

# **CONSTITUTION FOR CITY COLLEGE NURSING CLUB**

## **PREAMBLE**

This Constitution delineates the function and by-laws of the City College Nursing Club.

## **ARTICLE I: NAME OF ORGANIZATION**

The name of this organization shall be City College Nursing Club, hereinafter be referred to as CCNC.

## **ARTICLE II: PURPOSE OF ORGANIZATION**

The purpose of CCNC is:

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. To provide programs representative of fundamental interests and concerns to nursing students.
- C. To aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.
- D. To promote a positive image of nursing practice.
- E. To have direct input into standards of nursing education and influence the education process.
- F. To influence health care, nursing education and practice through legislative activities as appropriate.
- G. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
- H. To represent nursing students to the consumer, to institutions, and other organizations.
- I. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, national origin, age, or economic status.
- J. To promote and encourage collaborative relationships with nursing and health related organizations.
- K. To provide opportunity for leadership experiences.
- L. To provide mentoring opportunities between the semesters.

## **ARTICLE III: MEMBERSHIP OF THE ORGANIZATION**

- A. Eligibility for Membership
  - a. All students of Montana State University Billings shall be eligible for membership when they are accepted into the City College Nursing Programs.
  - b. All nursing students are eligible for membership.
  - c. Active members shall have all the privileges of membership.
  - d. Membership shall be renewable each semester.

- e. Students who graduate or are terminated are automatically withdrawn.
- B. Attendance Requirements
- a. Members will participate in at least one event per semester.
- C. Professionalism
- a. Nursing students attending functions as a representative of CCNC are expected to behave in a professional manner as stated in the CC Nursing Department Student Policies Handbook and the CC Code of Conduct.
  - b. If events occur that question the professionalism of these students, they will be reprimanded according to the above regulations.
  - c. Anyone in violation of these policies can be removed by the CCNC faculty advisor(s) and/or recommendation of the Director of Nursing.

#### **ARTICLE IV: ELECTIONS**

- A. Method
- a. All elections will be made by a raise your hand or anonymous written vote by members at the meeting at the time of the vote.
  - b. Elections are held during the first meeting at the beginning of the semester for vacancies.

#### **ARTICLE V: OFFICERS**

- A. The elected officers will be president, vice president, treasurer, and secretary.
- B. The term of office shall be for two semesters for the installed officers or when they graduate.
- C. No officer shall hold more than one elected position at any time.
- D. An officer can be removed for cause with majority of club members vote.
- E. Duties and Responsibilities of Officers
  - a. President
    - i. Shall preside at all meetings of this association, appoint special committees as needed, perform all other duties pertaining to the office and represent (or appoint an officer to represent) this association as needed.
    - ii. Abide by the By-Laws and Policies of CCNS.
    - iii. Shall report current club activities to the faculty advisor (s).
  - b. Vice President
    - i. Shall preside at meetings in the absence of the President.
    - ii. Shall assist the President as delegated and act as advisor to the President.
    - iii. Abide by the By-Laws and Policies of CCNC.

c. Treasurer

- i. Shall keep on file as a permanent record all reports, papers, and documents submitted.
- ii. Abide by the By-Laws and Policies of CCNS.
- iii. Treasurer or recorded designee shall sign all financial forms.
- iv. Keep a permanent record of all monies received from members and any other monies that may be paid to CCNC.
- v. Remit payment for approved debit according to university policy.

d. Secretary

- i. Shall record and distribute the minutes of all meetings of this club as directed by the president.
- ii. Shall keep on file as a permanent record all reports, papers, and documents submitted.
- iii. Abide by the By-Laws and Policies of CCNS.
- iv. Maintain record of attendance at established monthly meetings and community/campus events.

## **ARTICLE VI: COMMITTEES**

A. Committee

- a. Committees may be formed by officers and club members as needed for the work of the club.

## **ARTICLE VII: MEETINGS**

A. Time

- a. There will be one meeting a month and other meetings as defined during the first meeting.

B. Voting

- a. Items brought up to vote must pass by majority vote by those present at the meeting.
- b. Only members present at the meeting can vote.

## **ARTICLE VIII: FINANCES/FISCAL RESPONSIBILITIES**

A. Dues

- a. When joining nursing club, a nonrefundable one time 10.00 membership fee will be required.

B. Monies

- a. The monies will be used for the work of the club as voted on by the club.
- b. At least 500.00 dollars must remain in the club account at the end of each semester.

**ARTICLE IX: ADVISOR(S)**

A. Selection, Roles, Duties

- a. The advisors are volunteers from the faculty and nursing director positions.
- b. There will be a minimum of two advisors per semester.
- c. The term of office is unlimited.
- d. At least one advisor will be present at all meetings.
- e. The advisors are nonvoting members.
- f. Advisors advise the members.

**ARTICLE X: AMENDMENTS**

A. Amendments to the By-laws can be made with a majority vote of those present and voting at a membership meeting provided that notice of proposed amendments has been posted to members at least (1) one week prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

B. These by-laws shall be reviewed annually at a membership meeting.

**ARTICLE XI: RATIFICATION**

This constitution shall go into effect March 26, 2018.