



CONSTITUTION OF THE *NURSING CLUB*

Date Adopted:

Adopted: February 6, 2019

Date Amended:

Amended: February 12, 2019, October 25, 2022

PREAMBLE

We, the members of the Nursing Club established to foster a community among the nursing majors through various events promoting student involvement and collaboration, do ordain and establish this constitution and subscribe to the regulations and policies of the University.

ARTICLE I – NAME OF ORGANIZATION

Section A – Statement of Name:

The name of this organization shall be the Nursing Club at Roberts Wesleyan University, hereinafter referred to as Nursing Club.

ARTICLE II – PURPOSE/MISSION STATEMENT

Section A – Purpose:

The purpose of this organization shall be to foster a community among nursing majors. The major objectives shall be to (1) plan events relevant to the nursing student's interests/needs, (2) to foster student involvement and collaboration among the nursing students, and (3) to foster a sense of unity among the nursing department.

ARTICLE III – MEMBERSHIP

Section A – Non-Discrimination: "Active membership of this student organization shall be chosen without discrimination on the basis of race, age, color, sex, handicap, creed, or national and ethnic origin."

Section B – Membership Defined: "Membership is open to all matriculated, currently enrolled, undergraduate Roberts Wesleyan University students."

Section C – Voting Membership: "Voting membership is restricted to matriculated, currently enrolled, undergraduate students of Roberts Wesleyan University."

ARTICLE IV – OFFICERS OR EXECUTIVE BOARD

Section A – Officer Requirements: The officers of this organization must meet the following requirements: (1) be a matriculated undergraduate student of the Roberts Wesleyan University nursing program, (2) be an enrolled student in good standing with Roberts Wesleyan University, (3) maintain a 2.0 cumulative grade point average.

Section B – Officer Duties: The officers of this organization shall be:

President – Shall preside over regular and executive meetings, prepare agendas, coordinate group

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activities, communicate with the officers and advisors on all matters, coordinate the planning and execution of nursing club events, and officially represent the organization to the University community.

Vice President – Shall assist the president and preside over meetings in the absence of the president and assist the President in coordinating and planning nursing club activities or events.

Secretary – Shall record minutes at all business meetings and forward copies to officers and advisor, record attendance at functions, maintain accurate and current information of the organization and membership, and help plan and execute nursing club events.

Treasurer – Shall collect receipts, process reimbursements, oversee other monetary transactions including fundraising and social activities, prepare and maintain an annual budget, serve as liaison to the Office of Student Life in all financial matters, and help plan and execute nursing club events.

The following role can be integrated into the position of the President or Vice President or left separately:

Director of Advertising – Shall coordinate public relations through social media platforms and other communication networks, coordinate with nursing faculty/staff to include flyers and written information in the School of Nursing bi-weekly newsletter to inform students, faculty, and staff of current events relevant to the department, and help plan and execute nursing club events.

ARTICLE V – ELECTIONS, REPLACEMENT, REMOVAL, AND VOTING

Section A – Election Process:

Election of officers shall be held during January of each academic year via Google Forms, overseen by the nursing club advisor. Candidates must be first nominated and then elected for their position. Newly elected officers shall assume responsibility at the meeting following elections.

Section B – Replacement of Officer Vacancies:

In case of a vacancy in any office, a new officer shall be elected to complete the term. Such election shall be held during the meeting following that which the announcement of a vacancy takes place. The office of the President, however, shall be occupied by the Vice President for the remainder of the term.

Section C – Removal of an Officer:

Officers are subject to removal from office by the organization and/or advisor should the requirements in Article V be violated. A quorum (see Article IV, Section B) must be present at the meeting and a two-thirds majority vote obtained to remove an officer.

Section D – Voting Procedures:

Voting must be conducted via an anonymous Google Forms survey. The nursing club advisor is to be the only person with access to the survey results.

ARTICLE VI – MEETINGS

Section A – Regular Meetings:

Regular meetings of this organization shall be held at least once per month, time and place to be decided at the first meeting of the academic year. The secretary and/or nursing club advisor is to notify the club leadership members of meeting dates/times at least five business days in advance of the meeting.

Section B – Quorum Defined:

Quorum shall consist of 50% voting members in order to conduct business.

ARTICLE VII – ADVISORS

Section A – Advisor Requirement:

The advisor must be a current Roberts Wesleyan University faculty or staff member.

Section B – Advisor Selection:

The advisor will be selected by the elected officers, and confirmed by the Dean of the School of Nursing by the end of the spring semester, for the upcoming academic year.

ARTICLE VIII – FINANCES

Section A – Accounting Year:

The accounting year for the organization shall be from July 1 – June 30.”

Section B – Monetary Transactions:

In order for a monetary transaction to take place (request check, cash advance or deposit, etc.) and be authorized, it must be approved by both advisor and Treasurer. All organization transactions should have the signature of the Treasurer and advisor.

Section C – Dissolution of Organization / Allocation of Remaining Funds:

Should the organization be dissolved for any reason, all the monies will go to the sponsoring department within the Roberts Wesleyan University community.

Section D – Auditing

The University shall have the right to audit the financial records of this organization. If dues are collected, it should be stated along with the purpose for which the dues are levied.

ARTICLE IX – CONSTITUTIONAL AMENDMENTS

Section A – Constitution Revision:

1. All amendments shall be in agreement with University regulations, standards, and policies.
2. Amendments are not approved until reviewed by the Student Association Senate.
3. This constitution may be amended by a two-thirds majority of quorum.

Section B – Reporting:

Any substantive changes or amendments to this constitution will be filed with the Office of Student Life within 90 days of the change.

ARTICLE X – STATEMENT OF NON-HAZING

This organization will not conspire to engage in hazing, or take any action or situation created, whether on or off University premises, that has the potential to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

ARTICLE XI – STATEMENT OF COMPLIANCE WITH UNIVERSITY COMMUNITY STANDARDS

This organization shall comply with all University and campus policies and regulations, including the Community Ethos Statement, as well as local, state, and federal laws. This organization’s constitution shall not contradict the constitution of the Student Association.

Signature of Advisor

Date

Signature of Student Organization President

Date

OFFICE USE ONLY

Verified

Associate Dean for Student Programming & Leadership
Office of Student Life

Date

Chartered

Student Association
Senate Chair

Date

10/26/2022