

Nursing Club at Sonoma State University Constitution

I. Article I Name

1. The official name of our student nurses association is Nursing Club at Sonoma State University, abbreviated NCSSU.
2. NCSSU promotes relationships with the National Student Nurses Association (NSNA), California Nursing Student Association (CNSA), American Nurses Association (ANA) / National League for Nursing (NLN), as well as all other nursing and health related organizations.

II. Purpose of Membership

1. The objectives and purpose of NCSSU are as follows:
 - Aid in the development of the whole person and promote care of the caregiver.
 - Mentoring and representing the professional role of the nurse in our school and community.
 - Encourage dedication to quality education and quality health care provision.
 - Promote and encourage participation in community service.

III. Article III Membership

1. Membership of NCSSU shall be open to all students currently enrolled in the SSU nursing program or enrolled at SSU with the intention of entering the nursing program.
2. "Faculty, staff, and alumni of SSU, as well as non-students may be considered for non-voting membership in this organization. Only currently enrolled or continuing students of SSU may be voting members"
3. "All members of the organization are required to comply with the following University Polices: Standards for Student Conduct, Prohibition of Hazing, Alcohol Policy, and Nondiscrimination Policy."
4. "Regular voting membership in this student organization shall be open to all currently enrolled and continuing students of Sonoma State University. An organization or its membership may not discriminate on the basis of gender*, race, color, religion, national origin, citizenship, creed, ethnic background, economic status, disability, sexual orientation, marital status, or age, except in cases of fraternity and sorority organizations which are exempt by federal law from Title IX Regulations concerning discrimination on the basis of sex."
5. An individual's membership in the organization is current when dues for the current school year are either paid or waived by the board.

IV. Elections

1. "Only currently enrolled or continuing students in good standing at Sonoma State University may serve as Officers of this organization. These Officers shall be: President and Treasurer."
2. NCSSU members will hold an election for officers at the 2nd to the last meeting of the spring semester of each year or prior to the spring rechartering deadline, whichever comes first.)
3. Any unfilled officer positions will be voted upon and filled as needed
4. The length of the term for each office is one and a half years. Training for the new officer begins the day election results are posted till the last day of the following fall semester. The day that elections are posted the new officer term begins. (Term is from end of spring semester till the end of the fall semester in the next year; i.e. May 2009-December 2010)
5. The election process is as follows:
 - A list of officer positions is generated and sent to all active members.
 - Those members interested in running for an officer position must submit a written statement of intent/interest to the Vice President to be compiled in an official ballot.
 - An official vote is then held in person and by absentee email. Absentee email ballots must be sent by 5:00 P.M. the day before elections.
 - Majority voting will be used for election of officers. A quorum must vote. At least 1/3 plus one of all active members constitute a quorum.
 - Absentee emails and ballots will be submitted to the faculty advisor for tallying by 5:00 P.M. the day before elections.

V. Officers

1. Each office may be held by two individuals on a co-ticket, which will be called co-officers and will be determined by the individuals who would like to run for those positions.
2. Officers are expected to attend general meetings and officer meetings with an 80% Attendance rate
3. Officers are expected to communicate any necessary absences to the club president(s)
4. If for some reason you are unable to fulfill your officer roles, it is your duty to notify the board and Faculty Advisor in writing of your need to "step down."
5. Officers are expected to be available to train your successor upon election to the board of officers
6. Officers are expected to participate with club events as much as possible
7. Upon the successful completion of serving as a Member of the Board, NCSSU will issue a certificate of acknowledgement for the academic term served.
8. The minimum requirement of officers is to serve on *at least one* committee:
9. "Club Presidents and Treasurers must be enrolled at SSU and earn a minimum of 6 semester units for undergraduate students or 3 semester units for graduate/credential students per term while holding office and must maintain a minimum cumulative 2.0 grade point average"
10. "Only currently enrolled or continuing students in good standing (2.0 or higher) at Sonoma State University may serve as Officers of this organization. The Officers shall be:
11. The President: presides over each meeting; guides the Board in setting and fulfilling priorities and goals for the year; informs members about upcoming events; serves as a resource person for members, faculty and outside sources; conducts administrative duties as they arises; and serves as NCSSU representative to School of Science and Technology Meetings (SST).
12. The Vice President: is responsible for preparing agendas for all meetings; writing and distributing reminders for meetings and agendas; keep and attendance list at all general meetings; acts as resource person for members, faculty, and outside sources; and assumes the duties of the President in the event the President is unable to serve.
13. The Secretary: is to take and type minutes for all meetings and forward to the Board and webmistress/master; writes thank you cards to sponsors, guests, and faculty members, when appropriate; update and maintain files, and other administrative assistant duties. Responsible for taking minutes at all meetings. Responsible for emailing minutes to Members within 72 hours following meetings
14. The Treasurer: monitors all NCSSU funds (current balance, deposits, and withdraws); writes check requests; allocates money based on the vote of the Board approval; submits treasury reports at each meeting; and works with the Board to create annual budget; serves as Treasurer for the Pinning Ceremony Club at Sonoma State University.
15. The Community Liaison: organizes community-based projects each semester that help to enrich the Sonoma County Community; and mentors and represents the professional role of the nurse in the community. All club events must be approved by the community liaison.
16. The Membership Liaison: develops a program to encourage new and old members to join; and/or renews membership; and maintains current membership lists.
17. The Director of Fundraising: organizes fundraising activities; and develops new fundraising ideas in conjunction with the NCSSU members.
18. The Class Liaison: a representative who keeps their classes informed of current NCSSU information and meetings. The Class Liaison may collect funds and is responsible for submitting to the Treasurer in a timely manner.
19. The Graduate Class Liaison: responsible for updating NCSSU members on all political and legislative current events effecting nurses and the community.
20. Webmistress/master: responsible for updating and maintaining the website for NCSSU. - Responsible for posting meeting minutes on the website. Maintain/update website over the semester including posting minutes, bulletins, pictures, etc. Updates must be made within 7 days of changes.
21. Faculty Advisor: is a member of the SSU nursing faculty or administrative staff. Oversees club events and meetings and serves as a resource for Officers and members. Meeting minutes must be forwarded to the Faculty Advisor.
22. Mentoring Program Coordinator(s): responsible for communicating with "Mentors" and "Mentees" regarding the Mentoring Program in collaboration with the Faculty Advisor. Aides in creating and implementing Mentoring policies. Heads the Mentoring Committee.

23. Procedure for Removal of officers: "3 Strikes Rule"

- 1st failure to meet officer requirements: Verbal "check in" by 2 Officer(s) of the Club
- 2nd occurrence: verbal warning with probationary period (one month)
- 3rd occurrence: Majority vote of the Board (1/2 of Board plus 1) for resignation of delinquent officer; if approved, written request for resignation

The delinquent officer is given the opportunity to resign at any point in the above process

24. If an Officer is removed from office or resigns from officer, the board will hold an emergency election to fill the position.

VI. Committees

1. Officers can organize and delegate to committees to facilitate events as needed.

VII. Meetings

1. General meetings will be held once a month during the academic year at a predetermined time by the Board. The board and special committee meetings will be scheduled as needed.
2. Consensus voting will be used at Board meetings, and majority will be used at general meetings.
3. Authorization of NCSSU events will need to be proposed to the board for approval, and if approved by the Board, will be added to the calendar.

VIII. Finances

1. Dues are \$20.00 per year and are payable at the time an individual joins NCSSU. A discounted price of \$15.00 will be available to NSNA members. Individuals with financial hardship may petition the Board for a waiver of dues or partial scholarship. Dues must be collected by the second meeting of the academic year. Special arrangements must be made with the Treasurer if dues are paid at any other time.
2. The Treasurer will be responsible for all accountable funds, expenditures, and bookkeeping.
3. All student organization funds will be held in an on campus account with the Associated Students.
4. An NCSSU member is eligible for a scholarship, related to nursing conferences. Preference will be given to NSNA, CNSA, and ANA events. A member must turn in a written request for funds at least one meeting prior to event/conference. The amount of scholarship will be determined by the Board.

IX. Advisor

1. The Advisor: is a member of the SSU nursing faculty or administrative staff.
2. The Board elects the advisor, and the advisor will be formally invited to be the NCSSU advisor.
3. The term of service for the advisor will be one year.

X. Amendments to Constitution

1. A written amendment to the Constitution must be approved by the above voting process [majority vote, absentee via email] at an official meeting. A quorum must be established before the vote will be considered official. A quorum will constitute one-third plus one of total membership.
2. "The amended constitution/bylaws must be approved must be approved by the Center for Student Leadership, Involvement and Service. A copy of the minutes of the meeting that documents the approval of the changes in the constitution or bylaws or organization name shall be placed on file with the Center for Student Leadership, Involvement and Service. An officer of the organization shall sign the minutes."