

Student Practical Nurse Society of NorQuest College

November 8, 2016

Bylaw 1: Name and Function of Organization

1.1-Name

The name of the organization is Student Practical Nurse Society (SPNS)

1.2-Objectives

The objectives of the Student Practical Nurse Society shall be to provide for the administration of the affairs of the SPNS including:

- a) Helping to integrate nursing students into the practical nurse school community
- b) Helping to promote the practical nurse program by providing student volunteers for school events such as the open house.
- c) Hosting fun events throughout the year for the students of the practical nurse program as well as the general NorQuest student body.
- d) Providing leadership, public speaking and communication skills of nursing students that will help prepare them for the role of graduate nurse.
- e) The development and enforcement of a system of student law
- f) Acting as representatives of the Practical Nurse program at NorQuest College.
- g) Administering business interests, any assets or monies whether collected through the conduct of the SPNS, donated or otherwise generated by the SPNS.

Bylaw 2: Membership

2.1-Membership Eligibility

2.1.1-All credit students who are registered at NorQuest College in the current academic term are members of the Student Practical Nurse Society (SPNS) subject to the exception within these bylaws. Focus will be on the practical nurse program students.

2.1.2-Students registered in credit classes at NorQuest College in the current academic term who have not paid their school fees will not be members in good standing and will not be entitled to any rights and privileges of membership with the SPNS.

2.1.3-Faculty representatives of the Practical Nurse program are ex officio members of the SPNS and have the same rights as honorary members.

2.2-Active Members

Active members are students currently registered for full-time, part-time, evenings, and alternate delivery programs of the practical nurse program who have paid their school fees for the current academic term.

2.3- Active Member's Rights

2.3.1

Active members of the SPNS have the following rights:

- a) The right to be involved in activities of the SPNS
- b) The right to vote in the SPNS elections
- c) The right to vote in annual general and special general meetings
- d) To attend all meetings
- e) The right to serve as a member of any SPNS committee when designated by the appropriate authorized body.
- f) To participate in any volunteer college opportunities provided by the practical nurse program or college.
- g) To appear before and speak to the student practical nurse society on any manner within the authority of the SPNS.
- h) The right to attend any events hosted by the SPNS

2.4-Honorary Members

Honorary members are people who have been granted membership by the SPNS council. Such memberships may also be revoked by a special resolution of the SPNS members. Honorary members are not required to pay any fees to the SPNS. Honorary members can include, but not limited to, faculty representatives and past SPNS members who have graduated.

2.4.1-Honorary Member's Rights

Honorary members have the following rights:

- a) To be a member and participate in the activities of the SPNS.
- b) To make use of the facilities of NorQuest College within the limits of the SPNS functions.

2.5-Membership Termination

Anyone wishing to withdraw membership in the SPNS may notify the SPNS council in writing or verbally to that effect. Upon receipt of this notice by the SPNS the student will cease to be a member.

2.5.1-An individual's membership will cease if the requirements in these bylaws for membership are not fulfilled.

2.5.2-An individual's membership will be terminated if a resolution is passed to revoke the membership by a special resolution of the SPNS council.

2.5.3-Any individual portraying any disruptive behavior or slanderous speech about or towards the student practical nurse society or its members shall be terminated from the society.

2.5.4-Students at NorQuest College are not required to pay fees to be a part of the SPNS. Any new students of the practical nurse program will be made aware of the SPNS at the new student orientation and be invited to attend meetings and events hosted by the SPNS.

2.5.5-A minimum of one recruitment/information booth is to be held the first month of each school term to aid in the recruitment of new students. The date within the first month will be determined based on council member availability and school workload.

Bylaw 3: Meetings

3.1-General Meeting Scheduling

3.1.1-There will be at least one general meeting of the SPNS in each academic year.

3.1.2-General meetings will be held in the city of Edmonton and at the NorQuest College campus downtown if possible.

3.2-Calling Special General Meetings

3.2.1-In addition to the one general meeting held annually, SPNS may convene special general meetings of the SPN through special resolution.

3.2.2-Special general meetings will be convened by the SPNS council if a written request of 10% of the active members of the SPNS is received and appropriate notice is given.

3.3-General Meeting Notice

Notice of the time and place of all general and special meetings and an agenda for the meeting will be posted on the SPNS webpage found at:

www.studentpracticalnursesociety.weebly.com as well as on the facebook page found as: NorQuest Student Practical Nurse Society. Notice will also be posted on student bulletin notice boards at NorQuest College downtown campus.

3.3.1-Notice will be provided at least 21 days before the meeting.

3.3.2-General meeting quorum

Minimum number of voting members present to allow business to be conducted consists of 4 active members of the SPNS. Provisions will be made to include off-campus members wishing to participate.

3.3.3-At every general and special general meeting of the SPNS, each active member present is entitled to one vote.

3.3.4-No proxy votes are permitted at general and special general meetings.

3.3.5-Resolutions may pass with a simple majority (50% plus 1).

3.3.6-Voting will be conducted by a show of hands

3.3.7-Minutes of general meetings will be prepared by SPNS council members and will be ready for presentation at general or special general meetings.

Bylaw 4: Student Practical Nurse Society Council

The SPNS council is established under the NorQuest Students Association and within these bylaws.

4.1-SPNS Council's Principles of Governance

- a) Communicates the vision of the student practical nursing society.
- b) Focuses on planning and providing activities for the practical nurse student body
- c) Focuses on the organization as a whole.
- d) Speaks with one voice.
- e) Directs the SPNS work in pursuit of both the mission and vision of the SPNS.
- f) It is made up of both Junior and Senior council members
- g) Is responsible for its own management

4.2-Student Practical Nurse Council Membership

The following representatives make up the SPNS council:

- a) Senior Council (usually in their second year of the program)
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Communications/public relations
- b) Junior Council: will be made up of the same positions (usually in their first year of the program)
- c) Any students of the Practical Nurse program may run for the above stated positions.
- d) All candidates running for positions on the SPNS council must be in good standing with NorQuest College.

4.2.1-Any member who has been terminated from the SPNS or has been otherwise sanctioned by the Students' Association for endangering students, vandalizing or stealing Students' Association or SPNS property or neglecting their responsibility to the SPNS will not be eligible for nomination in any SPNS election for a period of 5 years from when such disciplinary action was ratified.

4.3-Requirements for Student Practical Nurse Society Council Membership

In order to serve on the SPNS council all members must:

- a) Commit to the work and mission of the student practical nurse society.
- b) Be willing to attend all/most of the events the Student Practical Nurse Society hosts
- c) Be willing to serve on committees
- d) Attend General and Special General Meetings
- e) Attend SPNS council meetings as scheduled but also based on the members current stage in the practical nurse program.
- f) Must represent the SPNS in a positive manner at all times.
- g) Must abide by and uphold the NorQuest code of conduct.

4.4-Student Practical Nurse Council Meeting Scheduling

4.4.1-SPNS council will meet at least monthly and conduct a minimum of 10 meetings in total for each academic year.

4.4.2-The times and places of SPNS council meetings will be determined by the council based on academic program demands of the students. Generally meetings will be held on a Monday each month at the downtown NorQuest College.

4.4.3-Student Practical Nurse Council Meeting Notices will be at least 2 days prior to meeting date.

4.4.4-Notice will be posted on the Student Practical Nurse Society Facebook page and the Student Practical Nurse Society Webpage.

4.4.5-No business will be conducted at a meeting of the SPNS council unless a quorum (minimum 4 students) is present.

4.4.6-Each member present at a meeting of the SPNS council is entitled to one vote; no proxy votes are permitted.

4.4.7-Unless otherwise indicated in these bylaws, SPNS council meetings will be conducted according to Robert's Rules of Order.

4.4.8-The secretary/communication position will be responsible for sending out the minutes to all of the active council members as well as the faculty liaison members within 1 week of the meeting.

4.4.9-Minutes will be posted on the Student Practical Nurse Society webpage for students who missed the meeting.

4.4.10-SPNS council, at its own discretion, may make part or all of its meeting packages and briefing materials available to the SPNS membership for their review.

5.0 Student Practical Nurse Society Council Duties

5.1-President (senior and junior) is responsible for but not limited to:

- a) The supervision of the affairs and activities of the society.
- b) Responsible for the planning, coordination and execution of events for the society
- c) Set the agenda
- d) Call the meetings
- e) Submit all club paperwork to the Student Association of NorQuest College
- f) Chair all meetings of the SPNS council unless absent, in which case another member of the council (appointed by the president) shall chair the meeting.
- g) Enforce observation of the bylaws, policies and standing resolutions of the Student Practical Nurse Society.
- h) Act as the main Students' Association liaison.
- i) Act as chief communications officer with all College and Faculty organizations except where another officer is so appointed by the council.
- j) Act as an advocate to address issues pertaining to students' academic interests.
- k) Volunteer to help with opportunities within the college to promote SPNS and the practical nurse program.
- l) Senior president is one of the 3 signing authorities

- m) Be one of the responding team members for the Student Practical Nurse email account.
- n) Write the term report for the club.
- o) Actively work to recruit new members to the SPNS

5.2-Vice President (senior and junior) is responsible for but not limited to:

- a) Perform all duties of the president when the president is not available or the position is vacant.
- b) Help to set the agenda for meetings.
- c) Be responsible for the planning, coordination and execution of events for the SPNS in conjunction with the President.
- d) Submit all proposed activity paperwork along with budgetary information where applicable for review and discussion by the council.
- e) Ensure that events follow all applicable rules as described by the Students Association and NorQuest College.
- f) Act as an advocate to address issues pertaining to students' academic interests.
- g) Senior vice president will be one of 3 signing authorities
- h) Be one of the responding council members for the SPNS email account
- i) Will be one of the contacts and liaison officers with the students' association.
- j) Help with recruitment of new students for the SPNS.
- k) Help with volunteer opportunities within the college to promote the SPNS and the practical nurse program.

5.3-Secretary/Communication (senior and junior) of the SPNS is responsible for but not limited to:

- a) Send out meeting minutes within 5 business days to all active council members as well as the faculty liaison member
- b) Send out any meeting plans (received from president) prior to scheduled meetings to all council members and faculty liaison.
- c) Be one of the responding team for the SPNS email account.
- d) Responsible for communications within the society and with the Students Association of NorQuest College.
- e) Ensure that the minutes of meetings are taken and duly submitted
- f) Maintain custody of all minutes of the SPNS
- g) Maintain a current list of members including emails and contact information
- h) Act as the primary communications officer on behalf of the SPNS
- i) Notify the student body of social events
- j) Assist with recruitment of new members

- k) Help with volunteer opportunities within the college to promote SPNS and the practical nurse program.
- l) Assist with writing the term report

5.4-Treasurer/Finance (senior and junior) of the SPNS is responsible for but not limited to:

- a) Budgeting officer for the council and oversees all financial operations of the SPNS.
- b) Include the financial statement of the SPNS on all minutes of meetings.
- c) Ensure that financial statements are current and accurate
- d) Be responsible for application to the Students' Association or any other administrative body for available funding for operating budgets and special events funds.
- e) Provide a budget for activities and events
- f) Track and/or store or make arrangements for storing club materials
- g) Help with fund raising activities
- h) Help with recruitment of new students for SPNS
- i) Be one of the 3 signing authorities

5.5-Events/Public Relations (senior and junior) of the SPNS is responsible for but not limited to:

- a) Assisting with planning of events or activities of the SPNS
- b) Complete necessary paperwork and submit to students association as required.
- c) Assist secretary/communications officer with promoting club and recruiting members
- d) Social media posting to SPNS website, facebook, Instagram as well as provide information to the students association to post on the Quest as well as the TV at NorQuest College.
- e) Be one of the students association liaison contact
- f) Request/approve posters

5.6-All council members will assist with supporting each position to meet the needs of the SPNS as well as the student members school needs.

5.7-Student Practical Nurse Society Term of Office

Council members shall serve a maximum of 2 consecutive 2 year terms on the SPNS council.

5.7.1-If a SPNS council member ceases being a student in the middle of a term, their term on the council will end at the end of the previous term (e.g., if a council

member graduates and stops being a student at the end of June their council term will finish at the end of winter term).

5.7.2-When a SPNS council member ceases being a student upon graduation the council member can become an honorary member of the SPNS and assist with continuation of the society.

5.8-Student Practical Nurse Society Appointment

Applications will be accepted once in each of the fall and winter terms to fill any vacant position on the SPNS council. Applications will be reviewed by the current council and the council will then select new council members from the applicants. If there is more than 1 person for a position then the current council will vote and a decision will be made by majority rule.

5.8.1-In order to keep the Student Practical Nurse Society active, council will have both senior and junior positions so that the junior positions can move into the senior position and new applicants will be taken for junior positions.

- a) Senior Council is for second year practical nurse students only
- b) Junior Council is for first year practical nurse students only

5.8.2-SPNS council can call a by-election to fill positions that become vacant during the term.

5.9-Elections Appeals

Appeals on matters concerning elections shall be made to the Students Association of NorQuest College

Bylaw 6.0: Removal from Office

6.1 Misconduct Warranting Disciplinary Proceedings

Any SPNS council member can be subject to discipline up to and including removal from office if they are found to have committed any of the following:

- a) A persistent or serious breach of these bylaws
- b) A persistent failure to perform duties of office including but not limited to:
 - a. Missing more than 2 SPNS meetings/term without prior notice of absenteeism
 - b. Missing more than 1 event/term that the member committed to attending
 - c. Not following through with items the member stated they would perform

- c) Persistent or serious disobedience of any SPNS or Students Association of NorQuest College policies, bylaws and/or regulations.

6.2-Misconduct Reviews and Disciplinary Procedure

Misconduct reviews of the SPNS member alleged to have committed any of the prohibited acts in 6.1 will be given a verbal warning from the SPNS council and then if conduct does not improve the council member will be removed from office and their position will be fulfilled by either the junior or senior member (whichever was removed).

Bylaw 7.0: Resignation of Council Member

A member of the Student Practical Nurse Society council may resign from office. Resignation must be made in writing, setting forth the reason for resigning and must be submitted to the current council members.

Bylaw 8.0: Finances

8.1-Signatories

All cheques and monies require the signature of a signing authority. These signatories will consist of the senior president, vice president and treasurer. There must always be 2 signatories required for all monetary transactions.

All purchases must be approved by majority of the council present at meetings.

8.2-Fiscal Year

The fiscal year for the SPNS will be from August 1-June 30.

8.3-Auditors

The Students Association of NorQuest College will be in charge of the SPNS bank account funds and will audit all financial records.

8.4-Disposal of Property

Disposal of property will go to the Students Association of NorQuest College

Bylaw 9.0: Events Sponsored/Endorsed by the SPNS

A minimum of 3 council members are to be present at social events hosted by the SPNS.

Bylaw 10.0: Sustainability of SPNS

10.1-At least one executive officer must be part of the new student Practical nurse orientation, open houses and health information nights. This will allow the students to promote the SPNS and encourage prospective students to be active in the society.

10.2-The SPNS will invite alumni to be members at large and to assist in supporting the student practical nurse society.

Bylaw 11.0: Bylaw Amendment Procedure

Any changes or amendments to the bylaws must be approved by special resolution at either an annual general meeting or special general meeting conducted in accordance with these bylaws.

Bylaw 12.0: Dissolution

The SPNS may be dissolved according to the provisions of the Students Association of NorQuest College post-secondary learning act of Alberta.