

Student Nurses' Organization Bylaws

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Mission Statement

The Student Nurses' Organization exists in order to support and mentor students in the nursing program and those pursuing the field; and to represent the student nurses and encourage participation in professional activities and interests

The functions of the Student Nurses' Organization are:

1. To promote wellness and health education at LCC and throughout the surrounding community
2. To assist those in need both in the community and worldwide through charitable events
3. To foster the development of leadership skills in nursing students
4. To contribute to the advancement of nursing by increasing awareness of issues that impact healthcare and encouraging participation in nursing at the state and national levels
5. To have direct input into the standards of nursing education through attending quarterly Student/Faculty meetings
6. To influence nursing practice through legislative activities, as appropriate
7. To encourage participation in wellness and health education activities

Preamble:

We, the Student Nurse Organization, a co-curricular chartered by Students of Lower Columbia College (ASLCC), do hereby adopt these Bylaws in accordance with ASLCC.

ARTICLE I: MEETING PROCEDURE

- 1) Section 1 – Business Meetings
 - a) Business meetings will be held regularly on a schedule to be determined by members of the CCOC (traditionally 2nd, 5th and 9th Monday of each quarter)
 - b) An agenda will be prepared to cover the topic or topics that need to be addressed
 - c) All SNO meetings are open to all nursing students enrolled at LCC and to all nursing faculty.
 - d) Special guests may attend meeting with permission of SNO faculty advisors and SNO President.
- 2) Section 2 – Order of Business
 - a) The officers will use Robert's Rules of Order to run the meeting and for all voting procedures

ARTICLE II: ELIGIBILITY

- 1) Section 1 – Membership Eligibility
 1. Membership
 - a. All students enrolled in the LCC nursing program are automatically members of SNO

- b. Membership ends upon graduation from nursing program.
- c. All students interested in obtaining a nursing degree are eligible to join SNO as non-voting members.

2) Section 2 – Leadership Eligibility

- a) Officers of the club must meet the following requirements in order to hold a position:
 - i) Current student in the nursing program
 - ii) Be in good academic standing
 - iii) Attend all meetings, if possible
 - iv) Be willing to perform position duty as required by the club bylaws

ARTICLE III: SELECTION PROCEDURE

1) Section 1 – Responsibility

- a) Officers will be Elected Spring Quarter of each year
- b) Open positions will be announced at the beginning of Spring Quarter.
- c) Elections shall take place during the final SNO meeting of spring quarter.
- d) Each board position may have a co-occupancy if desired.
- e) Graduating officers will be replaced by vote as needed

2) Section 2 – Voting

- a) Students must be currently registered and present in order to be eligible to vote in any club election, initiative, proposal or document amendment
- b) A simple majority of members present at meetings is required to pass any item of business.
- c) Items that require a vote to pass:
 - i) Election of Officers
 - ii) Expenditures
 - iii) Fundraisers
 - iv) Travel
- d) Approval for all expenditures, elections, fundraisers, and travel opportunities must be annotated in the minutes

ARTICLE IV: POSITION DESCRIPTIONS AND JOB DUTIES

1) Section 1 –Officers and Duties

- a) SNO officers shall include: President, Vice-President, Secretary and Pinning Liaison
- b) Optional officers may include: Vice-President of Media Relations and Vice-President of Charitable events
- c) General duties include maintaining all records and information related to their office during their term. They shall turn over all records, paper and other property to SNO during the last SNO meeting of their tenure.
- d) President
 - i) Preside at all SNO meetings

- ii) Organize agenda
 - iii) Arrange meeting times & locations.
 - iv) Coordinate with faculty advisors and program coordinator, as appropriate
 - v) Oversee all SNO activities (charitable events, community health & wellness, etc)
 - vi) Ensure a SNO officer Participates in all SNO sponsored activities
 - vii) Attend Student/Faculty meeting as representative of SNO
 - viii) Delegate a SNO officer to attend ASLCC/ Student Senate meeting as needed
 - ix) Coordinate with Nursing 101 faculty to meet with NURS 101 students each quarter
 - x) Delegate duties as needed
 - xi) Coordinate welcome packet for new Nursing 101 students
 - xii) Keep SNO President binder in order and up to date
- e) Vice President
- i) Collaborate and support all actions of the President
 - ii) Preside at SNO meetings when President unable
 - iii) Coordinate the Welcome Table during the first week of school
 - iv) Participate in all SNO sponsored activities if possible
 - v) Attend Student/Faculty meeting if president unable to attend
 - vi) Obtain quarterly list of SNO reps and officers for all SNO members
 - vii) Delegate duties as needed
 - viii) Keep SNO Vice President binder in order and up to date
- f) Secretary/Recording Officer
- i) Take attendance at all SNO meetings
 - ii) Take minutes at all SNO meetings
 - iii) Type and send minutes to all SNO members, SNO officers, and SNO faculty advisors within 7 days of the SNO meeting
 - iv) Include in meeting minutes: each students who attended, current quarter in which each student is enrolled, and SNO position
 - v) Coordinate with Vice President any necessary communication to SNO members, faculty, or students
 - vi) Post meeting date/time/location via Canvas Nursing Community Group to all nursing students and SNO faculty advisors 5 days prior to each meeting
 - vii) Post quarterly meeting schedule via Canvas Nursing Community Group to all nursing students and faculty by end of first week of school
 - viii) Participate in all SNO sponsored activities if possible
 - ix) Maintain list of all SNO reps, SNO officers and contact information
 - x) Keep SNO Secretary binder in order and up to date
- g) Pinning Liaison
- i) Must attend Pinning ceremonies

- ii) Contact pinning faculty advisor and 7th quarter students by end of 2nd week of school to find out needs for volunteers for pinning ceremony for 7th quarter graduating class
 - iii) Post volunteer signup sheet one month prior to pinning ceremony date
 - iv) Post need for volunteers to all nursing students via Canvas one month prior to pinning ceremony
 - v) Contact volunteers 3 days prior to pinning to confirm attendance
 - vi) Coordinate volunteers at the pinning ceremony & delegate volunteer duties as needed
 - vii) Participate in all SNO sponsored activities if possible
 - viii) Keep SNO Pinning Liaison binder in order and up to date
- h) Vice President of Media Relations:
- i) Keep SNO board well organized and up to date
 - ii) Change theme as needed to reflect current seasons & activities
 - iii) Maintain SNO website
 - iv) Collaborate with SNO officers regarding the needs for the SNO board
 - v) Maintain SNO Suggestion Box
 - vi) Participate in all SNO sponsored activities if possible
 - vii) Seek approval from advisors prior to posting information on the web page.
 - viii) Monitor webpage, notify advisor(s) if change is needed
 - ix) Keep SNO VP of Media Relations binder in order and up to date
- i) Vice President of Charitable Events
- i) Coordinate all fundraising projects and charitable events for SNO
 - (1) Quarterly sweatshirt sales are used to raise funds for SNO
 - ii) Present ideas regarding fundraising and charity to SNO board for vote and approval
 - iii) Delegate duties as needed
 - iv) Keep SNO members updated regarding status of project/event
 - v) Participate in all SNO sponsored activities if possible
 - vi) Keep SNO VP of Charitable Events binder in order and up to date

2) Section 2 – Duties Common to All Members.

- a) Represent the club in an ethical and responsible manner

ARTICLE V: REMOVAL OF OFFICERS

- a) Members can be considered for Removal if found responsible of the following if:
 - i) Failure to comply with ASLCC Bylaws, Club Bylaws, or LCC policy
 - ii) Conduct unbecoming of an officer, i.e. conduct that does not align with the LCC Code of Student Conduct
 - iii) Failure to meet requirements of officer responsibilities

ARTICLE VI: FORMAL GRIEVANCE POLICY AND PROCEDURE

1) Section 1 – Definition

- a) A grievance is a dispute, disagreement or a complaint that affects parties governed by ASLCC documents. The grievance may be considered by the ASLCC. All matters that go through the grievance procedures must have a clear and measureable outcome. *"See ASLCC Bylaws Article VI Section 2 for full Grievance Requirements"*

ARTICLE VII: AMENDMENTS

1) Section 1 – Bylaws

- a) All proposed amendments of the Club Bylaws shall be discussed at club meeting and require a vote to pass
- b) Two week's advance notice to club members of any proposed changes are required
- c) The time-frame for when the Bylaw changes will go into effect is dependent upon approval by ASLCC

ARTICLE VIII: SNO REPRESENTATIVES/DELEGATES

1) Section 1 – legislative activities and conferences

- a) SNO members are encouraged to attend the annual nurse legislative day and/or other local conventions as appropriate as SNO delegates and report back to SNO members on all information learned.
- b) Funding for conferences shall only include the cost of attending the actual conference (as long as there is adequate funding available). Hotel and gas expenses are the responsibilities of the attendee. SNO is not responsible for damage or injury that might occur to the attendee.
- c) Delegates shall conduct a presentation to nursing students upon return.

ARTICLE IX: EXECUTIVE BOARD


1) Section 1 – Membership

- a) The Executive Board shall consist of the elected SNO officers.
- b) The SNO faculty advisors shall serve on the Executive Board without vote

2) Section 2 – Duties

- a) Conduct SNO business between meetings and report at the next SNO meeting
- b) Have the power to fill vacancies in any office
- c) Remove any executive officer that fails to fulfill his/her duties, by a 2/3 vote of the Executive Board
- d) The Executive Board shall meet in the fall and then quarterly as needed.

CCOC Leader Signature: 

Advisor Signature: 

ASLCC Signature: 

APPROVAL DATE: 6/13/19