

## **COLLEGIATE NURSING CLUB BYLAWS**

### **Article I: Name**

The name of this non-profit organization shall be the ***Collegiate Nursing Club***.

### **Article II: Purpose and Function**

#### *Section 1. Purposes:*

- a. To provide an opportunity to become more involved with The University of Akron, the College of Nursing, National Student Nurses' Association (NSNA), Ohio Student Nurses' Association (OSNA), and the Akron Community.
- b. To provide support and leadership opportunities to undergraduate nursing students throughout the nursing program.
- c. To provide a closer bond and a more unified spirit among the students and faculty in order to further the ideals and purposes of the College of Nursing.

#### *Section 2. The functions of the organization shall be to:*

- a. Encourage membership and involvement with the NSNA and OSNA.
- b. Encourage nursing students to promote and maintain high educational and professional standards and to provide an opportunity for the exchange of ideas.
- c. Provide an opportunity for creativity, self-expression, and participation in group activities.

### **Article III: Membership**

*Section 1.* Membership is open to all University of Akron students in the baccalaureate program in nursing (including RN to BSN, LPN to BSN and direct admit pre-nursing students) or University College students with an intention to major in nursing.

*Section 2.* A student shall become a member of this organization upon proper payment of dues.

- a. Dues of \$10.00 for the 1st year of membership and \$5.00 thereafter should be paid each academic year to the CNC Treasurer through the Student Affairs Office, MGH 313.
- b. Dues must be paid in order to be eligible to vote.
- c. CNC dues will be waived if the member has joined the National Student Nurse Association (NSNA).

*Section 3.* All elected BSN class officers and college committee representatives are automatically members of CNC and must pay dues. If class officers and representatives fail to maintain CNC membership they relinquish their office and the office is filled by special election or appointment through the class committee.

*Section 4.* Special representatives to CNC from other College of Nursing groups will be accepted and such representatives must follow the rules of membership.

- a. Minority Student Nurses Association (MSNA)
- b. Chi Eta Phi
- c. Representation can be decided by each group at the beginning of each academic year and is not mandatory but is encouraged.

*Section 5.* The only exception to mandatory CNC membership involves RN chairs and representatives. Membership in CNC may be designated as honorary for RN chairs

and representatives, if they so choose. RNs may participate on their assigned committees, however, they will not hold the privilege of voting on CNC issues unless dues are paid.

- Section 6.* As a member of this organization, the student shall remain in “good academic standing” as defined in the College of Nursing Handbook (College of Nursing students) or the Undergraduate Bulletin (University College students).
- Section 7.* To be considered an active member in good standing, members should participate in a minimum of one CNC activity each year. Members in good standing who have participated in a minimum of 2 activities each year will be recognized at graduation.
- Section 8.* The CNC Faculty Advisor shall be an ex-officio member of this organization.

#### **Article IV: CNC Officers and their Duties**

- Section 1.* The officers of CNC shall consist of a President, President-Elect, Vice-President, Secretary, Treasurer, and Representative to the Dean.
- Section 2.* Candidates for office shall be chosen from those members of the organization who shall be eligible to serve in that office for at least one year after their election. The office of President-Elect shall have a two-year commitment, serving one year as President-Elect and one year as President. CNC Officers may not serve more than two terms in any one office.
- Section 3.* Candidates must be members in good academic standing from the proceeding semester to be eligible to hold office. The Office of Student Affairs will verify the academic standing of all officers.
- Section 4.* Nominations for officers shall be taken in January at an Open Forum for nominations from the floor. Nominations will also be accepted electronically through WebCT. Nominees must give consent for their names to appear on the ballot.
- Section 5.* Officers shall be elected in February using the WebCT ballot format. The candidate earning the majority votes shall be elected to office. In case of a tie, the election shall be determined by lot.
- Section 6.* Duties of CNC Officers:
- a. *The President shall:*
    - 1. Preside at all meetings of this organization and of the Executive Board.
    - 2. Serve as an ex-officio committee member of all committees except the nominating committee.
    - 3. Approve all official correspondence as submitted by the secretary.
    - 4. Approve expenditures as submitted by the treasurer.
    - 5. To be responsible and accountable for the conduct of this organization.
    - 6. Perform all other duties pertaining to this office and represent this organization in all campus matters.
    - 7. Maintain correspondence and CNC representation with the state and national organizations.
  - b. *The President-Elect shall:*
    - 1. Assume the duties of the President in the absence of that officer.
    - 2. Perform other duties as assigned by the President or the Executive Board.

c. *The Vice-President shall:*

1. Be responsible for all the social and philanthropic activities.
2. Keep an accurate record of those members attending social and philanthropic activities.
3. Maintain the CNC web site in collaboration with the college Director of Technology.

d. *The Secretary shall:*

1. Prepare and keep on file the Student Organization Registration Form which contains names, addresses, telephone numbers, and student identification numbers (for University purposes) of all current officers.
2. Keep a list of all the above information for current student members and alumni.
3. Notify all members of the time and place of all meetings two weeks prior to the meeting.
4. Keep copies of all organization correspondence, advertisements, and newsletters on file, as well as provide copies for the Office of Student Affairs and the Faculty Advisor.
5. Conduct the general correspondence of the organization as requested by the President or Executive Board.
6. Record minutes of all meetings of this organization.
7. Distribute a copy of the minutes to the Faculty Advisor, the President, and retain one copy for placement in the permanent book of minutes. Minutes will be posted on the CNC web site for open access.
8. Have the latest version of the CNC Bylaws accessible to all members (preferably electronically), and submit a copy to The University of Akron, Office of Student Development, the College of Nursing Office of Student Affairs, and the Faculty Advisor.

e. *The Treasurer shall:*

1. Act as custodian of the organization funds in compliance with rules established by The University of Akron's Student Development Office.
2. Make money disbursements.
3. Keep an accurate entry of acquisitions and disbursement.
4. Prepare a report of the transactions of the Treasurer's Office to be submitted at each meeting.
5. Keep a permanent report of all dues paid together with a register of all members in good standing.
6. Issue membership cards.
7. Deliver to the newly elected Treasurer all money, vouchers, books, and papers of the organization.
8. Keep a record on cost of fundraisers, donations, and any other gains or losses.

f. *The Representative to the Dean's Student Advisory Committee shall:*

Represent CNC during all scheduled Dean's Student Advisory Committee meetings.

*Section 7.* Officers shall submit to the Treasurer a report with their expenses with receipts.

*Section 8.* Officers other than Treasurer shall deliver to their successors all records, papers, or other property belonging to the organization within one week following their retirement.

*Section 9.* Vacancies in any CNC office that occur after the election period may be filled by appointment through the Executive Board.

- Section 10.* Removal from Office
- a. CNC and Class Officers may be removed from office for gross neglect of their duties, loss of good academic standing, or unprofessional student conduct if there has been a presentation of documented evidence.
  - b. The officer in question should be provided the opportunity of due process involving notice of the charge against them and an opportunity for a hearing if they so desire.
  - c. Removal may be accomplished with a two-thirds vote of the Executive Board.
  - d. Removal may also occur through the discretion of the Dean of the College of Nursing or a Student Affairs officer of the University in collaboration with the Dean.
- Section 11.* All College of Nursing CNC and class officers and representatives are expected to participate in a minimum of one leadership training workshop during their time in office. Training sessions offered through The University of Akron's office of Student Development or sessions conducted at state and national conventions are appropriate. Student should submit proof of attendance (workshop program or agenda) to the Office of Student Affairs.

#### **Article V: Meetings**

- Section 1.* The regular meetings of this organization shall be held once a month with the exception of the summer months and final examination week.
- Section 2.* Special meetings of this organization may be called by the President or the Executive Board upon request.
- Section 3.* The first regular meeting of the academic year shall be known as the annual meeting.
- Section 4.* Ten members constitutes a quorum.

#### **Article VI: Executive Board**

- Section 1.* *The Executive Board shall consist of:* the CNC President, President-Elect, Vice-President, Secretary, and sophomore, junior and senior Class Presidents.
- Section 2.* Executive Board members are required to attend all regular meetings unless otherwise excused in advance.
- Section 3.* Three Executive Board members constitutes a quorum.
- Section 4.* The Executive Board shall have the power to set agendas, coordinate activities, make purchases, and establish committees.

#### **Article VII: BSN Class Officers & Representatives and Their Duties**

- Section 1.* **Class officers** will be elected by each sophomore class in the College of Nursing. The Class Officers will include Class President, Class Treasurer, Class Secretary, and Class Representatives to the following college committees: Curriculum, Learning Resources Center, Research, and the Dean's Student Advisory Council.
- Section 2.* Sophomore, junior, and senior Class Officers are integral components of CNC and will serve as representatives for their class in the governance and activities of CNC, pay

dues, and will hold their office until graduation. They will function as a class committee within the CNC structure.

**Section 3.** Nominations for class officers for each new sophomore class will be taken in January via WebCT. Nominees must give consent for their names to appear on the final ballot.

**Section 4.** Voting will be conducted using the WebCT ballot format. The candidate earning the majority votes shall be elected to office. In case of a tie, the election shall be determined by lot.

**Section 5.** Duties of the Class Officers:

**a.** *The President shall:*

1. Call and conduct regular or special meetings of the class.
2. Prepare a written agenda for all meetings and submit a copy to the secretary before meetings.
3. Coordinate and assign other duties to class officers, as needed.
4. Keep open channels of communication among their own class members as well as among all other constituencies in CNC.

**b.** *The Treasurer shall:*

1. Keep a complete and up-to-date record of all financial transactions of their class. This record is open for inspection by class members at any time on request.
2. Handle all financial matters, in compliance with the rules established by The University of Akron's Student Development Office.

**c.** *The Secretary shall:*

1. Record the minutes of all regular and special meetings. Minutes should be typed, stored electronically, and made available (electronically) to all members of their class, both Faculty Advisors, and to the CNC Executive Board with the assistance of the Office of Student Affairs.
2. Conduct correspondence for the class.
3. Prepare and keep on file the Student Organization Registration Form which contains names, addresses, telephone numbers, and student identification numbers (for University purposes) of all current class officers.

**d.** *The Representative to the Curriculum Committee shall:*

1. Represent their class during all scheduled Curriculum Committee meetings, offering feedback and suggestions from the student perspective for the faculty on the committee concerning the curriculum.
2. The purpose of the Baccalaureate Curriculum Committee is to develop, monitor, and evaluate the baccalaureate curriculum based upon the philosophy, purpose, and outcomes as espoused by the faculty of the college.

**e.** *The Representative to the Learning Resources Center Committee shall:*

1. Represent their class during all scheduled Learning Resources Center Committee meetings, offering feedback and suggestions from the student perspective for the faculty on the committee.
2. The purpose of the Learning Resources Center Committee is to assist the Coordinator of the LRC in providing optimum support for the graduate and undergraduate curricula. Discussions may include nursing trends, changes at area facilities, protocols and rules/regulations in the LRC, and the purchase of equipment and software.

**f.** *The Representative to the Research Committee shall:*

1. Represent their class during all scheduled Research Committee meetings, offering feedback and suggestions from the student perspective for the faculty on the committee concerning research and scholarly activity within the college.

2. The purpose of the Research Committee is to facilitate research and scholarly activity in the college in collaboration with the Director of Nursing Research and Scholarly Activity.
- g. *The Representative to the Dean's Student Advisory Committee shall:*
  1. Represent their class during all scheduled Dean's Student Advisory Committee meetings.
  2. The purpose of the Dean's Student Advisory Committee is to provide an opportunity for the students in the college to communicate their concerns and ideas directly with the dean of the college. Discussions may focus on issues brought forward by the Dean or by the students.

**Section 6.** CNC and Class representatives to college committees must:

- a. Submit their committee schedule to the BSN coordinator via e-mail.
- b. Notify the involved faculty at the beginning of the term or rotation of the time conflict (if one exists) necessitating the missing of any classroom or clinical experience time in order to be present for the committee meetings. Arrangements will be made to make up the missed time with the faculty.
- c. Submit documentation signed by the committee chairperson after each meeting to the BSN coordinator verifying the student's participation in the committee meeting.

**Section 7.** Vacancies in any class office or representative position may be filled by special election or by appointment through the class committee.

**Section 8.** RNs working on their BSN at the Akron, Lorain County Community College Partnership, and Wayne College campuses will elect chairs and representatives each fall semester.

- a. Each campus will elect a chairperson (or co-chairs) who will serve as liaison between the college and their fellow students as well as serve as Representative to the Dean's Student Advisory Committee for their cohort.
- b. Akron campus will elect a Representative to the Baccalaureate Curriculum Committee.
- c. Each campus will elect one or two Pinning Committee Representatives. If the campus so chooses, the chairs or co-chairs may serve as the Pinning Representatives.

**Section 9.** Class presidents are not permitted to run for or hold the offices of CNC President, President-elect, or Vice-president.

## **Article VIII: Faculty Advisors (CNC and Class Advisors)**

**Section 1.** The CNC Faculty Advisor shall be a faculty or staff member at The University of Akron, College of Nursing. The Faculty Advisor shall be a professional nurse, active in the field of nursing and have the desire to further the goals of this organization.

**Section 2.** The CNC Faculty Advisor will be selected by a majority vote of the members present at the final spring semester meeting when the current Faculty Advisor's term ends.

**Section 3.** The CNC Faculty Advisor shall serve a term of two consecutive years. At that time, the Faculty Advisor shall be eligible to run again.

**Section 4.** Each sophomore class will also select a Class Faculty Advisor. Section 1 above will apply to the Class Faculty Advisor.

- Section 5.* The Class Faculty Advisor will be selected by the Sophomore Officers following informal nominations taken from the sophomore class. If the Class Officers are unable to arrive at a selection, a ballot will be prepared, and a vote by the class membership taken. The candidate with the majority vote will assume the Class Faculty Advisor position.
- Section 6.* The Class Faculty Adviser will serve until the class graduates.

## **Article IX: Committees**

- Section 1.* Each class in the college (sophomore, junior, senior) will have their own Class Committee comprised of all elected officers and committee representatives of the class with the power to set class agendas, organize class activities, make purchases with class funds and establish subcommittees for the class. The Class Faculty Adviser is an Ex Officio member of the Class Committee.
- a. The Sophomore Committee will bear chief responsibility for the formation and function of the Sophomore Orientation Standing Committee during the summer they move from the sophomore level to the junior level.
  - b. The Senior Committee will bear chief responsibility for the formation and function of the Pinning Standing Committee during the fall and spring of their senior year.
  - c.
- Section 2.* Other standing committees shall be:
- a. CNC Career Fair Committee - charged with planning and coordinating the annual Career Fair for the College of Nursing. The Office of Student Affairs and the University of Akron Center for Career Management will assist as needed.
  - b. Community Service Committee - charged with coordinating community service activities, such as "Boo at the Zoo" and other service oriented events.
  - c. Fundraising - charged with the organization of money-making activities such as the ordering and sale of college t-shirt and sweat shirts.
  - d. Sophomore Orientation Committee - charged with assisting in the planning and delivery of Sophomore Orientation. This committee shall consist of at least one representative from the Executive Board and the Sophomore/Junior Committee, as well as other interested sophomore/junior members.
  - e. Pinning Committee - charged with assisting in the planning and delivery of the Pinning Ceremony and Reception. This committee shall consist of at least one representative from the Executive Board, the Senior Committee, RN representatives as well as other interested senior CNC members.
- Section 3.* Vacancies on committees shall be filled by appointments through the Executive Board.
- Section 4.* Special committees can be appointed by the Executive Board as needed.
- Section 5.* Three committee members constitutes a quorum.

## **Article X: Parliamentary Authority**

Parliamentary authority for this organization shall be Robert's Rules of Order Revised.

## **Article XI: Amending the By-Laws**

These By-Laws may be amended with previous notice to the membership and a two-thirds vote of ballots submitted. Amendments may be presented through the Executive Board at any time or proposed from the floor at the annual meeting.

#### **Article XII: Nondiscrimination Clause**

This organization shall not discriminate on the basis of race, creed, national origin, ancestry, sex, age, disability, or sexual orientation in the selection of its members or in its programs unless federal or state laws allow for such exceptions.

#### **Article XIII: University Records**

This organization shall maintain a list of all officers, their addresses, telephone and social security numbers, the name, office, and telephone number of the Faculty Advisor and the most recently amended Bylaws and Constitution with The University of Akron's Office of Student Development and the College of Nursing Office of Student Affairs.

**10/27/2003**