

Student Organization

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

Saint Anthony College of Nursing Student Organization 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 its rights, responsibilities, and ideals.

We believe every right bears 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/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-teacher;
- 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 insuring peer review and self-evaluation.

Students have a right and privilege of internal governance.

Students have a right to 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 assembling the exploring fundamental and current professional issues and concerns;

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 the 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 as appropriate.
- c) To promote and encourage participation in community affairs and activities towards 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 person's 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

Section 1. 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 comprising the Executive Board.

Section 2. Term of Office.

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

Section 3. Duties of Officers.

The officers shall perform the duties prescribed by the parliamentary authority, and more specifically shall include:

a) President

- 1) Serve as the principal office of the SO and preside at all meetings of the SO and the executive council.
- 2) Appoint committees and their chairpersons as needed.
- 3) Represent SO in matters relating to the organization and perform all duties pertaining to the office.
- 4) Attend the faculty organization meetings of the college in order to represent the student body and give report to the student about the happenings of the meeting.
- 5) 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.
- 6) The President shall act as Executive Consultant to the new board of directors the year following their term.
- 7) Call special meetings of the Executive Board as needed with a minimum of 24 hour notice.
- 8) Shall develop an agenda for the meeting and assure this agenda is posted a minimum of 48 hours prior to all general meetings.
- 9) Shall make a presentation of behalf of the SO at the annual Alumni Banquet.
- 10) Attend the alumni association meetings of the college to represent the student body and maintain contact with the alumni association.

b) Vice President

- 1) Shall assume responsibility of the office of President in the event of an absence or disability and if vacancy occurring in the office until the next regular election.
- 2) Shall perform all duties assigned by the president.
- 3) Shall serve as a member of the Executive Board.
- 4) Shall organize and plan three social events per semester, either on campus or off campus, for the members of the student body.
- 5) Shall preside over the student body apparels. College apparels are to be made available to the student body at lease once each semester.

c) Secretary

- 1) Shall record and distribute the minutes of the following meetings of the organization: meetings of the membership and meetings of the Executive Board. Distribution shall be to the Executive Board, all advisors, the Dean, and one copy of the amended minutes to the student bulletin board. Meetings minutes need to be submitted to appropriate recipients within one week following the scheduled meetings.
- 2) Shall keep permanent records on file of all reports, papers, and documents submitted to the Secretary.
- 3) Deliver the newly elected Secretary all records.
- 4) Shall serve as a member of the Executive Board.
- 5) Perform all duties assigned by the President.
- 6) 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.

d) Treasurer

- 1) Submit financial reports in writing to the organization membership as directed by the President, including an annual financial report submitted at the installation of officers.
- 2) Prepare financial reports submitted at the regular monthly membership meeting.
- 3) Keep an accurate record of all financial transactions of the organization.
- 4) Shall serve as a member of the Executive Board.
- 5) Performs other duties as assigned by the President.
- 6) Responsible for all monetary reimbursements to the Executive Board members as approved by the Executive Board.
- 7) Shall be responsible for running "Student of the Month". Student of the month is exclusively for the undergraduate program and recognizes two students each month, one student from the junior class and one student from the senior class. The recipients of "Student of the Month" shall receive an award that does not exceed \$5.

e) Director of Community Relations

- 1) Develop and implement local community projects, in alignment with the Mission Integration Committee from OSF Saint Anthony Medical Center.
- 2) Shall be a member of the Executive Board.
- 3) Perform all duties assigned by the President.
- 4) Ensure that four volunteer opportunities are available to the student body each semester.
- 5) Ensure all organizations the student body collaborates with follow the latest edition of the Catholic Ethical and Religious Directives.
- 11) Shall serve as a member and attend monthly meetings of the Mission Integration Committee from OSF Saint Anthony Medical Center.

f) Parliamentarian

- 1) Shall maintain order at all meetings
- 2) Shall be the chair of the Bylaws Committee.
- 3) Shall be responsible for educating the Executive Board with a general working knowledge of Parliamentary procedure.
- 4) Shall run "Faculty of the Month". The student body will be asked to nominate a faculty member for "Faculty of the Month". Nominations are to be sent by email or placed in the mailbox of the President. Recipients of the award are to be recognized at the final Faculty Organization meeting of the semester and receive a reward not to exceed \$5.
- 5) Shall be a member of the Executive Board.
- 6) Shall perform all duties as assigned by the president.
- 7) Shall direct the "Mentor Program," which involves completion of the following tasks each semester: releasing and collecting the mentor application to all eligible students; establishing mentor assignments, as well as releasing and collecting evaluations

g) Class Representatives

- 1) Act as a resource person and communication link between their class level and the organization.
- 2) Serve on the College Apparels Committee.
- 3) Perform all duties assigned by the president.
- 4) Class representatives will be comprised of a member from each undergraduate class.
- 5) 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. 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 liaison between the students and the 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 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 receipt of appeal. The appealing officer shall be reinstated by a 3/4 vote of the Board of Directors.

ARTICLE V.

Meetings

Section 1. All meeting of the organization shall be open to the membership at large unless voted by the Executive Board as a closed meeting.

Section 2. Meetings will be held once a month during designed College Hour in the student lounge or the Guilford Square commons area unless otherwise posted 48 hours before the meeting.

ARTICLE VI.

Elections of Officers.

a) Elections for all positions defined in the bylaws will be held twice a year, if needed. Elections are to be completed prior to the last Student Organization meeting of each semester. Candidates may be from all classes with the exception of the Vice President who must be from the junior class. An additional “meet the candidates” meeting will be held prior to elections. “Meet the candidates” can be done through email to the student body or through a formal meeting.

b) Class representatives are elected.

c) Elections will be performed through an online voting system. The educational technology coordinator will run the election. The president is responsible for receiving nominations.

e) Members may not vote by absentee ballot.

d) Vacancies of any office, except the President, shall be filled by appointment of the Board.

ARTICLE IX.

Amendments

1. Amendments to the Bylaws will be made annually as needed.

2. Proposed amendments can be submitted to student organization at any time. Proposed amendments will be voted on in the spring semester. A simple majority vote of those participating in voting process will allow an amendment to pass. Failure to achieve a simple majority vote will result in rejection of the proposed amendment.

ARTICLE XI.

Funds

1. Petty Cash Fund.

a) A 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 only but 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 the Officer should sign a record of the transaction. The petty cash fund amount will be at the discretion of the Treasurer.

d) Reference: See “Proposed Amendment to SO Bylaws for the Establishment of a Petty Cash Fund” attached.

Section 2. Copy Fund. a) A copy fund will be maintained for payment of copies made for SO activities.

b) The copy fund will be accessed by Student Organization Officers, Class Representatives and Committee Representatives.

c) The SO member making the copies will document the use of the copy machine in the school library with the librarian on a written log provided by the SO. The treasurer will monitor and pay for the use of the copies at least once a month during the school year.

d) Reference: See “Proposed Amendment to SO Bylaws for the Establishment of a Petty Cash Fund” attached.

e) Members may not vote by absentee ballot.

f) A plurality vote of the members entitled to vote and voting shall constitute an official election. Election will be rescheduled in the event the voting body is less than 15 members present.

g) Vacancies of any office, except the President, shall be filled by appointment of the Board.