

UNIVERSITY OF MARYLAND
SCHOOL OF NURSING

NURSING STUDENT GOVERNMENT
ASSOCIATION

BY-LAWS

REVISED 3-14-05 Voted and Approved

Contents

		Page
Article I	Name, Authority, and Structure	3
Article II	Purpose	3
Article III	Dues and Finances	3
Article IV	Officers	4
Article V	Meetings	8
Article VI	Elections	8
Article VII	Procedure at Meetings	9
Article VIII	Amendments	10

UNIVERSITY OF MARYLAND
SCHOOL OF NURSING

NURSING STUDENT GOVERNMENT ASSOCIATION

ARTICLE I

NAME, AUTHORITY AND STRUCTURE

Section I

Name: The name of this organization shall be the Nursing Student Government Association of the University of Maryland School of Nursing, hereafter referred to as the NSGA.

Section II

Authority: The NSGA of the University of Maryland School of Nursing acts with the authority granted by the Dean and through the Dean's designee and Faculty of the School of Nursing, and in accord with the policies of the University which pertain to student organizations.

Section III

Membership: All undergraduate students of the University of Maryland School of Nursing are members of the NSGA and shall have the right to vote in general elections.

Section IV

Voting: The NSGA membership shall elect NSGA officers.

Section V

Advisors: An advisor shall be elected annually by the NSGA from among those faculty members, with the rank of instructor and above, who have been appointed at least one year prior to elections.

ARTICLE II

PURPOSE

The purposes of the organization shall be to:

1. Advocate for all students, encourage good fellowship among the students, and create a sense of unity and facilitate communication between faculty, staff, and students.
2. Instill an appreciation for the necessity of continuous professional growth.
3. Develop and maintain a functional government, which addresses diversity within and among the members of the student body.

ARTICLE III

DUES AND FINANCES

Section I

Fees: The monies received by the University of Maryland School of Nursing from the Student Activities Fee is paid by each student at the time of registration for each semester. The University of Maryland allocates these

funds to the NSGA according to established financial policies and procedures.

Section II

Budget: A semester budget will be developed as a result of a formal hearing conducted no later than the eighth week of each semester. This budget will include the Shady Grove Education Center and requests from other student organizations. The President shall have a petty cash fund of \$100 per semester to be disbursed per the President's discretion and approval. A copy of the budget shall be forwarded to the Associate Dean for Admissions and Student Affairs or his/her designee. Refer to Funding Guidelines.

Audit: An audit of the NSGA account shall be made annually by the first week of June each year by the outgoing President, Treasurer, and the Associate Dean for Admissions and Student Affairs or his/her designee.

Section III

Fiscal Year: The fiscal year shall be July 1 through June 30.

ARTICLE IV

Section I

OFFICERS

Qualifications: A minimum grade of C in every course must be maintained to hold office. A student shall hold only one office at a time. To prevent conflict of interest, a student may not hold an NSGA Executive Board Position and be an officer in another School of Nursing student organization.

Section II

Term of Office: The term of office should be one year, unless otherwise specified (fall semester to fall semester/spring semester to spring semester).

Section III

Attendance: Attendance is required at all meetings. Any elected officer having two unexcused absences shall automatically lose the right to maintain their position. Elected officers must notify the President in writing of their absence prior to the meeting in order to be excused. Attendance will be documented in the meeting minutes.

Section IV

Proxy: In the case any officer of the NSGA is unable to attend a meeting, the power of attorney may be transferred to another officer of the NSGA.

A. Duties: The duties of the proxy shall be those of the officer for whom he/she is representing, and

shall include the voting privileges associated with that position.

- B. Qualifications: The order of succession for proxy shall be 1st Vice President for the President of the NSGA and the Secretary for the Treasurer.
- C. Permanent Replacement: If the President cannot fulfill the duties of that office permanently, the 1st Vice President shall assume the duties of the President and a new 1st Vice President shall be elected. In the case that any other officers cannot fulfill the duties of that office permanently, a new officer can be appointed by the NSGA Executive Board for the remainder of the term.
- D. Academic Standards: Seniors shall be those students with greater than 30 accumulated credits. Juniors shall be those students with less than 30 accumulated credits.

Section V

The Nursing Student Government Association Officers

- A. Titles and Officers: The Executive Board of the NSGA shall be the President, 1st Vice President, 2nd Vice President, Vice President at Shady Grove, Secretary, Treasurer, and USGA Senators. The voting members of the NSGA shall be all Executive Board members except the President. In the case of a tie, the President shall cast one vote. There shall also be a faculty advisor. The Executive Board, faculty adviser, and other representatives shall be present at all NSGA meetings.
- B. Duties of the Executive Board:
 - 1. The **President** shall:
 - a. Preside at all NSGA meetings.
 - b. Maintain an updated NSGA logbook to include meeting agendas, minutes of each meeting, budget proposals, and event information. This log shall be considered a permanent record and be passed on to each new President.
 - c. Serve as an ex-officio member of all NSGA committees.
 - d. Coordinate activities of the NSGA.
 - e. Represent the NSGA when the occasion requires.
 - f. Approve standing committees recommended by the NSGA.

- g. Inform the faculty advisor and the Associate Dean for Admissions and Student Affairs or his/her designee of all meetings.
 - h. Appoint special committees and tellers.
 - i. Serve of the NSGA without vote except in case of a tie.
 - j. Appoint student representatives to faculty committees as required.
 - k. Be classified as a senior at the beginning of the term of office for a term of not less than one year.
 - l. Confer at least once per month with the Associate Dean for Admissions and Student Affairs or his/her designee to discuss matters of mutual interest or concern.
2. The **1st Vice President** shall:
- a. Perform the duties of the President in the absence of the President, and any duties as required by the President.
 - b. Act as parliamentarian of all NSGA meetings.
 - c. Enforcing time limits and maintaining flow of agenda.
 - d. Chair the election committee and coordinate all election activities.
 - e. Be a senior by academic standards at the beginning of the term of office for a term of not less than one year.
3. The **2nd Vice President** shall:
- a. Perform the duties of the 1st Vice President in the absence of the 1st Vice President, and any duties as required by the President.
 - b. Represent the junior class on the executive board.
 - c. Be a junior by academic standards at the beginning of the term of office for a term of not less than one year.
4. The **Vice President at the Shady Grove Education Center** shall:
- a. Represent the Shady Grove Education Center undergraduate student body at NSGA meetings.
 - b. Develop and maintain the established budget for the Shady Grove Education Center.

- c. Coordinate NSGA activities at the Shady Grove Education Center.
 - d. Be classified as a senior at the beginning of the term of office for a term of not less than one year.
 - e. Represent NSGA at Shady Grove Education Center when the occasion requires.
 - f. Represent Shady Grove Education Center on the election committee.
5. The **Secretary** shall:
- a. Keep minutes of all NSGA meetings and prepare and distribute copies of these to all NSGA officers, the faculty advisor, and the Associate Dean for Admissions and Student Affairs or his/her designee no later than seven days after the meeting.
 - b. Maintain a permanent record of all events sponsored by the NSGA which will be submitted to the President at the end of their term of office.
 - c. Post notice of all NSGA meetings.
 - d. Post minutes of all NSGA meetings not later than one week following the meetings.
 - e. Be classified as a junior at the beginning of the term of office for the term of not less than one year.
6. The **Treasurer** shall:
- a. Chair the NSGA Budget Committee.
 - b. Initiate requests for disbursement of funds approved by the NSGA.
 - c. Maintain a permanent record of all receipts and expenditures.
 - d. Maintain a checking account for disbursement of funds.
 - e. Report financial status at NSGA meetings.
 - f. Provide all receipts and expenditures and the permanent treasury records to the newly elected NSGA Treasurer.
 - g. Have completed a minimum of one semester at the beginning of the term for a term of not less than one year.
 - h. Coordinate budget utilization and reconciliation with the Associate Dean for

Admissions and Student Affairs or his/her designee.

7. **Webmaster**

- a. Maintain the NSGA website in accordance with the policy from the Student Affairs Office and the School of Nursing Information Technology Department. Officers of the NSGA will provide content for the NSGA website.
- b. Assist other student organizations with the maintenance of their websites, as needed.
- c. Update all student organization e-mail address forwarding lists when new officers are elected to student organizations. It is necessary to coordinate e-mail address forwarding list changes through the Student Affairs liason.
- d. Be classified as a junior at the beginning of the term of office for the term of not less than one year.

8. The **USGA Senators** shall:

- a. Attend all meetings of the USGA representing the interests of the School of Nursing and report minutes to the NSGA.
- b. Appoint a voting proxy if unable to attend the USGA meeting.
- c. Facilitate communication among students, faculty, and administration of the professional schools with the intent of increasing the relevance of education experiences.
- d. Preferably be comprised of at least one RN, one second degree student, one junior, and one senior. The total number of School of Nursing students will determine the total number of representatives according to USGA policy.

C. Ex-Officio:

9. The **Student Body Representatives** shall:

- a. Be appointed annually by the NSGA Executive Board.
- b. Attend all NSGA meetings.
- c. Facilitate communication among the student body and represent the interests of the student body at NSGA meetings.
- d. Preferably be comprised of one junior and one senior at both the University of Maryland Baltimore and Shady Grove Education Center.

10. The **Committee Chairpersons** shall:
 - a. Be appointed annually by the NSGA Executive Board.
 - b. Attend all meetings of the NSGA.
 - c. Coordinate activities with the NSGA.
 - d. Submit a proposed budget for request of funds by no later than the eighth week of each semester.

10. The **Faculty Advisor** shall:
 - a. Be appointed annually by the NSGA Executive Board.
 - b. Attend all meetings of the NSGA.
 - c. Clarify and interpret School of Nursing and University of Maryland Baltimore policies as appropriate.
 - d. Keep the administration informed of all NSGA functions.
 - e. Communicate and coordinate with the Associate Dean for Admissions and Student Affairs.
 - f. Advise student officers concerning appropriate conduct of meetings and activities.
 - g. Advise proper channels of communication necessary for activities.
 - h. In the case the faculty advisor will be absent, he/she and the President must agree on an individual to take the place of the faculty advisor.

11. Other representatives shall include Student Affairs representative, Curriculum representative, judicial affairs representatives, BSNA representative, UMANS representative, and other representatives as appointed by the NSGA Executive Board.

ARTICLE V

MEETINGS

Nursing Student Government Association: To meet at least once a month. Quorum: Half the voting membership and the advisor.

ARTICLE VI
Section I

ELECTIONS

Officers: All elections shall be conducted by written ballot. Senior officer positions and the Treasurer position shall be

elected no later than the second week in May. Junior officer positions (except the Treasurer position) shall be elected no later than the end of the sixth week of the fall semester, and officers from the spring incoming Junior Class shall be elected no later than the the sixth week of the spring semester.

A. The officers to be elected each year are:

President	Senior	RN, Traditional, or Second Degree
1 st Vice President	Senior	Traditional or Second Degree
2 nd Vice President	Junior	RN, Traditional or Second Degree
Vice President at the Shady Grove Education Center	Senior	RN, Traditional or Second Degree
Secretary	Junior	RN, Traditional or Second Degree
Treasurer	Junior	RN, Traditional or Second Degree
USGA Senators	Junior/Senior	RN, Traditional or Second Degree

B. The NSGA Advisor shall be elected by officers immediately after the election of the officers.

Section II

Nominations: Individuals seeking office should nominate themselves by sign-up sheet prepared by the election committee. Candidates shall run for one office only.

Section III

Duties of the Election Committee: Appointed by the 1st Vice President.

The election committee shall be composed of four students representing all constituents of the undergraduate student body who are not currently running for office.

1. Sets up and enforces rules for nominations, campaigning and voting for approval by NSGA
2. Prepares the sign-up sheet and posts it not later than two weeks before the election is held.
3. Prepares the ballot.
4. Serves as chief teller.
5. Posts the results of the election.

Section IV

Voting: Voting shall be held and conducted by the election committee. Voting shall be by written. Students must show ID or have enrollment verified by the election committee to vote. The Election Committee must ensure that students do not vote more than once. Candidates receiving a majority of votes shall be declared elected. A majority shall be 50% plus one of the total votes. Ballots will be destroyed two weeks after the election results have been posted.

Section V

Election Challenges: Challengers regarding election results or procedures must be written and submitted to the election

committee within five school days following the posting of the results.

Section VI

End of Year Transition: The newly elected officers and the current officers shall meet by the end of the school year to conduct turnover of duties and provide smooth transition.

ARTICLE VII

PROCEDURE AT MEETINGS

Robert's Rules of Order Revised Handbook shall be considered the authority for all questions of parliamentary procedure.

ARTICLE VIII

ADMENDMENTS

- A. By-laws may be amended at NSGA meetings with a majority of 50% plus one vote by the NSGA membership in attendance.
- B. The amendments are to be presented to the membership in writing at least one week prior to the vote at which action is to be taken.

Revised: May 3, 2004