

**Saint Anthony College of Nursing
Student Organization Bylaws**

Student Organization

The Student Organization is a group of students elected by the student body to act as liaisons among the faculty and administration members.

Saint Anthony College of Nursing Bylaws Reasons for being

Preamble

We, students of nursing, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing.

We believe every citizen has the right to the highest quality of health care.

We believe in the development of the whole person toward his/her professional role with corresponding rights, responsibilities, and ideals.

We believe every right bear inherent responsibility.

We believe responsibilities are participatory, not purely philosophical or ideological, and we believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

We believe that everyone has a right to an education.

Rights and Responsibilities Students

have a right to a sound education:

A right to and a responsibility for having a creative educational opportunity;

A right to and a responsibility for having the highest quality practitioner-instructor;

A right to and a responsibility for achieving input into curriculum planning;

A right to and a responsibility for achieving self-directed learning;

A right to and a responsibility for achieving equal participation in all clinical settings;

A right to and a responsibility for participating in interdisciplinary activities;

Students have the right to due process;

A right to and a responsibility for ensuring peer review and self-evaluation; Students have a right and privilege of internal governance.

Students have a right and a responsibility to organize and participate in an organization directed towards achieving professional goals.

A right to and a responsibility for facilitating change in health care delivery through various channels;

A right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;

A right to and a responsibility for fostering a better correlation between nursing education and practice.

ARTICLE I

The name of this organization shall be the Student Organization of Saint Anthony College of Nursing, hereinafter referred to as SO.

ARTICLE II Purpose and Functions

The purpose of SO is:

- a) To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care;
- 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.
- d) To enhance a positive image of nursing in the media, community, and among all health care professionals.

The function of SO is:

- a) To have direct input into standards of nursing education and influence the education process.
- b) To influence health care, nursing education, and practice through legislative activities deemed appropriate.
- c) To promote and encourage participation in community affairs and activities toward improved health care and the resolution of social issues.
- d) To represent nursing students to the consumer, to institutions, to the media, 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 the persons' race, color, creed, sex, lifestyle, national origin, age, or economic status.
- g) To promote and encourage collaborative relationships with nursing and related health organizations.

ARTICLE III

Members

Membership in SO is open to all graduate and undergraduate students enrolled in Saint Anthony College of Nursing.

ARTICLE IV

Officers

Section 1: Offices

President, Vice President, Secretary, Treasurer, Parliamentarian, Director of Community Relations – these positions comprise the Executive Board.

Section 2: Term of Office

The term of office shall be an academic calendar year (August-May), with the exception of the president who shall serve a full year term when elected by the student body.

Section 3: Duties of Officers

The officers shall perform the duties assigned by the parliamentary authority, and more specifically shall include: a) President

- a. Serve as the principle officer of the SO and preside at all meetings of the SO and the executive council.
 - b. Appoint committees and their chairpersons as needed.
 - c. Represent SO in matters relating to the organization and perform all duties pertaining to the office.
 - d. Attend the faculty organization meetings of the college in order to represent the student body and give report to the student body about the happenings of the meeting.
 - e. Submit an annual report of the activities of the office at the April faculty organization meeting. This report shall be placed in permanent files of the organization.
 - f. The president shall act as Executive Consultant to the new board of directors the year following his/her term.
 - g. Call special meetings of the executive board as needed with a minimum of 24hour notice.
 - h. Shall develop an agenda for the meeting and assure this agenda is posted a minimum of 48 hours prior to all general meetings.
 - i. Shall make a presentation on behalf of the SO at the annual Alumni Banquet.
 - j. Attend the alumni association meetings of the college to represent the student body and maintain contact with the alumni association.
- b) Vice President
- a. Shall assume the responsibility of the office of President in the event of an absence, disability or vacancy in the office until the next regular election.
 - b. Shall perform all duties assigned by the President.
 - c. Shall serve as a member of the Executive Board.
 - d. Shall oversee student body apparel. College apparels are to be made available to the student body at least once each semester.
- c) Secretary

- a. Shall record and distribute the minutes of membership meetings and executive board meetings.
 - i. Distribution shall be to the executive Board, all advisors, the dean and be posted on the SO page on canvas.
 - ii. Meeting minutes must be submitted to appropriate recipients within one week following the scheduled meetings.
 - b. Shall keep permanent records on file of all reports, papers, and documents submitted to the secretary.
 - c. Deliver all of the records to the newly elected secretary.
 - d. Shall serve as a member of the executive board.
 - e. Perform duties assigned by the President.
 - f. Shall compile a monthly newsletter recapping the student body's activities and pertinent news about the student body. The newsletter shall be made available to all of the student body and be submitted to the Dean by the final Friday of each calendar month.
 - g. Shall run "Faculty and Student of the month"
 - i. The student body will be asked to nominate a faculty member and student each month via canvas. Recipients of the award will be given a \$10 gift card and be recognized in the monthly newsletter.
 - h. Shall assist the Vice President with apparel sales.
- d) Treasurer
- a. Submit written financial reports, including an annual financial report submitted at the installation of officers, to the organization membership as directed by the President,
 - b. Prepare financial reports submitted at the regular monthly membership meeting.
 - c. Keep an accurate record of all financial transactions of the organization.
 - d. Shall serve as a member of the Executive Board.
 - e. Performs all other duties as assigned by the President.
- e) Director of Community Relations
- a. Shall be a member of the Executive Board.
 - b. Perform all duties assigned by the President.
 - c. Ensure that at least three volunteer opportunities are available to the student body each semester.
 - d. Ensure all organizations the student body collaborates with follow the most recent edition of the Catholic Ethical and Religious Directives.
 - i. These organizations are on a preapproved list that the dean has.
 - e. Document and keep track of student's service points.
- f) Parliamentarian
- a. Shall serve as a member of the Executive Board.
 - b. Shall maintain order at all meetings.
 - c. Shall be the chair of the Bylaws Committee.

- d. Shall be responsible for educating the Executive Board with a general working knowledge of Parliamentary Procedure.
- e. Shall perform all duties assigned by the President.
- f. Plan one social event; encourage mentor participation
- g. Shall direct the Mentor Program, which involves completion of the following tasks each semester:
 - i. Establish mentor assignments
 - ii. Release and collect evaluations
- g) Class Representatives
 - a. Act as a resource and communication link between his/her class level and the organization
 - b. Perform all duties assigned by the President.
 - c. Class representatives will be comprised of a member from each undergraduate class.
 - d. Shall assist with any assigned tasks related to the Mentor Program as requested by the Parliamentarian OR serve on the Mentor Program Committee.

Section 4: Duties of Officers

- a) All officers are expected to attend meetings of the organization
 - a. Absence from two consecutive board meetings without prior notice and approval of the President shall constitute resignation from the office and the Board of Directors shall be required to declare the office vacant and actively seek a qualified replacement.
- b) Officers function as communication liaisons among the student body and faculty.
- c) The Executive Board is responsible for properly appropriating funds to finance the business of the organization.
- d) If a member of the Executive Board fails to fulfill his or her responsibilities as defined in the bylaws the Executive Board shall have the option of removing that board member from office. This action will require $\frac{3}{4}$ vote of the Executive Board. An appeal to this decision must be submitted in writing to the President within two weeks. The appeals case will be considered by the Executive Board within two weeks of the appeal. The appealing officer shall be reinstated by a $\frac{3}{4}$ vote of the Board of Directors.

ARTICLE V

Meetings

- a) All meetings of the organization shall be open to the membership at large unless voted by the Executive Board as a closed meeting.
- b) Meetings will be held once a month during designed college hour
- c) The location of the meeting will be posted at least 48 hours prior to the meeting.

ARTICLE VI

Elections of Officers

- a) Elections for all positions defined in the Bylaws will be held twice a year, if needed.
- b) Elections are to be completed prior to the last SO meeting of each semester.
- c) Candidates may be from all levels of classes with exception of the Vice President who must be from the junior class.
- d) An additional “meet the candidates” meeting will be held prior to elections.
 - a. “Meet the candidates” can be done through email to the student body or through a formal meeting
- e) Class representatives are elected.
- f) Elections will be performed through an online voting system.
 - a. The educational technology coordinator will run the election
 - b. The President is responsible for receiving nominations
- g) Members may not vote by absentee ballot
- h) Vacancies of any office, except the President, shall be filled by appointment of the Executive Board.

ARTICLE VII

Amendments

- a) Amendments to the Bylaws will be made annually as needed.
- b) Proposed amendments can be submitted to SO at any time.
 - a. A simple majority vote of those participating in voting process will allow an amendment to pass.
 - b. Failure to achieve a simple majority vote will result in rejection of the proposed amendment.

ARTICLE VIII

Funds

- a) Petty Cash Fund
 - a. The petty cash fund will be maintained for the convenient payment of supplies for SO activities.
 - b. The petty cash fund will be accessed by Executive Board members but only may be on behalf of any SO member.
 - c. Funds will be dispensed by the Treasurer after the officer presents a receipt of the purchase and the purpose of the funds. Both the treasurer and officer shall sign a record of the transaction.
 - d. The petty cash fund amount will be at the discretion of the Treasurer.

ARTICLE IX

Service Points & Service Excellence Pin

- a) Students can earn service points by participating in volunteer opportunities during the semester.
- b) Students can also earn service points by volunteering at events/facilities outside of those organized by the school, as long as proof is provided for service hours.
- c) Service points will be awarded as one point per hour of service.
- d) At the beginning of each semester, student organization will determine the amount of available service points.
- e) During semesters where students are unable to participate in service activities each student will receive two service points. a. Example: During the pandemic classes went online and everyone had to quarantine. Outside organizations were also not allowing people to volunteer. In this situation or situations similar, students will receive said amount of service points to be eligible for service tiers during graduation.
- f) Student organization members receive 1 point per meeting up to 3 points. Members must attend 80% of meetings to receive the 3 points.
- g) Tiers will be as follows:
 - Tier 1: 15 – 20 pints (pin)
 - Tier 2: 21 – 29 points (different color pin)
 - Tier 3: 30+ (cord)
 - *ALL get certificates

Last Revised: January 2021