

SECTION VIII– Bylaws of Student Class Organizations

ARTICLE I – CLASS ORGANIZATIONS

A. Name

Section 1.

The name of each organization shall be the Class of (the year of anticipated graduation) of Trinity Health System School of Nursing.

B. Objectives

Section 1.

To provide an organization through which the business pertaining to the Class Organization may be transacted.

Section 2.

To better unite the students of the respective classes of the School of Nursing.

Section 3.

To develop a sense of responsibility and potential as leaders and professional persons.

C. Membership

Section 1.

The organizations shall be composed of Class Officers and Classmates.

ARTICLE II – CLASS OFFICERS

A. Class Officers

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Historian

B. Class Elections

Section 1.

The Junior and Freshman classes shall elect their officers and representatives in January.

Section 2.

At the Junior and Freshman class meeting in January, the faculty advisor shall ask for nominations for class officers and representatives to Faculty committees from the class members. The nominations will be posted on the bulletin board two weeks before the election date.

Section 3.

Voting will be by ballot. Ballots will be placed in the ballot box located in the classroom. Election day will be the fourth Monday of January between the hours of 8:00 a.m. and 4:00 p.m. Results of elections will be posted on the Student bulletin board.

Section 4.

The Freshman class shall elect a temporary chairman at the first meeting of the academic year. The regular election for class officers and representatives to Faculty Committees shall be at the class meeting in January.

Section 5.

The Director of the School shall appoint the Class Advisors.

C. Class Meetings

Class meetings shall be held at the discretion of the Class Officers/Class Advisor. Participation at all class meetings is beneficial and individual attendance demonstrates self-direction and responsibility.

D. Functions of Class Officers and Advisors

Section 1.

Functions of Class Presidents:

- a. Call and preside at respective class meetings.
- b. Appoint chairmen of special and standing committees, as necessary.
- c. Call special meetings at request of two-thirds of class members or the advisor.

Section 2.

Functions of the Class Vice Presidents:

- a. Perform the duties of the class president in his/her absence.

Section 3.

Functions of the Class Secretaries:

- a. Record minutes of each class meeting.
- b. Send a copy of the minutes of all meetings of the class organization to the Class Advisor. The Class Advisor will keep a copy of the minutes on file.
- c. Perform necessary correspondence for class.
- d. Assist the Class President in formulation of meeting agenda.

Section 4.

Functions of Class Treasurers:

- a. Keep an accurate record of all receipts and disbursements.
- b. Keep an accurate financial record.
- c. Collect and record all monies from class-sponsored activities.

Section 5.

Functions of Class Historians:

- a. Keep a scrapbook of all events concerning the class members. The scrapbook shall become a traditional gift to the School.
- b. Purchase scrapbook with funds from class treasury.

Section 6.

Functions of Class Advisors:

- a. Act in an advisory capacity to student organizations.
- b. Offer students guidance in preparing and filing the minutes.
- c. Attend all class meetings.

ARTICLE III – CHAIN OF COMMUNICATION

The Director of the School of Nursing and the Coordinator, Student Affairs are to be notified prior to all activities of the Class Organizations and/or Student Body.

ARTICLE IV – STUDENT REPRESENTATIVES ON FACULTY COMMITTEES

A. Curriculum/Educational Effectiveness Committee

Section 1.

Membership

- a. A representative and an alternate from each class will be elected at the time of the class elections to serve for one academic year.
- b. Representatives from each class will assume committee duties after the class's January elections.

B. Student Services/Integrity Committee

Section 1.

Membership

- a. Two representatives from each class will be elected at the time of the class elections to serve for one academic year.
- b. Representatives from each class will assume committee duties after the class's January elections.

C. Educational Resources Committee

Section 1.

Membership

- a. A representative and an alternate from each class will be elected at the time of the class elections to serve for one academic year.
- b. Representatives from each class will assume committee duties after the class's January elections.

ARTICLE V – QUORUM

- A. Two-thirds of the members shall constitute a quorum at any regular or special meeting of the Class Organization.
- B. In order for a motion to pass, it must be approved by a two-thirds majority of the members' present vote.

ARTICLE VI – ORDER OF BUSINESS

- A. Order of Business for Class Organizations:

- 1. Call to order by President.
- 2. Roll call.
- 3. Reading of minutes of last meeting and their approval and/or correction.
- 4. Old Business
- 5. New Business

- B. Order of business for committees:

The order of business and other details of the committee shall conform to the order of business for the Class Organizations.

ARTICLE VII – AMENDMENTS

- A. Amendments to bylaws require:

- 1. Posting of proposed amendment(s) on the main bulletin board two week prior to scheduled review.
- 2. Formal reading before a quorum at scheduled meetings of the Class Organizations or at a Student Services/Integrity Committee meeting.
- 3. Provisions are to receive approval by two-thirds of one of the following groups: either the membership of the Class Organizations, the Class Officers, or Student Services/Integrity Committee Representatives.

- B. Revised bylaws shall be presented to the Director of the School of Nursing and Faculty for review. After review by the Director and the Faculty, revised bylaws shall be presented to the Student Services/Integrity Committee for final action.