School of Allied Health Professions
Louisiana State University Health Science Center
Student Government Association
Bylaws

PREAMBLE

We the students of the Louisiana State University Health Science Center School of Allied Health Professions recognize the need for an organization to provide a forum for student discussion and opinion to meet the needs of the members through identification, coordinated activity, communication and fellowship, and to provide an orderly method of colloquy between students and faculty in order to maintain school standards and to promote individual responsibility and cooperation between the members of the student body and hereby organize the student government association under the name of the Louisiana State University Health Science Center School of Allied Health Professions Student Government Association and establish this constitution.

Louisiana State University Health Science Center School of Allied Health Professions Student Government Association has been entrusted with the responsibility for planning, implementing, and evaluating an organization and program for achieving its purposes, in relation to student living, social, and other co- curricular activities. The students entering Louisiana State University Health Science Center School of Allied Health Professions recognize and accept the obligations of belonging to a student government association. The regulations, which Louisiana State University Health Science Center School of Allied Health Professions has established within these bylaws represent the recognized ethical standards governing student life.

ARTICLE I - NAME

The name of this organization is the Louisiana State University Health Science Center School of Allied Health Professions Student Government Association. Hereafter, it shall be referred to as LSUHSC-SAHP-SGA.

ARTICLE II - FUNCTIONS

The functions of the LSUHSC-SAHP-SGA shall be to:

1. Serve as a resource avenue for all students
2. Maintain school standards
3. Encourage student-faculty coordination
4. Promote individual responsibility in LSUHSC-SAHP-SGA members
5. Promote coordination and cooperation among members of the student body
6. Promote school spirit
7. Promote means for individual professional growth

ARTICLE III - MEMBERSHIP RIGHTS

Section I

Any student of the Louisiana State University School of Allied Health Professions has the right and is a member of the LSUHSC-SAHP-SGA. Each member is requested to contribute whatever he/she feels is necessary for the benefit of his or her school or university and is expected to do so in a manner which is in accordance with his or her professional status and along lines set forth in these bylaws. Each member is expected to abide by the decisions of the majority and are encouraged to attend the meetings of the LSUHSC-SAHP-SGA

Section II:

The Association may not expel a member for any reason other than graduation or upon resignation from the University, in which case, the individual is automatically dropped from the membership list.

ARTICLE IV - EXECUTIVE BOARD

Section I: Membership

The positions of the Executive Board are as follows:

- President
- Vice President
- Secretary
- Treasurer
- Social Chair
- 2 Program Representatives (from each program)
- Faculty/Staff Advisor

Section II: Requirements

Candidates for LSUHSC-SAHP-SGA Executive Board must be a full time student with at least a "C" average and must be a member of good standing at LSU Health Science Center School of Allied Health. Candidates running for the position of LSUHSC-SAHP-SGA President must have been on or currently serving as an Executive Board member in LSUHSC-SAHP-SGA. In the event that the candidate for the office of president does not meet the qualifications of “have been or currently serving on the LSUHSC-SAHP-SGA Executive Board”, the current LSUHSC-SAHP-SGA Executive Board and Faculty Adviser may discuss and make an exception for specific circumstances. Students who are unsuccessful in any course or program may not hold an Executive Board position for the upcoming semester while that course is being repeated. This includes students who drop a course and those who do not achieve a “C” or better in any course. The School of Allied Health and the LSUHSC-SAHP-SGA Executive Board supports participation in extracurricular activities, but scholastic achievement and progression takes precedent. If a current LSUHSC-SAHP-SGA Executive Board member is unsuccessful at the end of the semester, and before the end of their current term, the LSUHSC-SAHP-SGA Executive Board shall accept nominations, conduct interviews, and elect positions by majority vote. In the case of a tie, the LSUHSC-SAHP-SGA President shall be the tie-breaking vote.

Section III: Terms of Office

Each executive board position shall be appointed by August 1st of the new academic year by the previous Executive Board unless a vacant spot is available, in which case, the position shall be filled once a suitable candidate is sought within the academic year.
Each LSUHSC-SAHP-SGA members is limited to a 1 year term from August 1st of the academic year to August 1st of the next academic year for an Executive Board position unless that member is voted upon again to take on that role and position.

Section IV: Election and Voting

A. Each candidate for Executive Board shall be nominated by any LSUHSC-SAHP-SGA member and voted upon and elected by the current LSUHSC-SAHP-SGA Executive Board. No Executive Board member shall be allowed to fill more than one of the above mentioned offices simultaneously. Each member of the Executive Council shall be eligible for re-election upon expiration of his/her tenure of office.

B. All members of the Board of directors and Executive Council shall have one vote except the President who will vote only to break a tie.

Section V: Executive Board Responsibility

Each executive board member has the responsibility to:

1. Attend each meeting and to take part in discussion and participation. However, in the case that there is a scheduling conflict with lectures, labs, or clinicals, that member shall be excused from attending a scheduled meeting. Notice of all absences shall be communicated to the Vice-President no later than 24 hours prior to a meeting. In the event that an executive board member fails to attend 2 meetings in a row without a proper excuse of tardiness or absence as determined by the president and the faculty advisor, they shall be relieved of their responsibility, duties, privilege, and name of being a part of the executive board. However, this does not expel them from being a member.
2. Attend and help with any LSUHSC-SAHP-SGA sponsored event. Any financial exemption from paying for the event is determined by the President and Faculty Advisor. However, in the case that there is a scheduling conflict with lectures, labs, or clinicals, that member shall be excused from attending that event. Notice of all absences shall be communicated to the Vice-President no later than 48 hours prior to an event.
3. Vote at the end of each academic year for the incoming LSUHSC-SAHP-SGA, except the President.

President

The President shall:

1. Establish a goal and vision for the entire term.
2. Listen, encourage, be open, and weigh in on any ideas of the LSUHSC-SAHP-SGA members.
3. Preside at all general SGA and Executive Board meetings.
4. Create meeting itineraries and agendas prior to meetings.
5. Appoint special committees as needed.

6. Have voting privileges only in cases of a tie.
7. Be added to the SGA account (if present) and serve as a signer alongside the LSUHSC-SAHP-SGA treasurer.
8. Attend other meetings as needed as specified by the Louisiana State University School of Allied Health Professions Administration.
9. Preside and lead the selection and voting procedures of the new Executive Board for the upcoming LSUHSC-SAHP-SGA Executive Board term.
10. Meet with the Assistant Dean on an annual basis to discuss any issues, concerns, or questions.
11. Delegate tasks as seen fit.

Vice President

The Vice President shall:

1. Conduct meetings and carry out duties of the President in the President's absence.
2. Act as an aide to the President.
3. Take on the role of president upon vacancy of the presidential position.
4. Have voting privileges.
5. Act as coordinator, communicator, and distributor of tasks alongside the president.
6. Be an advocate for LSUHSC-SAHP-SGA members and Executive Board members.
7. Perform reasonable duties as assigned by the president.

Secretary

The Secretary shall:

1. Conduct meetings and carry out duties of the President in the absence of both the President and Vice-President.
2. Handle all correspondence of LSUHSC-SAHP-SGA and record minutes of both general and Executive Board meetings; send copies of all minutes to the members of the Executive Board and the Faculty Advisors; and upload minutes on the LSUHSC-SAHP-SGA website.
3. Maintain the LSUHSC-SAHP-SGA google drive and ensure to add each Execume Board member and Faculty Advisor to said google drive.
4. Keep members informed with regard to meetings and activities of the LSUHSC-SAHP-SGA.
5. Keep a list of all Executive Board members and committee members, and their contact information.
6. Take roll of each member present at both Executive Board meetings and general meetings.
7. Co- sign on all minutes with the presiding officers.
8. Help maintain and update the LSUHSC-SAHP-SGA website and class officer list.
9. Have voting privileges.

10. Be an advocate for LSUHSC-SAHP-SGA members and Executive Board members.
11. Perform reasonable duties as assigned by the President.

Treasurer

The Treasurer shall:

1. Conduct meetings and carry out duties of the President in the absence the President, Vice-President, and Secretary.
2. Be responsible for keeping track of LSUHSC-SAHP-SGA funds and any transactions.
3. Keep an accurate record of receipts and expenditures.
4. Perform monthly financial reconciliations with the LSUHSC-SAHP-SGA Faculty Advisor as needed.
5. Present a statement of account at every LSUHSC-SAHP-SGA meeting and whenever requested by the Executive Board.
6. Notify the Accounting Office of LSUHSC School of Allied Health to prepare a requisition covering the estimated expenses of activities.
7. Coordinate with each program treasurer to ensure compliance with the LSU-Health financial policy.
8. Have voting privileges.
9. Be an advocate for LSUHSC-SAHP-SGA members and Executive Board members.
10. Meet with the Assistant Dean of Finance on an annual basis to review ledgers.
11. Perform reasonable duties as assigned by the President.

Social Chair

The Social Chair shall:

1. Conduct meetings and carry out duties of the President in the absence the President, Vice-President, Secretary, and Treasurer.
2. Help plan and coordinate all LSUHSC-SAHP-SGA extracurricular activities.
3. Create a yearly social page and invite every Allied Health student with the help of Program representatives.
4. Promote interprogram events and fundraisers.
5. Help take pictures at all LSUHSC-SAHP-SGA event.
6. Help create graphics and marketing strategies for LSUHSC-SAHP-SGA events.
7. Have voting privileges.
8. Be an advocate for LSUHSC-SAHP-SGA members and Executive Board members.
9. Perform reasonable duties as assigned by the President.

Program Representatives

Each program of the School of Allied Health shall furnish two representatives to serve as program representatives to take part in the Executive Board. In the case that a program

has junior and senior classification for students enrolled within that program, one program representative must be elected from each class.

1. Keep respective program updated on LSUHSC-SAHP-SGA news, updates, and plans.
2. Promote LSUHSC-SAHP-SGA and interprogram events and fundraisers.
3. Have voting privileges.
4. Take part in committees created.
5. Perform reasonable duties as assigned by the President.

ARTICLE V - MEETINGS

Section I: General Membership Meetings

A. There shall be at least one general membership meeting scheduled during the academic year. The purpose of the meeting is to allow the LSUHSC-SAHP-SGA members a direct route for student debate and the expression of opinions. During these annual meetings, the Executive Board shall present any business that concerns the general members. Notification of the annual meeting via Allied Health student wide email and posting in writing must occur no later than two weeks prior to the date of the meeting.

B. B. Special: A two-thirds affirmative vote by the Executive Board or a written request by at least thirty LSUHSC-SAHP-SGA general members will serve for the President to call a special session of the general members. Notification shall take place by posting written notices in each department and student wide e-mail at least two weeks prior to the scheduled date.

Section III: Executive Board Meetings

A. Regular: The Executive Board will meet no less than two times per academic school year. Written notice by email of all regular meetings shall take place no later than two weeks prior to the meeting date.

B. Special: The President may call a special meeting of the Executive Board on his/her own initiative and must call a special meeting on written request of at least three members of the Executive Board. Written notice of all special meetings shall take place no later than one day prior to the date fixed for the meeting.

Article VI - COMMITTEES

The Executive Board may create any committee necessary to carry on the business of the LSUHSC-SAHP-SGA. In doing so the Executive Board shall be responsible for the appointment of members to serve on the committee as well as the appointment of one member to serve as Committee Chairperson. In any committee meeting, the presence of the majority of committee members shall constitute a quorum thus allowing business to be conducted. The function and responsibilities of the committee, as well as the tenure of office of each member, shall be stated by the Executive Board at the time the committee is created.

Article VII - PARLIAMENTARY AUTHORITY

In the absence of any provisions in these bylaws to the contrary, all meetings of the LSUHSC-SAHP-SGA shall be governed by the parliamentary rules and usage contained in the current

edition of Robert's Rules of Order, Revised. LSUHSC-SAHP-SGA's Vice-President shall serve as Parliamentarian in these cases.

ARTICLE VIII - AMENDMENTS

These bylaws may be amended in whole or in part at any LSUHSC-SAHP-SGA meeting provided that a copy of the amendment has been sent to each program representative and Executive Board member at least two weeks prior to that meeting. The amendment may be made in the following manner:

A. The amendment is drafted in writing and presented to the Executive Board and Program Representative, who shall be responsible for e-mailing the amendment to their respective program.
B. Two weeks after posting, the amendment will be voted on by the general members and Executive Board.
C. The amendment shall be incorporated into the bylaws if the referendum yields at least two-thirds affirmative vote.
D. Amendments may also be revoked by a two-thirds vote of the members and Executive Board members.

ARTICLE IX - RATIFICATION

Ratification of these bylaws shall require a three-fourths affirmative vote of the members voting. There shall be no limit to the number of time these bylaws can be subjected to ratification. Once ratified, these bylaws may be revoked by a three-fourths vote of the voting members.

ARTICLE X – DISSOLUTION CLAUSE

In the event of dissolution of the SAHP SGA-LSU Health, the residual assets of the organization shall be distributed to the LSU Health-NO Foundation.