



University of Louisville
School of Nursing
Nursing Student Council Association
Constitution/By-Laws

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PREAMBLE

The Nursing Student Council Association (NSCA), which represents students enrolled in the University of Louisville School of Nursing (SON), is a duly constituted member of the Student Government Association (SGA). The NSCA is organized for the purpose of providing official channels for the administration of nursing student affairs on a University-wide basis. To this end, it is responsible for:

1. Providing nursing students with a centralized organization for academic and social functions;
2. Providing channels of communication within and among nursing student populations;
3. Representing in the Student Senate of the SGA the interests of all students enrolled in the SON;
4. Promoting awareness of the nursing student community within the University;
5. Informing nursing students of their rights, responsibilities, and privileges as students and protecting these;
6. Providing a reservoir of interested nursing students of appointment to University committees.

ARTICLE I.

Name

The name of this organization shall be the Nursing Student Council Association (NSCA) of the University of Louisville School of Nursing.

ARTICLE II.

Objectives

The objectives of this organization shall be:

1. To foster a spirit of unity and cooperation among students and faculty;
2. To stimulate a sense of individual responsibility and loyalty within all nursing students by developing and supporting the NSCA;
3. To uphold the ideals and standards of the SON and of the nursing profession;
4. To provide all students an opportunity to participate in an organization conducted by parliamentary procedure.

ARTICLE III.

Nursing Student Council Association Structure

1. All enrolled students at the University of Louisville School of Nursing, hereafter referred to as nursing students, shall be members of the NSCA.
2. The Nursing Student Council Board (NSCB) shall consist of a president, vice-president, senator, secretary, treasurer, parliamentarian, Undergraduate Academic Affairs Committee Representative, four elected class officers from each nursing clinical course in the upper division, and two class representatives from the 2nd Degree Accelerated Program Class officers include a president, vice-president, and two class

representatives—two class representatives in the case of 2nd Degree Accelerated Program.

3. The Nursing Student Council Executive Board (NSCEB) shall consist of the president, vice-president, and senator.
4. A Faculty Advisor shall be appointed to serve a one-year term by a majority vote of the NSCEB at the first regularly scheduled meeting.
5. An Associate or Honorary Membership may be given at the discretion of the NSCEB. Such member shall be without the right to vote or hold office.

ARTICLE IV.

Privileges of Membership

1. All members of the NSCA have the right to petition the NSCB or committee for reconsideration of grievances.
2. The President of the Association may call a meeting of the NSCA, by a petition bearing the signatures of 1/3 of the upper division-nursing students, or by a petition bearing the signatures of 1/3 of the nursing student body. The President of the NSCA shall chair the meeting. The Faculty Advisor shall attend this meeting.
3. These meetings shall serve as a forum for the discussion of student interest. At such meetings, the members shall have the power to make general recommendations in accordance with Robert's Rule of Order.
4. All students of the University of Louisville School of Nursing have the right to attend and/or speak at the NSCA and SGA meetings according to the policies of Robert's Rules.

ARTICLE V.

Authority

1. The NSCA (as specified in Article IV of the Constitution of SGA) is the duly constituted representative organization for all Nursing Students of the University of Louisville. The NSCA will have no authority to direct its committees in the management of their internal affairs except when there is a question regarding a violation of the Constitution/By-Laws of the NSCA.
2. Any conflicts between this constitution and the constitution of the SGA shall be overruled by the SGA's constitution.

ARTICLE VI.

Organization

1. The NSCA shall be governed by the NSCB.
2. The NSCB shall be empowered to legislate those By-Laws necessary for the execution of the constitution and the management of the University-wide affairs of the NSCA.
3. The NSCA shall enact no legislation that is inconsistent with the Constitution/By-Laws.

ARTICLE VII.

Nursing Student Council Association Rights and Responsibilities

Section 1. Membership shall be composed of two classifications:

- A. Voting Members
 - 1. The NSCEB with the exception of the President;
 - 2. The NSCB;
 - 3. The Chairpersons of standing committee.
- B. Non-Voting members
 - 1. Faculty Advisor
 - 2. All NSCA members
 - 3. President of the NSCA (except in cases of a tie).

Section 2. Duties and Responsibilities of the NSCA.

- A. Considering, promoting, and transacting necessary business of the NSCA.
- B. Interpret policies of the SON and NSCA.
- C. Coordinating activities of the NSCA and providing for the execution of the plans and procedures of the NSCA.
- D. Approving expenditures of the NSCA.
- E. Guiding the members of the NSCA to the fulfillment of the organizational objectives.

Section 3. Attendance.

- A. Attendance is required of all NSCB members at every NSCA meeting until adjourned.
- B. Tardiness is defined as arriving 10 minutes after the meeting has been called to order. Being tardy on more than two occasions (per year) will count as one absence. Subsequent tardiness will be considered as a second absence. Leaving before the meeting is adjourned shall be considered tardiness.
- C. Absences will be limited to two per elected term.
- D. Excused absences will be permitted and limited to two per elected term.
- E. In order to have an excused absence, the member should send a proxy to the meeting and the member should notify any officer of the NSCEB in advance of the scheduled meeting.
Failure to notify an officer of NSCEB and/or send a proxy will result in an unexcused absence.
- F. If excused absences exceed two per year or there is any one unexcused absence, the member shall be automatically terminated; a written notice of termination will be sent by the NSCEB, upon second excused absence or first unexcused absence.
- G. Any member who has been terminated may present an appeal for the reinstatement at the next regularly scheduled meeting of the NSCA. The NSCB shall then take a secret ballot. Reinstatement must be approved by a two-thirds (2/3) vote, with a simple majority of the NSCB members present.

Section 4. Communication

- A. Official SGA business communication shall be conducted via email, the official means of communication of the University of Louisville.
- B. In the even that correspondence needs to be signed, this will be placed in the NSCB officer's mailbox in the Learning Resource Center.

ARTICLE VIII.

Council Meetings

1. Regular meetings of the NSCA shall be held at least once a month unless otherwise specified by a simple majority vote, as defined in Robert's Rules of Order, of the NSCB.
2. Council meetings are open to all members of the NSCA.
3. Council members are to be notified at least two weeks in advance of the meeting.
4. The representative of each class, or their designate, shall announce council meetings to their respective classmates no less than one week in advance of the meeting by email.
5. Council meetings may be conducted according to parliamentary procedures, following Robert's Rules of Order at the discretion of the NSCEB.
6. See current attendance policy Article VII.

ARTICLE IX.

Council Voting

Each council member of the NSCB shall have one vote, excluding the President, who will vote only in the case of a tie. A quorum shall consist of a simple majority of the NSCB.

ARTICLE X.

Funds

Section 1. Procurement of Funds

Each year the NSCB of the NSCA shall submit a budget proposal to the NSCEB for approval. Following NSCEB approval, the budget proposal shall be submitted to SGA as specified in the SGA By-Laws.

Section 2. Budget Funds

- A. This fund shall be reserved for support and operating expenses of the NSCA and any programs initiated and directed by the NSCA;
- B. Allocation of funds shall be approved by the NSCEB;
- C. Active nursing organizations may petition the NSCA for financial support of specific projects.

ARTICLE XI.

Nursing Student Council Executive Board

Section 1: General Guidelines

- A. **Qualifications:**
 1. Any student in good standing with a cumulative overall GPA of 3.0 at the University of Louisville SON may aspire to the office of President, Vice-President or Senator
 2. The student must be able to fulfill a complete term of office from May 1 of one year to April 30 of the next year.

- B. The NSCEB member must be elected by a simple majority vote of the nursing student body.
- C. Elections must be held at the time of SGA elections during the spring semester and follow election procedures as stated in Article XIII.
- D. Installation of the NSCEB members will be held during the last regularly scheduled meeting of the NSCA.
- E. Only upper division juniors and senior students may run for president, vice president and senator of the nursing school.

Section 2: Duties of NSCEB Members

- A. President shall:
 1. Coordinate the affairs of this organization;
 2. Preside at all meetings of the NSCA;
 3. Be ex-officio member of all NSCA committees;
 4. Prepare and distribute an agenda prior to each NSCA meeting in accordance with Robert's Rules of Order;
 5. Act as representative of the student body whenever necessary;
 6. Represent and attend meetings of the University of Louisville SON as a student senator of the SGA;
 7. Be the determinant of all tie votes amongst the NSCB;
 8. Serve or appoint a NSCB member to serve as a voting member of the SON Undergraduate Academic Affairs Committee;
 9. Serve as an ex-officio member of the Alumni Association;
 10. Coordinate preparation of a budgetary proposal for the next year in association with the treasurer of the NSCA;
 11. Attend or send a proxy to all "Big 4" meetings, given that the Health Sciences Liaison provides at least three weeks notice of the meeting time.
 12. Compile and submit an annual report to the Dean of the SON at the beginning of the President's term, served no later than 30 days in office. The report should include NSCA goals, plans to achieve goals, and council meeting dates.
- B. Vice-President shall:
 1. Assume duties during a temporary absence of President of the Association;
 2. Become President of the Association in case of permanent vacancy;
 3. Represent and attend meetings of the University of Louisville SON as a student senator of the SGA;
 4. Report SGA business and news to the NSCA;
 5. Attend or send a proxy to all "Big 4" meetings, given that the Health Sciences Liaison provides at least three weeks notice of the meeting time;
 6. Compile and submit an annual report to the President of the Association one week prior to the last NSCA meeting.
- C. Senator shall:

1. Assume duties during temporary absences of both the President and Vice-President of the Association
2. Become Vice-President of the Association in case of permanent vacancy
3. Assume duties as Liaison between upper division students at the SON and lower division students on Belknap campus
4. Plan and implement student social activities
5. Present an oral report at designated NSCA meetings
6. Maintain a spirit of fellowship within the University and with other professional organizations
7. Publicize student affairs
8. Promote inter-school unity
9. Promote and recruit participation in University activities
10. May attend or send a proxy to all "Big 4" meetings, given that the Health Sciences Liaison provides at least three weeks notice of the meeting time
11. Compile and submit an annual report to the President of the Association one week prior to the last NSCA meeting.

ARTICLE XII.

Nursing Student Council Board

Section 1: General Guidelines

- A. NSCB members, other than the NSCEB, will be elected during the first two weeks of the beginning of the semester.
- B. Any student in good standing at the SON may aspire to these offices.
- C. In the event of a vacancy during the school year, other than the office of President, the President of the Association shall make a recommendation to the NSCB to fill the position. The NSCB will then accept the candidate with a majority vote.

Section 2: Duties of NSCB Members

- A. NSCEB:
 1. See Article XI.
- B. Secretary shall:
 1. Keep accurate and official records of all business transacted
 2. Submit a copy of the minutes (within one week of each NSCA meeting) to each member of the NSCB for review prior to the next meeting. He/she must also post copy of the minutes in NSCA Lounge
 3. Take attendance at all NSCA meetings and report all absences to the NSCEB
 4. Conduct correspondence and keep copies of such on file
 5. Type and distribute to NSCB members names, addresses, phone numbers, and email of the NSCB and committee members; within 1 month of holding office
 6. Serve as a liaison to the SON Office of Student Services for providing newsletter updates.

7. Compile and submit an annual report to the President of the Association one week prior to the last NSCA meeting.
- C. Treasurer shall:
1. Disburse funds upon approval of the NSCEB;
 2. Keep a current itemized record of expenditures;
 3. Audit the books with the outgoing President of the Association one week prior to the NSCA elections;
 4. Prepare a budget in accordance with Article X of the NSCA Constitution/By-Laws.
 5. Submit a written or present an oral financial report at the NSCA meeting at monthly intervals and/or when requested to do so by an NSCB member;
 6. Compile and submit an annual report to the President of the Association one week prior to the last NSCA meeting.
- D. Undergraduate Academic Affairs Committee (UAACC) representative (also referred to as Academic Affairs Liaison) shall:
1. Attend the Undergraduate Academic Affairs Committee meetings held the first Friday of each month. The UAACC representative will attend only the Regular Session and will be excused when the Executive Session begins. The UAACC representative will also attend optional meetings on the 3rd Friday of each month if called.
 2. Serve as an advocate for the students in the event that changes are made to the curriculum
 3. Collect and share any issues of the students and/or curriculum to the committee meetings.
 4. The UAACC representative shall give a report on these meetings at each SGA meeting.
- E. Class Officers:
1. All officers shall serve as a liaison between the NSCB and the respective classes and shall serve on committees;
 2. All officers shall participate in 1-2 academic and/or social events each semester, this includes bakes sales, dances, graduation and all activities delegated by the senator.
 3. All officers shall compile and submit an annual report to the president of the Association one week prior to the last NSCA meeting;
 4. Each class shall have 2-3 Representatives;
 5. The Class President shall:
 - a. Report SGA activity to their respective class by announcements in class
 - b. Report class news to the council at each regularly scheduled meeting.
 - c. Report council news to class through school newspaper, posted notices, and/or class announcements
 - d. Obtain volunteers for committees as needed
 - e. Serve on nomination and election committee
 6. The Class Vice President shall:

- a. Make announcements in class in the absence of President;
 - b. Update class mail folders by the third week of September and the first week of February;
 - c. Prepare and distribute a class phone list and email within 3 weeks of the start of class;
 - d. Update and maintain information in the display case;
 - e. Assume duties of the President and become the President in the case of permanent absence.
7. The Class Representatives shall:
- a. Make announcements in class in absence of the President and Vice President;
 - b. Assist the Vice President with the phone list and the mail folders;
 - c. Assume duties of the Vice President and become the Vice President in case of permanent absence;
 - d. Assume the primary responsibility for managing class funds, including providing a financial report at least at the beginning and end of each semester.
- F. Accelerated Second- degree Representative
- 1. Will be in charge of fundraisers and funds for the class of Second Degree students
 - 2. Create and distribute class phone and email addresses within the first 3 weeks of being elected.
 - 3. Be recognized as a class officer in the SON Student Council and therefore follow all objectives that all class officers must do.

ARTICLE XIII.

Elections

Section 1: NSCEB

- A. All students currently enrolled in the SON may vote.
- B. Voting shall be online held in the Spring Semester; dates to be determined by SGA
- C. Candidates on the ballot shall submit a written position statement of 500 words or less via electronic mail through Blackboard targeted for all undergraduate junior and senior nursing students.
- D. Students may vote only one time for each candidate
- E. Candidates will be notified of the election results by no later than 2 business days following the elections.

Section 2: NSCB, excluding the NSCEB

- A. Secretary, Treasurer, Academic Affairs Liaison. See Article XII.
- B. Class Officers
 - 1. Class officers shall be elected by a simple majority vote by the student body of each respective class
 - 2. Nominations to be posted on the ballots shall be taken one week prior to the election date; however, nominations shall be accepted up to the time of elections.

3. Nominations shall be made for no more than one position. Self nominations are acceptable.
4. Election dates shall be announced by the NSCEB at least two weeks prior to the elections. NSCEB shall oversee all elections.
5. All elections for those students enrolling into the Nursing School in the Fall Semester will be held the third Monday of the Fall Semester.
6. All elections for those students enrolling into the Nursing School in the Spring Semester will be held the third Monday of the Spring Semester.
7. Terms of office will be one year (regardless of the term entered). All elections will be held in the N340 level and then when the same class enters the N440 level
8. Officers who have held an office may run again for the following year if he or she wishes.
9. Installation of class officers will be held at the next regularly scheduled meeting of the NSCA no later than the end of the election month.
10. For any class in which a vacancy on the NSCB occurs, it shall be the responsibility of that class to elect a replacement for the remaining term.

ARTICLE XIV.

Removal of an Officer

Section 1: Conditions for Removal

- A. Failure to perform duties of office as specified in the Constitution/By-Laws.
- B. Failure to adhere to University of Louisville and/or U of L School of Nursing rules of conduct.

Section 2: Procedure for Removal

- A. In the case of failure to perform specified duties, member in question shall receive a written warning notice, after a signed, dated and written complaint has been filed and validated with the NSCEB, and be advised of expectation to be met within a given time frame.
- B. If duties are still unmet by a set time period, to be determined by the NSCEB, the question of removal of the member will be brought to a vote of the NSCB by secret ballot.
- C. A quorum of a simple majority must be established. 2/3 majority vote is needed to remove the officer.

ARTICLE XV.

Faculty Advisor

The duly appointed Faculty Advisor shall be a non-voting member of the NSCA and shall serve as a liaison between the NSCA, administration, faculty, and the staff of the SON. This person shall attend NSCA meetings.

ARTICLE XVI.

Amendments to the Constitution

- Section 1. Submitting a Proposed Amendment.
Any member of the NSCA can submit proposed amendments to the NSCB at any time during the year.
- Section 2. Acceptance of a Proposed Amendment.
- A. A member of the NSCEB will read the proposed amendment and then the NSCB will discuss and vote on the proposed amendment at the next regularly scheduled NSCA meeting.
 - B. The amendment shall be adopted and validated upon a passage and acceptance by at least a simple majority vote of the entire NSCB.
 - C. Revisions and amendments of the Constitution/By-Laws shall occur as needed and as determined by a 2/3 majority of the NSCEB.

ARTICLE XVII.

Standing Committees

Chairpersons of each committee shall submit a written annual report of his/her committee's programs to the President of the Association by one week prior to the last NSCA meeting. In the event that the responsibilities of a given committee are not being carried out according to the Constitution/By-Laws, the NSCB will bring a recommendation to the NSCEB for action.

- Section 1. Constitution/By-Laws Committee.
- A. Members shall include:
 - 1. A member of the NSCEB who serves as chairperson;
 - 2. Volunteers from all nursing students.
 - B. Responsibilities shall include:
 - 1. Evaluating the effectiveness of the Constitution/By-Laws;
 - 2. Amending and revising the Constitution/By-Laws using the following procedures:
 - a. The committee shall meet to discuss and make suggestions for revisions;
 - b. The suggested amendments shall be presented by the Chairperson to the NSCB for approval;
 - c. The NSCB shall vote to accept or reject the amendments.
 - d. A quorum of a simple majority of the NSCB must be present to vote. A simple majority vote accepts or rejects the proposed amendments.
- Section 2. Other Committees.
NSCEB has the right and authority to appoint such committees as deemed necessary for the facilitation of Nursing School activities.