

GOALS:

The Constitution:

Establishes the broad structure and fundamental principles that govern the organization
It should be straightforward, difficult to amend, and sound formal when reading.

The Bylaws:

Outline the rules of procedure for an organization
Should be consistent with the constitution
Are often easier to amend than the constitution

**Nursing Club
Constitution & Bylaws
Spring 2013**

The Constitution

Article I

Name and Affiliations

- Section I: This organization is named "Nursing Club".
- Section II: Nursing Club is an academic club of the Nursing Department at George Fox University. It has no attachment to any outside local, state, national, or international organization.

Article II

Purpose

- Section I: The purpose of this organization is to provide its members with an opportunity to participate in a community of nursing students that fosters encouragement and support between the various classes. This organization also functions as a means for its members to serve the community in preparation for their future profession.

Article III Membership

Section I: General Members

Membership eligibility is restricted to regularly enrolled George Fox University nursing and pre-nursing students, faculty, and staff. The organization and its members shall abide by and honor the university's lifestyle standards and values as outline in the student handbook and be in good standing in the Nursing Program. Failure to abide by and uphold these standards may be cause for the organization to be reviewed by the ASC Central Committee and/or the Associate Dean of Student Leadership. Appropriate action can be taken in these situations, which may be up to and including the organization being disbanded.

Section II: Voting Members

All Nursing Club members are required to pay a due in order to gain membership and qualify as an active and voting member of the Nursing Club.

Article IV Officers

Section I: The officers shall be: President, Vice President, Treasurer, and Secretary.

Section II: **President:** Must be a senior in the George Fox Nursing Program while holding the position as well as a club member for at least 2 semesters. (If no senior is willing, a junior may fill this role.)

Vice President, Treasurer, and Secretary: Must be at least a junior in the George Fox Nursing Program while holding the position as well as a club member for at least 2 semesters. (If no junior or senior meeting these requirements is willing, a member of at least 1 semester may fill this role.)

Officers are held accountable to adhere to the University Lifestyle Agreement.

Section III: Officers will hold office from the summer following elections through spring semester of the following academic year. Term limit is 2 semesters, but there is no limit to the number of terms for which any single person may be re-elected.

Section IV: If an officer's position is to become vacant during his or her term, the following will take place:

1. **Vacancy:** The other officers shall take over the vacant position's responsibilities during the interim period. The members shall be informed of the vacancy and nominations shall be submitted for a replacement.
 - a. At the next meeting (to be held within a month of the occurrence of the vacancy), the members shall vote on a candidate to fill the role. Voting shall follow the general voting guidelines established in this constitution.
 - b. If no nominations are made, for a vacancy occurring in any office other than the president, the executive committee may fill the vacancy by appointment; the appointee is to hold office until the next election and will be eligible to continue office for another full year if they so choose.
 - c. A vacancy occurring in the office of president will be filled by the vice president until the first regular club meeting of the fall semester when elections will be held; the vice president's role can but is not required to be filled as described above.
2. **Impeachment:** If an officer is found to be lacking in fulfilling his or her duties or is found to be outside the guidelines required to be an officer, the following will take place
 - a. The officers and/or members shall confront said officer, who shall be given a 1 month period to change behavior or resign.
 - b. If, at the end of the 1 month period, the officer is able to fulfill all duties and meet all guidelines required of his or her position, no further action shall be taken; they retain their position as an officer.
 - c. If the officer has not resigned and is still lacking in fulfilling his or her duties at the end of a 1 month period, or is still found to be outside the guidelines required to be an officer, the officers and members shall vote to impeach the officer in question. This must pass as a majority vote following the general voting guidelines found in this constitution.

Article V
Advisors

- Section I: The Nursing Club shall have a George Fox University faculty, administrator, or staff member serving as Advisor at all times.
- Section II: The advisor serves as a mentor, team builder, conflict mediator, reflective agent, educator, motivator, and policy interpreter for the executive committee and club as needed.
- Section III: The academic advisor to the nursing club shall be appointed by the director of the department of nursing. If, for any reason, the advisor is unable to meet the requirements of the position, the director of the department of nursing may appoint a new advisor in his or her stead.

Article VI
Meetings

- Section I: Regular club meetings shall occur monthly during the school year. The president has the authority to call club meetings, in conjunction with the executive committee, to make it possible for the majority of members to attend member meetings.
- Section II: **Quorum:** a quorum will constitute a simply majority of members present at each official meeting.
1. Voting on motions brought to the floor will be by secret ballot.
 2. A majority of individuals voting to support the motion voted upon will constitute passage of said motion.
 3. Active members may cast one vote.
- Section III: The executive committee may also call special meetings, and must notify members at least 48 hours in advance.

Article VII
Amendments

Section I: The constitution shall be amended by a majority vote of the membership at any regular or special meeting. Any proposed amendment to the constitution and bylaws shall be submitted in writing to the executive committee. The executive committee will review the suggested amendment and then have the members vote at the next regular or special club meeting following the general voting guidelines outlined in the constitution and bylaws.

Nursing Club Bylaws
Fall 2012

Article I
Membership

Section I: Membership is open to any nursing or pre-nursing students, faculty, and staff. Those interested in joining the club must pay dues as determined by the club officers and club advisor in accordance with the yearly budget. Dues must be paid to the treasurer, upon which the person's name will be entered on the list of members. Dues will not be discounted for joining at a later date in the school year. Any member who fails to pay current dues forfeits all privileges of membership without refund of any prior funds paid to the club.

Section II: Members shall have the right to vote to elect officers. Members have the right to attend all club meetings and events. They are not required to attend meetings or events. They shall be updated on the happenings of the club through e-mail and club meetings.

Section III: If at any time a member fails to meet the requirements of membership (i.e. currently unenrolled at George Fox University or fails to pay dues, abide by and honor the university's lifestyle standards and values as outline in the student handbook and be in good standing in the Nursing Program), will be expelled from the club with no reimbursement for any fees paid.

Section IV: All members (including officers) must pay dues determined by the club officers and faculty advisor. These dues must be determined without favoritism, be based on the financial requirements for the club to operate for the academic year, and be agreed upon by all members of the nursing club officers committee. 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 the Nursing Club.

Article II **Officer Duties**

Section I: All officers must attend all officer committee meetings unless otherwise pre-arranged. Officers cannot miss more than 50% of all meetings (both member and officer committee meetings). All officers shall each have the following duties:

- a. Plan events (at least one event per officer each semester).
- b. Communicate with each other and the advisor as deemed necessary and appropriate. Each officer shall communicate with the other officers and advisor as appropriate regarding correspondence from non-club persons, and shall be in charge of corresponding with that specific non-club person, passing on any important/relevant information to the other officers and advisors.

Section II: President: The duties of the president shall include:

- a. Prepare a written agenda for all club member and officer meetings and submit it to the club officers and advisor at least one day in advance.
- b. Call and preside at all officer committee meetings.
- c. Put to a vote all questions moved, seconded, and discussed in all member and officer committee meetings.
- d. Assign monthly activities and meetings.
- e. Appoint sub-committees, including chair, of the association as needed.
- f. Bimonthly meetings with ASC Student Organizations Coordinator

Section III: Vice-President: The duties of the vice-president shall include:

- a. Assist the president in the performance of the duties of the office.
- b. Assume the duties of the president in the absence of the president.
- c. Bring a copy of club constitution and bylaws to all member and officer meetings.
- d. Coordinate the GFU Blood Drive each semester.

- Section IV: Secretary: The Secretary's duties shall include:
- a. Record the minutes of all member and officer committee meetings and maintain them (either in a paper file or on a computer).
 - b. Handle all outgoing club correspondence (i.e. send e-mails to club members).
 - c. Maintain facebook page
 - d. Coordinate a CPR class during the year

- Section V: Treasurer: The Treasurer's duties shall include:
- a. Collect and deposit dues
 - b. Maintain current log of all income and expenses for the club
 - c. Keep advisor updated of all withdrawals and checks from the checking account
 - d. Maintain current list of all paid members in the club
 - e. Manage bank account
 - f. Manage cash box
 - g. Purchase/reimburse executive club members for Nursing Club related purchases
 - h. Attend all mandatory ASC budget meetings
 - i. Create annual budget
 - j. Submit budget to ASC when necessary
 - k. Report checking account balance to officers monthly at meetings
 - m. Complete the Monthly Reflection Papers.

Article III **Election of Officers**

Section I: Elections of new officers will occur once every academic year, during the spring semester. The President of the club must be elected, by one week prior to the spring term finals week or at an earlier time as the members deem expedient. 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 the term. Term of office is one year.

Section II: Nominations for office shall be made from the floor, with the consent of the nominee. For the position of president, senior status nursing students will be considered eligible unless (for some reason) no eligible senior is willing to run for the position. In this case a junior may be nominated.

Section III: Members who are running for office must be in good standing according to the George Fox University guidelines, accept the nomination, and give a speech at the time of the club's election meeting.

Section IV: 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. Absentee ballots will be made available for members unable to attend the elections.

Section V: If an officer decides to step down from an office or is no longer enrolled the space will be appointed to a current club member by the executive committee. Interested club members may contact the president, and the executive committee will vote to decide who will be appointed. Notice will be given to all club members within one week of position vacancy. The appointee will hold office until the next election and will be eligible to continue office for another full year. The vacancy occurring in the office of president will be filled by the vice president until the first regular club meeting of the fall semester when elections will be held.

Article IV **Advisor**

Section I: The Nursing Club shall have a George Fox University faculty, administrator, or staff member serving as Advisor at all times.

Section II: The advisor to the nursing club shall be appointed by the director of the department of nursing.

Article V **Finances**

Section I: All members, including officers will pay dues, with price set at the beginning of the year. All income and expenses must be logged by the treasurer. All checks and withdrawals from the organization's checking account must be approved by the president and/or treasurer as well as the advisor of the organization.

Article VI
Parliamentary Authority

Section I: When further order is needed for decision-making than that which is provided in the constitution and bylaws, the club shall be governed by Robert's Rules of Order, except when these rules are inconsistent with the constitution and bylaws.

Article VII
Amendments to Bylaws

Section I: Bylaws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bringing the proposed change up for a vote at the next general meeting with 2/3 majority vote of the membership present.