The Breen School of Nursing  
BYLAWS FOR STUDENT NURSES OF URSULINE COLLEGE  
May 2009

Organization:  
Student Nurses of Ursuline College, also known as:  

“Healthy Communities. Lasting Impressions.”

Organized:  
September, 1975

Amended:  
December 1991; April 2002; April 2003; March 2005; May 2006; August, 2006; May 2007; May 2008; May 2009

ARTICLE I: NAME

The name of this non-profit organization shall be the Student Nurses of Ursuline College, hereafter referred to as SNUC.

ARTICLE II: PURPOSE AND FUNCTIONS

Section 1. The purpose of SNUC is:

a. To assume responsibility for contributing to nursing education in order to provide for the highest quality healthcare;

b. To provide programs representative of fundamental and current professional interest and concerns, and

c. To aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in all walks of life.

Section 2. The functions of SNUC are:

a. To have direct input into standards of nursing education and influence the education process.

b. To influence healthcare, nursing education, and practice through legislative activities as appropriate.

c. To promote and encourage participation in community affairs and activities towards improved healthcare and the resolution of related social issues.

d. To represent nursing students to the consumer, to institutions and other organizations.

e. To promote and encourage students’ participation in interdisciplinary activities.
f. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person’s race, color, creed, gender, lifestyle, national origin, age or economic status.
g. To promote and encourage collaborative relationships with nursing and related health organizations.

ARTICLE III: SCHOOL ASSOCIATIONS

Section 1. As a constituent of NSNA, SNUC bylaws will be in conformity with NSNA bylaws.

ARTICLE IV: MEMBERSHIP

Section 1. Eligible volunteers whose dues are current shall constitute the membership of SNUC.

Section 2. Members shall be undergraduate students enrolled in The Breen School of Nursing in programs leading to the Bachelor of Science degree.

Section 3. Membership may be extended beyond the completion of the student’s undergraduate program.

Section 4. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE V: OFFICERS

Section 1. The officers of SNUC shall be the president, president-elect, vice president, secretary, treasurer, communication specialist, Fundraising Specialist and representatives of each level of education as deemed necessary by the President.

Section 2. Officers shall be elected at an April or May meeting and freshman representatives may be elected in the fall. All are to serve one year or until their successors are elected.

Section 3. Candidates for office shall be members of this organization who:

a. Have been nominated for election and have paid their dues no later than 30 days prior to the April or May meeting, excluding the freshman representatives.
b. Have been chosen from those members who will be students throughout the entire academic year.
c. Have completed one semester in the organization (with exception of freshman representative); Unless no member has been nominated to run for certain officer
positions, then this rule may be lifted for that position and opened for non-members to be placed on ballot.

Section 4. Duties of the Officers

a. Officers are expected to attend all officer and general meetings.
b. Solicit members for participation with all SNUC events.
c. Participate in the fund raising program, activities and events along with members.
d. The president shall:
   1. Preside at all meetings of this organization; may delegate this duty as seen fit.
   2. Prepare the agenda for all meetings of this organization and distribute it to all officers prior to the meeting.
   3. Be responsible for calling and informing all officers of special meetings; including but not limited to monthly officer meetings.
   4. Appoint special committees as necessary.
   5. Represent this organization in all matters relating to SNUC.
   6. Be able to fill out check request forms in the absence of the treasurer.
   7. Serve as an ex-officio member of all committees.
   8. Evaluate officers each November and April

e. The president-elect shall:
   1. Plan and preside at the last officer and general meeting.
   2. Serve as ex-officio member of at least one committee.
   3. Evaluate organization operations and achievements in order to make necessary changes.
   4. Maintain a file with a copy of all fliers, PR materials, such as newspaper clipping, etc.; Over-see bulletin boards, display cases, and power point presentation “scrap-book” of SNUC’s accomplishments for the year; President Elect may form a committee and delegate duties as seen fit to meet this goal.
   5. Conduct the elections for the following year.
   6. Perform other duties as assigned by the president.

f. The vice president shall:
   1. Assume the duties of the president in the absence or disability of the president.
   2. Serve as an ex-officio member of at least one committee.
   3. Ensure that the bylaws are reviewed and amended as needed on an annual basis.
   4. Ensure all officers have a current copy of the bylaws and prepare, dispense, collect, and file officer agreements.
   5. Over-see organization of SNUC in-and-out mailbox and filing system.
   6. Liaison for copy center; members and officers may submit copying needs at least 48 hours in advance.
   7. Perform all other duties as assigned by the president.
g. The secretary shall:
1. Record the minutes of all meetings of this organization.
2. Distribute the minutes to all members and the advisor(s) via E-mail and on the SNUC website. Post minutes copy on SNUC bulletin board, place one signed copy in SNUC file, and send one copy of the minutes via email to the Administrative Assistant to the Dean of Nursing.
3. Maintain a record of attendance at meetings and participation in all SNUC events.
4. Conduct the general correspondence of this organization.
5. Keep a current record of SNUC membership forms, and maintain and distribute an up to date mailing list to the officers, the advisor, and any members upon request.
6. Serve as ex-officio member of at least one committee.
7. Perform all other duties as assigned by the president.

h. The treasurer shall:
1. Act as the custodian of the organizational funds.
2. Fill out check request forms.
3. See that a system of collecting dues for the organization is provided.
4. Prepare the annual budget.
5. Prepare the annual financial report.
6. Keep a permanent record of all dues paid
7. Serve as ex-officio member of at least one committee.
8. Perform all other duties assigned by the president.

i. The Communication Specialist shall:
1. Serve as ex-officio member of at least one committee
2. Oversees advertisement of organization events and meetings through E-mail announcements and posting flyers around Ursuline’s campus.
3. Update SNUC web-site weekly and as necessary.
4. Arranges for maintenance of organization webpage.

j. The Fundraising Specialist Shall:
1. Collaborate with the appropriate committees to plan fundraisers in advance and secure needed funds for activities throughout the year.
2. Manage the fund raising event along with event chairs; participation and summary of amount raised sent to secretary to update Member Participation Table.
3. Coordinate the donation of goods or services, if necessary, for the event.
4. After completion of the event, oversee the evaluation of the event in terms of number of participants, amount of money raised, etc.
5. Hand in all funds to the treasurer in an organized and timely manner

k. The representatives shall:
1. Facilitate communication between the officers and members of their class (level).
2. Arrange with instructors a time to attend each section of class to announce SNUC activities to members of their particular level they represent.
3. Perform all other duties assigned by the president.

ARTICLE VII: MEETINGS

Section 1. The school organization shall hold monthly meetings for the purpose of conducting business; time and place to be determined by the executive board of officers of the organization.

Section 2. The officers and class representatives shall meet monthly to determine the agenda for general meeting.

Section 3. Special meetings of this organization may be called by the officers of this organization. Notice of special meetings shall be posted on the SNUC bulletin board and at other campus locations at least one (1) week prior to the event.

ARTICLE VIII: ELECTIONS

Section 1. The officers shall be elected at an April or May meeting to serve for a period of (1) one year or until their successor is elected and shall take office immediately after their election.

Section 2. The election shall be by secret ballot. A plurality vote of members present shall elect. A tie vote shall be decided by first a re-vote, and if necessary, by a random draw.

Section 3. Members who are unable to attend the meeting at which officers are elected may contact the president-elect for an absentee ballot. The absentee ballot must be submitted no later than one day before the election.

Section 4. Candidate can be nominated by a member or may be self-nominated.

Section 5. The candidates for class representative may be volunteers. If more than two persons volunteer, then the representatives shall be voted on by the SNUC members of their respective classes.

Section 6. Candidate for office shall submit a personal data sheet and qualifications for the office being sought. The president-elect is responsible for distributing this information to the members.
Section 7. If the president-elect withdraws before the election, the position of president will be open for any eligible SNUC member. Eligibility requirements are as follows: at least one year membership in SNUC, passing grades, and the ability to commit to the organization.

Section 8. If there is no presidential candidate, officers will vote on and elect a president to serve. If this election leaves a vacancy in another office, nominations will be accepted for that position. If only one nominee, SNUC officers will name that individual to the vacant position.

Section 9. Prior to running for office, nominees must be willing and able to commit to one year of service. However, any individual who experiences unusually difficult circumstances can be excused with permission of the faculty advisor. This is to decrease mid-year officer changes and help stabilize the organization.

Section 10. No SNUC member shall run for office if they have grades that are not passing. SNUC officers must maintain at least a 3.0 GPA. If a NR class is failed by a current officer, the faculty advisor will meet with the officer and determine whether continuation of the officer duties would jeopardize their success in the nursing program. If the decision is that the officer is at risk, the position will be posted for re-election.

ARTICLE IX: ORDER OF BUSINESS

Section 1. The orders of the monthly business meeting shall be determined by the agenda and guided by the following:

- a. Call to order
- b. Reading of the minutes
- c. Treasurer’s report
- d. Reports of the officers
- e. Reports of the committees
- f. Unfinished business
- g. New business
- h. Announcements
- i. Adjournment

ARTICLE X: REPRESENTATION

Section 1. The voting body at meetings of this organization shall consist of all members present at the time of the meeting.

Section 2. All members shall have the privilege of debate.

ARTICLE XI: ADVISORS
Section 1. There shall be an advisor approved by the members of SNUC based on the Guidelines for Consultants/Advisors of Nursing Student Organization by NSNA.

Section 2. Approve all expenditures as submitted by the treasurer and authorized by the membership.

Section 3. Evaluate officers with President each April. Will assist the President with evaluative process.

Section 1. The president and/or board at their discretion, shall establish committees of the organization, and determine the functions, terms, and membership of these committees.

Section 2. The purpose of these committees is to carry out activities as specified by the executive board.

Section 3. Each committee must be chaired by one officer and one member.

Section 4. Each committee must meet outside of monthly meetings to plan and carry out activities pertaining to the event. The dates of these meetings will be decided by the co-chairs, and all members should be welcome to attend the meeting.

Section 5. The chairs of the committee must be present at the monthly meeting(s) to give an update on the planning and implementation of the event. If they are unable to attend the meeting, another member should be sent in their place and/or the president must be notified in writing of progress prior to the monthly meeting dates.

ARTICLE XIII: DUES

Section 1. The annual dues of the organization shall be $5.00 per year; the membership year includes fall and spring semester.

Section 2. Payment of SNUC dues recognizes one as a SNUC member only. SNUC members wishing to join NSNA must pay an additional fee to that organization.

ARTICLE XIV: QUORUM

Section 1. A simple majority of the members shall constitute a quorum at any meeting of the organization as long as at least 2 of these members are officers.

Section 2. A majority of the members of the executive board shall constitute a quorum for officer meetings.

ARTICLE XV: PARLIAMENTARY AUTHORITY
Section 1. All meetings of this organization shall be conducted according to Robert’s Rules of Order, Newly Revised, when the rules apply and are not in conflict with these bylaws.

ARTICLE XVI: AMENDMENTS

Section 1. Proposed amendments may be submitted to the vice president by any member of SNUC at least one (1) week prior to the meeting where the amendment will be considered.
Section 2. These bylaws may be amended at any meeting of this organization by a two-thirds vote of the members present and voting, provided notice of the amendments has been given and the amendment will not conflict with NSNA bylaws.

Section 3. An amendment shall become effective immediately upon its approval at the meeting unless otherwise stated.

Section 4. A committee composed of voluntary members will review the bylaws yearly and submit ideas to the executive board for changes or say none needed. This committee is chaired by the vice-president.

ARTICLE XVII: MISCONDUCT OR DERELECTION OF DUTY

Section 1. Any officer may be impeached from office or position for misconduct or dereliction of duty by a two-thirds vote of the members of SNUC, provided due notice of at least seven (7) days is given to the person in which he could prepare and appeal before the members.

Section 2. Misconduct or dereliction of duty shall include, but not limited to, the following:
   a. Unexcused absence from two (2) consecutive meetings.
   b. Failure to perform duties as specified by the bylaws constitutes removal from office

Section 3. In the event that the president neglects to attend constituent meetings, fails to send an alternate, or fails to submit an acceptable excuse prior to the scheduled meeting, the members of SNUC shall request, in writing, that the appropriate action be taken to ensure attendance at meetings.

Section 4. In the event that any officer is not performing to their extent of duties, they will meet with faculty advisor which may be subject to a written warning. If the said offense is not corrected the faculty member may remove the said person from their position and post the position for re-election.

Section 5. Officers will be provided a copy of the by-laws and will need to agree to the terms of which and sign a copy to be on file with the advisor.
Section 6. Any officer who does not follow the guidelines of office can be placed on disciplinary warning and/or removed from office under the discretion of the advisor.

Section 7. Quarterly reviews on officer performance according to job descriptions shall be devised by current President. The President's performance will be reviewed by advisor.