

## **SECTION VI**

### **STUDENT GOVERNMENT ASSOCIATION**

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## **STUDENT GOVERNMENT ASSOCIATION BYLAWS**

### **ARTICLE I: ORGANIZATION NAME**

The name of this organization shall be the Aria Health School of Nursing Student Government Association (AHSN-SGA).

### **ARTICLE II: PURPOSE AND FUNCTIONS**

The purpose of the AHSN-SGA shall be:

- A. To serve as a communicator between the student body, faculty, and the administration of the Aria Health School of Nursing.
- B. To aid in the development of the student as a professional nurse, and his/her responsibility for the health care of culturally diverse populations.

The function of the AHSN-SGA shall be:

- A. To have direct input into standards of nursing education and to influence the educational process.
- B. To promote and to encourage participation in community affairs and activities to improve health care and the resolution of related social issues.
- C. To influence health care, nursing education and nursing practice through legislative activities.
- D. To promote and to encourage participation of the students in professional activities and organizations.
- E. To promote and to encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, creed, color, national origin, religion, age, sex, marital status or physical or emotional impairment.

### **ARTICLE III: MEMBERSHIP**

- A. The AHSN-SGA is an organization composed of nursing students who have voluntarily chosen to participate in the activities of student government.
- B. Active members shall be enrolled in the nursing program.
- C. Information on optional membership in the Student Nurses Association of Pennsylvania (SNAP) and the National Student Nurses Association (NSNA) will be made available through the SGA of the Aria Health School of Nursing.

## **ARTICLE IV: OFFICERS AND ADVISOR**

### Section 1

The officers of AHSN-SGA shall be the president, vice-president, secretary, treasurer, lead fundraiser, fundraiser team, and legislative coordinator.

### Section 2. Eligibility

- A. Active members who have completed a minimum of one term of nursing course enrollment at AHSN shall be eligible to run for an office.
- B. Only members who shall maintain a cumulative average of 2.75 or above shall be eligible for any office in the SGA.
- C. Officers of SGA must commit to attend a minimum of 2 of the 3 scheduled SGA meetings per term.
- D. Officers of SGA must commit to attend a minimum of 5-faculty committee meeting per term.

### Section 3. Duties of Officers

The officers shall perform the duties as follows:

- A. The president is expected to:
  - 1. Schedule 3 meetings per academic term.
  - 2. Preside at all meetings of the association and the executive committee.
  - 3. Appoint special committees with the approval of the executive committee.
  - 4. Serve as ex-officio member of all committees except the nominating committee.
  - 5. Represent AHSN in matters relating to the Association and perform all other duties pertaining to the office.
  - 6. Sign checks for monetary disbursements as the bylaws provide.
  - 7. Be responsible for review and recommendations for changes in the bylaws.
  - 8. Make certain that SGA has adequate representation at all school functions (i.e. open house, graduation, pinning, and accepted student's day).
- B. The vice-president shall:
  - 1. Assume the duties of the president in the absence or impairment of the president.
  - 2. In the event of a vacancy occurring in the office of president, the vice-president shall assume the duties of the president.
  - 3. Assume responsibility for chairing the nominating committee and election process.
  - 4. Be responsible for review and recommendations for changes in the bylaws.
  - 5. Perform all other duties as assigned by the president.
  - 6. Develop/distribute newsletter for each incoming class and delegate the tasks of assembly/ production of newsletter components to other officers.
- C. The secretary shall:
  - 1. Prepare the agenda for the executive board and general SGA meetings, and circulate it two days prior to meetings, if available. Post announcements of general meetings at least one week prior to the meeting and any Town Hall Meetings.
  - 2. Record and present minutes for executive board and SGA meetings. Submit minutes to administration for SGA file.
  - 3. Be responsible for review and recommendations for changes in the bylaws.

4. Prepare yearly summaries with recommendations and submit to the Director of the School of Nursing and the evaluation committee.
  5. Perform all other duties assigned by the president.
  6. Attend all SGA meetings.
- D. The treasurer shall:
1. Act as custodian of organization funds. Maintain records of all funds collected and distributed.
  2. Sign checks for monetary disbursements as the bylaws provide.
  3. Submit an annual SGA report at the end of the school year.
  4. Perform all other duties as assigned by the president.
  5. Be responsible for review and recommendations for changes in the bylaws.
  6. Must be in monthly communication with the Financial Aid Officer, Advisor, and the fundraising team.
  7. Be responsible for all fundraising monies, collection of funds, and documentation.
- E. The fundraising committee shall:
1. Initiate and participate in all SGA fund raising activities.
  3. Perform all other duties as assigned by the president.
  4. A lead fundraiser will be chosen by vote. The lead fundraiser shall:
    - a. Be responsible for instituting the approval process for all school fundraising activities.
    - b. Be responsible for review and recommendations for changes in the by laws
    - c. Ensure follow through of the fundraising committee of all fundraising activities from inception to completion.
- F. The legislative coordinator shall:
1. Be aware of national and state legislation dealing with the concerns of nursing and health care issues.
  2. Communicate with students and encourage action regarding appropriate legislative issues.
  3. Serve as a resource person for matter concerning student's rights.
  4. Be responsible for review and recommendation of the bylaws to the Executive Board.
  5. Publish and encourage articles in AHSN newsletter promoting nursing projects being established at state and local levels.
  6. Collaborate with other SGA board members in membership recruitment and retention activities.
  7. Establish and maintain contacts with major interest groups in recruiting qualified individuals into professional nursing.
  8. Perform all other duties as assigned by the president.
- G.. The advisor shall:
1. Participate in the executive board's activities in his/her advisory capacity.
  2. Act as a liaison between administration, faculty, and student body.
  3. Attend SGA sponsored functions as necessary.
  4. Facilitate the review and recommendations for changes in the bylaws.

Section 4.

All officers of SGA and classes are mandated to join SNAP/NSNA.

Section 5.

All SGA officers will be eligible to attend SNAP conventions dependent upon faculty approval and available funds.

**ARTICLE V: NOMINATIONS AND ELECTIONS**

Section 1.

During the Spring, the SGA advisor(s) will give notice to the student body that nominations are being accepted.

Section 2.

There shall be an election of officers during the first full month of the spring term for the next school year.

Section 3.

The voting body consists of all members of the student body enrolled in nursing courses and Penn State Courses.

Section 4.

Resignation, inability to serve in office due to illness, cumulative GPA of <2.75, or any event requiring a leave of absence for one or more terms, shall result in the remaining elected officers unanimously appointing a successor to such office. In the event that the decision of the remaining officers is not unanimous, an official SGA meeting will be held with normal election procedures being followed to fill the vacant office. The officer originally elected may regain his/her office upon returning to school if the length of absence does not exceed one term. If the absence exceeds one term, the officer originally elected forfeits the office, and the appointed officer shall officially assume the duties of the office until the next regularly scheduled election.

Section 5.

The new officers will be admitted into office starting in May.

Section 6.

Recommended dismissal will be initiated by the faculty advisor(s) with input from SGA officers, if the SGA officer demonstrates incompetence or negligence in the position. An election will be instituted as early as possible.

**ARTICLE VI: MEETINGS**

Section 1.

All meetings of the association shall be open, unless otherwise stated. Notice of meetings will be presented one week in advance.

Section 2.

There will be a minimum of three (3) general meetings per term. Meetings shall be scheduled by the end of the first week of the term.

Section 3.

There will be an agenda circulated 24 hours prior to the meeting.

- A. The president will call the meeting to order.
- B. The secretary will provide the minutes and they will be reviewed and approved by the members.
- C. The treasurer will give a report.
- D. Unfinished business will be considered first and then new business will be discussed.
- E. The meeting will be adjourned.

Section 4.

An SGA officer that misses 2 of the 3 meetings, or who does not actively participate in SGA functions, shall be removed from office as they are in violation of Article VII, Section 2.

Section 5.

AHSN events require attendance as stated in “Duties of officers” section of bylaws and other events as needed.

Section 6.

There will be at least one meeting each year with the Chief Nursing Officer or more as necessary.

Section 7.

There will be at least one meeting per term with the Director or more as necessary.

## **ARTICLE VIII: MINUTES**

Section 1.

Minutes shall be kept by the secretary, reflective of the progress of the SGA.

Section 2.

Minutes of general SGA meetings shall be typed and filed for reference in the administration office.

Section 3.

Copies of the minutes shall be made available to the members attending the general SGA meetings.

## **ARTICLE VII: ADMINISTRATION OF FUNDS**

Section 1. Dues

Membership dues of the SGA shall be paid through the general activities fee. This yearly fee is \$35.00 and is collected once every September for NSNA/SNAP membership.

Section 2.

All SGA funds shall be deposited into a checking or savings account designated for SGA purposes only.

Section 3.

All bills shall be paid by check and the receipts for the transactions entered into an account book. The signature of either the treasurer or the president shall be required on each check. The signature card on file at the bank shall include the signatures of the president and the treasurer.

Section 4.

Since the SGA is a nonprofit organization, all income shall be used for school projects only.

Section 5.

All income and expenditures shall be itemized in the books of the appropriate accounts by the treasurer and be reviewed by the president.

Section 6.

The SGA fiscal year shall run from June 1 to May 30.

## **ARTICLE IX: FUND RAISING**

Section 1.

Requests for approval of fund raising events shall be submitted in writing at least one (1) week prior to an event. Forms for approval can be obtained from the office coordinator or SGA advisor(s). Form will be submitted to the fundraisers for approval and record keeping. The fundraisers will submit a copy to the Director for final approval. When approved, the form will be returned to the SGA fundraiser. A copy of this form is located in the back of this section.

Section 2.

The SGA and the AHSN will NOT sponsor, approve, or be responsible for any event where alcoholic beverages are involved.

Section 3.

Fundraising in the hospital area shall be subject to approval by the hospital administration.

Section 4.

All fundraising activities shall be written on SGA calendar after approval.

## **ARTICLE X: NEWSLETTER**

Section 1.

A newsletter will be published minimally 2 times per academic year for incoming students.

Section 2.

It is the responsibility of all the SGA members to solicit articles and input from the students, faculty, and administration.

Section 3.

*SGA By Laws taken directly from the Student Handbook 8/2016 version. Document subject to change.*

Persons submitting items to the vice-president for publication should do so one (1) week prior to the deadline of the upcoming issue.



## **APPROVAL FORM FOR FUND RAISING EVENT**

NAME OF GROUP:

EVENT:

DATE:

TIME:

LOCATION:

EQUIPMENT NEEDED:

DATE SUBMITTED TO THE DIRECTOR OF THE SCHOOL OF NURSING:

APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

DATE SUBMITTED TO SGA:

APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_