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. Plan and implement the nursing pinning ceremony each semester.

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   e. Students who graduate or are terminated are automatically withdrawn.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. Each semester class of nursing students (there are four semesters) will vote on and choose three representatives from each semester class to be representatives at the meetings. At least one of these representatives from each semester class must be present at each meeting. All members are invited to each meeting.
   b. Students must participate in club fundraising events.

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. Elected officers cannot vote during regular meetings. Elected officers run the meetings. If an elected officer is a subcommittee member they can vote in subcommittees i.e. the pinning ceremony subcommittee.
   c. Elections are held during the first meeting at the beginning of each semester – the first Friday of the first full week of classes at 1500.

ARTICLE V: OFFICERS

A. The elected officers will be president, vice president, and two treasurers who will also have secretarial duties.
B. The treasurers must be one student from the 4th semester PN program and one from the 6th semester RN program.
C. The term of office shall be for one semester for the installed officers or when their successors are installed.
D. No officer shall hold more than one elected position at any time.
E. Any candidate for any office shall meet all eligibility requirements.
F. 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 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 CCNC.
   iv. Maintain record of attendance to established monthly meetings and community/campus events.
   v. Both treasurers shall sign all financial forms, checks, etc. related to the pinning ceremony.
   vi. Keep a permanent record of all dues received from members and any other monies that may be paid to CCNC.
   vii. Remit payment for approved debit according to university policy.

**ARTICLE VI: COMMITTEES**

A. **Subcommittee**

   a. A pinning ceremony subcommittee will be chosen at the first meeting of the semester.
   b. The subcommittee will only have members from the 4\textsuperscript{th} semester PN and 6\textsuperscript{th} semester RN groups.
   c. Elected officers can be members of this subcommittee.
   d. The purpose of this subcommittee is to plan and implement the combined PN and RN pinning ceremony each semester.
   e. This subcommittee may appoint other committees as needed.

**ARTICLE VII: MEETINGS**

A. **Time**

   a. The first meeting will be held on the Friday of the first week of classes at 1500.
   b. 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. Dues will be 10.00 per semester due at the first meeting of the semester.
   b. Should a student leave nursing school, there will be no refund of any monies.
   c. If dues are not paid by deadline then student will not be eligible for club membership.

B. Monies
   a. The monies will be used for the work of the club including the pinning ceremony costs.
   b. The cost of the nursing pins will not be covered under the monies of the CCNC.
   c. At least 500.00 dollars must remain in the club account at the end of each semester.
   d. If balance is <500 then it must be replaced as determined by a vote of the current membership.

ARTICLE IX: ADVISOR(S)

A. Selection, Roles, Duties
   a. The advisors are volunteers from the faculty and nursing director positions.
   b. There will be three 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.
   g. The pinning ceremony subcommittee can invite one or more advisors to each meeting.

ARTICLE X: AMENDMENTS

A. Amendments to the By-laws can be made with a 2/3 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 November 24th, 2014.