

LSU
Health

NEW ORLEANS

School of Public Health
Student Government Association

Constitution

2018

To serve and represent all students in the School of Public Health.

**Constitution of the Louisiana State University Health Sciences Center, New Orleans
School of Public Health
Student Government Association**

Preamble

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

Mission

To serve and represent all students in the School of Public Health.

Article 1: Name and Graphics Standards, Membership, and Composition

Section 1: Name and Graphics Standards

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).

To adhere to uniformity outlined by the visual standards in the guidelines of the Chancellor-approved [LSU Health Graphics Standards Manual](#), the SGA logo usage options are as follows:



Color variations to these logos may only appear in the official LSU colors (purple, gold, black, white, and gray) outlined in the LSU Health Graphics Standards Manual.

Section 2: Membership

All enrolled students in Louisiana State University Health Science Center School of Public Health shall be collectively called the Senate, and individually, the Senators, of the SGA.

Section 3: Composition

The SGA shall consist of the Executive Committee Officers, Committee Chairs, Committees, and the Senate.

Article 2: Executive Committee Officers

Section 1

The Executive Committee Officers of the SGA shall consist of the President, Executive Vice President, Vice President of Community Service, Vice President of Professional Development, Vice President of Social Affairs, Vice President of University Affairs, Treasurer, and Secretary.

Section 2

Positions and responsibilities of the Executive Committee Officers are listed below.

A. President

1. Schedule and preside over all general and the Executive Committee Officer 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 Committee Officers
4. Assure Executive Committee 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
8. Act as webmaster to SGA webpage and website
9. Act as editor-in-chief to the SGA newsletter
10. Provide oversight to SGA committees
11. Maintain SGA electronic and physical archives
12. Provide or maintain respective SGA Executive Committee position training manual and appropriate training to successor

B. Executive 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
6. Provide oversight to SGA committees at the President's request
7. Provide oversight to all sitting vice presidents
8. Provide or maintain respective SGA Executive Committee position training manual and appropriate training to successor

C. Vice President of Community Service

1. Serve to keep the student body aware of and recruit student volunteers for community projects
2. Facilitate at least two (2) SGA community service events per semester
3. In coordination with the Treasurer, oversee funds allotted for community projects
4. In coordination with the Vice President of Social Affairs, serve as a coordinator or organizer of combined social and community service projects as needed
5. Provide or maintain respective SGA Executive Committee position training manual and appropriate training to successor

D. Vice President of Professional Development

1. Coordinate all professional development aspects of the Student Government Association including but not limited to speaker or lecture series, workshops, alumni events, university or school research opportunities, and related topics
2. In coordination with the Treasurer, host fundraisers for professional development events as needed
3. In coordination with the Treasurer, oversee funds allotted or raised for professional development affairs
4. In coordination with the School of Public Health and Dean's Office, maintain an updated contact list of school alumni
5. Provide or maintain respective SGA Executive Committee position training manual and appropriate training to successor

E. Vice President of Social Affairs

1. Coordinate all social aspects and events of the Student Government Association including but not limited to beginning and end of semester events, seasonal parties, graduation celebrations, receptions, and related affairs
2. Facilitate at least two (2) SGA social events per semester
3. In coordination with the Treasurer, host fundraisers for social events as needed
4. In coordination with the Treasurer, oversee funds allotted or raised for social affairs
5. In coordination with the Vice President of Community Service, serve as a coordinator or organizer of combined social and community service projects as needed
6. In coordination with the School of Public Health, provide the student body with a calendar of relevant events at each monthly SGA meeting or in each monthly SGA newsletter
7. Provide or maintain respective SGA Executive Committee position training manual and appropriate training to successor

F. Vice President of University Affairs

1. Coordinate all Student Government Association affairs outside of the purview of the SPH, including but not limited to the annual yearbook, class photos at new student

- orientations, bookstore merchandise, the LSU Ring, the distribution of allotted LSU Football tickets, and related affairs
2. In coordination with the university at large, provide the student body with a calendar of relevant events at either each monthly SGA meeting or for each monthly SGA newsletter
 3. Provide or maintain respective SGA Executive Committee position training manual and appropriate training to successor

G. 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
7. Provide or maintain respective SGA Executive Committee position training manual and appropriate training to successor

H. 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 to the Executive Committee and Senate
4. Ensure SGA e-mail accounts are checked a minimum of twice per week and that responses are provided in a timely manner
5. Update and maintain SGA Executive Committee, SGA Committees, and the Senate contact lists
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 Executive Committee members
8. Maintain an SGA guide for reference
9. Provide or maintain respective SGA Executive Committee position training manual and appropriate training to successor

Article 3: Committees and the Senate

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 this constitution. The chair(s) or respective vice president to oversee the committee will be elected by a majority of the

Senate. The number of chairs will be determined by the President. Membership of these committees will be open to all members of the Senate and at the discretion of the chair or respective vice president. The chair or respective vice president must obtain approval from the Executive Committee Officers and the Faculty Advisor to deny any student membership.

- A. Faculty Assembly Curriculum Review Committee
(3 Representatives; 1 First Year MPH/MS, 1 Second Year MPH/MS, 1 PhD)
- B. Faculty Assembly Grievance Committee
(2 Representatives)
- C. Louisiana State University Health Sciences Center Peer Advocate Liaison Program
(2 Representatives)
- D. School of Public Health Diversity Committee
(3 Representatives)
- E. School of Public Health Evaluation Committee
(3 Representatives; 1 First Year MPH/MS, 1 Second Year MPH/MS, 1 PhD)
- F. School of Public Health Recruitment Committee
(3 Representatives)
- G. School of Public Health Research Committee
(8 Representatives; 1 from each MPH/MS and PhD program)
- H. School of Public Health Technology Committee
(3 Representatives)
- I. Student Government Association Community Service Committee
- J. Student Government Association Professional Development Committee
- K. Student Government Association Social Affairs Committee
- L. Student Government Association University Affairs Committee

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 Committee 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 Committee Officers and the Faculty Advisor to deny any student membership.

Section 3: The Senate

All enrolled students in Louisiana State University Health Science Center School of Public Health shall be collectively the Senate, and individually the Senators, of the SGA. The Senate shall within the area of student authority act as follows: Legislate on matters concerning students and student affairs, including university policy and community affairs; propose and make recommendations by a two-thirds vote of those present at a constituted meeting for legislation or appropriation of SGA funds; and adopt rules and procedures not outlined in this constitution as necessary for the orderly conduct of the Senate.

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 Committee 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 Executive Committee Officers and chairs of the SGA will be elected.

Section 4: Election Guidelines (Executive Committee 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 Committee 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. Executive Committee Officers will be expected to be enrolled in courses at the New Orleans campus for the entire duration of their tenure: the summer, fall, and spring term following the term in which they were elected.

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

An Election Day Meeting will be held on the second to last SGA meeting of the spring semester. At least one month prior to the Election Day Meeting, there will be a call for nominations to last two (2) weeks. Nominations may be submitted by any student of the SPH to the SGA at the Election Day Meeting or electronically. Nominees will be given the following week to accept the nomination and submit a written platform for the position. Nominees will be given the following week to campaign. The SPH student body will be given the following week after campaign week to vote and will vote for

their chosen nominee by electronic or online poll. The voting will take place during the week immediately following the campaign week

The Vice President shall ensure that nomination and election periods are advertised to the student body through multiple sources 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 Committee Officers and SGA Faculty Advisor 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 Committee Officers and the Faculty Advisor shall meet with this student to address those concerns in a timely manner.

In the case of a grievance or complaint regarding the SGA nomination, campaigning, voting, or election processes, the Executive Committee Officers and the Faculty Advisor shall meet with the individual to address the grievance or complaint in a timely manner.

Article 5: Meetings

Section 1: Meeting Schedule and Speaking Privileges

The Executive Committee 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 SPH students, faculty, prospective students, alumni, and invited guests.

The Senate shall have the same speaking privileges as the Executive Committee Officers.

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.

The Executive Committee Officers, Senate, and student body shall be notified of SGA meetings.

Special meetings may be called by the Executive Committee Officers. 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 Committee Officers shall meet every month, as determined by the President.

Section 2: Attendance

If an SGA Executive Committee 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 or respective vice president of that committee and approved by the President.

Attendance requirements for representatives on committees will be determined by the bylaws governing the 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 Committee 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 Committee Officers, chairs, and the Senate members present apart from 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 the Executive Committee Officers, chairs, and the Senate members, 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 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 Committee Officers 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 Executive Committee Officers.

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 Executive Committee 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 Senate must then approve the decisions of the Executive Committee Officers.

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 Committee Officers a minimum of two (2) weeks prior to the event date and must be approved by the Senate.

Section 2: Request for Payment Reimbursement or

Section 2.1: Request for funding for SGA committees

The Executive Committee Officers 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 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 Executive Committee Officers.

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 Committee Officers must meet to approve or deny contingent upon the adoption of any suggestions. The Senate 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 Committee Officers. 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 Executive Committee Officer of the SGA may be removed from office by the Executive Committee 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 Senate at any next SGA meeting. The officer shall be removed by a two-thirds (2/3) majority vote of the Senate.

Claims of impeachment shall include a written letter signed by one (1) member of the Executive Committee Officers, two (2) members of the Senate, 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 Executive Committee Officer 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 every two years.

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 Executive Committee or the Senate. 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.

Last Revision: 06/21/2018