

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**GRADUATE NURSING STUDENT ORGANIZATION
BYLAWS**

ARTICLE I. NAME

The name of the organization created by these Bylaws shall be The University of Pittsburgh School of Nursing Graduate Nursing Student Organization (GNSO).

ARTICLE II. PURPOSES

This organization shall strive in all reasonable and deliberate ways to achieve the following objectives and/or purposes:

- A. To develop and encourage among graduate nursing students of the School of Nursing a spirit of unity, cooperation and democratic self-government.
- B. To coordinate activities between graduate nursing students and the faculty of the School of Nursing.
- C. To provide a channel of communication and representation between students and the faculty of the School of Nursing.

ARTICLE III. MEMBERSHIP

All graduate students enrolled in graduate degree-seeking program from the University of Pittsburgh, School of Nursing shall be voting members of this organization.

The Assistant Dean for Student Services will serve as an ex-officio member of the organization and as faculty advisor.

ARTICLE IV. MEETINGS

- A. This organization will hold in-person meetings at a minimum of **twice per year**. Additional meetings may be held in person, via conference call or electronically, if appropriate.
- B. Additional meeting dates, time, and place will be sent via email.
- C. Meeting dates will be set by the Executive Officers.
- D. At least three officers must be present at each meeting.

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- E. At least one officer must attend GPSG meetings, which are held once a month
- F. Any officers of the GNSO can call special meetings when deemed necessary.

ARTICLE V. EXECUTIVE OFFICERS AND RESPONSIBILITIES

Officers of this organization shall be President, Vice President, Secretary, and Treasurer. These officers shall form the Executive Committee.

Qualifications

A candidate for office must be a graduate nursing student in good standing in the School of Nursing Program and plan to enroll for the next academic year.

Elections

Officers will be elected via online survey in the fall semester (November- December) and begin serving their term in the spring semester (January), serving for a minimum one-year term. In the case of a resignation, a special election will be held and the graduate students will vote for the replacement officer. Until the vacated seat is filled, the other officers will assume the vacated position.

In an attempt to be inclusive, all members of GNSO will be encouraged to run for office. No more than two officers may be elected from one program. In the event that more than two candidates from one program obtain the highest percentage of votes for their respective positions, the two candidates who receive the highest percentage of votes will be declared the winners. The other positions will be filled by those who receive the highest percentage of votes and are not members of the same program as the other two individuals.

Responsibilities of the Executive officers

A. President

- 1) Calls and conducts regular and special meetings.
- 2) Accepts agenda items from members and prepares an agenda for meetings; disseminates agenda in advance or at the beginning of each meeting.
- 3) Assigns responsibilities to executive officers and establishes ad hoc committees as needed.
- 4) Will attend all GPSG meetings, or must delegate another officer to attend in their absence.

B. Vice President

- 1) Assumes duties of the President in absence of the President, or in the case of resignation.
- 2) Assists President in matters as necessary.
- 3) Attends all regular and special meetings.

C. Secretary

- 1) Records minutes of all regular and special meetings.
- 2) Conducts correspondence of the organization.
- 3) Notifies members of the meeting schedule.
- 4) Makes available copies of minutes to regular and ex officio members.

D. Treasurer

- 1) Keeps a complete record of all financial transactions.
- 2) Handles all financial matters.
- 3) Keeps the financial records up-to-date and open for inspection by members.
- 4) Submits annual budget to membership for approval, if requested.

ARTICLE VI. REPRESENTATIVES TO FACULTY COMMITTEES AND RESPONSIBILITIES

Any student is eligible to serve as graduate student representative on committees as designated by the Total Faculty Organization Bylaws.

Terms of representation shall be for one academic year, beginning with the Spring Term.

Any graduate student may volunteer to be a representative to a faculty committee. If the representative is unable to fulfill the responsibility, the GNSO board will appoint a replacement.

Responsibilities shall include

- A. Attendance at all regular and special meetings of the committee to which elected
- B. Presentation of student perspectives, concerns, problems and feedback to the committee to the faculty committee
- C. Reporting to the graduate student organization on faculty committee discussion and action

ARTICLE VII. FINANCES

Funds for this organization will come from the graduate student activity fees.

Money may be added to the funds through donations and fundraising.

Requests for funding of program events, academic projects, conferences and presentations will be made directly to the Treasurer by students, or faculty on behalf of students. Students must be enrolled in a degree-seeking program. Graduate students are eligible for a maximum of two travel grants during their enrollment at the University of Pittsburgh.

ARTICLE VIII. BYLAWS

The adoption of these Bylaws will require a majority vote of officers (3/4) and will become effective immediately.

ARTICLE IX. BYLAWS AMENDMENTS

Any officer of the organization may propose an amendment.

Proposed amendments must be submitted in writing to the president prior to any discussion or vote by the organization.

Proposed amendments will be communicated via email distribution. A majority vote of the officers is necessary (3/4 officers).

Amendments shall become effective immediately upon acceptance, unless otherwise stipulated.

ARTICLE X. VOTING PROCEDURES

Regular business motions will require a majority vote of officers voting (3/4).

Motions regarding Bylaws, and other key matters will be submitted to all officers of the organization for vote. In the absence of quorum the faculty advisor will determine the outcome.

Parliamentary Guide for all meetings is the current edition of Robert's Rules of Order.