**STUDENT NURSE ORGANIZATION OF DE ANZA COLLEGE BYLAWS**

**(~~October 2011~~ April 2015)**

**ARTICLE I**

**NAME OF CLUB**

Section 1. The name of this organization shall be the Student Nurse Organization of De Anza College, hereinafter referred to as SNO. This shall be an organization independent of the National Student Nurses’ Association and of the Student Nurses’ Association of California, but recognized by the Associated Students of De Anza College.

**ARTICLE II**

**PURPOSE OF CLUB**

Section 1. The purpose of SNO is to: provide peer group support for student nurses; present a forum for the exchange of ideas and concerns; offer academic and financial assistance; promote an awareness of available De Anza and community resources; promote positive connections with the community; and encourage responsible and positive student-faculty interactions.

Section 2. The function of the organization shall include the following:

1. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
2. To speak for nursing students of De Anza College to the public, institutions, organizations, governmental bodies and legislation.
3. To promote and encourage students’ participation in inter-disciplinary activities.
4. To influence the development of relevant approaches to nursing education, policies and decision-making.
5. To promote educational opportunities regardless of the person’s race, creed, sex, gender, sexual preference, national origin, or economic status.
6. To promote collaborative relationships with the National Student Nurses’ Association, the Student Nurses’ Association of California, the California Nurses’ Association, and other nursing associations.
7. To facilitate communications among students and between students and faculty.
8. To promote pre-nursing and RN student use of the services provided by the campus-counseling department.
9. To encourage continuing education through SNO in-service programs.

**ARTICLE III**

**MEMBERSHIP**

Section 1. There shall be two types of membership:

1. A regular member shall be any RN student who is a current DASB cardholder, enrolled in De Anza’s Nursing program and attends the quarterly SNO meeting. Conflicting clinical times are exempt from this requirement. Only these members will have full privileges, including a vote on policy and regulation changes.
2. An associate member shall be any person interested in nursing or a related health field. This type of membership will enable the person to make use of the SNO counseling services, to attend club meetings, and to participate in committee work not directly involving policy or regulations of the nursing program. An associate member will have no voting privileges and will not be able to receive SNO scholarships.

**ARTICLE IV**

**OFFICERS: THEIR QUALIFICATIONS AND DUTIES**

Section 1. The officers shall consist of the following: (Co)-President(s), (Co)-Vice-President (s), Secretary, and (Co)-Treasurer(s). These officers, Coordinators, and all committee chairpersons, and advisor(s) shall comprise the Board of Directors of SNO.

Section 2. No individual shall concurrently hold more than one position on the Board of Directors.

Section 3. Duties and qualifications of the officers:

1. The (CO) President/s shall:
	1. Be a regular member/s in good standing.
	2. Preside at all business or general meetings of this organization.
	3. Appoint committees with the approval of the Board of Directors.
	4. Approve expenditures as submitted by the treasurer.
	5. Coordinate committee chairpersons and faculty representatives.
	6. Be responsible for calling meetings of the Board of Directors when needed.
	7. Be responsible for review and recommendations for any change in bylaws.
	8. Present items for voting to the regular membership.
2. The (CO-) Vice-President/s shall:
3. Be a regular member/s in good standing.
4. Be a student/s from quarter 2 and assume the duties of ICC Representative.
5. Assume the duties of the President in the absence or disability of (both) (Co) President(s).
6. Assume the duties of the President in the event of a vacancy occurring in that office.
7. Perform all other duties assigned by the president.
8. Attend Finance Committee meetings.
9. The Secretary shall:

1. Be a regular member in good standing.

1. Keep files and record minutes of all meetings.
2. Perform all other duties assigned by the President.
3. Keep a register of the names and contact information of officers, committee chairpersons, and advisors, updating it quarterly.
4. Be responsible for promoting and publicizing all meetings.
5. The (Co)-Treasurer(s) shall:

1. Be a regular member(s) in good standing.

1. Act as custodian of SNO funds in conjunction with the Inter-Club Council of the Associated Students of De Anza College.
2. Sign for monetary disbursements with ~~the~~ a club advisor.
3. Keep accurate, current financial records; make regular reports of these to the organization; and make available these records to any SNO member upon request.
4. Submit all records for audit at the end of the fiscal year.
5. Be Chairperson of the Finance Committee.
6. Be responsible for seeing that appropriate tax forms are filed, should it become necessary.
7. Shall obtain account balance to be presented to the Board of Directors at quarterly meeting.
8. Obtain and submit Independent Contracts and open purchase orders by July 1st for upcoming academic year.

**ARTICLE V**

 **COORDINATORS**

 A The Activity Director(s) shall:

* 1. Be regular member/s in good standing.
	2. Plan, coordinate, and execute all fundraising campaigns and events.
	3. Plan, coordinate, and execute all club-related events within the requirements of ICC of De Anza College
	4. Recruit, coordinate, and account for all volunteers needed for all club or school events.
	5. Notify the Webmaster of planned events to be posted on the SNO website.
	6. Attend Finance Committee meetings.

 B The Webmaster(s) shall:

* 1. Be member/s in good standing.
	2. Ensure content on website is consistent with SNO guidelines on confidentiality and good student conduct.
	3. Work with officers to ensure accurate and up-to-date information is maintained on the website.
	4. Perform all tasks associated with the upkeep of the website.

**ARTICLE VI**

**ELECTIONS AND TERM OF OFFICE**

Section 1. Elections for office will be held no later than the 6th week of spring quarter for the following school year, at which time only those offices vacated by graduation, by term of office, or by choice will be filled.

Section 2. Term of office:

1. A student shall assume an office for a minimum of one and a maximum of six quarters.
2. If a student begins their preceptorship or completes the program before the end of the term:
	1. The member may complete that quarter as an officer, or
	2. The member may vacate the office at the termination of their last quarter, giving a minimum of two weeks notice to the Board of Directors, while training another member to hold that office. The President, with approval of the Board, will appoint a member to hold that office until the end of the term, when a new officer will be elected.
	3. An interim officer may serve until a regular membership vote is obtained.

Section 3. The absence of a vote for any motion will constitute a “yes” vote.

Section 4. Officers will be elected and obtain office by receiving the highest percentage of votes or, if running unopposed, by majority vote.

Section 5. Officers begin elected duties upon announcement of official voting results.

**ARTICLE VII**

**BOARD OF DIRECTORS**

Section 1.

 A. The Board of Directors shall consist of the elected officers, Coordinators and

 committee chairpersons, .

B. The voting body of this board shall consist of all duly elected officers and committee chairpersons.

Section 2. The Board of Directors shall:

1. Transact all business and manage affairs between meetings of the organization, and report such transactions at the next meeting of the organization.
2. Plan ways and means for the growth and development of this organization.
3. Approve the budget.
4. Perform all other duties as specified in these bylaws.
5. Meet every quarter to carry out specified duties.

Section 3. The Board of Directors shall meet at the discretion of the president or faculty at any time during the quarter.

Section 4. No Board meeting shall be closed to a SNO member unless by a two-thirds vote of the Board for matters of special consideration.

**ARTICLE VIII**

**IMPEACHMENT/REMOVAL AND REPLACEMENT OF OFFICER AND MEMBERS**

Section 1. All elected officers may be subjected to impeachment and removal by a two-thirds majority vote of the total membership.

Section 2. Grounds for impeachment are negligence and any form of misconduct, which is damaging to the club. An officer/member may be impeached only under the following conditions:

1. Prior to impeachment/removal there must be one week's notice of intent publicized
2. There must be a quorum of Regular SNO members present during impeachment; .
3. The final decision will be determined by a 2/3 vote of the quorum.

Section 3. The Board of Directors shall have the power by a 2/3 vote of the Board to declare an office vacant upon refusal or neglect by an officer or chairperson to perform the duties of that office. The officer in question must receive written notification to appear at the next Board meeting and to show cause why s/he should not be removed. If no response is received by the Board within two weeks of notification, the office will be declared vacant. In the case of an appearance, the final decision will be determined by a 2/3 vote of the Board.

Section 4. Replacement of officer(s) shall be filled in the following manner.
Line of succession :(Co) President(s), Vice-President, Secretary and Treasurer

**ARTICLE IX**

**ADVISOR**

Section 1. The Advisor(s) of SNO shall be a member of the De Anza College Nursing Faculty / Staff.

Section 2. The term of office for SNO Advisor(s) may last for a period of one year and may be renewable.

Section 3. The SNO Advisor(s) shall be responsible for attending Finance Committee meetings and signing the monetary disbursements with ~~the~~ a Treasurer.

**ARTICLE X**

**MEETINGS**

Section 1. Meetings of the organization shall be held quarterly, at a time and place determined by the President(s) and Advisor(s).

Section 2. Special meetings of the organization may be called by the Board of Directors at any time.

Section 3. All meetings of this organization shall be open to any person interested in nursing or related fields.

**ARTICLE XI**

 **PINNING COMMITTEE**

Section 1. The role of the Pinning Committee will be to:

1. Plan, coordinate, and execute pinning ceremony in June of each year.
2. Hold elections for all major decisions concerning the pinning ceremony
3. Handle pinning budget and other financial decisions based on majority vote committee.

Section 2. The Pinning Committee shall be headed by majority elected committee leader and its members shall represent the classes that will be graduating at pinning ceremony.

Section 3. All meetings of the committee shall be posted in a general location at least one week prior to meeting.

**ARTICLE XII**

**FINANCE COMMITTEE**

Section 1. The Finance Committee shall be chaired by the Treasurer and include the Quarter Representatives, Vice-President, Activities Director and Advisors.

Section 2. The purpose of the Finance Committee shall be to decide use of funds for scholarships, supplies in the Nursing Lab deemed necessary by the members voted upon by the Board of Directors, pinning costs for each class, and other expenses.

Section 3. All moneys received by SNO shall be placed in the SNO General Fund Account. At the end of each quarter, funds shall be divided as follows:

1. Fifty percent (50%) of funds in the SNO General Fund Account shall remain in the account.
2. Thirty percent (30%) of funds in the SNO General Fund Account shall go to the Scholarship Fund. If there is more than $4,000 in the SNO Scholarship Account, then 30% shall be placed in the SNO Equipment Account.
3. Twenty percent (20%) of funds in the SNO General Fund Account shall be used for graduation expenses. The total of funds used in the Pinning Ceremony shall not exceed ~~$2,000.00~~  $3,000.00. Calculation of said funds shall be based on the SNO General Account balance on the day of the final examination at the end of fifth quarter of each graduating class. All debts and deposits to the SNO Account must be made prior to said time.
4. The graduating class must participate in fund raising activities to receive these funds.
5. If the graduating class elects to organize and run a second fund raising activity of their choice other than the flea market, 80% of those funds received will go to the graduating class in additional to the 20% given by SNO, and 20% of those funds received will go to the SNO General Fund Account.
6. All debts and deposits to the SNO account shall be based on the SNO General Account balance on the day of the last final examination at the end of each quarter.

**ARTICLE XIII.**

**FISCAL YEAR**

Section 1. The fiscal year of this organization shall be July 1st – June 30th

**ARTICLE XIV**

**FUNDRAISING**

Section 1. The purpose of fund raising by SNO shall be to provide fund for scholarships for nursing student quarterly, replenish supplies in the nursing lab deemed necessary by the members, fund graduation costs for each class, and to be further dispersed as voted upon by the members in good standing.

Section 2. The division of funds raised shall be as follows:

 60% to go to the SNO general fund with the balance to be divided among graduating groups according to participation of SNO members involved in the fund raising from those graduation groups.

**ARTICLE XV**

**RESPONSIBILITIES**

Section 1. This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

**ARTICLE XVI**

**RIGHT TO ACT**

Section 1. Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club.

**ARTICLE XVII**

**CAPPING AND PINNING**

Section 1. One ceremony for the pinning of eligible graduates shall occur within a period of no more than ~~one~~ two day prior or one day after the De Anza College June graduation date.

Section 2. Article ~~XVI,~~ XVII Section 1, can be amended by student vote with a concurring 2/3 vote of eligible faculty.

**ARTICLE XVIII**

**ADMENDMENTS**

Section 1.

1. These bylaws may be amended at the end of any quarter, during elections by two-thirds vote of members present, provided that a copy of the amendment has been posted in the Nursing lab or other specified place two weeks prior to the election.
2. These bylaws may be amended at a special meeting called for that purpose, by a two-thirds vote for regular members in attendance, providing the proposed amendments have been posted as above prior to the vote.

Section 2. All proposed amendments shall be submitted to the Board of Directors for approval at least 2 weeks before election.

Section 3. Proposed amendments may be submitted to the Board by any officer, regular member, or special interest committee.

Section 4. An amendment to these bylaws shall become effective immediately upon approval.