

**Texas Tech University Health Sciences Center El Paso
Gayle Greve Hunt School of Nursing Student Union (NSU)
CONSTITUTION**

**TTUHSCELPGGHSONGB
Constitution**

Article I. ORGANIZATION NAME

The formal name of this organization is the Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Gayle Greve Hunt School of Nursing (GGHSON) Nursing Student Union, referred to herein as the NSU. Members of this governing body will be referred to herein as “the assembly” and the chapter board of directors will be referred to herein as the “Executive Board.”

Article II. MISSION AND PURPOSE

The primary mission of the chapter is to be the acknowledged institutional and local governing body, serving as an advocate for students in the GGHSON.

The purpose of this organization is to provide a framework for nursing students as a group to meet and discuss influential factors affecting students in regard to campus life, education, and environment.

Article III. OBJECTIVES

- A. To serve as the official representative of the student body to the administration and faculty of the GGHSON.
- B. To contemplate and act upon matters of interests to individual students, classes, or the student body as a whole. Such matters may include general student well-being and school procedures.
- C. To serve as a mechanism for communication between classes, the student body, student groups, and the administration.
- D. To determine all rules, amendments, and bylaws to the constitution that are essential for the execution of the powers, purposes, and duties entrusted to the NSU.
- E. To use all powers, responsibilities, and duties not delegated by this constitution but deemed essential by the governing body to support the well-being of the student body.
- F. To support nursing students in their professional growth and to demonstrate to each other and to society the increasing contributions made by nurses within the profession.

- G. To support members' full participation in the nursing profession and its organizations, and to use the chapter for the objectives stated above.

Article IV. MEMBERSHIP

Membership in the chapter is open to current students in the GGHSON.

A. Equal Opportunity Statement

- a. Membership in the NSU is unrestricted by age, color, creed, disability, sexual orientation, lifestyle, nationality, race, religion, or gender.

B. Membership Levels

- a. There shall be one level of membership: full membership.

Full Membership

- 1. Full members must be registered in the GGHSON and are entitled to the following membership privileges:
 - a. To speak and to vote at chapter meetings.
 - b. To be appointed or elected to chapter office or senate after successfully serving for one semester.
 - c. To have chapter membership privileges as specified in the chapter bylaws.
 - d. To serve on national committees.

C. Obtaining Membership

- a. Membership in the chapter shall be obtained by application to the chapter.
- b. Membership shall not be transferable from one individual to another.

D. Suspension and Reinstatement

- a. The Executive Board of the chapter, by majority vote, may censure, suspend, or expel any member for cause after giving the member an opportunity to have a hearing. Any member suspended or expelled may be reinstated by an affirmative majority vote of the board of directors. Procedures "for cause" will be determined in accordance with the American Nurses Association's Code of Ethics for Nurses.

Article V.

OFFICERS, BOARD MEMBERS, AND DUTIES

A. Officers

- a. Officers of the chapter shall be the president, vice president, secretary, treasurer, historian, and senators.
- b. The student governing body will consist of current academically eligible students in the GGHSON.
- c. The president, vice president, secretary, treasurer, and historian shall comprise the Executive Committee.
- d. Each officer will serve a maximum of three semesters or one calendar year.
- e. In order to be eligible for an officer position, members must maintain a 3.0 GPA and be considered in good academic standing to run for office.
- f. Chapter members shall elect officers by ballot.
 - i. Members must have been in the NSU for the previous semester to be eligible to run for an officer position.

B. Duties of Officers

The powers and duties of the elected officers and board members, and other duties designated by the board shall include:

The president shall be the chief executive officer of the chapter and shall, subject to the control of the board, have general supervision, direction, and control of the chapter's business vested in the office of the president of an organization. In addition to the duties specified below, the president shall have other power and duties as prescribed by the board or the bylaws.

a. PRESIDENT

The duties of the president shall include:

- i. To act as a spokesperson for the chapter.
- ii. To plan and preside over meetings of the chapter board and the general membership.
- iii. To develop ad hoc committees as needed with approval of the board.
- iv. To serve as the immediate past president to the board following the term as president. This shall be a voting position of the board. The immediate past president shall serve as the Nominations Committee chairman.
- v. To orient the president-elect.

- vi. To submit a year-end report of charges (duties) and accomplishments to the Executive Committee no later than 30 days before the end of term.

b. VICE PRESIDENT

The duties of vice president shall include:

- i. To assume the role and duties of the president in his/her absence.
- ii. To oversee and confer with the committee chair to ensure that the work of the committee is being performed and reports are presented to the board and at general membership meetings.
- iii. To submit a year-end report of charges (duties) and accomplishments to the president no later than 30 days before the end of term.
- iv. To perform other duties as designated by the board.

c. SECRETARY

The duties of the secretary shall include:

- i. To take, maintain, and distribute an accurate record of all board and general membership meetings.
- ii. To note attendance and present minutes for approval at meetings.
- iii. To maintain an up-to-date roster of the members.
- iv. To communicate meeting details, including topics, speakers, locations, dates, and times to members within five days of meetings.
- v. To keep copies of all formal reports of the officers and committee chairpersons.
- vi. To conduct official correspondence of the chapter.
- vii. To preserve all papers, letters, and transactions of the chapter.
- viii. To assist the president with quarterly newsletters.
- ix. To manage and distribute the student nursing governing body calendar to members.
- x. To orient the newly-elected secretary
- xi. To submit a year-end report of charges (duties) and accomplishments to the president no later than 30 days before the end of term.
- xii. To perform other duties as designated by the board.

d. TREASURER

The duties of the treasurer shall include:

- i. To keep and maintain adequate and correct books and accounts of the business transactions of the chapter. Such books and accounts shall be available to the Executive Committee and/or board within reasonable time.
- ii. To deposit all money and other valuables in the name and to the credit of the chapter, as ordered by the board.
- iii. To disburse the funds of the chapter as ordered by the board.
- iv. To make available the yearly financial records to a certified public accountant (CPA) upon the special request of the board.
- v. To present the annual chapter financial report consisting of income and expenses for the current year and budget projections for the upcoming year to the board for review and approval.
- vi. To orient the newly-elected treasurer.
- vii. To submit a year-end report of charges (duties) and accomplishments to the president no later than 30 days before the end of term.
- viii. To perform other duties as designated by the board.

e. HISTORIAN

The duties of the historian shall include:

- i. To keep records for the NSU, including organizing data, and analyzing and interpreting its authenticity and relative significance.
- ii. To gather historical data from sources such as archives, records, diaries, news files, and photographs, and collect data sources such as books, pamphlets, and periodicals.
- iii. To coordinate committees, including overseeing the standing committees by:
 1. Serving as an ex officio member of all committees.
 2. Receiving reports from committee chairpersons on a monthly basis.

f. COHORT SENATORS

The duties of the senators shall include:

- i. Each cohort shall elect three senators to the NSU.
- ii. Senators shall have voting privileges, and provide communication from the cohort to the NSU and vice versa regarding the interests of students in his/her cohort.

iii. Senators shall be assigned other duties at the discretion of the Executive Board.

g. VACANCIES

i. Vacancies in the offices of secretary and/or treasurer shall be filled by the board at its next regular scheduled meeting.

h. LIABILITY

i. The chapter and its members shall not hold any board member personally liable for his/her actions taken within the scope of his/her duties as described within the bylaws.

i.

Article VI. ELECTIONS

A. ELECTION PROCESS:

The Nominating Committee will provide a slate of candidates for chapter officers and chairpersons from the bylaw, education, and membership committees. It is recommended to have a minimum of two candidates for office of president-elect, vice president, secretary, treasurer, historian, and each committee chairperson.

- a. The chapter election process incorporates staggered terms of office to promote board continuity in membership.
- b. By Nov. 1 or April 1 of each corresponding semester, the Nominating Committee chairperson will forward to the membership a slate of candidates for chapter positions to be chosen that year.
- c. Candidates for chapter positions will submit a properly completed Consent-to-Serve form and a one-page summary of the candidate's professional qualifications, including education and nursing experience, and goals for the office that they are seeking.
- d. Nominating Committee members are not permitted to be on a slate that they develop unless potential candidates are limited. Members will not be allowed on the Nominating Committee if they plan to run for a position.

B. ELECTION DETERMINATION:

- a. All elections shall be conducted by secret ballot when there are more nominations than available positions. A simple majority constitutes election. In the event of a tie, a run-off election shall be held. If the run-off election does not resolve the tie, a bipartisan individual, as determined by the Executive Board, will determine the winner between the two candidates receiving the most votes.

C. TERM:

- a. Each officer and committee chairperson shall begin his/her duties at the start of the semester after the election.
- b. Each term shall last one whole calendar year, so long as the student fulfills all requirements and duties.

D. APPEAL PROCESS:

- a. Election appeals must be made in writing to the Nominating Committee chairperson within five days of the vote. The decision of the Nominating Committee shall be final. Appeals of other votes (motions, etc.) will be made to the presiding officer within one hour following the appealed vote.

Article VII. Amendments

New amendments may be adapted or repealed by a majority of the members in good standing who have cast a vote on the proposed changes to these bylaws.

Submitted – Aug. 8, 2017

Approved GGHSON Student Affairs Committee - Sept. 6, 2017

Approved GGHSON Administration - Sept. 7, 2017