

# Constitution & Bylaws

Last revised: 01/31/2017 | Last approved: 2015

## Article 1: NAME

- Bachelor of Science Nursing Club

## Article 2: PURPOSE

- To educate and collaborate with the community on health awareness and provide extracurricular experience to Nursing Students while improving education.

## Article 3: MEMBERSHIP

- Maintain a GPA of 2.75 or higher. Must complete at least four hours of community service per semester. Must participate in two fundraisers in an academic year. Must be a student of Clarion University and be interested in the Healthcare Field.

- If a member fails to meet membership requirements, they will initially receive a warning. If the member continues to fail to meet membership requirements, they will be dismissed from the club. If a dismissed member has money in their individual account, the funds will be donated to the overall club fund.

## Article 4: DUTIES AND ELECTIONS OF THE OFFICERS

### Section 1:

- The President will be responsible for leading all meetings and overseeing all activity by the club. They will be in charge of calling Special Meetings and will report to the club advisor all complications and/or progress that may arise within the club.
- The Vice President takes over the President's duties when the President is not present or is unable to meet the requirements of their office. They are responsible for ensuring that all qualifications of members are met and that members positively represent the club.
- The Secretary must record all meetings, take attendance, contact all members when needed, and inform members of upcoming events. All new members will report to this officer.
- The Treasurer must track, record, and deposit all money to club account. Anything financial will be reported to this officer. Keeps records of all fundraising done by the club.
- All officers have the authority to assist another officer as requested by that officer.
- Officers have the authority to meet and vote on policy changes at any time; including members in voting is optional and up to the discretion of the officers.

*Section 2:*

*- Elections of new officers will be held during the first meeting of the spring semester of each academic year. New officers should take office the following semester or at the most convenient date after the election. Officers will be elected by majority vote and those who are absent must have prearranged means of communication. The advisor will supervise all voting. All candidates must be active members of the club.*

*Section 3:*

*- All written ballots will be counted by the advisor to prevent discrepancy.*

Article 5: COMMITTEES

*Section 1:*

*-Committees will be created on an as needed basis as decided by executive officers and the head of the committee has the authority to decide how his or her committee will be conducted; this includes attendance, participation requirements, and responsibilities, etc.*

*Section 2:*

*-All club members have the ability to, and are encouraged to, make suggestions for new events and fundraisers; the proposing member can then choose to take charge of the event or allow the officers to appoint another member as leader if the proposing member does not want to lead the event of fundraiser.*

Article 6: ROLE OF CLUB ADVISOR

*Section 1:*

*- Advisor will be elected by majority vote. They will also count ballots, oversee elections and club meetings, and resolve any undisputed issues that the President cannot handle.*

*Section 2:*

*- The Advisor will only oversee issues, assist when needed, supervise events, and ensure equality and congruence among the group.*

Article 7: MEETINGS

*Section 1:*

*- There will be a minimum of four meetings each semester. Each meeting counts as half an hour of community service.*

*Section 2:*

*- The minimum number of members that must attend each meeting is four.*

*Section 3:*

*- Introduction, attendance, summary of minutes of last meeting, summary of what will be discussed, any questions or comments, ideas from committees will be presented, time of voting, attendance, and adjourn the meeting.*

*Section 4:*

*- Special Meetings can be called by the President and require no voting or opinion from other members. The secretary will be required to inform members of this special meeting via email at least 24-hours in advance. Special Meetings may also be held by just the four officers for smaller issues. These meetings must be pre approved and monitored by the club Advisor. These meetings may also not require all four officers if approved by the club Advisor.*

*Article 8: FUNDRAISERS*

*Section 1:*

*-All members must participate in two fundraisers within an academic year. Participation is defined as selling a minimum of \$25 of product or doing a \$10 buyout. If the member sells product, 40% of the profit will benefit the mutual club fund; 60% of the profits will benefit the individual seller. However, if the member does a buyout, all profits benefit the mutual club fund. All profits will be stored in Clarion Student Association accounts.*

*Article 9: FINANCES AND FUNDING*

*Section 1:*

*- There will be a possible fee for Malpractice Insurance for certain events and fundraisers. [Subject to Change]*

*Section 2:*

*- If necessary, funds may be requested for events and fundraisers from the Clarion Student Association account; request must be approved by a club advisor.*

*Section 3:*

*- In the case of insufficient funds, the club may request additional funds from Clarion University to conduct certain events.*

*Section 4:*

*- Individual funds will be used to pay for an NCLEX Review course upon graduation from the Nursing program.*

*Article 10: AMENDING, SUSPENDING, AND ACCEPTING*

*Section 1:*

*- If the club shall run into any complications due to the Bylaws, a meeting may be held and suggestions of how to improve the Bylaws will be heard. Another meeting will be held in order to vote on the final revision. This decision will be decided by majority vote and then approved by the club advisor.*

*Section 2*

*- All changes to the Bylaws must be approved by the Student Senate, the Vice President of Student Affairs, and the President of Clarion University.*

*Article 11: RATIFICATION*

*- These Bylaws, and its amendments, shall become effective upon ratification by the executive officers of the Bachelor of Science Nursing Club and following the approval of the Student Senate of Clarion University of Pennsylvania, the Vice President for student & University affairs, and the President of Clarion University.*