

## **Constitution and By-Laws of the Student Government Association of the College of Nursing Medical University of South Carolina**

**Mission Statement:** SGA strives to be a voice for the students of the College of Nursing. We are a liaison between students and faculty, facilitating a positive environment for CON students. It is our hope and mission to encourage growth and implement change in the interest of the student body.

**Vision Statement:** We strive to represent our student body in professionalism, integrity, and action.

We will be:

- Inclusive
- Influential
- Active

Values:

- Integrity
- Diversity
- Acceptance

### **Article I: Name and Purpose**

#### Section 1

The organization shall be known as the Student Government Association of the College of Nursing, Medical University of South Carolina or CON SGA.

#### Section 2

The purposes of the CON SGA are as follows:

- To facilitate the exchange of information and ideas between all students enrolled in the CON, CON faculty, and administration.
- To serve as a liaison between CON students, the CON faculty, and administration.
- To represent student opinions, needs, and interests to the administration, and to disseminate and promote the exchange of information.
- To take action to increase the quality of student services and academic programs to enhance the education of CON students.
- To plan and execute a variety of social, cultural, and/or recreational events to promote fellowship, personal growth, and enjoyment of CON students.
- To maintain a budget with allocated funds to most effectively serve the CON student body.

### **Article II: Membership**

#### Section 1

All College of Nursing students are members of the CON SGA.

#### Section 2

Maintaining membership to CON SGA will include completion of x5 activities of “doing good”, examples of events include: SGA/SNA activity, any volunteer activity, percent night, etc. Appropriateness of events is open to interpretation by CON SGA President and CON SGA Facilitator. x1 activity must be diversity-focused, ie. Myquest diversity modules, DOTS, underserved community outreach, ect.

### **Article III: Officers and Members**

#### Section 1

The officers of SGA shall be President, Vice President, Secretary, Treasurer, Social Coordinator, and Policy Writer. Additional members will include Class Representatives. Elected MUSC SGA representatives are ad hoc.

Two elected MUSC SGA representatives for each respective cohort will serve dual function as the CON SGA representatives for the cohort. This will remain at discretion of officers.\*

#### Section 2

All students in good standing are eligible to run for office.

Internal elections will be held every November and April. Priority for officer positions will be given to officers and representatives within CON SGA before being extended to the student body.

If a cohort representative or officer is elected to a new position, the remaining open positions will be offered to the remaining officers and representatives of CON SGA for a second election immediately following the first election.

Open positions after the second election will then be offered to the student body during general election.

Newly elected officers will take office within the first three weeks of a new semester.

Elections will be held during a one-week period using a survey system, ie. RedCap, ect.

A plurality of the votes cast will be required to elect the officers.

Election results will be sent via e-mail.

#### Section 3

In the event of an officer’s resignation, the CON SGA officers will hold an internal election as quickly as possible to replace the officer. Cohort representatives will have first priority to fill the open position using an internal election. If need be, the position can then be offered to the student body through a general election. If a cohort representative moves into a vacant position, a general election for that cohort will fill the vacancy.

#### Section 3

The President shall organize, represent, and mentor CON students.

The primary function of this office is to provide leadership to the officers and members. They should be a role model for nursing students and the nursing profession. They should project a positive image and help students understand the meaning of professionalism.

The President shall be responsible for the overall operations of programs, finances, and continuity of the organization.

The President shall chair meetings.

The President shall plan with the Secretary election of new officers.

The President shall communicate regularly with the MUSC College of Nursing Student Nurses Association President, faculty, and administration. They should provide regular feedback to faculty and administration on student issues and College of Nursing culture.

#### Section 4

The Vice President shall organize, represent, and mentor students.

The Vice President shall assist the President with the overall operations, finances, and continuity of the organization.

The Vice President shall act in lieu of the President if the President is unable to perform the duties of the office and shall succeed in the office of the President if a vacancy occurs.

The primary function of this office is to raise funds for SGA.

#### Section 5

The Secretary shall organize, represent, and mentor students.

The Secretary shall maintain all official records of SGA.

The Secretary shall notify officers and student members of all scheduled meetings and arrange space for meetings.

The Secretary shall handle all correspondence and the postings of minutes.

The Secretary shall submit an annual report of activities and complete application for MUSC Gives Back annual award.

#### Section 6

The Treasurer shall organize, represent, and mentor students.

The Treasurer shall be in charge of all monetary affairs of the SGA.

The Treasurer shall ensure that the SGA checkbook is continually and accurately balanced and a report is provided to the officers and BSN Program Coordinator. The Treasurer will work closely with the BSN Program Coordinator, and will regularly check in with the coordinator.

The Treasurer shall ensure that the proper signatures are on file with the appropriate agency for checking purposes.

### Section 7

The Social Coordinator shall organize, represent, and mentor students.

The Social Coordinator will get approval for all events via the BSN Program Coordinator, faculty advisor, and dean.

The Social Coordinator shall coordinate with the BSN Program Coordinator, a mentoring program for new students and any additional college-wide activities to promote fellowship and wellbeing.

The Social Coordinator shall work with the BSN Program Coordinator to organize a question and answer panel for new student mini-orientations in June and November.

The Social Coordinator shall work with the BSN Program Coordinator to organize a question and answer panel and student led campus tours during new student orientation in January and August.

### Section 8

The Policy Writer shall organize, represent, and mentor students.

The Policy Writer shall address and formulate any formal requests, concerns, or communication made to the College of Nursing or MUSC directors.

The Policy Writer shall update the bylaws and organize amendments as necessary and voted upon by the officers.

### Section 9

Class Representatives (2 per cohort) shall organize, represent, and mentor students.

Class Representatives shall represent their class and provide feedback to the officers and to appropriate College of Nursing faculty and administration.

Class Representatives shall act as the face of CON SGA. They will act within the guidelines of the college handbook and be role models to other students.

Class Representatives shall communicate pertinent information from the officers meeting back to their class.

Class Representatives shall work together with the Social Coordinator to organize the

mentor/mentee program for new students in January and August.

#### Section 10

MUSC SGA Representatives shall report projects and events of the MUSC SGA to the CON officers.

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#### Section 11

Social Coordinator or VP shall communicate activities and programs of both, CON SGA and SNA, to ensure maximum participation in projects and events and avoid duplication/overlap of projects and events.

SGA and SNA will work closely together to ensure a positive experience for students. This includes hosting events, Q&A sessions, fundraisers, and volunteer opportunities.

### **Article IV: Meetings**

#### Section 1

The officers shall meet twice a month or as frequently as officers deem necessary. Each cohort should have a representative present at each meeting.

The officers should plan at least one leadership feedback meeting with the dean, associate dean for academics, BSN Program Director, and BSN Program Coordinator during the fall, spring, and summer semesters.

Excused absences include a death in the family, death of close relations, traumatic event, medical appointments, and academic obligations. Missing more than two meetings, unexcused per semester may result in removal from the position.

In the case of an absence, notification must be given to the secretary at least one day in advance (except in the case of an emergency).

### **Article V: Specific Functions**

#### Section 1

a) The SGA will maintain a balanced budget and make a budget report at meetings as needed or requested.

b) Expenditures should be approved by the SGA officers.

c) Out of courtesy to future groups, the organization should aim to fund-raise an equal amount of monies spent annually.

**Article VI. Constitutional Amendments**

Any student may introduce amendments to the SGA Constitution and Bylaws, to the SGA officers. The officers will discuss the proposed amendment and introduce the proposed amendment with their recommendations at the next meeting. A two-thirds vote of the officers will carry the amendment.