

# STUDENT NURSES' ASSOCIATION CONSTITUTION AND BYLAWS

APPROVED 2007

## ARTICLE I Name

The name of the student nurses association shall be ***Lasting Impact in Fellowship and Education (L.I.F.E.)***.

## ARTICLE II Purposes and Functions

### Section A Purpose

The purpose of the L.I.F.E. association is to provide its members with an opportunity to identify with the nursing profession and to foster intellectual, educational, spiritual, and social activities related to professional nursing.

### Section B Functions

1. Retention of Students through
  - a. Peer support
    - i. Buddy program will establish a partnership of students from differing grade levels creating informal relationships to allow first and second year students the ability to seek assistance and guidance when needed.
    - ii. Improve access in gaining information for student scholarships, information seminars, volunteer opportunities, etc.
    - iii. Development of professionalism among students (role development, access to local, state, and regional nursing associations).
    - iv. Enculturation of students into the George Fox University (GFU) Nursing Program assisting to breakdown perceived barriers to success.
    - v. Provide a forum for development of work groups (e.g., fund raising, graduation recognition, community service opportunities).
    - vi. Communicate concerns of the student body to the faculty and/or program director through student representatives at faculty meetings.

## ARTICLE III Membership and Membership Fees

### Section A Membership

The association shall consist of active and associate student members and at least one faculty advisor from the nursing department.

#### 1. Active Members

The active members of the Association shall be students in good standing in the Nursing Program, currently enrolled in nursing courses at George Fox University. Students enrolled in the GFU Nursing program are **ONLY** eligible for the status of active member.

#### 2. Associate Members

The associate members of the association shall be students enrolled at George Fox University and in good standing according to GFU standards. In addition, associate members may be considering majoring in nursing.

#### 3. Ex-officio Members

The ex-officio members are the faculty advisors and the director of the nursing program.

### Section B Membership Fee

In order to be an active member in good standing, a fee of \$20.00 must be paid by the second meeting of the spring semester of the new year. Associate members fee of \$15.00 must be paid by the second meeting of the spring semester of the new year. Any partial year member may be assessed the full

membership fee. Any member who fails to pay current dues shall forfeit all privileges of membership without refund of any prior funds paid to LIFE.

## **ARTICLE IV OFFICERS/ADVISORS**

### **Section A Officers/Advisors Requirements**

1. The officers of the association shall consist of a president, vice president, treasurer, and secretary; all shall be active members of the Student Nurses' Association.
2. Officers must attend all executive meetings unless otherwise pre-arranged. Officers must attend all members meetings unless otherwise pre-arranged. Officers cannot miss more than 60% of meetings set forth by the executive committee.
3. At least one-faculty advisor shall be an ex-officio member of the Executive Committee.

### **Section B Duties of Officers**

1. President
  - a. The duties of the president of the association shall be to
    - i. Prepare a written agenda for all association and executive committee meetings and submit to the advisor for review 3 days in advance.
    - ii. Call and preside at all association and executive committee meetings.
    - iii. Put to a vote all questions moved, seconded, and discussed, and decide all questions of order in all association and executive committee meetings.
    - iv. Appoint ad hoc committees of the association as warranted.
    - v. Appoint the chairpersons of all ad hoc and standing committees of the association and coordinate the activities of such committees.
    - vi. Submit a summary of association activities during their term of office to the designated advisor.
  - b. Qualifications
    - i. Shall be a nursing student in good standing.
2. Vice President
  - a. The duties of the vice-president shall be to
    - i. Assist the president of the association in the performance of duties of the office.
    - ii. Assume the duties of the president in the absence of the president.
    - iii. Bring a copy of association constitution and bylaws to all association and executive committee meetings.
    - iv. Promote Student Nurses' Association membership.
  - b. Qualifications
    - i. Shall be a nursing student in good standing.
3. Secretary
  - a. The duties of the secretary shall be to
    - i. Record the minutes of all association and executive committee meetings and maintain them in a notebook.
    - ii. Read the minutes of the previous meetings.
    - iii. Handle all association correspondence and keep a copy of same.
    - iv. Notify the executive committee members of the meetings called by the president and prepare and post the approved agenda.
  - b. Qualifications
    - i. Shall be a nursing student in good standing.

4. Treasurer
  - a. The duties of the treasurer of the association shall be to
    - i. Receive all funds belonging to the association
    - ii. Collect dues
    - iii. Pay all bills for association expenditures as authorized by the majority vote of the executive committee
    - iv. Report the state of the association treasury at each regular association meeting
    - v. Maintain a written account of all association receipts and expenditures, and submit a written summary of same to designated faculty advisor
    - vi. Deposit all monies to the Student Nurses' Association account at GFU via the faculty advisor.
  - b. Qualifications
    - i. Shall be a nursing student in good standing.

### **Section C Election of Officers**

1. The election of officers shall take place once a year during the first regular student nurses' association meeting of the spring semester. The newly elected officers will be known as officers-elect and will assist in their capacity until graduation of the officers. This will allow them to gain experience of their office seating prior to the beginning of their term. Only senior status nursing students are eligible for positions within the executive committee. Term of office is one year.
2. Any active association member in good standing according to the George Fox University guidelines shall be eligible for election to any office as specified above.
3. Nominations for office shall be made from the floor, with the consent of the nominee.
4. The officers shall be elected from the nominees by active members either by members present or by private ballot in which a majority vote can be achieved.
5. A vacancy occurring in any office other than the president shall be filled by appointment of the executive committee; the appointee to hold office until the next election and will be eligible to continue office for another full year.
6. A vacancy occurring in the office of president will be filled by the vice president until the first regular student nurses' association meeting of the fall semester when elections will be held.

### **Section D Activity Scheduling/Cancelling**

1. All activities that are scheduled or planned and/or cancelled in coordination with the Student Nurses' Association L.I.F.E. shall be approved by a majority vote of the executive committee and will be communicated to the members as time allows.

## **ARTICLE V COMMITTEES AND DUTIES**

### **Section A Committees**

1. The association shall have the following committees:
  - a. Executive Committee
    - i. The executive committee shall have the power to direct the operation of the association in the intervals between regular association meetings. The executive committee shall consist of the association officers.
      - (a) The executive committee will plan a calendar of meeting dates as

- acceptable to make it possible for the majority of members to attend member meetings.
- (b) The executive committee will report to their members at least quarterly.
  - b. Ad Hoc Committees
    - i. Appointed by president

## **ARTICLE VI MEETINGS AND ORDER OF BUSINESS**

### **Section A Meetings**

1. The association shall hold meetings on the first and third Monday of each month during the academic year.
3. The Executive Committee may meet on alternate weeks from the association meetings.

### **Section B Order of Business**

1. The order of business at the meetings shall be:
  - a. Call to Order
  - b. Secretary Report
  - c. Treasurer Report
  - d. Ad Hoc Committee Chairs Reports
  - e. Unfinished Business
  - f. New Business
  - g. Announcements
  - h. Adjournment

### **Section C Roberts Rules of Order, revised**

Shall govern all meetings of the association

## **ARTICLE VII VOTING QUORUM**

### **Section A Quorum**

1. A quorum will constitute a simple majority of members present at each official meeting.
2. Voting on motions brought to the floor will be by secret ballot.
3. A majority of individuals voting to support the motion voted upon will constitute passage of said motion.
4. Active members may cast one vote.
5. Associate members will not be extended voting privileges.

## **ARTICLE VIII AMENDMENTS**

### **Section A Amendments**

1. The association's constitution and bylaws will be officially amended at the following official association meeting by a majority vote of the active members either present and/or by secret ballot.
2. Any proposed amendment to the constitution and bylaws shall be submitted in writing to the executive committee and posted on the nursing bulletin board at least one week prior to the regular association meeting in which it is to be considered.