

ORGANIZATIONAL BYLAWS
The Graduate Student Nurses Association
The Frances Payne Bolton School of Nursing
Case Western Reserve University

Preamble

We, the graduate students (defined under Article 3, Membership) of the Frances Payne Bolton School of Nursing (FPB) at Case Western Reserve University, believing that a graduate student association supports the mission of FPB, creates opportunities for the development of graduate student responsibility and leadership, promotes loyalty to our school and profession, and increases understanding and cooperation between faculty and the students, establish the following bylaws:

Article 1. Name

The name of this organization shall be the Graduate Student Nurses Association (GSNA) of the Frances Payne Bolton School of Nursing of Case Western Reserve University.

Article 2. Purpose

The purpose of this organization shall be to provide a student organization through which matters pertaining to the entire body of graduate nursing students may be transacted and to foster actions that promote experiences for Master of Nursing (MN), Master of Science in Nursing (MSN), and Doctor of Nursing Practice (DNP) students congruent with the characteristics of the graduate of the respective programs.

Article 3. Membership and GSNA Member Roles and Responsibilities

All students currently enrolled and taking classes in the MN, MSN, and DNP programs at the Frances Payne Bolton School of Nursing shall be members of this organization automatically due to their enrollment and payment of the University activity fee. Membership enrollment occurs in fall and spring semester with payment of the University activity fee and continues regardless of course enrollment/activity fee payment during summer semester.

All members of the GSNA shall have the power to vote on actions posed for question in the organization. Decisions by GSNA membership vote will be a simple majority of the members who participate in a voting session with the exception of voting to remove an Executive Board Member from office (see Article 9).

Article 4. Roles and Responsibilities of the GSNA Executive Board

The Executive Board's responsibility is to promote, regulate, and maintain graduate student affairs within the Frances Payne Bolton School of Nursing. Our purpose is to provide opportunities for leadership experience and social interaction, provide a forum for discussion of issues facing students within the nursing profession, act as a liaison between faculty and students, further the quality of graduate education in the School of Nursing, and represent the graduate nursing students to the University at large.

Section 1. Executive Board Processes and Duties

The GSNA Executive Board conducts the business of the GSNA. Robert's Rules of Order serves as the guideline for conducting all GSNA and GSNA Executive Board meetings and business. Decisions made by the Executive Board must occur with a supermajority agreement (i.e., 4/5) among elected Executive Board members. Each member of the Executive Board has a single vote.

Some of the specific duties of the Executive Board are to

- a. oversee the planning of a calendar of events. This calendar shall be drafted completed by the first on site meeting in the fall semester;
- b. support a plan to communicate about and for the GSNA and may include a publication for distribution at FPB and among the GSNA members;
- c. fulfill fiduciary duties of GSNA consistent with applicable provisions of the law and university policies;

- d. establish financial policies and procedures, adopt the budget, review the financial record prior to periodic audit, and present the annual financial statement to membership;
- e. establish and provide for implementation of GSNA policies and decisions;
- f. establish voting processes for annual election of members to the Executive Board as well as to respond to questions or issues from GSNA members;
- g. create and dissolve standing, special committees except as otherwise specified in bylaws of policies of the GSNA or FPB;
- h. make appointments and fill vacancies;
- i. maintain relationships and collaboration with Undergraduate Student Nursing Association at FPB and the national Graduate Student Nurses Association through the American Association of Colleges of Nursing.

Section 2. Voting Members of the Executive Board

There are five elected Executive Board members: President, 3 Vice Presidents (VP), and treasurer. Elected Executive Board members have voting privileges.

The **President's role** is to serve as the official representative of the GSNA and as its spokesperson. The President's responsibilities are to be a liaison between the students and faculty, organize, coordinate, and preside over GSNA meetings and take responsibility through service or appointment for any role for which nominations are not received. The President works with a hired webmaster to update the GSNA website and Facebook page every 6 months and as needed. The President participates in the FPB pinning ceremonies, typically in December and May. The President ensures that GSNA members are able to participate in the open sessions of the GSNA Executive Board meetings such as providing an opportunity to attend in person or virtually.

The Vice President's role is to represent the program to the GSNA Executive Board and to facilitate communication from the GSNA to the program. The VP must be enrolled in the program for which s/he is providing representation.

The Vice President of the MN program represents individuals in the MN program.

The Vice President of the MSN program: represents individuals in the MSN Program.

The Vice President of the DNP program represents individuals in the DNP Program.

The VP responsibilities are to attend and participate Executive Board meetings; communicate concerns from individual students in the program related to the GSNA purpose; plan and promote social events; regularly solicit student input for social and community outreach/service events; develop annual goals and evaluate goal achievement at the end of term; serve on ad hoc committees as determined by the Executive Board or a majority of the membership during a vote; disseminate information about the FPB GSNA within the school, University and community; review and approve the annual fiscal report prior to submission to the outside auditor

The Treasurer's role is to develop and maintain the financial records of the GSNA and initiate disbursement of funds after a two-third majority of the Executive Board approves expense/disbursement. The treasurer's responsibilities are to monitor and manage the fiscal affairs of GSNA, provide reports quarterly and summation reports annually at the end of the term; interpret the GSNA financial condition; receive all contributions and dues, and pay all bills.

Requests for disbursement of funds shall be made in writing to the Executive Board, and upon approval, the treasurer will ensure disbursement in accordance with the fiscal and fiduciary policies of the GSNA.

Section 3. Appointed Members of the Executive Board

There are 3-4 Appointed Positions to the GSNA Executive Board. The appointed members of GSNA Executive Board shall consist of a secretary, Graduate Professional (GPC) Liaison and 1-2 Media and Communication

Chairs. Non-elected Executive Board Members do not have voting privileges but do attend Executive Board meetings.

Secretary: Responsible for ensuring that all records are maintained of meetings; including the recording GSNA Executive Board meeting minutes, making minutes available at each Executive Board meeting for approval and, after approval, to the GSNA membership; coordinates meeting rooms for GSNA activities; and creates newsletter. This position may be a rotating position among Executive Board members if no term appointment is made.

Graduate Profession Council Liaison (CWRU GPC): May be an Executive Board member or someone appointed by the President. Responsible for representing GSNA at GPC of CWRU and coordinating FPB involvement in GPC activities when appropriate.

Media and Communications Chair (may be 2 positions): work with the GSNA Executive Board to post updates and events on the first floor media device. Creates and updates information about GSNA events, disseminates information and promotes awareness about the FPB GSNA and School of Nursing, work in collaboration with the Executive Board to create media and graphic arts to advertise GSNA events including but not limited to posters, pamphlets, fliers, shirts and invitations, and photographic records for the GSNA website or records.

Article 5. Faculty Advisor to GSNA

A faculty advisor shall be appointed by the GSNA Executive Board for a period of one academic year and may be reappointed for an indefinite number of years. Eligible faculty must have > 51% appointment. The responsibilities of the faculty advisor are to serve as a liaison between faculty and students and advise the GSNA on pertinent issues pertaining to CWRU and the GSNA. The faculty advisor shall have no voting privileges

Article 6. Committees

Standing committees may be developed by the GSNA Executive Board to initiate or complete GSNA activities. Appointed positions for GSNA members on committees shall be made by the Executive Board of Directors via 4/5 vote. Committees shall be deemed standing committees unless otherwise stated at time of appointment. Committees will be dissolved at completion of their task/activity or by the vote of the Executive Board when the activity is deemed no longer applicable to the purpose of the GSNA. The responsibility of committee members or chair is to engage in tasks that result in completion of an assignment and to report committee activities to the Executive Board on a regular basis. An example of a standing committee is the formation of a Bylaws Review Committee about every three years to review and recommend revision(s) to the GSNA bylaws.

Article 7. Nominations, Elections, and Appointments

All members of the GSNA who will be enrolled for two semesters of the entire elected term are eligible to be elected to an office. An elected term begins July 1 and ends June 30, following the academic calendar.

Section 1. Nominations

The Executive Board members to be nominated are the president, vice presidents, and treasurer. Nominees shall submit an application with attached resume in January. In the event there are no nominations for a particular office, the executive officers shall have the power to function as a nominating committee. Nominations shall be open for a minimum of 14 days. A list of nominees shall be posted for a minimum of seven days prior to election proceedings. No Executive Board member may hold the same office for more than two consecutive years; no Executive Board member will be eligible for nomination for the same office during their second term.

Section 2. Annual Elections

Elections of all Executive Board Members shall take place in March.

Each member of the GSNA shall cast one vote for each office.

A simple majority of all votes cast by the GSNA members shall be necessary to constitute election to that office. In the event that there is a draw there shall be a runoff election between the top two candidates.

Section 3. Executive Board vacancies following an election

If a position on the Executive Board becomes vacant, the Executive Board members shall appoint a person for the remainder of the term for office, except for the presidential position which will be assumed by one of the vice presidents as decided by a supermajority (e.g., 3 or 4) Executive Board vote.

Article 8. Meetings

All members of the GSNA shall have the privilege of attending the open sessions of all GSNA Executive Board meetings. GSNA members are especially encouraged to attend the two annual onsite meetings.

Section 1. Regular Executive Board Meetings

The Executive Board will meet monthly. Meetings may be in person or virtual, using available media including phone. During the fall semester, the Executive Board will have one onsite meeting and this will be advertised to the GSNA members to encourage their participation in the organization. The onsite meeting is devoted to orienting new officers and GSNA members to the roles and responsibilities of the GSNA and Executive Board and developing a schedule for the remaining term to include future Executive Board meeting dates and GSNA events. All other meetings will be posted and GSNA members who request to attend will be accommodated via actions by the President. In the spring semester, there will be one onsite meeting to transition the current Executive Board to the newly elected Board. This onsite meeting will occur in April or May with both old and new officers in attendance. Electronic documents, including minutes and bylaws will be made available to new members immediate prior to the spring onsite meeting. Any GSNA member may submit agenda items for Executive Board meetings via the President.

A closed session of the Executive Board Meeting can be called through agreement of two Executive Board Members to discuss confidential agenda items. Only elected and appointed members of the Executive Board and individuals invited by the Board to attend will be present during a closed session. Minutes will be taken, but confidential or protected information will not be recorded.

Section 2. Special Executive Board Meetings

Special meetings shall be called by the president or upon request of any group of two or more GSNA members and/or the faculty advisor.

Article 9. Removal from Executive Board and Office

A meeting to discuss the removal of an Executive Board member from office can be called when two Executive Board members request such a meeting. Generally a meeting to discuss removal of an Executive Board member will be considered a closed session. Elected and Appointed Executive Board members may be removed from office by a supermajority vote (i.e., 4/5 members) of the voting members of the Executive Board OR a 2/3 majority of votes by GSNA members. Similarly, the faculty advisor can be removed from appointment by a supermajority vote of the Executive Board or 2/3 of the votes of the GSNA members.