



BLESSING-RIEMAN

***College of Nursing
& Health Sciences***

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DEAN OF
ENROLLMENT
MGMT/
BUSINESS MGR

Area Student
Organization
Bylaws

Student Health Sciences Organization Bylaws

Preamble

We, the students majoring in health sciences, believe there is a common need to organize, to represent ourselves to the community, and to assume our rightful place in the health sciences profession.

We believe every citizen has a right to the highest quality of health care.

We believe in the development of the whole person toward his/her professional role with its rights, responsibilities, and ideals.

We believe every student bears inherent responsibility.

We believe each student bears the responsibility of participation as part of our professional values.

ARTICLE I

Name

The name of this organization shall be the Student Health Sciences Organization (SHSO) of Blessing-Rieman College of Nursing & Health Sciences.

ARTICLE II

Purpose

- A. Serve as a forum for sharing common interests and goals.
- B. Serve as a parliamentarian for the student body.
- C. Promote awareness of health sciences professions.
- D. Promote a program of school activities for enrichment of life and to unify students on all campuses.

- E. Promote a spirit of fellowship among students.
- F. Uphold the ideals of the College and health sciences professions.
- G. Sponsor health-related activities.
- H. Promote the development of leadership skills.

ARTICLE III

Membership

Section 1: Membership

All students pursuing a health sciences degree are members of SHSO, a parliamentary student body.

Section 2: Rights of Membership

A member:

- A. Attends social, professional, and service activities of the organization.
- B. Elects executive officers.
- C. Has one (1) vote within the organization.
- D. Pays \$10 membership fee per semester.

ARTICLE IV

Meetings

Section 1: Meetings of Membership

SHSO and the Student Nurses' Organization (SNO) co-host meetings once a month during the academic year. Meeting dates and times are chosen by a majority vote of the Executive Councils at the first meeting of each semester. Meeting reminders are to be posted on all campuses. The Presidents shall have the authority to convene a special meeting with a 24-hour posted notice. The minutes are located in the SNO and SHSO folder on the H: drive.

Section 2: Meetings of Executive Council

The Executive Council of this organization meets as necessary with the SNO Executive Council to conduct business between membership meetings.

Section 3: Parliamentary Authority

The rules contained in Robert's Rules of Order, newly revised, govern this organization except where otherwise indicated in bylaws. The Vice President will serve as the parliamentarian at each meeting.

ARTICLE V

Officers

Section 1: Purpose

Officers serve the student population according to the SHSO bylaws. Teamwork is the basis for this

organization, and professionalism will be maintained at all times. The Code of Conduct as outlined in the student handbook will be adhered to by all officers at all times.

Section 2: Organizational Officers

Officers and Executive Council members include the President and Vice President. All officers need to maintain a minimum health sciences GPA of 2.7 and be in good academic standing. It is advised that the Executive Council attend a leadership seminar to develop professional leadership skills. Outgoing officers will be available to incoming officers for 6 (six) months after completion of their term.

Section 3: Election of Executive Officers

- A. In October, the SHSO Faculty Advisor announces the upcoming elections and distributes petitions to all health sciences students.
- B. Students seeking election will file a Petition to Serve/Letter of Intention form and faculty letter of recommendation with the Student/Alumni Services Officer one week prior to the November SNO meeting. Students running for office must be in good academic standing and must not have had a Code of Conduct violation of a final warning or higher. In the event the student does not meet the requirements to hold an office, the Student/Alumni Services Officer is responsible for contacting the student for withdrawal of their name on the ballot. The Nomination Committee shall consist of the President of SHSO (if available), SHSO faculty Advisor and either the Student/Alumni Services Officer or Student Development Committee (SDC) chair/co-chairs.
- C. The Student/Alumni Services Officer then gives the SHSO President (if available), and/or the SHSO faculty advisor the approved list of qualifying candidates prior to ballot distribution.
- D. Election of officers takes place by ballots distributed to all members no later than Dec 1st.
- E. All candidates are elected by secret ballot of the membership.
- F. Completed ballots are to be submitted by stated deadline.
- G. In case of a tie, a re-vote is held and the same balloting process will occur.
- H. The SHSO President (if available), and/or SHSO faculty advisor notifies the student body of election results.
- I. Executive officers serve a calendar year beginning in January of each year.
- J. All new officers will be oriented to their office by the outgoing officer (if available), or the SHSO faculty advisor.

Section 4: Term of Office

Executive Council members serve a one (1)-year term. Officers may serve consecutive terms. No council member may hold more than one (1) office at a time.

Section 5: Duties of Officers

President

- A. Chairperson of the Executive Council.
- B. Attend and preside at all Executive Council meetings and SNO/SHSO Membership meetings.

- C. Administer all business of the organization as provided by the SHSO bylaws.
- D. Identify Executive Council goals for the academic year during the first meeting of the semester with assistance from the Executive Council.
- E. Collaborate with the SNO President to organize and distribute an agenda for each Executive Council meeting and for SNO/SHSO meetings.
- F. Delegate jobs for upcoming events and SNO/SHSO meetings.
- G. Allow each Council member to express their thoughts and feelings regarding topics and issues.
- H. Attend and represent SHSO at all BRCN College Senate meetings and relay any pertinent information back to the Executive Council and student body. If unable to attend the meetings, the President will assign a designee from the Executive Council.
- I. Organize the selection process for the SHSO Award during the spring and fall semesters to be presented at graduation and notify the SDC chair(s) of the selected recipient.
- J. Collaborate with the SNO President to organize each student committee with the assistance of the Executive Council.
- K. Collaborate with the Student/Alumni Services Officer to organize the student panel and other activities at College recruitment events.
- L. Maintain a leadership position.
- M. Be an active listener for all fellow students.
- N. Be an advocate for the student body.
- O. Contact the Student/Alumni Services Officer in August to assist with fall College orientation preparations in order to introduce the SHSO organization to the student body.
- P. Demonstrate good scholarship and academic integrity by maintaining a health sciences GPA of 2.7 or above and not be on academic probation.
- Q. Keep SDC chair(s) informed of student issues, concerns, and problems in a timely manner.
- R. Provide SHSO activity information to Student/Alumni Services Officer to be included in announcements.
- S. Be willing to serve on SHSO committees and assist other executive officers when needed.
- T. Follow the Code of Conduct as both a professional health sciences student and a leader within the College. Any Code of Conduct violation may result in removal from office.

Vice President

- A. Member of Executive Council.
- B. Attend all Executive Board meetings and SNO/SHSO meetings.
- C. Assist the President in establishing and meeting goals.
- D. Accept delegated tasks from the President.
- E. Collaborate with the SNO President-Elect to submit a finalized copy of the Executive Council's goals to the SDC chair by the end of January.
- F. Submit a biannual report of goal attainment and monthly activities to the Chairperson(s) of the

SDC and Student/Alumni Services Officer by May 15th and December 15th.

- G. Assist with setting dates for meetings and disseminating the information to the student body (make flyers, send out emails, etc.).
- H. Member of SDC and attend regularly scheduled monthly meetings.
 - I. Participate in fundraisers and social events.
- J. Provide SHSO activity information to the Student/Alumni Services Officer to be included in announcements.
- K. Be willing to serve on SHSO committees and assist other executive officers when needed.
- L. Demonstrate good scholarship and academic integrity by maintaining a health sciences GPA of 2.7 or above and not be on academic probation.
- M. Follow the Code of Conduct as both a professional health sciences student and a leader within the College. Any Code of Conduct violation may result in removal from office.

Section 6: Removal of Officers

- A. Any officer who has missed more than two (2) regularly scheduled meetings of any current year without prior notification to the Executive Council or who does not fulfill the responsibilities of the office as stated in the bylaws, may be removed from office.
- B. Officers falling below the required 2.7 health sciences GPA, or who are placed on academic probation, will be removed from office.
- C. Any Code of Conduct violation may result in removal from office.
- D. The Student/Alumni Services Officer, in cooperation with the BRCN Registrar, will review grade point averages and academic standing of all officers at the end of each semester to ensure that all officers are in compliance with the stated requirements.

Section 7: Filling Vacant Offices

The Executive Council has the power to invite health sciences students to fill vacant offices. If the office is declined, the Executive Council can select, with faculty recommendation, a student to fill the vacant office.

ARTICLE VI

EXECUTIVE COUNCIL

The Executive Council serves as the liaison group for the student body at BRCN and various groups and offices on the Culver-Stockton College and Quincy University campuses.

Section 1: Members

- A. Consist of the President and Vice President.
- B. A faculty member from SDC or the Student/Alumni Services Officer will attend Executive Council meetings and serve as advisor to the council.

Section 2: Duties and Responsibilities

- A. The responsibilities of each office are outlined in Article V.

- B. Conduct business transactions and make decisions with the best interest of the entire student membership of the organization, and report such transactions at the next regularly scheduled membership meetings.
- C. Collaboratively work together to prepare an annual budget.

ARTICLE VII

RECOGNITION AWARDS

The Executive Council will develop criteria for awards to recognize SHSO members. The senior SHSO award is voted on by the SHSO Executive Council, and SHSO faculty advisor. The award will be given at the BRCN graduation ceremonies (May and December) to the graduating senior who meets the eligibility criteria. If there are no eligible candidates, no award will be given. Students who have violated the Code of Conduct may not be eligible for the award. The monetary amount awarded will be determined by the Executive Council.

ARTICLE VIII

COMMITTEES

Section 1: SHSO Committees

The SHSO President and Vice President will assist SNO with special committees, such as the Social Committee, the Fundraising Committee, and the Blood Drive Committee.

Section 2: College Committees

The College maintains standing committees of faculty, staff, and students that are a part of the shared governance structure.

Appointments

Student representatives are appointed by the Executive Council to the standing committees, in accordance with the College bylaws.

Meeting Attendance

Student guests are welcome to attend standing committee meetings with prior approval from the chair(s) of the committee. It is the student's responsibility to contact the chair(s) before attending the meeting. Guests do not have voting privileges.

Committee Structure

College Senate

Consists of all faculty and staff and is the governing arm of the College. The President of SHSO serves as the student representative on this committee and has voting privileges. If the President is unable to attend, he/she may appoint a designee.

Student Development Committee

Promotes professional development of students and serves as an advisor, mentor, and

liaison to SHSO. Is a mediating body for non-academic issues. Student representation on this committee consists of the SHSO Vice President with voice and vote and a minimum of two (2) students at large (regardless of major) with voice and two (2) votes collectively.

Academic Committee

Recommends policies for admission, progression, and graduation to College Senate; reviews student academic progress and recommends actions; and evaluates the academic advisement program. Confidentiality is maintained at all times. Student representation consists of students from different levels of all programs. Student representatives have voice and two (2) votes collectively.

Curriculum Committee

Develops, maintains, and revises all the components of the curriculum based on annual goals; evaluates the mission, goals, philosophy, curriculum objectives, and framework of the College; and recommends policies for implementing the curriculum to College Senate. Student representation consists of students from different levels of all programs. Student representatives have voice and two (2) votes collectively.

Research Committee

Promotes research activities; serves as liaison with agency research committees; provides educational offerings, grant writings, and publications; and coordinates an annual Research Day. Student representation consists of no more than two (2) upper division student representatives who have voice and one (1) vote.

Responsibilities of Student Committee Members

- A. Attend all committee meetings.
- B. Participate in decision-making and voting.
- C. Represent the student membership of the College in a professional manner.
- D. File a written or verbal report for the next SNO/SHSO meeting.
- E. Respect the confidentiality of appropriate information discussed at the meetings.
- F. Failure to carry out responsibilities will result in the representative being removed from the committee and replaced by another student member.

ARTICLE IX

Faculty Advisor

Representatives of the faculty, who are members of SDC, serve as advisors and liaisons. Faculty Advisors or the Student/Alumni Services Officer will be present at all Executive Meetings. Faculty Advisor will be listed on the financial accounts for SHSO.

ARTICLE X

Fiscal Management

Section 1: Fiscal Year

The fiscal year of this organization will be October 1st to September 30th.

Section 2: Revenue

Any money received from membership or fundraising activities will be used for SNO/SHSO events and professional development activities. The monies will be deposited in an account established for SNO/SHSO.

Section 3: Dispersal of Funds

A. Procuring funds for professional development activities

1. All health sciences students, as a result of being SHSO members and paying yearly dues, can seek monetary assistance from the finances of SHSO in order to attend professional development activities.
 - a. Costs for professional development activities include, but are not limited to, registration fees for professional association conferences, meals, costs for transportation, and hotel expenditures.
2. Dispersal of funds is determined only by a 2/3 vote of approval by the SNO and SHSO Executive Councils.
3. Dispersal of funds is limited by the amount of funds available in the SHSO treasury.
4. Request for funds is available only to those who demonstrate good scholarship and academic integrity by maintaining a health sciences GPA of 2.7 or above and not being on academic probation.
5. Request for funds is available only to students who maintain Code of Conduct standards as both a professional health sciences student and a leader within the College
6. Following approval of funds, students must provide original itemized receipts to receive funds before and/or after the professional development activity.

Any executive officer who falsifies approval for procurement of funds is subject to removal from office as stated in Article V, Section 6, full reimbursement of funds, and/or legal action.

ARTICLE XI

VOTING

Each member has one (1) vote. A simple majority of those present at any meeting of this organization will decide all matters other than amendments to the bylaws.

ARTICLE XII

Amendment to Bylaws

Section 1: Bylaws Revisions

The Executive Council is to submit any revisions to the bylaws to SDC for approval. If changes or suggestions are given by SDC, the bylaws will go back to the Executive Council for further revisions. Once the bylaws are approved by SDC, the SDC chair(s) will submit to College Senate for final approval. Approved bylaws from College Senate will be presented at the next SNO/SHSO meeting. Final revised bylaws will be forwarded to the Student Services Office.

Section 2: Membership Approval

Amendments to the bylaws may be made with 2/3 vote of those present and eligible to vote at a SNO/SHSO meeting provided that notice of the proposed amendments has been posted and emailed to members at least two (2) weeks in advance of the meeting, and provided that the proposed amendments have been read at the regularly scheduled meeting.

Section 3: Prior Notice

Without prior notice and no quorum, these bylaws may be amended by a 99% vote of those present and voting.

Created 5/19

Approval Signatures		
Step Description	Approver	Date
Approval by College Senate	Reta Richmond: ADMINISTRATIVE ASSISTANT	11/2022
Approval by Student Development Committee	Jenna Crabtree: DEAN OF ENROLLMENT MGMT/ BUSINESS MGR	11/2022