

Constitution of the LSUHSC School of Public Health Student Government Association

Preamble

We, the students of the Louisiana State University Health Sciences Center School of Public Health, in order to develop and further academic achievement; to maintain a high standard of ethics; to ensure consistency and cohesion in the regulation of the student body; to promote understanding among students, faculty, administration and alumni; to coordinate student activities of the School of Public Health (SPH); and to guide all current and future students in the Louisiana State University Health Sciences Center (LSUHSC) tradition of excellence in scholarship and public service, do hereby proclaim a self-governing organization and do adopt this constitution.

Article 1: Name, Membership, and Composition

Section 1: Name

The name of this organization shall be the School of Public Health Student Government Association at Louisiana State University Health Science Center, New Orleans (SGA).

Section 2: Membership

All enrolled students in Louisiana State University Health Science Center School of Public Health shall be members of the SGA.

Section 3: Composition

Leadership of the SGA shall consist of the executive officers, committee chairs, and the student body representatives, and shall be referred to as SGA leaders.

Article 2: Executive Committee Officers

Section 1

The executive officers of the SGA shall consist of the President, Vice President, Treasurer, Secretary, and Program Representatives.

Section 2

Positions and responsibilities of the executive officers are listed below.

A. President

1. Schedule and preside over all general and executive board SGA meetings
2. Serve as a liaison to the LSUHSC's SPH faculty and staff, including attending faculty meetings and any other relevant meetings as appropriate
3. Supervise SGA leader positions and coordinate activities in conjunction with the executive officers
4. Assure leader positions are filled
5. Meet regularly with the SGA Faculty Advisor
6. Coordinate budget with the Treasurer and LSUHSC-wide SGA
7. Attend LSUHSC-wide SGA meetings

8. Coordinate with the Faculty Advisor, Deans, and relevant contacts to ensure compliance with the LSUHSC policies at all times.

B. Vice President

1. Coordinate and run all SGA elections
2. Assist the President in all SGA matters, including presiding over meetings in the absence of the President and proxy for the President at other meetings at the President's request
3. Coordinate purchases and distributions made by the SGA
4. Coordinate voting for any awards as indicated by the Dean or SGA
5. Supervise and conduct merchandise sales and ordering as needed.

C. Treasurer

1. Represent the SGA on any finance committee
2. Maintain an accurate accounting system of SGA revenues and expenditures, including coordinating reimbursement activities, maintaining monthly financial statements, and maintaining a positive working relationship with the Dean's office to conduct monetary correspondences
3. Aid in developing budget for the following year in conjunction with the President and any committees requiring a budget
4. Review any monetary requests by student organizations and report them to the President for review and approval by SGA and the Faculty Advisor
5. Report to the SGA the budget balances on a regular basis
6. Assist committee members with paperwork to procure funds.

D. Secretary

1. Prepare agenda and post announcements for each general SGA meeting
2. Prepare SGA meeting minutes and disseminate to SGA and student body
3. Obtain the Executive Faculty Meeting minutes from the Dean's Office and disseminate
4. Ensure SGA e-mail and voicemail accounts are checked a minimum of twice per week and that replies are made in a timely manner
5. Update and maintain an SGA leader list
6. Update and maintain the SGA website with the webmaster or communications committee and the President
7. Supervise distribution of any office or desk keys and materials to current and new SGA officers
8. Maintain an SGA guide for reference.

E. Program Representatives

1. Work with SGA officers to plan social events
2. Maintenance of SGA Bulletin Board
3. Communicate with the faculty/admin as representative of the student body
4. Represent students at SGA officer meetings.

Article 3: Committees and Student Body Representatives

Section 1: Standing Committees

SGA shall establish officially recognized standing committees that are necessary for accomplishing the goals and objectives set forth by SGA to serve the student body. These committees can be formed by amendment to these bylaws. The chair(s) will be elected by a majority of the voting student body and attend regular meetings of the SGA. The number will be determined by the President. Membership of these committees will be open to all students and at the discretion of the chair. The chair must obtain approval from the executive officers and the Faculty Advisor to deny any student membership.

- A. FA Grievance Committee (2 representatives)
- B. FA Curriculum Review Committee (3 representatives; 1 first year MPH/MS, 1 second year MPH/MS, 1 PHD)
- C. SPH Evaluation Committee (3 representatives; 1 first year MPH/MS, 1 second year MPH/MS, 1 PHD)
- F. SPH Technology Committee (3 representatives)
- E. SPH Diversity Committee (3 representatives)
- F. SPH Research Committee (8 representatives; 1 from each MPH/MS program and 1 from each PHD program.
- G. SPH Recruitment Committee (3 representatives)
- H. SGA International Student Peer Committee (1 Chair, and 5 representatives)
- I. Peer Advocate Liaison(2 representatives)

Section 2: Ad-hoc and Sub-committees

Special purpose committees and ad-hoc sub-committees may be formed at the discretion of the parent committee and in consultation with the President and the Faculty Advisor. Such formation shall be voted on by the executive officers. The chair will be elected by a majority of the voting student body and attend regular meetings of the SGA. Membership of these committees will be open to all students and at the discretion of the chair. The chair must obtain approval from the executive officers and the Faculty Advisor to deny any student membership.

Section 3: Program Representatives

Such representatives will be elected by a majority of the voting student body. Their duties and term will be defined by the purpose of the committee or counsel to which they are elected:

Article 4: Elections/Appointments

Section 1: Timing and Period of Service

Elections shall occur once a year in the two (2) months prior to the month of spring commencement to ensure adequate training. When a full term is not met, a call for nominations to fill that position must be made within three (3) weeks of the receipt of written confirmation of vacancy.

Executive officers will be expected to serve a minimum of one (1) complete academic year including the summer, fall, and spring terms following the term in which they were elected. When one is elected mid-term, they are only to fill the position until the end of that specific term.

No officer may serve more than two (2) academic years in the same elected position.

Section 2: Election of Chairs

Elections of chairs should occur within a week of the first SGA meeting of the year in the fall semester. Nominations will be accepted and voting will take place at the meeting. In the following week, the newly elected chairs should submit a written letter of acceptance and a write-up of their intent as the chair of the committee.

Section 3: All SGA officers, chairs, and representatives of the SGA will be elected.

Section 4: Election Guidelines (Executive Officers)

Nominations and elections shall be conducted by the Vice President. In cases where the Vice President is vacant, the Secretary shall work in collaboration with the President to conduct elections.

Executive officers will be expected to serve a minimum of one (1) complete academic year including the summer, fall, and spring terms following the term in which they were elected. When one is elected mid-term, they are only to fill the position until the end of that specific term.

All registered students will be eligible to participate and vote in SGA nominations and elections.

One month prior to the Election Day Meeting, there will be a call for nominations to last two (2) weeks. Nominees will be given the following week to accept the nomination and submit a written platform for the position. Students will vote for their chosen nominee in-person only. The voting will take place at the next monthly SGA meeting (Election Day Meeting). In the event the student is unable to attend the Election Day meeting, the voting will also be open for one day the following week during SGA office hours only. Students must sign a voting roster to keep track of which students have voted.

Campaigning will be confined to the one (1) week prior to the Election Day Meeting.

The Vice President shall ensure that nomination and election periods are advertised to the student body through multiple sources and in a timely manner and shall also coordinate forum for students to address candidates if necessary.

The total election period will last four (4) weeks. All election proceedings will be conducted by the Vice President and overseen by the Faculty Advisor.

A nominee will be considered elected by a majority of the voting student body.

In the event of a tie, a vote of the SGA executive officers will determine the winner.

The student body, faculty, and administration shall be notified of the election results the week following the vote. All updated officer information will be provided.

In the case of election results being contested by a candidate or voter, the executive officers and the Faculty Advisor shall meet with this student to address those concerns in a timely manner.

Article 5: Meetings

Section 1: Meeting Schedule and Speaking Privileges

The SGA executive officers will hold a minimum of four (4) general meetings per semester. General meetings shall be called by the president.

General meetings shall be open to all current LSUHSC School of Public Health students, faculty, prospective students, alumni, and invited guests.

All SGA members shall have the same speaking privileges as SGA leaders.

General meetings shall be scheduled between 8:00 AM and 8:00 PM on a school day and at a mutually convenient time to be determined by the President.

SGA leaders and student body shall be notified of SGA meetings.

Special meetings may be called by the executive board. Such meetings shall be announced by the Secretary at least 24 hours prior to the meeting, and shall state the purpose of the meeting.

The SGA executive board shall meet every month, as determined by the President.

Section 2: Attendance

If an SGA executive officer, chair, or representative has three (3) unexcused absences from general meetings, that individual will be removed from office for the remainder of that term.

Attendance requirements for members of committees will be determined by the chair of that committee and approved by the President.

Attendance requirements for representatives on committees will be determined by the bylaws governing that committee on which they sit.

Section 3: Governance and Meeting Procedures

The Rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the SGA in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules that the SGA may adopt.

The President shall preside over all SGA general and executive board meetings. Should the President be absent, the Vice President shall preside over these meetings.

Questions of parliamentary procedure or constitutional interpretation shall be addressed by the Secretary.

The order of business at general meetings shall be similar to the following:

- Call to order
- Officer reports/Old business
- Committee reports/Old business
- Representative reports/Old business
- New business
- Adjournment

All motions and legislation require simple majority vote to pass.

Only SGA executive officers, chairs, and representatives present with the exception of the President will vote. In the event of a tie, the President will hold the deciding vote. The meeting must contain a Quorum, defined as a majority (50% + 1) of all executive officers, chairs, and representatives, in order to pass any legislation.

Article 6: Student Organization Recognition and Support

Section 1: Recognition

LSUHSC's SPH students may form a student organization and receive recognition by the University and the SGA. Such students must follow guidelines as dictated by the University in order to initiate and maintain a recognized organization. The period of recognition by SGA is given for a one (1) year period and reviewed by the executive board the beginning of each academic year.

One officer from each student organization should be present at each SGA general meeting, as appropriate.

Section 2: Support

All recognized student organizations in good standing, within the school, may request funding from the SGA. Requests for funds must be made in writing before a general SGA meeting where they are to be voted on by the SGA leaders.

Article 7: Finances/Requests

Section 1: Budget Allocation

Within the first month of the semester or of its formation, each SGA committee must submit a budget proposal to the treasurer of the SGA including all events planned for the semester and accurate cost estimates for each program.

The Treasurer will review each proposal, and then present them to the SGA executive officers within one (1) week to approve or deny each budget proposal contingent upon the adoption of any recommendations made by that body. A majority of the SGA leaders must then approve the decisions of the executive board.

Within two (2) weeks of budget submission, the Treasurer shall follow-up with each committee to review the approved budget proposals with them.

Events or programs not included in the initial budget proposal for the semester may be proposed to the executive board a minimum of two (2) weeks prior to the event date, and must be approved by the SGA leaders.

Section 2: Request for Payment Reimbursement or

Section 2.1: Request for funding for SGA committees

Officers of the SGA shall submit requests for payment a minimum of two (2) weeks prior to their event or program.

If the request for payment is for a new vendor never used by the SGA then a W-9 tax exempt form must be submitted with the request.

Requests for payment shall include a copy of the invoice, the vendor or company name, address, phone number, tax exempt ill number, the date of the program, and the date of the invoice. If the request for payment is for personal reimbursement, social security numbers and original receipts must also be provided.

Requests for payment may only be submitted for programs that have been approved by the SGA executive board.

Section 2.2: Request for funding for student organizations

Student organizations shall submit requests for funding within the first month of each semester or of its formation.

Within two (2) weeks of the funding request, the executive board must meet to approve or deny contingent upon the adoption of any suggestions.

The SGA leaders must also approve the request.

Section 3: Conference Reimbursement

Costs associated with attending conferences and or lectures relating to Public Health may be partially reimbursed. Funds may be requested for topics outside of this scope at the discretion of the executive board. Students shall request such reimbursement in a timely manner and through appropriate application processes, as indicated by the SGA, the University, and any financial committee. The SGA shall work to procure additional such funding for students, as appropriate. Decision of whether a specific conference shall be reimbursed and to what extent shall be decided by a majority of the voting student body at a general SGA meeting. The requester shall be notified of the decision in a timely manner.

Article 8: Impeachment / Resignation

Section 1

An officer of the SGA may be removed from office by SGA officers for gross neglect of duty, a violation of either the Honor Code or the Code of Student Conduct or/and intentional violation of this Constitution or at the discretion of the Dean.

Section 2

The President shall coordinate all claims of impeachment, and bring claims before the SGA leaders at any next SGA meeting. The officer shall be removed by a two-thirds (2/3) majority vote of the SGA leaders.

Claims of impeachment shall include a written letter signed by one (1) member of the executive board, two (2) SGA leaders, or a written petition signed by 20% of the student body.

Should the President be considered for impeachment, then the Vice President shall coordinate all claims.

Section 3

An officer of the SGA may resign from office provided they submit a letter of resignation at a minimum of 4 weeks prior to the resignation date. This will allow time for the SGA to fill the office in accordance with the SGA constitution Article 4: Section 1 - When a full term is not met, a call for nominations to fill that position must be made within three (3) weeks of the receipt of written confirmation of vacancy.

Article 9: Amendments

Section 1

Amendments to this Constitution may be brought to vote by any member of the student body and/or officer of the SGA at any time throughout the academic year. Amendments shall be ratified by a two-thirds (2/3) majority vote of the SGA leaders. The Faculty Advisor shall be apprised of any such amendment.

Article 10: Dissolution Clause

Section 1

In the event of dissolution of the SGA, the residual assets of the organization shall be distributed to the SPH Discretionary Account within LSUHSC-NO Foundation.