

ARTICLE I – Nursing Student Government Association

Section 1: NSGA

The name of this organization is the Nursing Student Government Association of the University of Maryland School of Nursing (NSGA). The NSGA is a chapter of the National Student Nursing Association (NSNA) and the Maryland Association of Nursing Students (MANS).

ARTICLE II - Purpose and Function

Section 1: Purpose

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. To provide programs representative of fundamental interests and concerns to nursing students.
- C. To aid in the development of the whole person, including his/her professional role, his/her responsibility for health care of people in all walks of life.

Section 2: Function

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
- G. To promote and encourage collaborative relationships with nursing and health related organizations.

ARTICLE III - MEMBERSHIP

Section 1: School Constituent

- A. NSGA membership is composed of active NSNA/MANS members and UMSON students. Bylaws conform to the requirements of NSNA/MANS and upon meeting such other policies as the Board of Directors of NSNA/MANS may determine, shall be recognized as a constituent of NSNA/MANS.
- B. NSGA shall be composed of at least 10 members from UMSON. There shall be only one chapter at the University of Maryland School of Nursing Baltimore campus.
- C. For yearly recognition as a constituent, an officer of the NSGA shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
- D. A constituent association that fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
- E. NSGA is an entity separate and apart from NSNA/MANS in their administration of activities, with NSNA/MANS exercising no supervision or control over NSGA immediate daily and regular activities. NSNA/MANS have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of NSGA or the members thereof. In the event any legal proceedings are brought against NSGA will indemnify and hold harmless the NSNA and MANS from any liability.

Section 2: Categories of Constituent Membership

- A. Members of the constituent associations shall be:
 - i. Nursing students enrolled at University of Maryland School of Nursing Baltimore Campus.
 - ii. Enrolled in nursing approved programs leading to licensure as a registered nurse.
 - iii. Registered nurses enrolled in programs leading a baccalaureate degree with a major in nursing.
 - iv. Active members shall have all the privileges of membership.
- B. Renewal:
 - i. Active membership in the NSNA shall be renewable annually.

ARTICLE IV - Fees/Budget

Section 1: Fees

- A. The monies received by the University of Maryland School of Nursing from the student activities fees, which are included in registration/tuition fees paid for by each undergraduate nursing student. The University of Maryland School of Nursing allocates these funds to the NSGA according to the established financial policies and procedures.
- B. The Annual NSNA dues for the President, Vice President, Secretary, and Treasurer shall be paid one time by the organization. Maintenance of active membership shall be the responsibility of the student.

Section 2: Budget

- A. A semester budget will be prepared and drafted by the NSGA Treasurer and presented to the Executive Board and approved no later than the second Executive Board Meeting of each academic semester.
- B. An audit of the NSGA account shall be made each semester by the outgoing President, Treasurer, the Faculty Advisor and designee of the Office of Student and Academic Services.
- C. The fiscal year shall be July 1 through June 30.

ARTICLE V- EXECUTIVE BOARD

Section 1: Terms and Eligibility

- A. The Executive Board of the NSGA shall be the President, Vice President, Secretary, and Treasurer. There shall also be a Faculty Advisor. The Executive Board, Faculty Advisor, and other representatives shall be present at all general body meetings.
- B. A minimum grade point average of 2.5 must be maintained to hold an office. A student shall hold only one office at a time.
- C. The term of office should be one year in length.
- D. Attendance is mandatory at all meetings. Any elected officer with two unexcused absences forfeits the right to maintain their position by the discretion of the executive board. Absences will be excused per the Faculty Advisor. Elected officers must notify other executive board members of their absence by email prior to the meeting in order to be excused. Attendance will be documented in the meeting minutes of both the executive board and general body meetings.

- E. Emails must be responded to in 48 hours maximum.
- F. If the President cannot fulfill the duties of that office permanently, the Vice President shall assume the duties of the President, and a new 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.

Section 2: Officer Responsibilities:

A. The **President** shall:

- i. Preside at all meetings of NSGA.
- ii. Appoint special committees as needed.
- iii. Perform all other duties pertaining to the office and represent NSGA in all matters to the local state nurses association, the local league for nursing, state nursing student association, National Student Nurses' Association, and other professional and student organizations.
- iv. Serve as chairperson of the Executive Board.
- v. Communicate with the Faculty Advisor and the designee of the Office of Student and Academic Services.

B. The **Vice President** shall:

- i. Assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
- ii. Preside at meetings in the absence of the President.
- iii. Assist the President as delegated and act as advisor to the President.
- iv. Be responsible for review and recommendations for changes in Bylaws and Policies.

C. The **Secretary** shall:

- i. Record and distribute the minutes of all meetings of NSGA as directed by the President.
- ii. Keep on file as a permanent record all reports, papers and documents submitted to the Secretary.
- iii. Refer to dually appointed committees the necessary records for the completion of business.
- iv. Forward minutes to the state nursing student association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
- v. Deliver to the newly elected Secretary all association papers.
- vi. Maintain communications with faculty advisor and designee of the Office of Student and Academic Services.

D. The **Treasurer** shall:

- i. Serve as chairperson of the budget/finance committee.
- ii. Submit financial reports to the membership as directed by President.

- iii. Prepare financial reports submitted at the monthly Board of Directors Meeting.
- iv. Keep a permanent record of all dues received from members and any other income and expenses.
- v. Remit payment for approved debits according to the following:
 - i. Disbursement of Funds
 - 1. Requests for disbursement of funds shall be made in writing to the Board of Directors.
 - 2. Upon approval the treasurer will issue checks for those requests approved.
 - 3. No funds will be disbursed without prior approval

A. The Faculty Advisor(s) shall:

- i. Be appointed annually by the NSGA Executive Board.
- ii. Attend all meetings of the NSGA.
- iii. Clarify and interpret School of Nursing and University of Maryland, Baltimore policies as appropriate.
- iv. Keep the University of Maryland, School of Nursing administration informed of all NSGA functions.
- v. Communicate and coordinate with the Assistant Dean of the Office of Student and Academic Services.
- vi. Advise student officers concerning appropriate conduct of meetings and activities.
- vii. Advise proper channels of communication necessary for activities.
- viii. Submit annual self-evaluation.

Section 2: Election of the Executive Board

- A. Elections shall be held at the annual business meeting.
- B. All elections shall be by secret ballot.
- C. A plurality vote of the members present and entitled to vote and voting shall constitute an official election.
- D. In the event of a tie, a revote shall be held.
- E. All nominations shall be made from the floor.
- F. Votes must be totaled at the meeting and results announced before the conclusion of the meeting.

ARTICLE VII - MEETINGS

Section 1: Membership Meetings

- A. Meeting dates, location, and time shall be set by a plurality vote of members at the beginning of each semester.
- B. The President shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.

ARTICLE VIII - COMMITTEES

Section 1: Appointments

- A. Committee chair appointments shall be made by the Executive Board and shall be deemed standing committees unless otherwise stated at time of appointment.
- B. Committee members shall be appointed by the committee chairperson or selected by the Executive Board from a group of volunteers and will maintain office for one year. Individuals interested in running for a second term may run for office their second year as well.
- C. All committees shall be responsible to the Executive Board for reporting committee activities on a regular basis and shall, upon direction of the Executive Board, report same to the general membership.

Section 2: Committee Chair Responsibilities

- A. The **Community Service Chair** shall:
 - i. Attend all General Body and Executive Board meetings.
 - ii. Maintain contacts with community service organizations throughout the community.
 - iii. Coordinate at least three NSGA sponsored community service projects per semester
 - iv. Communicate community service opportunities at all NSGA and Executive Board meetings.
 - v. Create and edit a list of all Community Service Committee members
 - vi. Hold at least one meeting of the Community Service Committee each semester
 - vii. Prepare a Community Service Committee report for presentation at each NSGA meeting
- B. The **Social Chair** shall:
 - i. Attend all General Body and Executive Board meetings.
 - ii. Have responsibilities related to, but not limited to, publicity of events and coordinating ticket sales.
 - iii. Submit proposals and budget to the NSGA Executive Board.
 - iv. Solicit student comments and recommendations.
 - v. Coordinate at least two NSGA sponsored events per semester.

- vi. Hold at least one Social Committee meeting each semester.
- vii. Prepare a Social Chair report for presentation at each General Body meeting.

C. The **Big/Little Chair** shall:

- i. Attend all General Body meetings.
- ii. Assist the Office of Student and Academic Services to facilitate mentor training, programs, and evaluate outcomes.
- iii. Identify and contact all potential mentors and mentees before the start of the new semester.
- iv. Coordinate at least one Big/Little event per semester.

D. The **Fundraising Chair** shall:

- i. Attend all Executive Board and General Body meetings.
- ii. Work with the Social Chair and Social Committee to design events that appeal to students and increase NSGA funds.
- iii. Coordinate at least three fundraising events each semester.
- iv. Present a Fundraising Chair report to the Treasurer before each Executive Board meeting.

ARTICLE IX - DELEGATES

Section 1: NSNA/MANS

- A. To serve as spokesperson for NSGA at the annual state and national conventions.
- B. Present to the campus, state, and national organizations all proposed resolutions or amendments to bylaws or policies proposed by NSGA.
- C. Keep informed as to all current and proposed resolutions at the campus, state, and national levels and report information to NSGA membership at regularly scheduled membership meetings.
- D. Make available to members updates, explanations, and copies of current and proposed campus, state, and national resolutions.
- E. Any member maintaining a 2.5 Grade Point Average, who is active in NSGA and is nominated by current membership at a regularly scheduled meeting, is eligible to hold the position of delegate.
- F. Senators shall be elected in May and serve until May of the following year. Alternate Senators shall be elected in September and serve until May of the following year or until they replace a senator unable to serve to the completion of their term. If a senator is unable to serve out his/her term, an alternate senator may be take over. However, that senator's term is still subject to the September-May term. The selection of which alternate is able to replace a senator who is unable to

fulfill their term shall be based on the number of votes originated for that alternate senator from the previous election.

- G. Senators must be re-elected each year if they wish to continue as a senator.
- H. Appointment shall be for one year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position.
- I. The NSGA shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meetings.
- J. The **NSNA/MANS Representative** shall:
 - i. Serve as NSGA's representative and voting delegate
 - ii. Must be in good standing with NSGA, NSNA, and MANS
 - iii. Facilitate communication among NSGA, NSNA, and MANS
 - iv. Must be present or select a delegate to be present at the NSNA Convention

Section 2: Campus Delegates

- A. The **Primary USGA Senator** shall:
 - i. Attend all meetings of the USGA representing the interests of the School of Nursing and report minutes to the NSGA.
 - ii. Attend all NSGA Executive Board and General Body Meetings.
 - iii. Appoint a voting proxy if the USGA Senators are unable to attend the USGA meeting.
 - iv. Facilitate communication among students, faculty, and administration of the professional schools with the intent of increasing the relevance of education experiences.
 - v. Act as a liaison for the University of Maryland USGA Senators.
 - vi. Present a Primary USGA Senator's report at each General Body meeting.
 - vii. Serve on one committee designated by the USGA.
 - viii. Attend one USGA event per semester.
- B. The **USGA Senators**:
 - i. Preferably be comprised of at least one student representative per second, third, and fourth academic semester.
 - ii. Attend all meetings of the USGA representing the interests of the School of Nursing and report minutes to the NSGA
 - iii. Facilitate communication among students, faculty, and administration of the professional schools with the intent of increasing the relevance of education experiences.

- iv. Serve on one committee designated by the USGA.
- v. Attend one USGA event per semester.

C. The Student Body Representatives:

- i. Be appointed each semester by the NSGA Executive Board.
- ii. Attend Executive Board and General Body meetings.
- iii. Facilitate communication among the student body and represent the interests of the student body at NSGA meetings.
- iv. Be comprised of one representative from each academic semester
- v. Collaborate with the designated Vice President per academic semester.

A. The Judicial Affairs Representative shall:

- i. Be appointed annually by the NSGA President, on the recommendation of the undergraduate Judicial Board Faculty Chairperson and the current Judicial Board Representative.
- ii. Be a second or third semester student at the start of the term.
- iii. Attend all General Body meetings.
- iv. Sit on all undergraduate Judicial Board hearings
- v. Must be trained on judicial affairs policies and procedures.

ARTICLE X - AMENDMENTS

Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least four weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

ARTICLE XI - PARLIAMENTARY AUTHORITY

All meetings of this association shall be conducted according to the parliamentary law as set forth in *Robert's Rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.