graduation.
- i. Prepare a monthly financial report to be distributed at all monthly SGA Class Officer Board meetings and to the SGA Executive Board Treasurer, SGA Executive Board President, Faculty Advisor, and Assistant Dean for Business Affairs.
- j. Perform all other duties as delegated by the SGA Class President.

**5. Social Vice President (2) shall:**

- a. Attend the Officer's Forum and all monthly SGA General Body meetings for the academic semester.
- b. Promote student participation within the organization and the School of Nursing.
- c. Notify the SGA Executive Board President of all potential and finalized, approved class party dates and related information.
- d. Create flyers for class parties; flyers may be distributed to the School of Nursing after receiving approval from the Assistant Dean for Student Services.
  - i. Flyers must follow and include all information requested in the designated template provided by the Assistant Dean for Student Services.
  - ii. Emails to the class cohort and/or the School of Nursing without prior approval from the cohort's Faculty Advisor and/or the Assistant Dean for Student Services will result in disciplinary action.
- e. The Sophomore II Social Vice Presidents must schedule a meeting with the SGA Executive Board President and newly elected Sophomore I Social Vice Presidents by the first Friday of the second month of the academic semester to transition and discuss a conjoined class party.
- f. Organize fundraisers to benefit the cohort's SGA class checking account.
  - i. Sale items must be approved by the Class Faculty Advisor first, and then by the Assistant Dean for Student Services.
  - ii. Sale items must abide by the *LSU Health Graphic Standards* posted on the School of Nursing website.

- iii. Sale items are not allowed to compete with items sold in the LSUHSC-NO Bookstore.
- iv. Food and/or bake sales are not permitted at the School of Nursing.
  - 1. Contacting local eateries and/or food trucks to fundraise is permitted and must be approved by the SGA Faculty Advisor first, and then by the Assistant Dean for Student Services.
- v. Collaborate and notify the SGA Executive Board President regarding all potential and finalized, approved sale dates for fundraising.
- g. An accurate and updated log of all inventories, purchases, and receipts must be maintained for sale items.
- h. Emails to the class cohort and/or the School of Nursing without prior approval from the cohort's Faculty Advisor and/or the Assistant Dean for Student Services will result in disciplinary action.
- i. Organize graduation party and/or bus trip.
  - i. Collaborate and communicate with SGA Class President and Class Treasurer to ensure invoices are paid, deposits are made in a timely manner, and receipts are accounted for.
- j. Perform all other duties as delegated by the SGA Class President.

**6. Historian shall:**

- a. Attend the Officer's Forum and all monthly SGA General Body meetings for the academic semester.
- b. Promote student participation within the organization and the School of Nursing.

- c. Take and/or acquire pictures of all students in their cohort at events, both SGA sponsored and non-sponsored events.
- d. Organize and produce an electronic and/or traditional scrapbook for their cohort's graduation.
- e. Design and assemble a decorated poster board that incorporates the SGA theme for Spirit Week, which starts on Monday, the week before Nightingale Ball.
- f. Responsible for creating a theme and poster board of the cohort for the Senior II semester.
- g. Perform all other duties as delegated by the SGA Class President.

**7. SGA Representative shall:**

- a. Attend the Officer's Forum and all monthly SGA General Body meetings for the academic semester.
- b. Promote student participation within the organization and the School of Nursing.
- c. Report and inform cohort about SGA Executive Board and Class Officer Board events and information.
- d. Inform and involve cohort with Sprit Week and the associated activities, which starts on Monday, the week before Nightingale Ball.
- e. Sell tickets to the respective cohort for Nightingale Ball and all other SGA Executive Board sponsored events.
- f. Turn in money collected for SGA Executive Board sponsored events (e.g., Nightingale Ball) every Friday by 4:00 p.m. to the SGA Executive Board Treasurer.
- g. Perform all other duties as delegated by the SGA Class President.

**8. Student Life Committee Representative shall:**

- a. Attend the Officer's Forum, all monthly SGA General Body meetings, and all monthly meetings for the Student Life Committee for the academic semester.
- b. Promote student participation within the organization and the School of Nursing.
- c. Feedback and communication from the class must be recorded and presented at the monthly Student Life Committee meetings.
- d. Report and inform cohort of events and information presented by committee members at the monthly meeting of the Student Life Committee.
- e. Perform all other duties as delegated by the SGA Class President.

**9. Peer Advocate Liaison (PALS) Representative shall:**

- a. Attend the Officer's Forum, all monthly SGA General Body meetings, and PALS meetings throughout the academic semester.
- b. Promote student participation within the organization and the School of Nursing.
- c. Serves as a resource for classmates emotionally, academically, and professionally.
- d. Provides resource information for the School of Nursing such as the Campus Assistant Program (CAP) with the mission to support the mental, emotional, and physical well-being of students, faculty, staff, and immediate family members in order to promote the overall health and effectiveness of the LSUHSC-NO community.
- e. Perform all other duties as delegated by the SGA Class President.

**10. Diversity, Equity, & Inclusion Student Association (DEI-SA) Representative shall:**



- a. Attend the Officer's Forum, all monthly DEI-SA General Body meetings, and SGA General Body meetings throughout the academic semester.
- b. Report and inform cohort of LSUHSC-NO SON DEI-SA Executive Board and General Body events and information.
- c. Senior II Representative shall organize a list of graduating students and communicate with faculty and those students wearing cultural stoles.
- d. Perform all other duties as delegated by DEI-SA Executive Board President and SGA Class President.

### **Section 3: Meetings**

1. All SGA General Body meetings are mandatory by SGA Class Officers.
  - a. Notice and explanation of absence must be communicated to the SGA Executive Board President no less than 24 hours prior to the meeting.
  - b. Unexcused absences or failure to follow protocol will result in a strike.

### **Section 4: Nominations and Elections of Class Officers**

1. The cohort class will nominate SGA Class Officers at least two weeks prior to elections for the Spring and Fall semesters.
2. The SGA Executive Board President will provide guidance for nominations and elections.
3. Elections for SGA Class Officers for incoming Sophomore I should be held by the first week of September for Fall enrollment and the first week of February for Spring enrollment; incoming CARE Class Officers should be elected by the first week of September for Fall enrollment.

### **Section 5: Terms**

1. Mandatory, annual re-election for all SGA Class Officer positions will be open to all students in their respective cohort and will be conducted by the SGA Executive Board President.
  - a. Cohorts that began in the Fall will conduct annual re-elections in May.
  - b. Cohorts that began in the Spring will conduct annual re-elections in December.
  - c. CARE cohort will conduct “annual” re-elections in between their Junior I and Junior II semesters.
  - d. DEI-SA Class Representatives are appointed by DEI-SA Executive Board, as in accordance with *LSUHSC-NO SON DEI-SA Bylaws*.
2. The SGA Executive Board President is responsible for conducting all elections within the School of Nursing.
  - a. If a Class Officer does not proceed with their cohort due to academic reasons, then the SGA Class Board President is required to notify the SGA Executive Board President, who will then hold elections for the vacant position.

#### **Section 6: Removal from Office**

1. Any officer removed from the SGA Class Officer Board for non-academic reasons will not be eligible for any re-elected position on the SGA Class Board and/or the SGA Executive Board while enrolled in the School of Nursing.
2. Students are entitled to due process and reserve the right to defend themselves in a fair hearing following notice of removal from the SGA Class Officer Board and/or SGA Executive Board.

3. If at any time an officer is found to be operating in a manner not in the best interest of the office appointed, or in the best interest of SGA, said officer may be removed from the respective position by a two-thirds vote by the SGA Executive Board.

## **ARTICLE VII – MEETINGS & EVENTS**

### **Section 1: Monthly Meetings**

1. The SGA will hold monthly, General Body meetings during the Fall and Spring semesters.
  - a. It is the duty of all elected Class Officers and Executive Board members to attend each meeting, unless there is a conflict with class, clinical, lab, or simulation. An advanced notice must be sent to the SGA Executive Board President at least 24 hours prior to the meeting. Failure to attend monthly meetings without an excused absence will result in a strike.
2. The SGA Faculty Advisor(s) will be notified of two consecutive meeting absences without advance.
  - a. The SGA Faculty Advisor(s) will inform the SGA officer of their standing and warn that any additional absences will result in the SGA Executive Board asking the member to resign from their position.
  - b. Three accumulated strikes resulting from absenteeism during the officer's term will result in removal from office.
3. The SGA Executive Board may hold informal meetings as needed.

### **Section 2: Social Events**

1. All SGA class board members are expected to attend at least fifty percent of events held by the executive board each semester during their term in office.
  - a. Failure to meet the minimum attendance requirement will result in a strike.
  - b. Off-Campus Instructional Site (OCIS) Class Officers are exempt from attending mandated social events.

#### **ARTICLE VIII – AMENDMENTS**

1. A member-at-large desiring a change may submit a proposed amendment signed by at least eighteen (18) members of the SGA Executive Board and SGA Class Officers.
  - a. The SGA Executive Board will review the proposed amendment and post the proposed amendment for at least two weeks.
  - b. After two weeks, face-to-face voting or electronic voting for the proposed amendment will take place, either at the next SGA General Body meeting or online.
  - c. A two-thirds vote of the SGA General Body is required for amendment adoption.
2. Executive Board members desiring a change must submit a proposed amendment to the SGA Executive Board.
  - a. The Executive Board must approve and post the proposed amendment for one week.
  - b. After one week, face-to-face voting or electronic voting for the proposed amendment will take place, either at the next SGA General Body meeting or online.
  - c. A two-thirds vote of the SGA General Body is required for amendment adoption.

3. Amendment adoptions are effective on the day ballots are tabulated and are inclusive of the current bylaws at that time.

### **ARTICLE IX – DISSOLUTION CLAUSE**

In the event of dissolution of the LSUHSC-NO SON SGA, disbursement of the residual assets of the organization must go to the LSUHSC-NO Foundation.