



BLESSING-RIEMAN
***College of Nursing
& Health Sciences***

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DEAN OF
ENROLLMENT
MGMT/
BUSINESS MGR

Area Student
Organization
Bylaws

Student Nurses' Organization Bylaws

Preamble

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

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 Nurses' Organization (SNO) 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 professional nursing.
- 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 the profession of nursing.
- G. Sponsor health-related activities.
- H. Promote the development of leadership skills.

ARTICLE III

Membership

Section 1: Membership

All nursing major students are members of SNO, a parliamentary student body.

Section 2: Rights of Membership

A member:

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

ARTICLE IV

Meetings

Section 1: Meetings of Membership

SNO and the Student Health Sciences Organization (SHSO) 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 SHSO 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 President-Elect will serve as the parliamentarian at each meeting.

ARTICLE V

Officers

Section 1: Purpose

Officers serve the student population according to the SNO 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 include: President, President-Elect, Secretary, Treasurer, Class Representatives, and Interns. An Executive Council will consist of the President, President-Elect, Secretary, and Treasurer. All officers need to maintain a minimum nursing GPA of 2.7 and be a student in good 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 President announces the upcoming elections and distributes petitions to all nursing 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/President-Elect of SNO, SNO faculty advisor, and either the Student/Alumni Services Officer or Student Development Committee (SDC) chair.
- C. The Student/Alumni Services Officer then gives the SNO President 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 SNO President 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.

Section 4: Term of Office

Executive Council members and Class Representatives serve a one (1)-year term. Officers may serve consecutive terms. No council member or class representative 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 SNO 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 SHSO President (if available) to organize and distribute an agenda for each Executive Council meeting and for SNO/SHSO meetings.
- F. Delegate jobs for upcoming events and SNO meetings.
- G. Allow each Council member to express their thoughts and feelings regarding topics and issues.
- H. Assist Secretary in organizing an agenda for SNO meetings.
 - I. Attend and represent SNO 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.
- J. Organize the selection process for the Senior SNO Award during the spring and fall semesters to be presented at graduation and notify the SDC chair(s) of the selected recipient.
- K. Collaborate with the SHSO President (if available) to organize each student committee with the assistance of the Executive Council.
- L. Work with the Student/Alumni Services Officer in organizing the student panel and other activities at College recruitment events.
- M. Maintain a leadership position.
- N. Be an active listener for all fellow students.
- O. Be an advocate for the student body.
- P. Contact the Student/Alumni Services Officer in August to assist with fall College orientation preparations in order to introduce the SNO organization to the student body.
- Q. Demonstrate good scholarship and academic integrity by maintaining a nursing grade point average of 2.7 or above and not be on academic probation.
- R. Keep SDC chair(s) informed of student issues, concerns and problems in a timely manner.
- S. Provide SNO activity information to Student/Alumni Services Officer to be included in announcements.
- T. Be willing to serve on SNO committees and assist other executive officers when needed.
- U. Follow the Code of Conduct as both a professional nursing student and a leader within the College. Any Code of Conduct violation may result in removal from office.

President-Elect – *Must be sophomore*

- A. Work alongside the President to gain knowledge and insight into the Presidential role.
- B. Upon completion of first term, be prepared to take office as President during second term.
- C. Member of Executive Council.
- D. Attend all Executive Board meetings and SNO/SHSO meetings.
- E. Assist the President in establishing and meeting goals.

- F. Accept delegated tasks from the President.
- G. Collaborate with the SHSO Vice President to submit a finalized copy of the Executive Council's goals to the SDC chair by the end of January.
- H. 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.
- I. Assist with setting dates for meetings and disseminating the information to the student body (make flyers, send out emails, etc.).
- J. Provide information booth about the SNO organization at partner campus activities as available.
- K. Member of SDC and attend regularly scheduled monthly meetings. If unable to attend the meetings, appoint an Executive Council designee.
- L. Assist the Social Committee chairperson.
- M. Participate in fundraisers and social events.
- N. Keep an organized folder of SDC agendas and minutes.
- O. Provide SNO activity information to the Student/Alumni Services Officer to be included in announcements.
- P. Be willing to serve on SNO committees and assist other executive officers when needed.
- Q. Demonstrate good scholarship and academic integrity by maintaining a nursing grade point average of 2.7 or above and not be on academic probation.
- R. Follow the Code of Conduct as both a professional nursing student and a leader within the College. Any Code of Conduct violation may result in removal from office.

Secretary

- A. Member of Executive Council.
- B. Attend all Executive Council meetings and SNO membership meetings.
- C. Record and type minutes at all meetings.
- D. Type additional reports, agendas, goals, goal reviews, etc. that may be given to the Council and distribute to the appropriate personnel.
- E. Copies of Executive Council and SNO minutes will be available to Student/Alumni Services Officer, SDC chair and Class Representatives in the SNO folder on the H: drive. If unable to attend an Executive Council or SNO meeting, notify the President so that minutes can be taken.
- F. Keep a record of attendance at meetings and SNO events.
- G. Submit SNO events and information to the Student/Alumni Services officer to be included in announcements.
- H. Submit a copy of SNO information to the faculty advisor before it is published.
- I. Following SNO elections, submit an updated list of SNO officers and class representatives and committee chairperson to the SDC chair and to the Student/Alumni Services Officer.
- J. Be willing to serve on SNO committees and assist other executive officers when needed.
- K. Demonstrate good scholarship and academic integrity by maintaining a nursing grade point

average of 2.7 or above and not be on academic probation.

- L. Follow the Code of Conduct as both a professional nursing student and a leader within the College. Any Code of Conduct violation may result in removal from office.

Treasurer

- A. Member of Executive Council.
- B. Attend all Executive Council meetings and SNO meetings.
- C. Have the checkbook audited at the beginning of June by the Blessing auditor. The faculty advisor will assist in the audit process.
- D. Have another Executive Council member or faculty advisor review the monthly balance sheet as a check and balance audit tool.
- E. Maintain and balance checking account monthly. Provide report to Blessing Hospital Fiscal Services monthly and as requested.
- F. Keep an organized folder with all debit and credit receipts posted to the account, bank statements, list of paid active members and other budget information for meetings and events.
- G. Give Treasurer's report at every meeting, including receipts, deposits and expenses for checking accounts.
- H. Arrange for and pick up food, beverages and supplies for each meeting. Reimburse or pick up supplies for activities.
- I. Collect money and keep a record of participation at fundraisers.
- J. Be present or arrange for another Executive Council officer to be present to pay for SNO activities.
- K. Be willing to serve on SNO committees and assist other executive officers as needed.
- L. Demonstrate good scholarship and academic integrity by maintaining a nursing grade point average of 2.7 or above and not be on academic probation.
- M. Follow the Code of Conduct as both a professional nursing student and a leader within the College. Any Code of Conduct violation may result in removal from office.

Class Representatives

- A. There will be a total of 7 (seven) Class Representatives: 2 (two) seniors, 2 (two) juniors, 2 (two) sophomores, and 1 (one) second degree student.
- B. An attempt should be made to have an equal representation of each partner campus in the mix of Class Representatives.
- C. Class Representatives will be elected during the November election.
- D. Attend all Executive Council meetings.
- E. Serve as a liaison between the organization and their respective class.
- F. Promote participation and involvement in SNO activities.
- G. Encourage students to keep the student lounge neat and clean. Work with the SNO board to

set up a schedule of volunteers to clean out the refrigerator weekly.

- H. If a Representative is unable to fulfill his/her duties, the Executive Council shall appoint a new Representative to serve for the remainder of the term.
- I. Demonstrate good scholarship and academic integrity by maintaining a nursing grade point average of 2.7 or above and not be on academic probation.
- J. Follow the Code of Conduct as both a professional nursing student and a leader within the College. Any Code of Conduct violation may result in removal from office.
- K. The Executive Council may appoint candidates for Class Representative who were not elected to serve.

Interns (students interested in learning more about leadership opportunities)

- A. Participate in delegated tasks given by SNO Executive Council as preparation to serve as a future Executive Council member.
- B. Attend Executive Council and SNO membership meetings.
- C. An Intern may be asked to be a Class Representative.
- D. Demonstrate good scholarship and academic integrity by maintaining a nursing grade points average of 2.7 or above and not be on academic probation.
- E. Follow the Code of Conduct as both a professional nursing 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, Intern or Class Representative 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 by a majority vote of the Executive Council.
- B. An officer of the Executive Council will call a special meeting to discuss the removal of an officer. An Executive Council representative will notify the Officer or Class Representative in question in advance of the special meeting. Prior to removal, a special Executive Council meeting shall be held to review the circumstances.
- C. Officers falling below the required 2.7 nursing grade point average, or who are placed on academic probation, will be removed from office.
- D. Any Code of Conduct violation may result in removal from office.
- E. 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 Class Representatives to fill vacant offices by majority vote. 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, President-Elect, Secretary, and Treasurer.
- B. A faculty member from SDC or the Student/Alumni Services Officer will attend Executive Council meetings and serve as advisor to the council.
- C. It is recommended that the Executive Council consist of QU, CSC and BRCN students.

Section 2: Delegate Qualification and Appointment

- A. Any member, who maintains a nursing grade point average of 2.7 or above, is active in SNO and attends regularly scheduled meetings of SNO, is eligible to hold the position of delegate.
- B. Appointment(s) shall be for one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote.
- C. The nominee(s) receiving the majority votes shall be awarded the delegate position.

Section 3: 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

SENIOR RECOGNITION AWARDS

The Executive Council will develop criteria for awards to recognize SNO members. The senior SNO award is voted on by the SNO Executive Council. 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: SNO Committees

The chairperson of the committees will be chosen at the first meeting of the fall semester by the membership. The President may appoint special committees from the membership and choose the chairpersons as needed. A Resource Manual for SNO activities is located on the H: drive. The following activities will take place as determined by the Executive Council.

- A. Social Committee will plan and offer social activities that attempt to meet the needs of all students.
- B. Fundraising Committee will develop and organize fundraising activities.
- C. Blood Drive committee will conduct the annual blood drive.
- D. SNO Executive Council will plan and offer programs of interest to students at the SNO meetings.

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 BRCN 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 SNO 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 SNO. Is a mediating body for non-academic issues. Student representation on this committee consists of the President-Elect and/or delegate 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 the 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 by majority vote of the Executive Council and replaced by another representative.

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 SNO.

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 and must follow guidelines in Article V, Section 5.4, Treasurer.

Section 3: Dispersal of Funds

Procuring funds for professional development activities

- A. All nursing students, as a result of being SNO members and paying yearly dues, can seek monetary assistance from the finances of SNO in order to attend professional development

activities.

1. Costs for professional development activities include but are not limited to: registration fees for state student nursing association conferences, Student Nurse Political Action Day, and National Student Nursing Association Conferences; meals; costs for transportation; and hotel expenditures.
- B. Dispersal of funds is determined only by a 2/3 vote of approval by the SNO and SHSO Executive Councils.
- C. Dispersal of funds is limited by the amount of funds available in the SNO treasury.
- D. Request for funds is available only to those who demonstrate good scholarship and academic integrity by maintaining a nursing grade point average of 2.7 or above and not being on academic probation.
- E. Request for funds is available only to students who maintain Code of Conduct standards as both a professional nursing student and a leader within the College.
- F. Following approval of funds, students must provide original 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.

Revised 2/26/97, 01/07, 1/14/10

Update 7/03

Revised and approved by faculty organization 1/30/10

Revised 2/13/15 Approved by SDC

Revised 11/18/16 Approved at SDC

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

