**Student Nurses’ Organization Constitution and Bylaws**

**ARTICLE I - NAME OF ORGANIZATION**

Section I

The name of the organization shall be Lone Star College-CyFair Student Nurse’s Organization (CF-SNO).

**ARTICLE II - PURPOSE AND FUNCTION**

Section 1 - The purpose of the CF-SNO shall be:

1. To help our students learn and execute the highest standards of quality of healthcare.
2. To provide program representation of fundamental and current professional interest and concerns.
3. To promote cultural awareness in order to help our nurses treat the client holistically.
4. To aid in the preparation of student nurses for the assumption of professional responsibilities.

Section 2 - The functions of the CF-SNO shall include the following:

1. To have direct input into the standards of nursing education and influences the educational process.
2. To influence health care, nursing education, and practice through legislative activities as appropriate.
3. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
4. To represent nursing students to the consumer, to institutions, and to other organizations.
5. To promote and encourage student participation in campus-wide activities.
6. To provide and encourage recruitment efforts, participation in student activities and educational opportunities regardless of a person’s race, color, creed, sex, lifestyle, national origin, age, economic status, or any other protected status.
7. To provide a local professional organization of student nurses and to encourage participation in meetings.

**ARTICLE III - MEMBERSHIP**

Section 1 - Categories of Membership

In order to guarantee equal rights for all members of the Lone Star College-CyFair student body, equal opportunities shall be afforded all students without regard to race, color, sex, age, sexual orientation, gender identity, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status.

1. Active Members:
   1. Students enrolled in programs leading to licensure as a registered nurse
   2. Active members shall have all privileges of running for officer positions.
2. Associate Members:
   1. Pre-nursing students enrolled in a college program designed as preparation for entrance into a program leading to an associate degree, diploma, or baccalaureate degree in nursing.

b. Any registered student at LSC-CyFair who is interested in the field of Nursing.

1. Associate members shall have all of the privileges of membership except the right to run for officer positions.
2. Active and associate membership shall be renewable annually.

**ARTICLE IV - BOARD OF DIRECTORS**

Section 1 - Composition

1. The Board of Directors will consist of: President, Vice President, Recording Secretary, Treasurer, Corresponding Secretary, and Historian. The President shall have all power to appoint other chairpersons as they see fit.
2. Any members of the organization shall be eligible to be a candidate for office if they meet the following qualification:
   1. Candidates for office must have and maintain a 2.0 cumulative GPA.
   2. Candidates for office shall be chosen from among CF-SNO members who shall be student nurses throughout their complete term of office.
   3. Candidates must give their own consent to serve if elected.
   4. Candidates are to be enrolled as full-time nursing students within the LSC-CyFair ADN program.

Section 2 - Responsibilities

1. The Board of Directors shall be responsible for:
   1. Transacting business of the association between membership meetings and shall report such transaction at the next regularly scheduled membership meeting.
   2. Filling vacancies in any office by two-thirds majority vote of Board of Directors except the office of President.
   3. Reviewing monetary disbursements, acquisitions and fundraising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.

Section 3 - Special Sessions

1. A special session for the board meetings shall be the President, Vice President, two other board members, and one Faculty Advisor.

Section 4 - Duties of the Board of Directors shall consist of:

1. President
   1. Shall preside at all meetings of this association.
   2. Appoint members as chairperson for committee as needed.
   3. Serve as an ex-officio member of all committees.
   4. Have the authority to call special sessions.
   5. Approve expenditures as submitted by the Treasurer and authorized by the Board of Directors.
   6. Perform all duties pertaining to the office and represent the organization in all matters relating to the CF-SNO. This representation includes serving as a member of the “roundtable”.
   7. Be responsible for the Bylaws and the Standing Rules of the organization
   8. Serve as chairperson of the Committee on Bylaws and Policies.
2. Vice President
   1. Assume the order or rank and the duties of the President in the absence or disability of the President.
   2. In the event of a vacancy occurring in the office of the President, the Vice President shall assume the duties of the President.
   3. Provide for programs during specified organizational meetings.
   4. Serve as chairperson of the Committee on Social Programs.
   5. Arrange for and confirm speaker(s) for specified organizational meetings.
   6. Get approval for off-campus speakers from the Board of Directors and the Student Life office at least two weeks prior to speaking engagement.
   7. Reserve on-campus room for each meeting and request room set up.
   8. Assist the President as delegated and act as advisor to the President.
3. Recording Secretary:
   1. Record all policies pertinent to the ongoing activities of the organizations, including minutes from the meetings and member attendance.
   2. Keep on file as permanent record all reports, papers, and documents submitted to the Secretary.
   3. Refer to duly appoint committees the necessary records for the completion of business.
   4. Deliver to the newly elected Secretary all association papers
4. Corresponding Secretary
   1. Execute and keep records of all organizational correspondence as directed by the Board of Directors.
   2. Keep on file a register of all members and officers to be used for correspondence.
   3. Record CF-SNO activities and accomplishments on applications for organizational awards and recognition
   4. Notify all members of time and place of all CF-SNO meetings.
5. Treasurer
   1. Keep accurate entries of the acquisition and disbursement of organization funds.
   2. Prepare an annual report of all activities involving the transactions of the Treasurer's office.
   3. With approval from the Board of Directors, prepares and submits annual budget request to the Student Fee Advisory Committee, ensuring that the form is properly completed and submitted by the established deadline.
6. Historian
   1. Serve as representative for the General Assembly.
   2. Serves as the photographer for all CF-SNO activities.
   3. Maintain upkeep of the CF-SNO bulletin board in the Nursing Lab.
   4. Maintain the LSC-CF Student Nurse Organization Facebook page.

Section 5

Retiring officers shall deliver to their successors all records, pertinent papers, and other properties belonging to the Association within one week after the induction of new officers.

Section 6

At the Association meeting in their last semester, the retiring officers will give their final report and officially pass their titles and responsibilities to the officers elect who will assume their duties.

**ARTICLE V- FACULTY ADVISOR**

Section 1

1. The Faculty Advisor shall:
   1. Be permanent, full-time LSC-CyFair Nursing Instructor
   2. Confer with and assist the officers and members in accord with their stated purposes and function
   3. Attend meetings of the Association and Board of Directors

**ARTICLE VI - ELECTIONS**

Section 1- Election of Board of Directors

1. Elections shall be held at the beginning of the 1st semester in progression of the Associate Degree Nursing program.
2. All positions will advance as listed below to keep a good mixture of experienced officers.
   1. Following positions elected at beginning of April semester
      1. President
      2. Vice President
      3. Treasurer
      4. Recording Secretary
      5. Corresponding Secretary
      6. Historian
   2. The following progression of positions are
      1. Vice President becomes President
      2. Treasurer becomes Vice President
      3. Recording Secretary becomes Treasurer
      4. Corresponding Secretary becomes Recording Secretary
      5. Historian becomes Corresponding Secretary
3. All elections shall be secret ballot
4. A plurality vote of the members present and entitled to vote and voting shall constitute an official election.
5. In the even of a tie, a re-vote shall be held.
6. All nominations shall be made from the floor at the initial semester meeting regular business meeting.

**ARTICLE VII - MEETINGS**

Section 1

Regular meetings shall be held monthly from September to April unless otherwise agreed upon by the Board of Directors during prior business meetings.

Section 2

Special sessions can be called by the President and only discuss those matters called upon.

Section 3

Should an officer be absent from two consecutive meetings without just cause, that office shall be considered vacant and shall be filled by a person elected by the Board of Directors.

**ARTICLE VIII- AMENDMENTS**

Section1

Bylaws may be amended at any meeting by a 2/3 majority vote of those present if membership is notified thirty days in advance of the proposed amendment. A ninety nine percent vote of those present is required on amendments without advance notice.

Section 2

Any member of the Association may submit proposed amendments to the Board of Directors

Section 3

An amendment to those bylaws shall become effective immediately upon its approval at the meetings, unless the amendment specifies a time for its going into effect, and after approval from the Director of Student Life.