

## **STUDENT GOVERNMENT ORGANIZATION (SGO) BYLAWS**

### **ARTICLE I – Name**

The name of this organization will be known as the Student Government Organization (SGO) of Bon Secours Memorial College of Nursing.

### **ARTICLE II – Purpose**

1. Encourage the highest standards of honor and integrity in all matters of professional and social conduct.
2. Provide the opportunity for students to share their ideas, interests, and concerns of nursing education with other nursing students in this college.
3. Promote an atmosphere of cooperation, understanding, and communication among the students, Faculty, and Administration.
4. Promote interest and participation in professional development.
5. Promote programs and community service opportunities of professional interest and concern.

### **ARTICLE III – Functions**

1. Plan, promote, and coordinate educational, professional, recreational, and community service activities for students.
2. Provide programs and community service opportunities for the students and promote participation by the students.
3. Raise funds as needed for functions of the organization.
4. Provide a channel of communication and cooperation among students, faculty, and administration.
5. Promote the image of the students and college in the community.
6. Maintain a discretionary fund to support either an individual need or charity or mission activity (no more than \$1000 per calendar year); members will vote to decide on the details of the use of discretionary fund annually.
7. Promote school loyalty.

### **ARTICLE IV – Membership, Dues, and Budget**

1. The membership will consist of all students enrolled in Bon Secours Memorial College of Nursing.
2. Each student will pay annual dues to the organization on registration day through assessed fees, designated as “Activities Fees”.
3. Fifty percent of dues are allocated for student activities deemed appropriate by the SGO; twenty-five percent of dues are allocated to the Missions Fund; twenty-five percent of dues are allocated to legislative and student nurses/ professional organization activities.
4. A yearly fiscal plan will be established in collaboration with the Treasurer, Executive Board, and SGO Advisors.

### **ARTICLE V – Executive Board: Officers, Eligibility, and Duties**

#### **A. Purpose of Executive Board**

1. To act as the administrative and coordinating body of SGO.

#### **B. The President**

1. Must be a rising junior or senior.
2. Prepare the agenda and preside at all meetings of the SGO.
3. Schedule dates with faculty advisors throughout the year for the organization’s meetings and activities.
4. Call special meetings as necessary.
5. Attend new student orientation sessions to explain functions of SGO.
6. Serve as a member of the Honor Committee of the SGO.

7. Meet regularly with College Administration.
8. Appoint special committees as needed.
9. Serve as an ex-officio without voting privileges. The only exception to this is to break a tie in a voice or roll call vote.
10. Must have basic knowledge of parliamentary procedure.
11. Serves on the Student Affairs Committee.
12. Be free from Honor Code violations.

#### C. Vice President

1. Must be a rising junior or senior.
2. Assumes all duties of President in absence of the President.
3. Assists the President in preparing the agenda for the meetings as indicated.
4. Replaces the President in the event of his/her resignation.
5. Assumes secretarial responsibilities in the absence of the secretary.
6. Be free from Honor Code violations.
7. Attend monthly SGO meetings.

#### D. Secretary

1. Must be a rising junior or senior.
2. Record and file the minutes of all SGO meetings, to include both General Body and Executive Board.
3. Prepare notices of meetings and events.
4. Handle all correspondence for the organization.
5. Inform President of attendance issues.
6. Assist the President in preparing student notices.
7. Be free from Honor Code violations.
8. Attend monthly SGO meetings.

#### E. Treasurer

1. Must be a rising junior or senior.
2. Receive, record, and disburse all funds.
3. Keep an accurate record of all organization funds and report financial status annually and at each monthly meeting.
4. Give an itemized report of receipts and disbursements at SGO meetings each month.
5. Submit a written annual report of receipts and disbursements.
6. Audit books with faculty advisors and incoming treasurer.
7. Balance bank statement against organizations records upon receipt of quarterly statement. Receipts will be verified by receipt book for all monies collected.
8. Be free from Honor Code violations.
9. Attend monthly SGO meetings.

#### F. Ways and Means Chair

1. Plan, organize and promote fundraising activities.
2. Select nursing specialty items and college merchandise.
3. Communicate with Assistant Dean of student services for quarterly report.
4. Be free from Honor Code violations.
5. Attend monthly SGO meetings.

#### G. Legislation Chair

1. Plan and coordinate activities that stimulate interest and involvement in political and civil activities, including the VNA Legislative Day in February.

2. Help with biannual progression of executive board by gathering nominations & implementing election procedure.
3. Act as liaison to state and national Student Nurses' Association.
4. Serve on the Student Affairs Committee.
5. Be a member of the NSNA.
6. Be free from Honor Code violations.
7. Attend monthly SGO meetings.

#### H. Social Chair

1. Plan and organize fun activities to promote community among the students.
2. Plan a calendar of activities, in conjunction with Assistant Dean of Student Services and SGO Advisors, for the SGO over the academic year.
3. Publicize events and activities of the SGO.
4. Negotiate and confirm expenditures with the organization and submits reports to treasurer, President and SGO faculty advisors.
5. Be free from Honor Code violations.
6. Attend monthly SGO meetings.

#### I. Community Service Chair

1. Plan and organize local outreach projects/activities, including holiday projects.
2. Communicate and collaborate with Medical Mission Trip group as needed.
3. Attend new student orientation sessions to explain Community Service activities.
4. Serve on the Student Affairs Committee.
5. Be free from Honor Code violations.
6. Attend monthly SGO meetings.

#### J. Honor Council Chair

1. Must be a rising junior or senior.
2. Enforce the Honor System.
3. Conduct Honor Council hearings on Honor Code violations according to Honor System by-laws.
4. Attend new student orientations to explain Honor System.
5. Meet with Honor Council representatives to explain the duties of their position and the Honor Council hearing process.
6. Serve on the Student Affairs Committee.
7. Be free from Honor Code violations.
8. Attend monthly SGO meetings.

#### K. Honor Council Representatives/Alternates

1. Enforce the Honor System.
2. Participate fully in Honor Council hearings according to the Honor System by-laws.
3. Be free from Honor Code violations.
4. Attend monthly SGO meetings.

#### L. Communication Chair

1. Serve as a contact with public relations for newsletter information.
2. Seek volunteers from the student body to maintain scrapbook and edit the SGO newsletter.
3. Be free from Honor Code violations.
4. Attend monthly SGO meetings.

#### M. Faculty Co-Advisors to the SGO

1. Assist SGO members with planning and activities of SGO.
2. Provide support and advice to the SGO officers.
3. Provide input and/or approval to budget planning and expenditures as defined in these bylaws.
4. Attend monthly SGO meetings.

ARTICLE VI – Election Process

A. Nominations

1. Legislative Chair will receive nominations via email from students.
2. The Legislative Chair will post a slate of consenting candidates in advance of the date of voting. The date for voting will be determined by the Executive Board.

B. Election Proceedings

1. Elections will be staggered to promote continuity in SGO leadership.
2. The spring elections shall be conducted for the purpose of electing the following offices: President, Secretary, Ways and Means Chair, Social Chair, Honor Council Chair, and the Honor Council Representatives. The fall election shall be conducted for the purpose of electing the following offices: Vice President, Treasurer, Legislation Chair, Community Service Chair, and Communication Chair.
3. All voting will be by secret ballot.

C. Term of Office

1. The term will be one calendar year in length for each office.
2. The officers elect will be mentored by the current leadership for the remainder of the term.

D. Attendance at Meetings

1. All officers and representatives will attend a minimum of 80% of meetings of the SGO.
2. If the attendance falls below 80% the following actions will be taken:
  - a. The officer will meet with the President to discuss issue.
  - b. If attendance issue does not resolve, the President will bring the attendance issue to the Executive Board.
  - c. If the above actions do not resolve the attendance issue, the officer will be subject to dismissal by the President.

E. Vacancies

1. All vacancies, except the office of President, will be appointed by the president and approved by the Executive Board.

These by-laws have been amended on: \_\_\_\_\_

As approved and signed by the SGO board members: *(see signed copy in SGO Co-Advisor file)*

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Others in attendance on this day (including Honor Council Representatives):

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