

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**GRADUATE NURSING STUDENT ORGANIZATION
BYLAWS**

ARTICLE I. NAME

Section 1. 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

Section 1. This organization shall strive in all reasonable and deliberate ways to achieve the following objectives and/or purposes:

- A. To develop and encourage among Master's (MSN)/Doctor of Nursing Practice (DNP) students of the School of Nursing a spirit of unity, cooperation and democratic self government.
- B. To coordinate activities between MSN/DNP 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

Section 1. All graduate students enrolled in degree-seeking programs leading to a MSN or DNP degree in Nursing from the University of Pittsburgh, School of Nursing shall be voting members of this organization.

Section 2. The Assistant Director of Graduate Student Services will serve as an ex-officio member of the organization and as faculty advisor.

ARTICLE IV. MEETINGS

Section 1. Regular 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 sent by the Executive Officers.

Section 2. Special Meetings

Special meetings for members will be called by the President and other officers when deemed necessary.

ARTICLE V. EXECUTIVE OFFICERS AND RESPONSIBILITIES

Section 1. Officers of this organization shall be President, Vice President, Secretary, and Treasurer. These officers shall form the Executive Committee.

Section 2. Qualifications

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

Section 3. Elections

Officers will be elected in December and begin serving their term in the Spring semester, serving for a one-year term. In case of a resignation, someone will be appointed.

In an attempt to be inclusive, all members of GNSO will be encouraged to run for office.

Section 4. 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.

B. Vice President

1. Assumes duties of the President in absence of the President.
2. Assists President in matters as necessary.
3. Attends all regular and special meetings.
4. Assumes Presidency in case of resignation.

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. Files minutes of meetings in the Student Services Office.
5. 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.

ARTICLE VI. REPRESENTATIVES TO FACULTY COMMITTEES AND RESPONSIBILITIES

- Section 1. Any student is eligible to serve as graduate student representative on committees as designated by the Total Faculty Organization Bylaws.
- Section 2. Terms of representation shall be for one academic year, beginning with the Spring Term.
- Section 3. 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.
- Section 4. 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

- Section 1. Funds for this organization will come from the graduate student activity fees. The Student Services Office of the School of Nursing will determine the amount of funding based on the proportion of master's level and DNP students.
- Section 2. Money may be added to the funds through donations and fundraising.
- Section 3. 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.
- Section 4. Percentage maximums will be determined per major, in the nursing master's program per semester, based on enrollment numbers in the Graduate School of Nursing.

ARTICLE VIII. BYLAWS

- Section 1. The adoption of these Bylaws will require a majority vote of members voting and will become effective immediately.

ARTICLE IX. BYLAWS AMENDMENTS

- Section 1. Amendments may be proposed by any member of the organization.
- Section 2. Proposed amendments must be submitted in writing to the president prior to any discussion or vote by the organization.
- Section 3. Proposed amendments will be communicated via email distribution.
- Section 4. A 2/3 majority vote of the members voting is necessary.
- Section 5. Amendments shall become effective immediately upon acceptance, unless otherwise stipulated.

ARTICLE X. VOTING PROCEDURES

- Section 1. Regular business motions will require a majority vote of members voting.
- Section 2. Motions regarding Bylaws, and other key matters will be submitted to the full membership of the organization for vote via email ballot. In the absence of quorum the GNSO officers will determine the outcome.

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

Revised: February 2009
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