

YALE UNIVERSITY SCHOOL OF NURSING
STUDENT GOVERNMENT ORGANIZATION
CONSTITUTION AND BY-LAWS
2010

ARTICLE I

The name of this body shall be the Yale University School of Nursing Student Government Organization.

ARTICLE II – PURPOSE

Section 1. To facilitate the autonomous functioning of the student body.

Section 2. To serve as a forum for discussion of student opinion.

Section 3. To facilitate communication between administration, faculty, and YSN students.

ARTICLE III – MEMBERSHIP

Membership includes all students enrolled at YSN.

ARTICLE IV – THE BOARD

The SGO board shall consist of the elected officers and the chairperson, or their designee, from each committee.

ARTICLE V – OFFICERS AND DUTIES

There shall be the following elected officers and their duties shall be:

Chair

Shall be the Chief Executive Officer of the organizations and shall, subject to the control of the board, supervise and control the affairs of the organization and the activities of the officers. Presides at all meetings of the officers, board, and members. Serves as ex-officio member of all committees. Appoints representatives to the YSN Standing Committees from a pool of volunteers and nominees.

Vice-Chair

In the absence of the Chair, or in the event of his or her inability or refusal to act, the Vice-Chair shall perform all the duties of the Chair, and when so acting shall have all the powers of, and be subject to all the restrictions on, the Chair. Assists and supports the Chair. If there are co-chairs, the office of Vice-Chair will be considered filled.

Secretary

Records the minutes of each meeting. Distributes minutes of each meeting to the board and student body. Certifies and keeps at the principal office of the organization the original, or a copy, of these Bylaws as amended or otherwise altered to date. Is responsible for all correspondence that is not a direct obligation of a specific chapter office. Performs other duties as designated by the Chair.

Treasurer

With the Faculty Advisor, acts as custodian of the SGO funds, balancing the checkbook on a regular basis and distributing those funds as approved by the officers. Keeps records of all receipts and disbursements. Prepares financial reports for the SGO.

ARTICLE VI – COMMITTEES AND DUTIES

Section 1. There shall be the following standing committees and the duties of their chairpersons shall be:

Social Committee

Plans in advance the calendar of social events for the academic year, and submits budget for same to Treasurer, Chair, Vice-Chair and Faculty Advisor to be further approved by board. Organizes and directs the planning of all social functions.

Academic Committee

Responsible for communication between students and faculty regarding academic matters. Fields academic concerns from the student body and relays concerns to the professor of the specific course or to administration as deemed appropriate. A member of the Academic Committee shall sit on the YSN Curriculum Committee.

Community Committee

Coordinates and oversees organizations formed by YSN students. Distributes and collects bi-annual applications for registration and funding for the student organizations. With board approval, allocates funding to student organizations. Applications are to be submitted by October 31 for the fall semester and February 28 for groups formed during the academic year, with approval and fund allocation to be approved by Thanksgiving Holidays and Spring Break, respectively. Maintains updated records of contact information for each student organization.

Orientation Committee

Responsible for planning and implementing orientation week activities [in addition to the standing orientation schedule from the Office of Student Affairs]. Responsible for assigning mentors to the incoming students prior to their arrival. Oversees initial student communication with newly accepted students.

Section 2. The board may at any time revoke or modify any or all of the standing committees' authority or responsibility so delegated, and fill vacancies on standing committees from the members of the board. The standing committees each shall keep regular minutes of their meetings and report the same to the board from time to time as the board may require.

Section 3. There should be three YSN committees with student representation: YSN Curriculum Committee, YSN Executive Committee, and Graduate and Professional Student Senate. Representatives shall attend committee meetings and report to the board at SGO meetings.

Section 4. Special committees may be designated by the board as necessary. These committees may consist of board members or members of the student body at large.

ARTICLE VII – ELECTIONS AND VACANCIES

Section 1. Officers and committee chairs shall be matriculated students in the Yale School of Nursing, elected at large from the student body for the positions of Chair, Vice-Chair, Secretary, Treasurer, and Committee Chairpersons. These officers and chairpersons comprise the SGO board.

Section 2. An attempt will be made to include students from each program, and from a variety of graduating classes.

Section 3. Formatting of elections process and timeline:

New SGO board members shall be selected by early April to allow for overlap, at least one joint meeting, between old and new board members.

A general call to serve shall be sent out to the entire student body in late March. This correspondence shall include a list of all officer and committee positions and briefly outline the proceeding Change-Over Meeting which all interested nominees are required to attend. In the event that an individual cannot attend the Change-Over Meeting but is interested in assuming an officer or committee position, they will be encouraged to email current board with their preferred position.

Change-Over Meeting:

I. List all Officer and Committee Positions

- II. Determine interest of students in assuming each position (include absent students who have contacted board members with their interest and position preference)
- III. Positions for which only 1-2 students express interest will be considered filled by those interested students.
- IV. Positions for which more than three students express interest will require further discussion.
 - a) First, attempt to fill unoccupied positions
 - b) Secondly, if there remains competition for any one position, consider whether position could be effectively shared between interested nominees.
 - c) Finally, if competition for position remains, each interested participant will be given one minute to speak to the group about their interest in serving on the position of interest.
 - d) All but old position holding board members will be asked to leave the room while the old board takes a vote to determine the 2 individuals who will serve in these positions.
- V. To conclude the meeting, students should determine a time frame for the next meeting which will be conducted jointly by both the old and new board.
- VI. Email correspondence shall be sent to the student body announcing the new board and extending an open invitation for all members of student body to attend future SGO meetings.

Section 4. Vacancies on the board shall exist (a) whenever an elected board member is unable or unwilling to continue to serve, (b) upon the resignation or removal of any board member, and (c) whenever the number of authorized board members is increased.

Section 5. Any board member may resign effective upon giving written notice to the Chair, Vice-Chair, or entire board unless the notice specifies a later time for the effectiveness of such resignation.

Section 6. Board members and committee members may be removed from their position for good cause upon the vote of a two-thirds majority of the board. All members of SGO are expected to abide by the standards of academic integrity, personal integrity, professional integrity and respect for person and property as stated by the Personal Conduct Policy in the YSN Student Handbook.

Section 7. Vacancies on the board may be filled by approval of the board. If the number of board members then in office is less than a quorum, a vacancy on the board may be filled by approval of a majority of the board members then in office, or by a sole remaining board member. A person elected to fill a vacancy on the board shall hold office until the next election of the board or until he/she is unable or unwilling to serve, resigns, or is removed from the office.

ARTICLE VIII – MEETINGS

Section 1. The SGO shall meet a minimum of once per month, with at least two weeks' prior notice given by the Secretary.

Section 2. Special meetings of the organization may be called by the Chair, Vice-Chair, Secretary, any two Chairpersons, or at least 25 members of the student body provided that the date, time and purpose of the meeting has been sent to all members at least five days before the date set for the meeting.

Section 3. All SGO meetings shall be open to members who are not officers or chairpersons, and those members shall be entitled to attend and participate in the discussion of matters on the meeting agenda; provided, however, only board members shall have the right to vote on matters that come before the board for a decision and the Chair shall have the authority to close a portion of any board meeting for discussions only by officers or chairpersons as to matters of a private, confidential or sensitive nature.

Section 4. Two-thirds (2/3) of the SGO board in attendance at a meeting, of whom at least two shall be officers, shall constitute a quorum for transacting business at any regular and/or special meeting.

ARTICLE IX – PARLIAMENTARY AUTHORITY

The rules of parliamentary procedure comprised in the newest edition of *Robert's Rules of Order* shall be the authority for all meetings of this organization, subject to special rules which at any time may be adopted.

ARTICLE X – AMENDMENTS

Section 1. These bylaws may be amended or repealed by a quorum present at an open meeting of the YSN SGO. Proposed changes must be distributed to the board at least ten days in advance of this meeting.