

SECTION VII– Bylaws of Student Class Organizations

ARTICLE I – CLASS ORGANIZATIONS

A. Name

Section 1.

The name of each organization shall be the Class of (the year of anticipated graduation) of Trinity Health System School of Nursing.

B. Objectives

Section 1.

To provide an organization through which the business pertaining to the Class Organization may be transacted.

Section 2.

To better unite the students of the respective classes of the School of Nursing.

Section 3.

To develop a sense of responsibility and potential as leaders and professional persons.

C. Membership

Section 1.

The organizations shall be comprised of Class Officers and Classmates.

ARTICLE II – CLASS OFFICERS

A. Class Officers

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Historian

B. Class Elections

Section 1.

The Dean of the School shall appoint the Class Advisor(s)

Section 2.

Junior and Freshman classes will hold a meeting at midterm of Fall Semester. The Class Advisor(s) shall ask for nominations for Class Officers and Committee Representatives from class members. Nominations will be posted on the bulletin board/LMS after the nomination process is completed.

Section 3.

Election Day will be held on the day selected by class advisor. Voting will be done by secret ballot and placed in the ballot box located in a secure area as designated by the class advisor(s) or as a secure electronic ballot through email. In the event of a tie(s) for a Class Officer and/or Committee Representative, a special vote shall be held. Class members shall re-vote for only the persons involved in the tie(s). In the event of a second tie the winner will be chosen by random selection from the involved persons. Results of the election will be posted on the Student Bulletin Board.

Section 4.

C. Class Meetings

Class meetings shall be held at the discretion of the Class Officers/Class Advisor. Participation at all class meetings is beneficial and individual attendance demonstrates self-direction and responsibility.

D. Functions of Class Officers and Advisor(s)

Section 1.

Function of Class Advisor(s):

- a. Act in an advisory capacity to student organizations.
- b. Offer students guidance in preparing and filing the minutes.
- c. Attend all class meetings.

Section 2.

Function of Class President:

- a. Call and preside at respective class meetings.
- b. Appoint chairmen of special and standing committees, as necessary.
- c. Call special meetings at the request of two-thirds of class members or the advisor(s).
- d. The elected class President or his/her delegate, may attend any non-represented Faculty Committee meeting and report back to the class.

Section 3.

Function of the Class Vice President:

- a. Perform the duties of the class president in his/her absence.

Section 4.

Function of the Class Secretary:

- a. Record minutes of each class meeting.
- b. Send a copy of the minutes of all meetings of the class organization to the Class Advisor(s). The Class Advisor(s) will keep a copy of the minutes on file.
- c. Perform necessary correspondence for class.
- d. Assist the Class President in formulation of meeting agenda.

Section 5.

Function of Class Treasurer:

- a. Keep an accurate record of all receipts and disbursements, if applicable.
- b. Keep an accurate financial record, if applicable.
- c. Collect and record all monies from class-sponsored activities, if applicable.

Section 6.

Function of Class Historian:

- a. Keep a scrapbook of all events concerning class members. The scrapbook shall become a traditional gift to the School.
- b. Purchase scrapbook with funds from class.

ARTICLE III – CHAIN OF COMMUNICATION

The Dean of the School of Nursing is to be notified prior to all activities of the Class Organizations and/or Student Body.

ARTICLE IV – STUDENT REPRESENTATIVES ON FACULTY COMMITTEES

***A. Curriculum/Outcomes Committee**

Section 1.

Membership

- a. A representative and an alternate from each class will be elected at the time of class elections to serve for one (1) academic year.
- b. Representatives from each class will assume committee duties after class elections during Fall Semester.

***B. Student Services/Integrity Committee**

Section 1.

Membership

- a. Two representatives from each class will be elected at the time of class elections to serve for one (1) academic year.
- b. Representatives from each class will assume committee duties after class elections during Fall Semester.

***C. Educational Resources Committee**

Section 1.

Membership

- a. A representative and an alternate from each class will be elected at the time of class elections to serve for one (1) academic year.
- b. Representatives from each class will assume committee duties after class elections during Fall Semester.

***Circumstances when there are non-elected or vacated student representatives on Faculty Committees:**

- In the event that there is no elected representative for one or more Faculty Committees after the Fall Semester elections, the elected class President will receive an agenda for the Committee meeting(s).

- The elected class president, or his/her delegate, may attend any non-represented Faculty Committee meeting and report back to the class.
- Nominations for student representatives on Faculty Committees will be held yearly as outlined in **Section VII – Bylaws of Student Class Organizations; Article II – Class Officers; Section 2, 3 and 4** of the Trinity Health System School of Nursing handbook.

ARTICLE V – QUORUM

- A. Two-thirds of the members shall constitute a quorum at any regular or special meeting of the Class Organization.
- B. In order for a motion to pass, it must be approved by a two-thirds majority of the members present vote.

ARTICLE VI – ORDER OF BUSINESS

- A. Order of Business for Class Organizations:

1. Call to order by President.
2. Roll call.
3. Reading of minutes of last meeting and their approval and/or correction.
4. Old Business
5. New Business

- B. Order of business for Committees:

The order of business and other details of the Committee shall conform to the order of business for the Class Organizations.

ARTICLE VII – AMENDMENTS

- A. Amendments to bylaws require:

1. Posting of proposed amendment(s) on the main bulletin board two (2) weeks prior to scheduled review.
2. Formal reading before a quorum at scheduled meetings of the Class Organizations or at a Student Services/Integrity Committee meeting.
3. Provisions are to receive approval by two-thirds of either the membership of the Class Organizations, the Class Officers, or the Student Services/Integrity Committee Representatives.

B. Proposed revision of the bylaws shall be presented to the Dean of the School of Nursing and Faculty for review. Upon acceptance of proposed revisions the bylaws shall be presented to the Student Services/Integrity Committee for final action.