

**YALE UNIVERSITY SCHOOL OF NURSING
STUDENT GOVERNMENT ORGANIZATION
CONSTITUTION AND BY-LAWS 2021**

ARTICLE I - NAME

The name of this body shall be the Yale University School of Nursing Student Government Organization.

ARTICLE II – PURPOSE

Section 1. To serve as a forum for discussion of student needs and concerns.

Section 2. To facilitate communication between administration, faculty, and students and advocate for student needs.

Section 3. To foster community within the student body and connect students to the greater Yale community.

ARTICLE III – DEFINITIONS

Members: all students enrolled at YSN.

Board Members: all elected and appointed positions described in Article V and VI including executive officers, chairpersons, committee representatives, and specialty/program representatives. The Board Members constitute the SGO Board.

Executive Officers: consists of the President and Vice-President positions.

ARTICLE IV – MEMBERSHIP

Membership includes all students enrolled at YSN.

ARTICLE V – THE BOARD

The SGO board shall consist of the executive officers, chairpersons, committee representatives, and specialty/program representatives.

ARTICLE VI – EXECUTIVE OFFICERS

There shall be the following elected officers and their duties shall be:

President

Shall be the Chief Executive Officer of the organizations and shall, subject to the control of the board, supervise and control the affairs of the organization and the activities of the officers.

Presides at all meetings of the officers, board, and members. Serves as ex-officio member of all

committees. Two presidents may serve together as co-presidents with equal rights and responsibilities of said duties.

Vice-President of Social Events

Plans in advance the calendar of social events for the academic year, and presents the budget with the Treasurer to the Executive Board and Faculty Advisor to be further approved by the board. Organizes and directs the planning of social functions. Specific responsibilities will be to plan Fall Fest and attend West Campus meetings as a representative. This position will also be responsible for organizing the planning of the Annie Goodrich Ball Committee.

Vice-President of Community Engagement

Coordinates and oversees organizations formed by YSN students. Distributes and collects bi-annual applications for registration and funding for the student organizations. In coordination with the Treasurer, allocates funding to student organizations with board approval. Creates a schedule for funding application and approval each year with options to submit applications in both fall and spring. Maintains updated records of contact information for each student organization and updates the website as early as possible. Responsible for coordinating day of service in spring with the Alumni Board group.

Vice-President of Advocacy and Equity

Receive, record, and file student concerns brought to SGO. Review School policies as they relate to student well-being. Serves as the liaison between the student body and administration in conjunction with the rest of the Executive Board to advocate for student needs. Produce petitions and surveys for the purposes of updates, evaluating, and changing School policy as requested by the student body. Responsible for coordinating, creating, administering, and analyzing the yearly "YSN Student Experience" survey in conjunction with other YSN student groups.

Vice-President of Communication

Records the minutes of each meeting. Distributes minutes to each meeting to the board and student body. Certifies and keeps the original, or a copy, of these Bylaws as amended or otherwise altered to date. Is responsible for email, social media, and other correspondence that is not a direct obligation of a specific chair or officer. Performs other duties as designated by the President.

Vice-President of Finance

Plans fundraising events and acts as a custodian of SGO funds, balancing the checkbook on a regular basis and distributing those funds as approved by the officers. Keeps records of all receipts and disbursements. Maintains relationships with local area businesses and solicits donations and gifts for fundraising purposes. Prepares financial reports for the SGO. Responsible for forming a committee for funding decisions.

These positions comprise the Executive Officers. Together, they plan the agenda for the monthly SGO meetings, meet monthly with the Associate Dean of Student Life and Belonging, and meet monthly with the Dean of the School.

Article VII - CHAIRS, REPRESENTATIVES, AND COMMITTEES

Section 1. There shall be the following chairpersons and representatives and their duties shall be:

Incoming Student Support Chair

Responsible for coordinating the student mentorship program for the incoming students prior to their arrival (Big Sib/Little Sib program). Responsible for planning and implementing orientation week activities [in addition to the standing orientation schedule from the Office of Student Life and Belonging]. Oversees initial student communication between current students and newly accepted students. Responsible for planning one fall and one spring event with Big and Little Sibs.

Health and Wellness Chair

Responsible for promoting overall physical, emotional, and mental wellness of the student body. Coordinates and implements various activities, programs, and workshops to help students achieve overall wellness. Seeks health opportunities outside of YSN for students. In communication with the Office of Student Life and Belonging regarding events and responsible for planning one event each semester.

Academic and Curriculum Chair

Responsible for communication between students and faculty regarding academic matters. Fields academic concerns from the student body and relays concerns to the professor of the specific course or to administration as deemed appropriate. All members of the Academic Committee shall sit on the YSN Curriculum Committee. According to the YSN Curriculum Committee, there shall be 4 chairs from varying different years and programs and one individual must be a DNP or PhD student.

Alumni and Professional Development Chair

The alumni and professional development chair should help coordinate with outside development options including alums and alumni group/association to facilitate professional development. In accordance with the Alumni Board, there shall be two chairs who hold a position on the Alumni Board.

Executive Committee Representatives

The Executive Committee Representatives attend Executive Committee meetings which occur on a monthly basis and report updates at the monthly SGO meetings. The Executive Committee is responsible for reviewing, discussing, and communicating YSN policy. It is made up of

administrators, faculty, staff and students. There shall be three Executive Committee representatives, preference for individuals from varying programs and specialties.

Graduate and Professional Student Senate Members

The Graduate and Professional Student Senate (GPSS) members attend monthly GPSS meetings and report updates at the monthly SGO meetings. There shall be three GPSS representatives (based on number of students at YSN and governed by GPSS).

Section 2. The following representatives shall be comprised by specialty or program and shall exist with such outlined duties.

Specialty/Program Representatives

Each specialty shall have representatives elected by their corresponding group: GEPN representatives, AGPCNP representatives, ACNP representatives, CNM/WHNP representatives, FNP representatives, PMHNP representatives, PNP representatives, direct entry MSN representatives, and if possible, DNP and PhD representatives. Each representative is individually responsible for planning events (social, academic, etc.) for all students in said specialty, program or group. In addition, they will serve as specialty representatives in addressing various needs of said specialty. These representatives will attend faculty meetings of their class or specialty to facilitate communication.

Section 3. The following SGO committees shall be comprised in different manners and shall exist with such outlined duties.

Special Event or Project Committees

Outlined by the chairperson that forms such a committee based on a specific event or need. These committees shall be formed on a needed basis as seen fit by the chairperson to be utilized for specific purposes. The chairperson shall bring forth a proposed committee to the Board and upon board approval, the chairperson will recruit members from within the board and the student body at large. The duties of these committees will terminate upon completion of said event or project (i.e. Annie Goodrich Committee).

Section 4: All chairpersons and committees shall keep regular minutes of their meetings and report said minutes to the board during monthly SGO meetings.

ARTICLE VIII – ELECTIONS AND VACANCIES

Section 1. Officers, chairpersons, representatives and committee members shall be matriculated students in the Yale School of Nursing and elected at large from the student body. Positions based in groups (i.e. specialty or program) shall be decided by that group of students. All positions stated in Article V and VI comprise the SGO board.

Section 2. An attempt will be made to include students from each program, and from a variety of graduating classes.

Section 3. Formatting of elections process and timeline:

- Elections shall take place each spring by early April to allow for at least one joint meeting, between old and new board members.
- A general call to serve shall be sent out to the entire student body in March. This correspondence shall include a list of all officers, chairpersons, and committee positions and descriptions.
- The election process comprises three phases: Nominations, Acceptance of Nominations, and School-wide Election.
 - Nominations: a survey is sent out to the entire student body of YSN and students can submit self-nominations or can nominate other students.
 - Acceptance of Nominations: nominated students are asked if they would like to accept the nomination and are asked for a written paragraph about their interest in the position.
 - School-wide Elections: an electronic voting process is sent to the entire student body asking for students to vote for each position.
 - Filling positions with more than one individual:
 - Certain positions include more than one individual, especially those which attend committee meetings. For those positions, the number of people is determined by the above descriptions.
 - Positions for which only 1-2 students express interest, each student will be asked if they would like to move forward as co-officers or co-chairs. Students can also run as co-officers or co-chairs.
 - Regardless of the number of interested students, a student-wide election will be held (i.e. if only one person runs for President, there is still an election) with a write-in option.
 - Greater than 50% have to vote for the nomination; otherwise, SGO must seek more nominees.
 - Attempt to fill unoccupied positions or consider sharing when possible.
 - An election is considered valid if 35% of the students have voted. This number should be re-evaluated each year.
- A second election process occurs each fall to elect any vacant positions and for the election of GEPN representatives.

Section 4. Vacancies on the board shall exist (a) whenever a board member is unable or unwilling to continue to serve, (b) upon the resignation or removal of any board member, and (c) whenever the number of authorized board members is increased or whenever a new position is created.

Section 5. Any board member may resign effective upon giving written notice to the Executive Board unless the notice specifies a later time for the effectiveness of such resignation.

Section 6. Board members may be removed from their position for good cause upon the vote of a two-thirds majority of the board. All members of SGO are expected to abide by the standards of academic integrity, personal integrity, professional integrity and respect for person and property as stated by the Personal Conduct Policy in the YSN Student Handbook.

Section 7. Vacancies on the board may be filled by approval of the board. If the number of board members then in office is less than a quorum, a vacancy on the board may be filled by approval of a majority of the board members then in office, or by a sole remaining board member. A person elected to fill a vacancy on the board shall hold office until the next election of the board or until he/she is unable or unwilling to serve, resigns, or is removed from the office.

Section 8. A transition meeting shall occur after positions have been finalized from the election. This transition meeting will include all old and new members.

ARTICLE IX – MEETINGS

Section 1. The SGO shall meet a minimum of once per month, with at least two weeks' prior notice given by the Vice-President of Communications.

Section 2. Special meetings of the organization may be called by any member of the YSN student community provided that the date, time and purpose of the meeting has been sent to all members at least five days before the date set for the meeting.

Section 3. All SGO meetings shall be open to the student body at large, and these members shall be entitled to attend and participate in the discussion of matters on the meeting agenda; provided, however, only board members shall have the right to vote on matters that come before the board for a decision and the President shall have the authority to close a portion of any board meeting for discussions only by Board members or Executive Officers as to matters of a private, confidential or sensitive nature.

- Any member can call for an electronic school-wide vote on any issue that affects the entirety of the student body.
- Provisional decisions may be made regarding funding by the Executive Board, but shall be reviewed by the entirety of the Board at the next meeting.

Section 4. Two-thirds (2/3) of the SGO board, excluding specialty/program representatives, in attendance at a meeting, of whom at least two shall be officers, shall constitute a quorum for transacting business at any regular and/or special meeting.

ARTICLE X – PARLIAMENTARY AUTHORITY

All members have the right to speak at meetings and the President or someone designated by the President shall lead the meeting. The rules of parliamentary procedure comprised in the

newest edition of Robert's Rules of Order shall be the authority for all meetings of this organization, subject to special rules which at any time may be adopted.

ARTICLE XI – AMENDMENTS

These bylaws may be amended or repealed by a quorum present at an open meeting of the YSN SGO. Proposed changes must be distributed to the board at least three days in advance of this meeting.