

**CONSTITUTION OF THE
STUDENT BODY OF THE COLLEGE OF NURSING
THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER**

ARTICLE I

NAME

The name of the organization shall be “The Student Organization of The University of Tennessee Health Science Center (UTHSC), College of Nursing.”

ARTICLE II

MEMBERSHIP

Students become members of the Student Organization of the UTHSC College of Nursing by virtue of enrolling in the College of Nursing.

ARTICLE III

PURPOSE

The purpose of the organization and corresponding Nursing Student Government shall be:

- 1) To maintain and uphold the ideals and standards of the UTHSC College of Nursing.
- 2) To be recognized as the single governing body of the students of the UTHSC College of Nursing.
- 3) To provide students an opportunity for participation in student government.

- 4) To encourage an attitude of professional responsibility.
- 5) To facilitate faculty and student interaction.
- 6) To act as a liaison for students with the College of Nursing faculty and administration.
- 7) To foster positive community public relations.
- 8) To plan and coordinate extra-curricular activities.
- 9) To allocate funds for approved functions of the College of Nursing.

ARTICLE IV

ELECTED OFFICERS AND THEIR DUTIES

- 1) The elected officers for the student body of the College of Nursing will be known as the Nursing Student Government Association (NSGA), shall consist of the following:
 - a) President
 - b) Vice President
 - c) Secretary/Treasurer
 - d) Option Representatives
 - e) Social Chairperson (2)
 - f) Honor Council Chairperson
 - g) Community Service Chair
- 2) The purpose of the NSGA shall be to act in behalf of the student body of the College of Nursing and to represent all of its members.
- 3) Qualifications for officers:

- a) All officers must maintain a cumulative academic grade point average (GPA) of 3.0.
 - b) If any officer fails to maintain the required GPA, he or she must vacate the elected position and that vacancy will be refilled according to section 4 below.
- 4) Vacancies:
- a) If a vacancy occurs in the position of President, the Vice President will assume those duties and fill the office for the remainder of the term of office, including completion of the turnover with the incoming President in the fall of the academic year.
 - b) If a vacancy occurs in any of the other listed positions, the members of the NSGA will elect another student to fill the vacancy for the remainder of the unexpired term.
- 5) Duties of the Nursing Student Government Association (NSGA) Officers:
- a) President: The President shall:
 - i) Serve as the college representative on the UTHSC Student Government Association Executive Council (SGAEC), perform all duties as required by SGAEC and convey to the UTHSC College of Nursing the actions and decisions of the SGAEC to the NSGA.
 - ii) Act as the representative of the College of Nursing student body when necessary.

- iii) Be responsible, no later than October 30, for providing recommendations for the appointment of students to each of the SGAEC committees requiring a student representative.
- iv) Preside over NSGA meetings.
- v) Act as the chairperson of the class reunion.
- vi) Be responsible for communicating the actions and decisions of the NSGA to all members of the UTHSC College of Nursing, including students, faculty, and staff.
- vii) Be responsible for organizing and conducting the election of incoming NSGA officers. See ARTICLE VII, Elections and Terms of Office below.

b) Vice President: The Vice President shall:

- i) Schedule NSGA meetings including being responsible for reserving rooms and/or food for NSGA-sponsored meetings on-campus.
- ii) Serve as the liaison between the NSGA and the President of the College of Nursing, as necessary.
- iii) Preside over NSGA meetings when President is absent.
- iv) Be responsible for creating any NSGA ad hoc committees as needed.
- v) Appoint the chair of all ad hoc committees and hold each chair responsible for the work of the ad hoc committee with input from the president.

- vi) Be responsible for working with all ad hoc committees to bring their findings before the NSGA.
- c) Secretary/Treasurer: The Secretary/Treasurer shall:
- i) Keep an accurate class membership list (by degree level and option) of the NSGA, keep minutes of the NSGA meetings, maintain a file of these minutes for future reference, conduct correspondence of the NSGA, and keep a list of policies of the NSGA.
 - ii) Be responsible for keeping attendance of NSGA meetings.
 - iii) Be responsible for the recording of the minutes of the NSGA meetings, and posting the minutes on the Nursing listserv.
 - iv) Be responsible for creating a budget to be presented to the College of Nursing for approval and allocation of funds.
 - v) Keep records of all monies collected, generated, or received through fund-raising projects and the funds allotted by the University or its associates.
 - vi) Provide and distribute a written report of recent NSGA activities, including a financial summary (as appropriate), at each NSGA meeting.
- d) Social Chairpersons: The Social Chairperson(s) shall:
- i) Work with the College of Nursing administration in the planning of graduation functions of the College of Nursing, including obtaining

entertainment, refreshments, and decorations with the help of other NSGA representatives.

- ii) The two elected chairpersons will evenly divide the following responsibilities with one focusing on fundraisers and the other photographer/NSGA photographs.
- iii) Be responsible for fund-raising and social events (planning forward) with the help of other NSGA members.
- iv) Be the College of Nursing liaison to the campus yearbook staff.
- v) Reserve University photographer for College of Nursing NSGA functions and oversee their contributions.
- vi) Be responsible for keeping photographs taken of NSGA members or NSGA related events.

e) Honor Council Chairperson: The Honor Council Chairperson shall:

- i) Uphold the objectives as defined by the UTHSC Honor Council related to all UTHSC College of Nursing issues as defined in the *CenterScope*.
- ii) Serve as liaison between NSGA and the Honor Council.

f) Option Representatives: Option representatives shall:

- i) Be as many as two individuals elected for each program.
- ii) Be responsible for communications between the NSGA and the students for their degree option including semester surveys to gain student input

and monthly class updates/emails (if applicable). iii. Act on behalf of the student option they represent.

g) Community Service Chair

- i) Maintain contact with community service organizations throughout the community.
- ii) Coordinate at least one NSGA sponsored community service project per month.
- iii) Communicate community service opportunities at all NSGA meetings and with all programs within the College of Nursing.

6) Advisors to the NSGA:

- a) Advisors to the NSGA shall include the Assistant Dean for Student Affairs, Associate Dean for Academic Affairs, and Dean of the College of Nursing.
- b) The Student Affairs Senior Coordinator will serve as the primary advisor.

7) Retirement from Office: Upon retirement from office, each officer shall:

- a) Deliver to the incoming NSGA President, all files, records, books, papers, and other articles pertaining to his or her work and plans related to the NSGA.
- b) Be responsible for the orientation of his or her successor to the duties of the office held, including a report of the accomplishments, goals, and suggestions for the incoming officers.

ARTICLE V

COMMITTEES

- 1) Faculty and Administrative Committees: Each Fall, the NSGA will recommend students to serve on UTHSC College of Nursing committees.
- 2) Ad Hoc Committees may be established by the NSGA and appointed by the President/officers of the NSGA to perform special functions.
 - a. These appointed committees shall work under the direction of the NSGA.
 - b. Any reports produced by an NSGA ad hoc committee shall be submitted to the President of the NSGA and shall be subject to the NSGA for approval.

ARTICLE VI

MEETINGS

- 1) NSGA Meetings
 - a. There shall be monthly NSGA meetings which are scheduled as determined appropriate, at the beginning each semester (i.e. meetings will occur the 3rd Tuesday of every month). Additional meetings may be scheduled as needed, but members must be provided two weeks advance notice.
 - b. Attendance at NSGA is required by all NSGA members
 - i. Each NSGA member shall have no more than two unexcused absences at NSGA meetings per semester.
 - ii. The Vice President is responsible for determining whether or not an absence is considered excused or unexcused.

- c. Excessive absences (i.e., more than two unexcused absences) may at the discretion of the NSGA President result in the removal of the NSGA officer from office.
- d. Conference call capability must be available for all meetings for those members who are unable to attend in person.

2) Mass Meetings

- a. Student Organization meetings may be called by the NSGA. Attendance by all members is expected.
- b. The Dean of the UTHSC College of Nursing may request a meeting with the NSGA and/or the Student Organization at any time.

ARTICLE VII

ELECTIONS AND TERMS OF OFFICE

- 1) NSGA officers serve for approximately one calendar year.
- 2) All NSGA officer elections will be held no later than April 1st of each year with the nomination process beginning the Monday after Spring Break.
- 3) Retiring officers shall continue in office until after the installation of newly elected officers and provide complete orientation and turnover.
 - a. Newly elected officers will serve under the former positioned officer until officially installed on December 1st for the Fall term and May 1st for the Spring term.

4) The terms of the newly elected Spring NSGA officers will commence on May 1st of each year, and terms for newly elected Fall NSGA officers will commence on December 1st of each year.

5) Eligibility for NSGA Office:

- a. All UTHSC College of Nursing students are eligible to run for a NSGA office and vote on all elected positions.
- b. An opportunity to nominate individuals for all NSGA offices will be given to all UTHSC College of Nursing students.
- c. Nominations for office will be announced in advance of the election.
- d. Write-in nominations will be allowed at the time of the election.
- e. The manner of voting (e.g., in person by show of hands, by ballot in person, by ballot via email) will be set by the retiring President.

6) Election Process:

- a. If a ballot election is deemed necessary by the retiring President, a minimum of two (2) retiring NSGA members shall preside over the ballot collection process.
- b. To constitute an election to office, a candidate must receive a plurality of the votes cast. That is, the candidate with the most votes, even if the candidate does not receive a majority, wins the election without a run-off.
- c. In the case of ties, the retiring President will cast the deciding ballot.

- d. When the rotating appointment for the SGAEC President is scheduled, the election for this position will be held in March of the year of the term of office (in accordance with SGAEC guidelines).
- e. Final decisions for incoming elected positions must be in place before the SGAEC banquet each Spring.
- f. The election process for incoming students during the fall term as class representatives will begin on third Monday of every September.
 - i. The election process for incoming students during the incoming spring term as class representatives will begin on the first Monday of every February.

ARTICLE VII

PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall be the standard for all parliamentary procedures of all meetings of the NSGA and its constituent parts in all cases to which they are applicable and in which they are not inconsistent with the Bylaws.

ARTICLE VIII

REVISIONS AND AMENDMENTS

- 1) The Constitution shall be considered for reevaluation and revision yearly by the NSGA.

- 2) The Constitution may be considered for revision and/or amendment at the written request of a member of the student body or faculty of the UTHSC College of Nursing.
- 3) Proposed changes shall be prepared in writing and presented to the NSGA Council where they may be accepted or rejected on a change-by-change basis by majority vote.
- 4) If accepted by the NSGA Council, the changes shall be submitted to the Dean of the College of Nursing for consideration.
 - a. The Dean may approve the changes or return the proposed changes to the NSGA Council for rework.
 - b. Once the changes are approved by the Dean, the changes shall be written into the Constitution and shall become effective immediately.

This Constitution was voted on and passed by the Nursing Student Government Association (NSGA) of The University of Tennessee Health Science Center on __08/05/2020_____.

Approvals:



Wendy Likes
Dean, UTHSC College of Nursing
Student Government Association



Allyson Hall
President, Nursing