

Nursing Student Council of the College of Nursing,
SUNY Health Science Center at Brooklyn Constitution

ARTICLE I NAME

Section1: The name of the organization shall be the Nursing Student Council of the College of Nursing, SUNY Health Science Center at Brooklyn.

ARTICLE II PURPOSE

Section1: The purpose of the organization shall be to promote the interests and welfare of the students in the College of Nursing.

ARTICLE III STUDENT COUNCIL

Section 1: All authority and powers granted by this constitution and all responsibilities delegated to the organization by the administration of the college shall be vested in a student council to be composed of voting members to be selected by the undergraduate and graduate classes, and non voting members from recognized student council organizations.

Section 2: There shall be seven (7) voting members of the student council: four (4) executive officers; one (1) from undergraduate; one from graduate class; and one (1) faculty advisor.

Section 3: Each student organization with five or more members recognized by student council, as provided in this constitution under Article XI, shall elect one (1) nonvoting member of the student council in the manner provided for in this constitution.

ARTICLE IV FUNCTION AND RESPONSIBILTY OF THE STUDENT COUNCIL

Section 1: the general functions and responsibilities of the student council shall be those of the organization as a whole to promote the interests and the welfare of this student body of the College of Nursing, SUNY-HSCB.

Section 2: specifically, it shall be the responsibility of the Nursing Student Council directly, or by those responsible to it:

- a) To determine, coordinate and direct all activities for the nursing student body of the College of Nursing.
- b) To formulate a yearly budget by means of a budget planning session attended by all voting members.

- c) To submit the FSA and the student body a budget for the expenditures of the student activity fee voted on and approved by a majority of the student council.
- d) To serve as a liaison between the students and administration and faculty pertinent matters provided that nothing in this responsibility shall prevent or impede individual contacts between the officers of wither class and the faculty of the college providing instruction to that class.
- e) To bring to the attention of the administration the problem of student body.
- f) To supervise in an advisory capacity all publications edited in the name of the student body of the College of Nursing.
- g) To inform the administration of the College of Nursing of the business and social activities of all the Nursing Student Council.
- h) To coordinate the social activities of all authorized Nursing Student Council Organizations.

ARTICLE V ELECTION OF MEMBERS OF THE STUDENT COUNCIL

- Section 1: All election of the officers and representatives of the classes shall be under the supervision of the Nursing Student Council and subject to such regulations as it may prescribe which are consistent with this constitution.
- Section2: The student body shall be advised of the date of regular elections no later than three (3) weeks prior to such date. At this time, the Council will advise the student body of the procedures for nominating candidates. Methods of communication shall include but not be limited to class announcements and notices on student bulletin boards or other visible locations throughout the Health Science Center.
- Section 3: All students interested in running for any Nursing Student Council position will submit their name and desired position to any Student Council member to be placed on the state two (2) weeks prior to elections.
- Section 4: Nominations will be accepted from any member of the Nursing student body at the time of elections.
- Section 5: All elections by Nursing Student Council shall be conducted on the grounds of SUNY_HSCB. Elections shall be conducted at a meeting other than regularly scheduled Nursing Student Council meeting, and votes shall be marked on a secret ballot prepared in advance. The ballot is to contain the title of each office,

names of those candidates who submitted names two (2) weeks prior to elections and a written statement that “write in” nominations are valid.

- Section 6: A majority of the Student Council members must be present at the election meeting of the Council for the ballot results to be presented and new council members thereby elected.
- Section 7: In the event that any one candidate does not receive a majority of the votes cast, a second run-off election would be held immediately thereafter. A run-off election between two candidates who receive the greatest number of votes will be held.
- Section 8: In the event of a tie, a separate run-off election will be held to eliminate one candidate.
- Section 9: The election of Nursing Student Council shall take place during the month of May of each school year, with a tenure of office of one (1) year.
- Section 10: “vacancies in the Vice President, Secretary or Treasurer officers or any other non-officer members on the Council shall be filled through appointment by the majority vote of the remaining voting members on the Council. The incumbent’s term shall be effective immediately upon appointment vote of the Council and shall expire upon the next annual election of Council members and officers by the student body.”
- Section 11: If the office of President is vacated, the Vice President shall assume the position.

ARTICLE VI DUTIES AND RESPONSIBILITIES OF NURSING COUNCIL MEMBERS

- Section 1: Member shall serve on at least one (1) committee of the Nursing Council.
- Section 2: Members shall attend all regular and special meetings of the Nursing Student Council.
- Section 3: Members shall inform the Council at a regular or special meeting of resignation. This must be followed by a letter of resignation to be forwarded to the Secretary to be kept in the Council files.

ARTICLE VII IMPEACHMENT OF STUDENT COUNCIL MEMBERS

- Section 1: Impeachment procedures against any member of Nursing Student Council will be brought about by a majority vote of the Nursing student body.
- Section 2: Any Council member against whom impeachment procedures have been brought will be tried by the Nursing Student Council.

- Section3: An impeachment procedure will be held at a special meeting of the Nursing Student Council, as specified in Article IX, Section 2. The meeting will be open to all members of the student body.
- Section 4: Conviction charges will be brought against a Nursing Student Council member by a majority vote of the Nursing Student Council members and members of the student body present at the impeachment trial.

ARTICLE VIII OFFICERS OF STUDENT COUNCIL

- Section 1: Officers of the Nursing Student Council selected from among members of the student body shall be President, Vice President, Secretary, and Treasurer, each of whom shall discharge the duties and responsibilities usually assumed by the office.
- Section 2: The President is responsible for heading all major functions for the College of Nursing (Example: Career Day and Graduation day), attending the University Council Meeting and Faculty Assembly, etc. Setting the agenda for Council meeting, is responsible for the actions of the Council meeting, is responsible for the actions of the Council members, (the President may call special meetings with the Executive Committee) accountable for the undergraduate and graduate student participation. The President delegates responsibilities to members of the Nursing Student Council, the Vice President in particular.
- Section 3: The Vice President is accountable to the President in all situations, may chair the Council meetings in the event the President is unable to attend, and shall assist the President in matters deemed appropriate and necessary.
- Section 4: The Treasurer is responsible for the presentation of the budget to the Council, disbursement authorization and must attend either the University Council meetings and/or Student Center Governing Board meetings.
- Section 5: The Secretary is responsible for the minutes of the Council meetings. Minutes can be neatly and legibly hand written or typed, and must be signed by an officer of the Council. Copies of all NSC meeting minutes shall be distributed to the voting members of the Council, the College Dean's office and the Faculty Student Association. The minutes are an official document of which should be posted on the NSC bulletin board of the 8th floor in the HSEB.
- Section 6: Student representatives are liaisons for the students of their class. They are to bring the students concerns and problems to the members of the Council (President/Vice president/Secretary/Treasurer) and the Faculty Advisor of the Student Council. Any material and/or announcements shall be with the permission of the President. The representatives must sit on one of these committees: (1) Education Policy Committee; (2) Curriculum Development Committee; and (3) Faculty Assembly. Student representatives are also

responsible for assisting the President with the formation and recruitment for subcommittees for major events (such as decorating, hostess).

- Section 7: One (1) representative from the undergraduate and one (1) from the graduate class shall be elected at designated meetings.
- Section 8: All special meetings for the election of officers and representatives of the Nursing Student Council shall be open to all members of the student body and to the faculty advisor.
- Section 9: The faculty advisor is appointed by the Dean of the College for a term of one academic year beginning on May 31st of each year and is a member of the Council. The faculty advisor works closely with the Council President and is available to help the College of Nursing. The faculty advisor is the liaison between the Associate Deans and Dean of the College of Nursing to the Nursing Student Council. This faculty advisor shall have voting privileges in all matters of budget.

ARTICLE IX MEETING OF THE STUDENT COUNCIL

- Section 1: Regular meetings of the Nursing Student Council shall be held on the grounds of the Health Science Center at Brooklyn.
- Section 2: Special meetings may be called by the President or when petitioned by any voting members of Nursing Student Council.
- Section 3: Notice of special meetings of the Nursing Student Council shall be placed in mailboxes of all students and the faculty advisor, prior to any such meeting.
- Section 4: A quorum of four (4) voting members is required to conduct business, provided however that there is at least one voting member of both the undergraduate and graduate program in attendance.
- Section 5: All regular and special members of the Nursing Student Council must be held under the chairmanship of the President or Vice-President.
- Section 6: A motion noted upon shall be considered an official action, if the majority of the quorum cast their ballot for a definitive action of the motion either for it or against it.
- Section 7: All regular meeting of the Nursing Student Council shall be open to all members of the student body in a nonvoting capacity.
- Section 8: The president shall represent the Nursing Student Council on the FSA Board of Directors to be backed up by the Vice President.

ARTICLE X STUDENT ORGANIZATIONS

- Section 1: Student organizations of five members may be recognized by Nursing Student Council.
- Section 2: An organization to be recognized must submit to Nursing Student Council Secretary a statement of the purposes and objectives of the organization and the name of their faculty advisor.
- Section 3: Recognition of a student organization may be formalized at any regular meeting of the Nursing Student Council, provided that notice of the meeting states that recognition is to be acted on at that meeting.
- Section 4: A student organization which has been recognized by Nursing Student Council may have its membership revoked by a majority vote of the members voting present, provided that the organization is given a hearing at one regular meeting and a vote is made at the next regular meeting.

ARTICLE XI ORGANIZATIONS AND ACTIVITIES SPONSORED BY STUDENT COUNCIL

- Section 1: The student activity fee (SAF) rate shall be \$40.00 per year for all full time students in the College of Nursing and is prorated for part-time students. This fee shall be billed and collected by the HSCB Bursar and deposited to the appropriate NSC account in the Faculty Student Association in accordance with SUNY Board of Trustee guidelines.
- Section 2: Disbursements from the NSC accounts shall be made in accordance with the certified budget of the NSC in place at the time as well as under the policies and procedures established by FSA. All payment requests shall be co-signed by the Treasurer plus one other officer must provide a copy to the Treasurer of any form processed in the Treasurer's absence.
- Section 3: Any changes to the student activity fee rate must be consistent with SUNY Board of Trustee guidelines and be approved by a majority of the voting Nursing Student Council members.

ARTICLE XII PROCEDURES

- Section 1: All meetings of the Nursing Student Council and the Executive Committee shall proceed in accordance with Roberts Rules of Order if not specifically provided for in this constitution.

ARTICLE XIII BY-LAWS

- Section 1: Nursing Student Council shall adopt such by-laws and amendments as seem advisable, provided the original by-laws and all amendments are adopted at a

regular meeting of which the notice states that this is an order of business, provided a copy of the by-laws or amendments thereto, are circulated to each member of the Nursing Student Council at least fourteen (14) days in advance of the meeting.

Section 2: This constitution and by-laws shall be in effect upon the majority vote of the student body referendum conducted in June, 1998. Any and all subsequent revisions to the Student Activity Fee rate shall require the majority vote of the voting members of the Council and the approval of the Dean of the College of Nursing. The Council meeting notice and agenda to the voting members of the Council shall have the proposed amendment clearly expressed in the written meeting notice. All amendments approved by the Council shall be presented for certification to the President of the Faculty Student Association.

Section 3: Any proposed amendment to this Constitution and by-laws which have a significant impact on a majority of the student body, must be advertised no less than one week in advance to the student body for the awareness of the student body. The Council shall provide to the student body an appropriate mechanism for the student body to express their opinions on the proposed revision to the voting members of the Council prior to the vote being taken by the Council.