**OUR CONSTITUTION**



# PREAMBLE

We, the students of the Louisiana State University School of Medicine, desiring to undertake the responsibilities of self- government, believe that student government is both helpful and beneficial to our student body in preserving and furthering representation. By coordinating the common objectives of the students, faculty, and administration, we do hereby establish and ordain this Constitution for the Louisiana State University School of Medicine (New Orleans) Student Government Association.

# ARTICLE 1

## Delegation of Powers

The duties and powers of the Student Government Association shall be vested in the Legislative and Executive Departments of that student governing body.

# ARTICLE 2

## Legislative Department

**Section 1** - The Legislative Department of the Student Government Association, hereafter termed SGA, shall have the power to provide for the general welfare of the Student Body, regulate Student Body activities, promote the progress of Science and Arts, make rules for the Government and Regulation of Student Body conduct, make all laws necessary and proper for carrying into execution the foregoing Powers, and undertake all other Powers vested by this Constitution in the government of the Student Body or in any Branch of Office thereof.

**Section 2** - SGA shall consist of the duly elected President, Vice Presidents of Executive Affairs, Community Affairs, Diversity & Cultural Affairs, Student Health, Social Affairs, and Legacy & Communications, Treasurer, Secretary, Technology Chair, and Intramural Co-Chairs of the Student Body as well as the duly elected Presidents of the Senior, Junior, Sophomore, and Freshman classes. It will also include the presidents of all student organizations that meet requirements for voting membership as designated in ARTICLE 6, Section 2B. The President of the Student Body shall act as the Presiding Officer of the Student Government Association.

**Section 3** – The President of the Student Body shall assume the responsibility of providing for and executing the election of his/her successor and the successors of the Vice Presidents of Executive Affairs, Community Affairs, Diversity & Cultural Affairs, Student Health. Social Affairs, and Legacy & Communications, Treasurer, Secretary, Technology Chair, and Intramural Co-Chairs of the Student Body. The election is to occur at an optimum time after March 15th of the year in which the successors shall assume the duties and responsibilities of their respective offices. Successors of SGA officers shall assume the duties and responsibilities of their respective offices on June 1 following the election or earlier if the present officer graduates. Class officer nominations and elections shall take place in a timely fashion following SGA elections. First year class officer nominations and elections shall take place at a convenient time in October. Successors of class officers shall assume the duties and responsibilities of their respective offices at the end of each academic year.

The President, Vice Presidents of Executive Affairs, Community Affairs, Diversity & Cultural Affairs, Student Health, Social Affairs, Legacy & Communications, Treasurer, Secretary, Technology Chair, and Intramural Co-Chairs of the Student Body as well as all class officers shall be considered duly elected after receiving greater than fifty percent (50%) of all votes cast by the students in a duly called election. In the event that a candidate for one of the above named offices does not a vote of greater than fifty percent (50%), a second election will be called, with the same aforementioned regulatory provisions, between the two candidates receiving the largest number of votes in the first (1st) election. To be duly elected in the second (2nd) election, a candidate must receive greater than fifty percent (50%) of all votes cast in that election, assuming said election is in accordance with the foregoing provisions.

**Section 4** – In the event of an unforeseen circumstance whereby the President of the Student Body cannot or does not assume the duties and responsibilities of the office for a period exceeding a total of 12 consecutive weeks, the SGA shall provide for a duly called election within thirty (30) days. During such time the duties and responsibilities of the Office of President shall be assumed according to the order of executive succession as outlined in ARTICLE 2, Section 5, and duties shall be relinquished to the newly elected President of the Student Body upon election in said manner as outlined in ARTICLE 2, Section 3. In the event of an absence of the President of the Student Body or inability of the President to perform his constitutional duties for a period of less than 12 weeks, these responsibilities shall also be undertaken according to the order of succession. All decisions or official decrees made by the person in such capacity shall be binding on SGA and the President of the Student Body. This can occur until such time, not exceeding 12 weeks, as the duly elected President of the Student Body can resume the duties of his/her office. Note that the duration of 12 weeks means that the President of the Student Body cannot remain out of the city of New Orleans for more than 12 weeks during his/her term in office.

In the event of an unforeseen circumstance, if any other member of the executive council cannot assume the duties and responsibilities of his/her office for a period of 12 consecutive weeks, the President of the Student Body shall call for a new election amongst the students represented by that office. An officer can spend no more than 12 consecutive weeks out of the city of New Orleans during his/her term. This rule shall apply to the Vice President of Executive Affairs, Vice President of Community Affairs, Vice President of Diversity & Cultural Affairs, Vice President of Student Health, Vice President of Social Affairs, Vice-President of Legacy & Communications, Treasurer, Secretary, Technology Chair, and Intramural Co-Chairs of the Student Body, as well as the Senior Class President, Junior Class President, Sophomore Class President, and Freshman Class President.

**Section 5** – The order of executive succession shall be: President, Vice President of Executive Affairs, Vice President of Community Affairs, Vice President of Diversity & Cultural Affairs, Vice President of Student Health, Vice President of Social Affairs, Vice-President of Legacy & Communications, Treasurer, Secretary, Technology Chair, Fourth Year Class President, Third Year Class President, Second Year Class President, and First Year Class President.

**Section 6** – In the event that a Class President is unable to attend an SGA meeting, another duly elected officer of the class will be considered as a recognized alternate. This alternate representative will be extended the full voting and speaking privileges for the portion of the Student Body that he/she represents. No other representative of the class will be recognized.

**Section 7** - In the event that a president of a student organization is unable to attend an SGA meeting, another duly elected officer in that organization will be considered as a recognized alternate. This alternate representative will be extended the full voting and speaking privileges for the portion of the Student Body that he/she represents. No other representative of an organization will be recognized. This section pertains only to organizations that meet the requirements for voting membership to SGA as designated by ARTICLE 6, Section 2B.

**Section 8** – Each member of the Executive Council, with the exception of the Student Body President, or presiding officer, will have the power to cast one (1) vote when such a vote is required for decisions of the Student Government Association. However, in event of a deadlock vote, the Presiding Officer of SGA shall cast a ballot. In the event that any one voting member should legally hold more than one position in the association, he shall assert his/her representation and perform his duties in the capacity of only one, of his choice, leaving the other office or offices void of voting privileges.

**Section 9** – Two thirds (2/3) of the eligible voting membership of the association shall be considered as a quorum. This is to be determined by written tabulation at any and every duly called meeting. Quorum must be present in order for any vote to take place at an SGA meeting. Suspension of voting privileges will be imposed for each vote in which a representative is not in attendance for at least two meetings prior to the day on which a major vote will be cast. Any organization that is suspended for more than two major votes will be subject to having voting privileges revoked until the start of the next academic year based on the final discretion of the Executive Council. The President of the Student Body will give all members of SGA adequate notice when a major vote will be required to make a decision.

**Section 10** – Compulsory attendance is expected of each and every member, or alternate (as explained in ARTICLE 2, Sections 6 and 7), to the majority of meetings for the academic year. It is reasonable to require all members of SGA to attend 75% of meetings held each semester. The association holds the right to discuss the status of voting privileges of any representative or executive officer in regard to excessive absences from meetings. A discussion may be called and voted upon at any time during the academic year.

**Section 11** – The Presiding Officer of SGA will, within the authority of his office, call meetings of the association a minimum of four time per academic semester, with preference given to the 3rd Wednesday of a given month. If any issue arises that is of major concern or importance to the Student Body, it is the obligation of the Presiding Officer of the Student Body to call for a general forum. This will give all who desire the opportunity the chance to express their opinion on the issue.

**Section 12** – Any activity of any member of SGA not within the authority delegated by or within approval of the association shall not be assumed to be the responsibility or decision of the association.

# ARTICLE 3

## Executive Department

**Section 1** – The Executive Powers herein granted shall be vested in the Executive Council of the Student Government Association, hereafter called the Executive Council. The Executive Council can, with the authority of SGA, enforce any and all legislation properly issued by SGA for the welfare of the Student Body. It may undertake any other duties within the province of the Student Government Association that is considered to be within the scope of their power. The actions of the Executive Council shall be binding upon SGA, if and only if, the actions are within the authority of SGA and in accordance with the duties and responsibilities assigned to the Executive Council by this Constitution.

**Section 2** – The Executive Council of the Student Body shall be composed of the President, Vice Presidents of Executive Affairs, Community Affairs, Diversity & Cultural Affairs, Student Health, Social Affairs, and Legacy & Communications, Treasurer, Secretary, Technology Chair and Intramural Co-Chairs of the Student Body as well as the Presidents of the Senior, Junior, Sophomore, and Freshman classes. All powers of the Executive Council shall be ascribed to them. The President may delegate the authority and duties of the Executive Council as he/she deems necessary.

**Section 3** – The election, term of office, and provision for succession of the President, Vice Presidents of Executive Affairs, Community Affairs and Social Affairs, Treasurer, Secretary, and Technology Chair of the Student Body shall be executed, administered, and provided as stated in ARTICLE 2, Section 3 and 5.

**Section 4** – Guidelines for the responsibilities of the Executive Council of SGA shall be as follows:

**A** – The President of the Student Body shall:

1. Serve as Presiding Officer of the Student Government Association;
2. Represent the students of LSU Medical School in all administrative duties and responsibilities as conferred to him/her by virtue of the Office of the President and as governed by the Constitution;
3. Delegate duties to other individuals as he/she deems necessary with the approval of SGA;
4. Serve on the Technology committee and take part in decisions regarding the utilization of technology fee funds
5. Assist other officers in the performance of their duties;

**B** – The Vice President of Executive Affairs shall:

1. Be a voting member of SGA.
2. Assume all duties and responsibilities of the President in his absence;
3. Serve as Presiding Officer of SGA in the absence of the President in accordance with ARTICLE 2, Section 4 of this Constitution;
4. Plan and coordinate Annual Family Day activities;
5. Assist other officers in carrying out their responsibilities as representatives of the student body.

**C** – The Vice President of Community Affairs shall:

1. Be a voting member of SGA;
2. Serve to keep the student body aware of and recruit student volunteers for community projects;
3. Be in charge of funds allotted for community projects with the approval of SGA;
4. Coordinate and assist appointed program directors in the implementation of community projects;
5. Serve as a member of the *Service Learning Elective Committee* and coordinate deadlines and regulations with each class;
6. Serve as Presiding Officer of the council as stated in ARTICLE 2, Section 5;
7. Serve as primary coordinator/organizer of the annual “Tiger Run 5k”
8. Assist other officers in carrying out their responsibilities as representatives of the student body.

**D -** The Vice President of Diversity & Cultural Affairs shall:

1. Be a voting member of SGA;
2. Serve as the Diversity Advisory Council (DAC) Liaison;
   * 1. Participate as a non-voting member of the Diversity Advisory Council;
     2. Act as a liaison between Diversity Advisory Council and the Executive Council of SGA;
     3. Attend Diversity Advisory Council meetings when possible, a minimum of two times per academic semester. Get updates from DAC for meetings they could not attend;
     4. Assist in the communication between the interest groups with representation on the Diversity Advisory Council;
3. Advocate for students of underrepresented groups and promote the resolution of concerns in a safe and respectful forum;
4. Be accountable for representation of minority student voices during SGA decision making;
5. Work with student organizations, academic departments, and clinical faculty on campus-wide initiatives that engage and educate the student body in multicultural awareness and inclusion;
6. Be in contact with the Office of Diversity and Community Engagement to promote current ODCE initiatives;
7. Serve as Presiding Officer of the Council as stated in ARTICLE 2, Section 5;
8. Assist other officers in carrying out their responsibilities as representatives of the student body.

**E -** The Vice President of Social Affairs shall:

1. Be a voting member of SGA;
2. Coordinate all social aspects of the Louisiana State University Medical School student body including seasonal parties, Family Day reception, social events, etc;
3. Serve as Presiding Officer of the Council as stated in ARTICLE 2, Section 5;
4. Assist other officers in carrying out their responsibilities as representatives of the student body.

**F** – The Treasurer shall:

1. Be a voting member of SGA;
2. Be responsible for handling all financial matters pertaining to SGA activities
3. Keep accurate financial records throughout his/her term of office;
4. Provide a list of revenues and expenses at the first and last SGA meeting of each semester;
5. Publish an account of revenues and expenditures for the previous year prior to leaving office;
6. Submit an annual budget to SGA for its approval at the beginning of each school year;
7. Assist other officers in carrying out their responsibilities as representatives of the Student Body.

**G** - The Secretary shall:

1. Be a voting member of SGA;
2. Be responsible for the official minutes of all SGA meetings and the distribution of the minutes prior to the next scheduled meeting;
3. Be responsible for carrying out the rules of proper use of bulletin boards pertaining to students of LSU Medical School;
4. Maintain a monthly calendar of events on the bulletin board and for submission to the SGA website;
5. Assist other officers in carrying out their responsibilities as representatives of the student body.

**H** – The Technology Chair shall:

1. Be a voting member of SGA;
2. Coordinate the Technology Representatives from each class and voice any issues or developments to the association;
3. Manage the SGA website and act as the contact person for updating all information;
4. Serve on the *Technology Fee Committee* and act in a leadership position under the discretion of the President of the Student Body;
5. Serve as the primary contact for SGA regarding the use of technology for the students of the LSU School of Medicine;
6. Assist other officers in carrying out their responsibilities as representatives of the Student Body.

**I** – The Vice President of Student Health shall:

1. Be a voting member of SGA;
2. Coordinate with the Vice-President of Student Health from each class;
3. Coordinate with the Office of Student Health for events such as vaccination/immunization fairs;
4. The SGA Executive Vice-President of Student Health will be trained as a Peer Advocate Liaison (PAL) by the Campus Assistance Program (CAP);
5. Collaborate with Student Affairs and participate in LSU Wellness Krewe meetings, initiatives, and events, and will help promote LSU Wellness Krewe opportunities on and off campus;
6. Collaborate with CAP and nominates PALs on their monthly School of Medicine focus group events to receive student feedback in order to improve student mental and physical health on campus;
7. Collaborate with faculty in order to promote wellness within the curriculum.
8. Assist other officers in carrying out their responsibilities as representatives of the Student Body.

**J** – The Vice-President of Legacy and Communications:

1. Be a voting member of SGA;
2. Coordinate the VP of Legacy and Communication of each class in efforts to maintain the distribution of the annual yearbook;
3. Negotiate contracts with publication firms and the Dean’s Office;
4. Operate and maintain responsibility of the official SGA Yearbook Camera;
5. Be a voting member of SGA;
6. Preserve the character of LSU School of Medicine and its students by fulfilling the following obligations:
   1. Ensure that any affiliations with LSU School of Medicine currently claimed by students or groups remain in good nature. ‘Affiliation’ may include verbal or written claims and any use of the school’s name or logo;
   2. Create and/or facilitate administrative approval of any and all print or media materials meant for distribution by SGA or student organizations;
   3. Oversee public and/or school-wide promotion of SGA events;
7. Be responsible for collection of pictures and composition of all SGA happenings;
8. Operate and maintain responsibility of the official school yearbook, which includes:
   1. The negotiation of contracts with publication firms and the Dean’s Office
   2. Maintaining coordination with and between each Class VP of Legacy and Communications.
9. Serve as a designated liaison between the student body and:
   1. Alumni,
   2. The editor of The Pulse newsletter- by way of submitting news and stories;
   3. LSUHSC Information Services and,
   4. Outside persons or organizations
10. Prepare and distribute the LSUHSC School of Medicine Student Directory each Fall semester;
11. Facilitate proper use of bulletin boards by students and student groups;
12. Assist other officers in carrying out their responsibilities as representatives of the Student Body.

**K** – The Intramural Co-Chairs shall:

1. Be a voting member of SGA;
2. Duties will be shared between two co-chairs with one voting membership on the Executive Board;
3. Coordinate all intramural sporting activities in the fall and spring for the LSUHSC New Orleans;
4. Monitor and place teams or individual players on probation as disciplinary action for conduct issues;
5. Ensure shared responsibility of monitoring for infractions and informing appropriate SGA representatives at respective schools;
6. Assist other officers in carrying out their responsibilities as representatives of the Student Body.

*The above guidelines have been set forth in an effort to delineate some of the duties and responsibilities of those elected as student body officers and in no way is any officer of the Executive Council limited only to those responsibilities stated above.*

# ARTICLE 4

## Ratification

**Section 1** – This Constitution shall be considered ratified and shall pass into immediate effect after receiving two-thirds (2/3) of all votes cast by the Student Body in a general election to be called and executed by the President of the Student Body.

**Section 2** – Adoption by ratification of this Constitution makes null and void all previous constitutions, regulations, and powers of any past Student Governments of the Louisiana State University School of Medicine in New Orleans.

# ARTICLE 5

## Amendments

When a two-thirds (2/3) vote of the SGA membership deems it necessary, they shall propose Amendments to this Constitution, provided that no Amendment shall, in any way whatsoever, violate the Rights and Privileges granted to the Student Body by this Constitution. The Amendment(s) will be considered ratified after receiving two-thirds (2/3) of all votes cast by the Student Body in a special election to be called and executed by the President of the Student Body.

# ARTICLE 6

## Bylaws

Any legislation that has more than temporary effect will be considered a bylaw under this Constitution. A two-thirds (2/3) vote of the Student Government Association at a duly called meeting is necessary to pass a bylaw under this Constitution.

**Section 1** – Organization of Student Representatives (AAMC):

**A** – OSR Member: The Louisiana State University School of Medicine (New Orleans) OSR Member will be considered duly elected after receiving greater than fifty percent (50%) of all votes cast in a duly called election by the President of the Student Body. This election shall occur concurrently with the election of freshman class officers as provided for in ARTICLE 2, Section 3, (during the appropriate year). The term of this office will be four years, serving as alternate to the upper level member until that individual graduates.

**B** – The OSR Member shall:

1. Be a voting member of SGA (in the same capacity as a student organization);
2. Serve as liaison for LSU Medical School to the American Association of Medical Colleges;
3. Actively participate in OSR discussions via email or at National/Regional Conferences with the intent to represent LSU medical students;
4. Accurately communicate to the student body any information gathered via mail, email, conferences, etc. concerning the LSU Medical School;
5. Actively relay to the appropriate person or group any information that may positively affect LSU School of Medicine or its student body;
6. Serve as the Careers in Medicine coordinator with the Assistant Dean of Students

**Section 2** – The Peer Advocate Liaison (PAL):

**A** – The Peer Advocate Liaison (PAL) shall:

1. Abide by the guidelines set forth by the Advocacy Committee with oversight by the CPC.
2. Peer Advocate Liaison (PAL) position will no longer be an elected position.
3. PAL position will be a self-nomination position with a written application process.
4. CAP, current PALs, and Vice-President of Student Health positions will oversee new PAL application process.
5. There will be a maximum of 10 PALs per grade. This limit can be overridden at the discretion of the CAP, current PALs, and the Vice-President of Student Health.
6. There is no limit to how many students can undergo self-nomination and application process.
7. PAL position will collaborate with CAP, Student Affairs, and VPs of Student Health to improve student mental and physical health on campus.
8. The PAL position term is for four years, appointed in the Freshman year only.
9. PALs are subject to disciplinary action though the Council on Professional Conduct should they breach confidentiality.

**Section 3**– General Regulations of the Student Government Association:

**A** – Qualifying for Student Body Election: Any person who desires to run as a candidate for any SGA or class office must submit in writing to the Office of Student Affairs his or her intention of running for that office during a call for nominations prior to the announced elections. It will be the responsibility of the President of the Student Body to

establish and inform the students of the opening and closing dates for nominations in order to qualify for the upcoming election. These dates will be determined according to the time period set in this Constitution in ARTICLE 2, Section 3.

1. Spring elections: In order to run for any office, a student must be in good academic standing and must accept the time constraints of the office. This shall mean that the student has successfully passed all classes in the academic year in which the election takes place. Final decisions will be at the discretion of the Office of Student Affairs.
2. Fall elections: In order for a freshman to run for any office, he/she must be in good academic standing and accept the time constraints of the office. This shall mean that the student has successfully passed all parts of the Block One exam in that fall semester. Final decisions will be at the discretion of the Office of Student Affairs.
3. Students running for an office in the SGA/ class elections shall NOT be involved in the organization and running of the elections. Candidates shall not campaign directly outside of or inside of Student Affairs offices.

**B** – Voting Privileges: One representative from each student organization that is in good standing will be granted the same voting privileges as members of the Executive Council as stated in ARTICLE 2, Section 8. In order to vote, the representative must be in attendance at two meetings prior to the date on which a major vote is to be held. An organization in good standing is defined by current registration with the Executive Council and organizational activity (i.e. meetings, projects, etc.) during the fall and spring semesters.

**C** - Absentee voting at an SGA meeting will be allowed for the President, Vice President of Executive Affairs, Vice President of Community Affairs, Vice President of Social Affairs, Treasurer, Secretary, and Technology Chair of the Student Body. An absentee vote must be submitted to the President of the Student Body or Presiding Officer.

**D** – SGA can appropriate funds to any group or organization in good standing if the request is presented in the presence of a quorum of voting members of SGA. A 2/3 vote is needed for the petition to pass. Requests may only be proposed by organizations who volunteered a minimum of 4 officers or members (cannot be a member of the SGA Executive Board) at the annual Tiger Run.

1. Requests related to travel expenses: A maximum of $300 per club per academic year is allowed. Once the petition passes, approval forms must be filled out 1 month prior to travel. Details for paperwork can be accessed through the Office of Student Affairs.
2. Requests related to organizational expenses: A maximum of $200 per club per academic year is allowed. Once the petition passes, all receipts must be submitted to the SGA Treasurer prior to distribution of funds.

**E** – A proposed calendar of student body activities shall be submitted to the Dean of Student Affairs and the Dean of the Medical School by September 30.

**F** – All students shall have an equal opportunity to nominate themselves for school committees requiring appointment by the Dean of Student Affairs or President of the Student Body. Committee members will report to SGA following all committee meetings to give an update to the student body.

**G** – Student Government Association dues are currently $15.00/year. Total dues intake will be designated in the budget and divided for community projects, social activities, communication resources, and various aspects of student life. This budget shall support the workings of SGA.

**H** - Donations to charity organizations by SGA shall not exceed a $500 maximum per year. A donation of no more than

$100 can be made to any single charity organization/event per year. The donations to charity organizations shall come from the community service budget.

**Section 4** – Recommendations for Class Officer responsibilities shall be as follows:

**A** - The President of the Class shall:

1. Hold regular meetings with the class officers and with members of the class to inform them of issues of importance and to address any concerns;
2. Represent the class at weekly SGA meetings;
3. Oversee the duties of other officers and assist in performance of their duties as needed;
4. Be responsible for coordinating events specific to each class (Cadaver Lab Ceremony, Oath of Ideals, SCOOP, White Coat Ceremony, Match Day, etc.).

**B** - The Vice-President of Community Affairs shall:

1. Be responsible for organizing and implementing all aspects of the class service projects, including Camp Tiger, Day with the Docs, Holiday Baskets, etc.;
2. Assist the SGA Community VP in service-related projects, such as Tiger Run (to include getting info to classmates, signing up participants, etc.);
3. Serve on the *Service Learning Elective Committee* and coordinate deadlines and regulations for that particular class;
4. Have the capacity to serve in the absence of the President at SGA meetings;
5. Assist other officers in their duties as needed.

**C** - The Vice-President of Social Affairs shall:

1. Be responsible for planning post-test parties;
2. Be responsible for planning the formal event specific to each class;
3. Assist the SGA Social VP for school-related social functions, such as the Halloween Party (to include getting info to classmates, selling tickets, etc.);
4. Plan other social events for the class based on availability of funds;
5. Have the capacity to serve in the absence of the President at SGA meetings;
6. Assist other officers in their duties as needed.

**D** - The Treasurer shall:

1. Collect class dues at fall registration;
2. Be responsible for handling all financial matters related to class activities;
3. Provide an accurate review of revenues and expenditures once a semester;
4. Plan a budget for the upcoming year based on the prior year’s expenses;
5. Have the capacity to serve in the absence of the President at SGA meetings;
6. Assist other officers in their duties as needed.

**E** - The Secretary shall:

1. Be responsible for providing official minutes of any class officer or class meeting for all members of that class;
2. Be responsible for carrying out the rules of proper use of bulletin boards pertaining to students if needed (to include MEB and lecture room bulletin boards);
3. Update the weekly calendar of events in the lecture rooms;
4. Serve on the *Service Learning Elective Committee* and be responsible for maintaining the class spreadsheet;
5. Assist the Class Yearbook Editor as needed;
6. Have the capacity to serve in the absence of the President at SGA meetings;
7. Assist other officers in their duties as needed.

**F** - The Education/Technology Chair shall:

1. Serve as the liaison between classmates and faculty regarding all course concerns;
2. Entertain test challenges by a mechanism that is approved by each course director;
3. Be responsible for maintaining the class website and encouraging participation of class members in this endeavor;
4. Communicate with the *Technology Fee Committee* regarding the use of technology for the class;
5. Have the capacity to serve in the absence of the President at SGA meetings;
6. Assist other officers in their duties as needed.

**G** - The Vice-President of Legacy and Communications shall:

1. Be responsible for collection of pictures and captions for the class pages of the school yearbook;
2. Create the class pages of the school yearbook, while adhering to all deadlines and directions set forth by the Executive VP of Legacy and Communications;
3. Preserve the character of LSU School of Medicine and its students by fulfilling the following obligations:
   1. Create and/or facilitate administrative approval of any and all print or media aterials meant for distribution by members of the class;
   2. Oversee public and/or school-wide promotion of class events;
4. Be responsible for collection of pictures and compositions of all class events;
5. Serve as a designated class liaison for alumni and outside persons or organizations.
6. Have the capacity to serve in the absence of the President at SGA meetings;
7. Assist other officers in their duties as needed.

**H** - The Council on Professional Conduct Student Representatives (3) shall:

1. Understand the term of office to be four years (to be elected freshman year only);
2. Represent their class and attend all meetings of the CPC;
3. Participate in formal inquiries by the CPC at the discretion of the CPC co-chairs;
4. Abide by the guidelines set forth by the CPC.

**I** – The Vice-President of Student Health shall:

1. Grade level representatives for Vice-President of Student Health will collaborate under the leadership of the SGA Executive Vice-President of Student Health. They will be trained as Peer Advocate Liaison (PAL) by the Campus Assistance Program (CAP). They will collaborate with the nominated PALs for the LSUHSC School of Medicine.
2. During active transition, both of the current elected PALs (2) will have the option to assume the role of VP of Student Health for their respective classes. If they so elect, they will both hold this role until their LSUHSC School of Medicine graduation. They are exempt from re-election for Vice-President of Student Health. This exemption will end with the Class of 2022.
3. Starting with the L1 Class of 2023 and going forward, the Vice-President of Student Health will be a single, elected position that will be up for re-election each year.
4. Collaborate with Student Affairs and participate in the LSU Wellness Krewe meetings, initiatives, and events. They will help promote LSU Wellness Krewe opportunities on and off campus.
5. Collaborate with faculty in order to promote wellness within the curriculum.
6. Have the capacity to serve in the absence of the President at SGA meetings
7. Assist other officers in their duties as needed.

**J** - The Baton Rouge Branch Campus Representative shall:

1. Be duly elected after receiving greater than fifty percent (50%) of all votes cast in the spring elections before their third year, in a duly called election by the President of the Student Body;
2. Serve as the representative for the L3 students at the Baton Rouge Branch Campus;
3. Communicate the concerns of their classmates to the L3 Class Officers and work with SGA and the Office of Student Affairs to resolve them;
4. Assist other officers in their duties as needed.

**Section 5** – Regulations of Student Organizations:

**A-** Requirements

1. Student organizations must hold at least one meeting or event per semester.
2. Student organizations are required to send one officer to attend the annual Student Organization Orientation held each fall.
3. Student organizations are required to send one officer to attend every Student Government Association meeting that student organizations are required to attend, as determined by the presiding officer of the executive council and announced at least 30 days prior to said meeting.
   1. Unless stated otherwise by the presiding officer at least two weeks prior to meeting date, a student organization representative may represent up to two groups at any given meeting.
   2. There will be a minimum of 4 SGA meetings per year which student organizations are required to attend. The presiding officer reserves the right to call up to 2 additional meetings per semester. The required meetings will include:
      1. Student Organization Orientation to be held in the Fall term of every academic year;
      2. Student Organization Audit/Election meeting to be held in the Spring term of every academic year;
      3. Officer transition meeting to be held in the Spring term of every academic year after elections have commenced; and
      4. Additional meeting of presiding officer’s choice pending on the needs of the student body, usually held in the Fall term.
4. Student organizations must appoint one officer to maintain a complete spreadsheet of members’ SLE service hours to be submitted to the SGA executive secretary each semester.
5. Student organizations are required to keep accurate, updated membership logs and a record of attendees to each meeting.
6. Student organizations are required to maintain an annual budget and a statement of income and expenditures.
7. Student organizations must submit the annual spring audit, as described in Article 6, Section 5.D, to the SGA executive secretary by the appointed deadline.

**B-** Repercussions

1. Student organizations must abide by the requirements listed in Article 6 Section 5.A to remain in good standing. Any student organization that fails to submit a complete audit as defined by Article 6 Section 5.D and requirements listed in Article 6 Section 5.A will be placed on probation status by Student Affairs and must submit an action plan for group reform to Student Affairs.
2. Recommendations for “good standing” privileges include the following within the School of Medicine: voting privileges within the Student Government Association, ability to place announcements in the SGA Weekly Announcements, eligibility for SGA funds for student organizations in the case any such funds may become available, ability to set up a booth at the annual Student Activities Fair, and ability for group leaders to claim their leadership for AOA credit.
3. A Probation status will be given to a student organization that fails to submit a complete audit by the appointed deadline. Student organization officers are required to submit an action plan to Student Affairs within one month of being appointed probation status in order to remain on probation status. The action plan must be approved by Student Affairs. The duration of probation status will span for the one semester in which the probation status is given. At the end of the semester, the student organization officers are required to attend a follow up meeting with Student Affairs, where Student Affairs decides whether or not said student organization can be appointed as in good standing or inactive.
4. Inactive status will be defined as a group that does not possess voting privileges within the Student Government Association, may not place announcements in the SGA weekly announcements, may not host any events or meetings on campus, may not use LSU branding, may not submit SLE hours as a group organization, is ineligible for SGA funds, may not set up a booth at the annual Student Activities Fair, and whose group leaders may not claim their leadership for AOA credit.
   1. Upon being deemed inactive, the treasurer of said student organization is required to meet with Student Affairs to close the student organization’s bank account and release any ownership of the bank account.

**C-** Meetings

1. Any student organization wishing to hold a meeting must have an officer submit the SGA meeting request form via the SGA website in order to hold a meeting on campus. Meetings will be approved by the SGA executive secretary in the order that the request form is received. No more than three student organization meetings will be held simultaneously.
2. No meeting may be scheduled during the SGA meetings once the SGA calendar has been released. *In the event that an organization’s meeting has been established prior to the release of the SGA calendar, then said organization is exempt from this bylaw.*

**D-** Annual Spring Audit

1. Student organizations must delegate an officer to submit the annual spring audit by the appointed deadline to the SGA executive secretary. If the student organization fails to complete the audit by the appointed deadline, said group is subject to be placed on probation status by Student Affairs as stated in Article 6 Section 5.B. The information included in the audit must be approved by Student Affairs for the group to remain in good standing for the following academic year.
2. Records required for the audit include the following:
   1. Names of current officers;
   2. Names and contact information of new officers;
   3. Organization meeting dates;
   4. Fund balance report (with copy of bank account statements);
   5. Attendance reports for each organization meeting;
   6. Attendance reports of a representative officer at each SGA meeting;
   7. Proof of member dues collected;
   8. Statement of income and expenditures; and
   9. Written advisor confirmation.