

CREIGHTON UNIVERSITY SCHOOL OF NURSING CONSTITUTION OF THE NURSING SENATE

ARTICLE I. NAME

Section 1. The name of this organization shall be Nursing Senate, hereafter referred to as the Organization.

ARTICLE II. PURPOSE

Section 1. The purpose of this organization shall be to serve as one voice for the nursing student body. The organization coordinates and embraces issues and activities directed toward fulfilling the needs of the School of Nursing. The organization shall channel communications between the School of Nursing, faculty, and students. The organization strives to positively contribute the nursing profession, Creighton University, and the School of Nursing by extending service and social opportunities to all nursing students; collaborating with nursing students, faculty, staff and other professional schools; and working together, sharing experiences, and strengthening community within the School of Nursing.

ARTICLE III. MEMBERSHIP

Section 1. Regular membership in this organization shall be open to any full-time Creighton University nursing student. The following members from the student body of the School of Nursing at Creighton University shall constitute the membership of the Nursing Senate.

- a. A President, Vice-President, Secretary, and Treasurer shall be elected at large or appointed by the executive board.
- b. Twenty-one representatives: four elected from each traditional class (specifically Freshmen, Sophomore, Junior and Senior) and two from each Accelerated class, and one from the RN to BSN program.
 - i. Qualifications of the class representatives shall include: Students shall be enrolled in the School of Nursing at Creighton University for the semester during which they are elected and for the following two semesters, except for Accelerated and RN to BSN students who begin their term and the commencement of their first semester and terminate at the conclusion of their school year. Representatives must be members of the class for which they are seeking to represent. Class membership is determined on enrollment in clinical courses. In case of students whose class membership may change after one semester, the President in consultation with the Dean of the School of Nursing will make the decision.
 - ii. Duties of the class representatives shall include: Coordinate activities specific to the needs of the class represented, each representative has voting power in the organization, serve on committee to which appointed

- by President, the organization shall appoint a student representative to each of the following School of Nursing committees: Curriculum, Recruitment and Retention, Admissions and Promotions, Evaluation, Faculty, and Appeals; therefore, the class representative shall attend all meetings of said committee as a student representative. With the exception of Appeals committee, representatives do not have voting power. Place items for discussion on the agenda for said committee meeting through the office of the Dean of the School of Nursing.
- c. One appointed School of Nursing Representative to the Creighton Students union (CSU) and one elected representative would be chosen.
 - i. Qualifications include: Students shall be enrolled in the School of Nursing at Creighton University for the semester during which they are elected and for the following two semesters.
 - ii. Duties include: Provide input from extraneous sources to assist in the functioning of the Senate. Be in close communication with the School of Nursing students in order to best represent their interest with the CSU. Have voting power on matters in the Nursing Senate.
 - d. Nursing senate will appoint a publicity chair.
 - e. A representative from the Creighton University Nebraska Student Nurses Association (CUNNSNA) will be elected by that organization.
 - i. Qualifications include: Must be currently enrolled in the School of Nursing at Creighton University and for the following two semesters. Must be a member of this organization and in good standing as deemed by the National Student Nurse Association by-laws.
 - ii. Duties include: Represent the interests of the CUNNSNA in the organization; coordinate any assistance that may be needed by the CUNNSNA by the organization, and report to the organization on CUNNSNA activities.

Section 2. The Nursing Senate shall be the student government of the School of Nursing.

- a. Said Senate shall coordinate and deal with activities directed toward fulfillment of the needs of the School of Nursing faculty and students.
- b. Said Senate shall channel communication between School of Nursing faculty and students.
- c. Each member may hold one office with one vote on the Senate board.

Section 3. Any member of the Senate may forfeit his/her position by written resignation to the President. In the event of Presidential resignation, a letter of intent should be submitted to the Nursing Senate.

Section 4. The faculty advisor to the organization can be appointed by the Dean of the School of Nursing upon vacancy of the position as otherwise determined by the Dean of the School of Nursing. The duties of the advisor include: attend meetings of the Nursing Senate when possible; assist in forming policies and programs, but does not have voting power; counsel and advise the officers and members of the group as needed, particularly with regard to the rules and standards established by the University; approve appropriate communications from the organization to the School of Nursing public (letters, invitations and

contracts); serve as liaison between the organization and School of Nursing faculty with regard to current activities and needs of the organization; assure student representation on appropriate School of Nursing committees as defined by the School of Nursing Bylaws; assist organization members with procurement of faculty and staff support and appropriate University services deemed necessary for organization activities; and the advisor is encouraged to develop a more specific set of expectations within the spirit and intent of the above guidelines.

ARTICLE IV. OFFICERS

Section 1. Officers of the organization shall be as follows:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

Section 2. Election of officers shall be as follows:

- a. All elections shall be conducted under the direction of the President in office at the time of the election.
- b. In each race of any election, the candidate with the simple majority of votes is declared the winner.
- c. In the event of a tie, a run-off election will be held on the first possible date.
- d. Election results will be posted by the Executive Board (The President, the Vice-President, Secretary and the Treasurer).
- e. Elections shall be held for all offices for which there are more than the number of seats available for the positions allotted.

Section 3. Officers and the Representatives shall be elected in the Spring Semester at mid-term. Candidates shall register themselves in the race of their choice by registering their name with the President(s) at the current time. Elections shall be held at a date as determined by the executive officers at the current time. After being elected, new officers shall attend a personal conference with the current outgoing officer. They will then take office at the completion of the school year and will remain in office for one year.

- a. Procedure for the election of the representative: Said Representative's term of office will begin at the completion of the spring semester and terminate at the conclusion of the spring term of the next school year. An exception would be for freshman's term, which will begin four weeks into the fall term and will conclude at the conclusion of the spring term of the same school year.
- b. Procedure for the election of representatives for the Traditional, RN to BSN and Accelerated program: The candidates for said Representatives shall register themselves active in the race by registering their name and a statement of qualifications and intentions with the President(s) at the time of all other representative elections. Elections shall be held on the following Monday.

- c. Procedure for election of the Representatives from the freshman class: The candidates for said Representatives shall register themselves active in the race by registering their name and statement of qualifications and intentions with the President(s) beginning four weeks into the fall term. Elections shall be held the following Monday.
- d. Procedures for election of one Representative from the CUNSN: The CUNSN shall elect one member of their organization to represent their organization on the Organization. The Representative must be currently enrolled in the Creighton School of Nursing. His/Her term will begin at the completion of the spring semester and terminate at the conclusion of the spring term of the next school year.

Section 4. Officers shall not be on academic or disciplinary probation at the time of their elections and throughout their terms of office. Officers must possess a 2.5 cumulative QPA or its equivalent and maintain a minimum of 2.5 QPA or its equivalent to serve during their tenure.

Section 5. The procedure to fill vacancies is as follows:

- a. Vacancy to the Presidency: The Vice-President is given the option of succession to the Presidency. In the case that the Vice-President chooses this option, a new Vice-President is elected. In the case that the Vice-President prefers to remain Vice-President, any member of the Senate is given the priority to vie for the Presidency. Members of the Nursing Senate vote on the vying candidates. Said election is under the direction of the Vice-President. In the case that no Senate member chooses to seek the vacated position, the election is opened up to the student body of the School of Nursing. Said election will be under the direction of the Vice-President. Said election will follow the procedure outlined in Article IV, Section 3, in as far as possible as determined by the Vice-President.
- b. Vacancy of the position of Vice-President, Secretary and/or Treasurer: Members of the Senate are given priority to vie for the vacated position. Members of the Nursing Senate vote on said candidates. In the case no Senate member chooses to seek the vacated position, the election is opened up to the student body of the School of Nursing; said election will follow the procedure outlined in Article IV, Section 3 in as far as possible as determined by the President.
- c. Vacancy of position of Class Representatives: An election will be held to fill the position. Said election will follow the procedure outlined in Article IV, Section 3, as far as possible as determined by the President. If an election is impossible because of special circumstances, the President with Senate approval will appoint the new member.

Section 6. Duties of Officers are as follows:

- a. All executive members must have one year of experience as a member of the Nursing Senate to be elected as an executive officer.
- b. President: Preside over meetings, direct activities, call meetings, direct elections and student referendums, accept all resignations, attend executive committee meetings as student representative with voting power when applicable, appoint committees and/or members for committees,

vote on matter in the case of a tie, appoint new members, perform activities germane to the welfare of nursing students, and may co-sign checks.

- c. Vice-President: Serves on a committee to which appointed by the President, works with President in his/her direction of activities of the organization, has voting power on matters in the organization, fills the duties of the President in case of an absence, and may co-sign checks.
- d. Secretary: Keep records of all activities of the organization and record the minutes of all meetings, maintain committee folders and bring folders to meetings for updates by committee members, has voting power in matters in the organization, may co-sign checks, and post one copy of the minutes on the Nursing Senate board.
- e. Treasurer: Prepare and submit the working budget for the school year to the organization and CSU for approval, maintain all financial records for the school year in accordance with established University policies and procedures, submit payment requests to faculty advisor for the Dean's approval, has voting power on matters in the organization, work closely with Faculty Advisor in planning activities within budget constraints and School of Nursing fiscal policies.

ARTICLE V. MEETINGS

Section 1. The organization shall meet at least every other week; the President shall call additional meetings as necessary. Meeting time is determined each semester.

Section 2. A quorum shall consist of 50% of the regular members.

Section 3. A quorum shall be present in order for any official business to be conducted. Official business shall include: elections, proposals, and matters requiring voting of the organization.

Section 4. The attendance policy for meetings is as follows:

- a. An absence is considered unexcused if a member neglects to attend meetings for reasons such as study purposes, i.e. tests, papers, social events. If three unexcused absences are accumulated throughout each semester, the Nursing Senate member may be asked to resign.
- b. An excused absence would include illness or a special function, i.e., clinical conflicts or class conflicts; in either case the member is to notify the President, the Nursing Senate Secretary, Faculty Advisor, or the Secretary of the School of Nursing. Involved members are required to review the posted minutes of the missed meeting and attend to their committee responsibilities.

ARTICLE VI. COMMITTEES

Section 1. The officers of the organization shall have the authority to create any standing committees or special committees that will further the purpose of the organization. Each member of the organization shall serve on at least one committee. For example: service, publicity, sales, and social committees.

Section 2. All students on committees either appointed or elected are responsible to attend committee meetings. If unable to attend the meetings, efforts should be made to contact the chairperson of the committee to obtain the results. Reports on the committee should be given to the Nursing Senate monthly, either in written form or verbally.

Section 3. Procedure concerning meeting agendas of committees under the direction or supervision of the Dean of the School of Nursing shall be as follows:

- a. Proposals or materials needing discussion can be placed on the agendas for respective committee meetings through the office of the Dean of the School of Nursing.
- b. The agendas for committee meetings will be distributed to student representatives through the Dean of the School of Nursing to the meeting in question.

ARTICLE VII. FINANCES

Section 1. If the organization dissolves, all funds granted by Creighton Students union will be returned to CSU. The remaining funds will be used to benefit the School of Nursing students as determined by the organization.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

Section 1. The parliamentary authority shall be the current edition of Robert's Rules of Order, newly Revised. [This resource is available in the Leadership Library in the Student Activities Office.]

ARTICLE IX. AMENDMENTS

Section 1. Prior to being voted on, all amendments to this constitution require written notice of at least two (2) weeks.

Section 2. All amendments require a 2/3 vote of quorum for adoption.

Section 3. Amendments become effective only after approval by the Student Activities Office and the Dean of the School of Nursing.