



**Bon Secours Memorial College of Nursing
Student Government Organization (SGO) Bylaws**

ARTICLE I

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

ARTICLE II

Purpose and Functions

Section 1. The purpose of the SGO is:

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 education with other students in this college.
3. Promote an atmosphere of cooperation, understanding, and communication among the students, faculty, and administration.
4. Promote programs and community service opportunities of professional interest and concern.
5. To promote a supportive, positive learning environment within the college by bringing together students from various levels, fostering involvement in team-building and social activities.

Section 2. The function of the BSMCON SGO is:

1. Plan, promote, and coordinate educational, professional, and recreational activities for students.
2. Provide programs and community service opportunities for the students and promote participation by the students.
3. Promote and encourage students' participation in interdisciplinary activities throughout the year.
4. Represent BSMCON to the consumer, to institutions, to the public, and to other organizations.
5. Provide a channel of communication and cooperation among students, faculty, and administration.
6. Promote the image of the students and college in the community.
7. Promote school loyalty.

Revised by SGO: 10.17.2018

Ratified by Student Affairs Committee:

8. Promote and encourage student body participation in college activities and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.

ARTICLE III

Membership, Student activity fees, and Budget

Section 1. Membership

1. The membership will consist of all students currently enrolled in Bon Secours Memorial College of Nursing.
2. Guest membership is extended to the students in the St. Mary's School of Medical Imaging. Guest membership excludes voting privileges.

Section 2. Student activity fees

1. A portion of the Student Activity Fees assigned by college policy will be disbursed to the SGO for the purposes of SGO functions and operations. These funds are assessed by the college and can be found in the annual college catalog.

Section 3. Budget

1. Student activity fees are allocated for student engagement activities deemed appropriate by SGO Leadership Board and Advisors
 - a. Official and unofficial-student organizations including standing committees facilitating student activities are eligible for funding through the SGO.
 - i. Funding priority will be rewarded to official student organizations. (Policy No. ADM 3.19)
 - ii. Representatives from requesting organizations should contact SGO President regarding scheduling a funding proposal at a SGO Officer/General meeting, no fewer than 48 hour prior to the intended meeting.
2. Representatives from student organizations requesting funds will provide information regarding funding needs and answer questions as required by the SGO Leadership Board and by the SGO Advisors at a General Body or Officer Meeting.
3. Student groups utilizing the SGO account for the management of their funds must have a student representative, preferably the Treasurer and an Advisor, attend regular register review meetings.

ARTICLE IV

Executive Officers and Leadership Board

Section 1. Executive Officers of the SGO shall be President, Vice President, Secretary, and Treasurer. The Leadership Board will consist of these Executive Officers as well as Social Chair, Communications Chair, Legislative Chair, Honor Council Chair, and Honor Council representatives. The following principles apply the Executive Officers as well as to the whole Leadership Board as applicable.

1. Purpose of Leadership Board/Officers
 - a. The Leadership Board will act as the administrative and coordinating body of SGO.
2. Attendance and Participation
 - a. Must attend monthly General Body and Leadership Board meetings of the SGO.
 - i. This permits one absence from a SGO General Body or Leadership Board meeting per semester.
 - ii. Members of the SGO Leadership Board are expected to maintain ongoing communication with the rest of the Leadership Board and Advisors. Should a member not be able to attend a meeting, prior communication to include an update regarding their area of responsibility should be sent to an Executive Officer, preferably the President, and SGO Advisors.
 - iii. If a Leadership Board Member is not in compliance with the above attendance policy, the following actions will be taken:
 1. Upon first absence, the Secretary will email the Leadership Board Member, reminding them of the attendance policy.
 2. Upon second absence, the non-compliant Leadership Board member will meet with the President to review the attendance policy and sign a statement affirming understanding of shared attendance expectations. SGO Advisors may be present at this meeting.
 3. Upon third absence, the President will dismiss the non-compliant Leadership Board Member via formal, written documentation except for extenuating circumstances as identified by SGO Advisors.
3. Leadership Board members must be in good academic standing and free of honor code and code of conduct violations.
 - a. Officers and Chairs must commit to upholding the Honor Code and Code of Conduct to act a model for the student body.
4. Leadership Board members will attend bi-annual Leadership Board Orientation, date to be determined by SGO Advisors and SGO President.

- a. All officers and chairs must have a tentative semester plan established prior to the first day of class for each semester.
- 5. All officers and chairs are required to attend college committee meetings in compliance with College Committee Structure and Membership Policy.
 - a. Leadership Board Members will serve as alternatives for all applicable committees.
- 6. All officers and chairs have voting privileges unless stated otherwise per the SGO Bylaws.

Section 2. The Executive Officer Roles defined:

a. President

i. Role

1. The role of the President is to be the primary liaison between the student body and the college administration and to facilitate and guide the strategic direction of the SGO. The President supports the officers and chairs by providing encouragement and insight on their initiatives.

ii. Eligibility:

1. Must be a rising junior or senior.
2. Must have served in the SGO in some capacity during the immediately preceding semester, holding a position of Honor Council Representative, Chair, or Executive Officer.

iii. Duties and Expectations:

1. Prepare the agenda and preside at all meetings of the SGO.
2. Schedule dates with SGO Advisors throughout the year for the organization's meetings and activities.
3. Call special meetings and activities.
4. Attend new student orientation sessions to explain functions of SGO.
5. Serve as a member on the Honor Committee of the SGO.
6. Monthly meeting with SGO Advisors. The Dean of Student Services will attend at least two of these meetings each semester at their discretion.
7. Appoint special committees as needed.
8. Serve as a non-voting member of the Leadership Board. The only exception to this is to break a tie in a Leadership Board vote.
 - a. Voting member for all SGO subcommittees to which they belong.
9. Address attendance concerns with Leadership Board members.
10. Represents SGO in matters relating to the organization.
11. Responsible for fulfillment of duties and expectations of Social and Legislative Chairs.

b. Vice President

i. Role

1. The role of the Vice President is to support the President in development and facilitation of a strategic direction for the SGO. The Vice President provides guidance and support to the officers and chairs as needed.

ii. Eligibility:

1. Must be a rising or current junior or senior.
2. Must have served in the SGO in some capacity during the immediately preceding semester, holding a position of Honor Council Representative, Chair, or Officer.

iii. Duties and Expectations:

1. Assume all duties of President in absence of the President.
2. Assist the President in preparing the agenda for the meetings as indicated.
3. Replace the President in the event of his/her resignation.
4. Assume Secretarial responsibilities in the absence of the Secretary.
5. Act as a resource for the Leadership Board in matters regarding the SGO Bylaws and procedures, and enforces Robert's Rules of Order.
6. Oversee and prepare a monthly Executive Report to be submitted to Dean of Student Services and SGO Advisors no later than one week into the following semester.
7. Responsible for fulfillment of duties and expectations of Treasurer, Honor Council, Legislative, and Communications Chairs.

c. Secretary

i. Role

1. The role of the Secretary is to provide administrative and clerical support to the officers and chairs of the SGO to further the strategic direction of the SGO.

ii. Eligibility:

1. Must be a rising or current junior or senior.

iii. Duties and Expectations:

1. Record and file the minutes of all SGO meetings, to include both General Body and Leadership Officer meetings.
 - a. SGO minutes and other SGO documentation will be retained for 3 years.
 - b. Review of all archived files will occur at the end of every semester.
 - c. Minutes from SGO General Body meetings will be stored in the SGO Blackboard course.

2. Maintain register to track attendance of scheduled SGO and Officer meetings.
 - a. Informs the President of attendance issues.
 - b. Communicates with officers and chairs regarding attendance concerns.
3. Facilitate electronic communications (SGO Gmail, SGO Blackboard, etc.).

d. Treasurer

i. Role

1. The role of the Treasurer is to support the officers and chairs of the SGO by providing oversight of the SGO finances.

ii. Eligibility:

1. Must be a second semester sophomore, junior or senior.

iii. Duties and Expectations:

1. Receive, record, and track disbursements of all funds.
2. Keep an accurate record of all organization funds and report financial status to include itemized report of receipts and disbursements at each SGO Officer and General Body meeting.
3. Submit a completed monthly register to Bursar and SGO Advisors.
4. Attend regular register review to audit financial documentation.
5. Ensures that money is deposited weekly.
6. Keep a record of all SGO apparel/inventory in the SGO closet.
7. With the support and approval of Administration, place inventory orders with the assistance of an SGO Advisor for SGO closet inventory.

The following section applies to: Social Chair, Honor Council Chair, Legislative Chair, Communications Chair, and Honor Council Representatives.

1. The SGO Chairs and Representatives Roles defined:

e. Social Chair

i. Role

1. The role of the Social Chair is to develop and execute initiatives that are in line with the strategic direction of the SGO to encourage engagement in the student body.

ii. Duties and Expectations:

1. Plan and organize engagement activities monthly to promote community among all students.
2. Plan a calendar of activities, in conjunction with SGO Leadership Board, SGO Advisors, and student body over the academic year.

Revised by SGO: 10.17.2018

Ratified by Student Affairs Committee:

3. Negotiate and confirm expenditures with the organization and submit reports to Treasurer, President, and SGO Advisors.
4. Chair and recruit for social subcommittee.

f. Honor Council Chair

i. Role

1. The role of the Honor Council Chair is to develop and execute initiatives that educate the student body on the College Honor Policy, encourage a community sense of integrity and honesty, and aid in the processes established in the College Honor Policy (ADM 3.17).

ii. Duties and Expectations:

1. Must be a rising junior or senior.
2. Uphold, promote and participate in the Honor System according to the College Honor System.
3. Participate in Honor Review as stated in the College Honor System.
4. Meet with Honor Council Representatives to explain the duties of their position and the Honor Council hearing process; this meeting occurs once in the spring, and once in the fall, and may be scheduled either by the Chair or by vote of Honor Council.
5. Annual review of honor education process.
6. Coordinate a student review of the College Honor Policy in keeping with timelines established by college policy review schedule.

g. Communications Chair

i. Role

1. The role of the Communications Chair is to communicate the activities and actions of the SGO to the campus community.

ii. Duties and Expectations:

1. Serve as a contact with Marketing Office for newsletter information.
2. Serve the SGO student body as the primary communications resource.
 - a. Write, edit, and publish a monthly student newsletter.
 - b. Write and/or collect and upload all SGO Blackboard announcements.
 - c. Maintain updated information on the SGO tab on Blackboard, including newly elected Leadership Board Members and announcements.
3. Maintain ongoing college communications.
4. Responsible for updates to SGO bulletin board/social media outlets.

h. Honor Council Representatives

i. Role

1. The role of an Honor Council Representative is to assist the Honor Council Chair in their role and to participate in the honor process as outlined in the College Honor System.

ii. Duties and Expectations:

1. At least three but no more than five Honor Council Representatives may serve.
2. Participate in Honor Review, as stated in the Honor System.
3. Support Honor Council Chair in Honor System education.

i. Legislative Chair

i. Role

1. The role of the Legislative Chair is to facilitate the election and Bylaw revision processes outlined in the SGO Bylaws.

ii. Duties and Expectations:

1. Facilitate Bylaw review annually, to be completed by the November Student Affairs meeting.
2. Plan and organize the annual elections proceedings.

ARTICLE V

Section 1: SGO Advisors

1. Role

- i. The role of the SGO Advisor is to support the Leadership Board Members of the SGO by providing insight and guidance for all initiatives, advocate for the SGO and the student body, and to act as liaisons between the SGO and the Administration.
- ii. SGO Advisors are non-members and do not have voting privileges.

2. Duties and Expectations:

- i. Must be one staff member and one faculty member of BSMCON.
- ii. Assist Leadership Board Members with planning and activities of SGO.
- iii. Provide support and advice to the Leadership Board Members.
- iv. Provide input and/or approval to budget planning and expenditures as defined in these Bylaws.
- v. Attend monthly SGO General Body and Leadership Board meetings.
- vi. Provide parliamentary education and facilitate Leadership Board Member transitions.
- vii. A yearly fiscal plan will be established in collaboration with the President, Treasurer, SGO Advisors, and Administration.

ARTICLE VI Election Process

Section 1. Nominations

1. Legislative Chair announces the election timeline and process by the second week of classes in the Spring semester.
2. Legislative Chair will receive nominations from students.
 - a. All nominees must sign an affirmation stating they are eligible for their intended role in accordance with SGO Bylaws. At this time, they will submit a biography statement. Legislative Chair will post the list of candidates and their biographies no later than one week after the nominations.
 - b. The Legislative Chair will facilitate at least two sessions where the student body will have a chance to interact with the candidates.
 - c. The Legislative Chair will work with SGO Advisors and Director of Institutional Effectiveness to create and implement an anonymous election system.
 - d. Elections will be concluded no later than the ninth week of the spring semester.
3. Any student meeting the criteria of the office may be nominated by a peer or may be self-nominated.

2. Election Proceedings

1. Elections will be held each spring semester to promote continuity in SGO Leadership Board Members. All Leadership Board Member positions will be elected following this timeline.
2. All voting will be by secret ballot, such as an online survey.

3. Term of Office

1. The term will be one calendar year in length for each office, with each term beginning June 1 and ending on May 31.
2. Both incoming and outgoing Leadership Board Members will attend the transitional meeting, where at least 30 minutes will be devoted to one-on-one education. Additional meetings between the incoming and outgoing Leadership Board Members are encouraged during the time between the ending of the elections process and the end of the current term.

4. Vacancies

1. All vacancies, except the office of President, will be appointed by the President and approved by the Leadership Boards Members, via a vote. Electronic submission of votes is permitted.

ARTICLE VII

Meetings

Section 1: General Body meetings are open to all of the student body.

1. All General Body meetings of the SGO are considered “open.”
 - a. All students may attend open meetings.
 - b. These meetings are monthly following the College Committee meeting schedule.

Section 2: Quorum

1. In order for a quorum to be established at least two Executive Officers, three Chairs, and one SGO Advisor must be present.

Section 3: Parliamentary Authority

1. The Student Government Organization (SGO) of the Bon Secours Memorial College of Nursing, (BSMCON), hereafter referred to as the “Organization,” follow the rules contained in the current edition of Robert’s Rules of Order Newly Revised (RRONR) shall govern the Organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Organization may adopt.
 - a. SGO Leadership Board Members are encouraged to develop an understanding of RRONR, through independent review, group activities, and educational opportunities through SGO events. RRONR is the parliamentary authority for most professional organizations; therefore, by learning the basic rules of “engagement” in a meeting setting, Leadership Board Members are preparing to participate further in professional careers.

Section 4: Bylaws Revision:

1. Bylaws will be reviewed annually by each new Leadership Board and revised to reflect the needs of the student body.
2. Bylaws will be amended by a 2/3 vote at a General Body meeting.
3. Bylaws will be ratified by Student Affairs Committee.
4. Bylaw revisions will go in effect June 1.
5. Bylaw review will be concluded by the second General Body Meeting of the SGO each Spring semester for ratification by Student Affairs Committee in the March meeting.

