

Rho Nu Nursing Association Constitution

PREAMBLE

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established submitting itself to be by, and dedicating itself to uphold the following constitution Rho Nu Nursing Association.

ARTICLE I – NAME

Section 1 – The name of this organization shall be the Rho Nu Nursing Association.

ARTICLE II – PURPOSE

Section 1 – It shall be the primary purpose(s) of this organization to:

1. Provide guidance for students in preparation of applying to and attending nursing school.
2. Prepare students by conducting workshops, which will assist in his/her academic and professional career towards becoming a nurse.
3. The organization will arrange volunteering and service projects within the community to learn, apply, and gain mastery of skills.
4. Implement information sessions to give insight into the nursing field by inviting nursing school advisors, nursing students, and various types of nurses.
5. Hone skills necessary for the healthcare field.

Section 2 – Additional purposes shall include but are not limited to:

- A. Arrange social activities to interact and network with other nursing students.
- B. Organize study groups.
- C. Administer prospective school tours.

ARTICLE III – MEMBERSHIP

Section 1 – As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression..

Section 2 – Regular membership is available to all students at the University of Houston who have agreed to uphold this Constitution, to pay membership dues, and to participate fully in the activities of this organization.

- A. Regular members shall have the right to vote.

Section 3 – Special membership shall consist of those persons who have not fulfilled the requirements of Article III, Section 1 or 2. (Note: Special members might consist of alumni or members of the community).

A. Special members shall not have the right to vote.

ARTICLE IV – OFFICERS

Section 1 – The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, Event Director, and Member Relations Director and shall collectively be referred to as the Executive Board.

Section 2 – The responsibilities of the President shall be as follows:

- A. To preside at meetings of this organization;
- B. To serve as the representative of this organization to University Administration, the Student Government Association, and other organizations;
- C. To execute the orders of this organization, subject to the approval of the membership;
- D. To appoint chairpersons and members of all committees, subject to the approval of the membership;
- E. To delegate Presidential responsibilities when deemed appropriate, subject to the approval of the membership;
- F. To have signature authority on all checks issued by this organization;
- G. To inform succeeding officers of their responsibilities to this organization, University Administration, the Student Government Association, and other organizations;
- H. To determine general meeting time and location;
- I. To set and schedule on campus activities through the Get Involved website;
- J. To collaborate with Vice President on workshop management;
- K. To correspond with guest speakers;
- L. To correspond to faculty advisor;
- M. To perform other such duties as the membership or Constitution may specify.

Section 3 – The responsibilities of the Vice-President shall be as follows:

- A. To assist the President in his/her duties;
- B. To preside at meetings of this organization in the absence of the President;
- C. To assume the office of President in his/her absence, vacancy, resignation, or dismissal;
- D. To perform other such duties as the membership or Constitution may specify;
- E. To supervise workshop management;
- F. To communicate and collaborate with Event Director;
- G. To create the presentation for general meetings;
- H. To set and schedule on campus activities through the Get Involved website;
- I. To have signature authority on checks issued by the organization.

Section 4 – The responsibilities of the Secretary shall be as follows:

- A. To prepare agendas and to record minutes of meetings of this organization;
- B. To handle all correspondence of this organization not under the preview of the President;

- C. To pick up all mail received at the Center for Student Involvement at least once a week, in addition to any other location at which mail for this organization may be delivered;
- D. To maintain an accurate list of the membership of this organization;
- E. To establish, administer, and enforce an attendance policy, subject to the approval of the membership;
- F. To update and maintain all files of this organization;
- G. To assume the office of Vice-President in his/her absence, vacancy, resignation, or dismissal;
- H. To perform other such duties as the membership or Constitution may specify;
- I. To update and distribute all member points;
- J. To take notes during Executive Board meetings, then relay all notes to Vice President.

Section 5 – The responsibilities of the Treasurer shall be as follows:

- A. To keep accurate records of the financial status and transactions of this organization.
- B. To receive and disburse all monies and dues of this organization;
- C. To have signature authority on all checks issued by this organization;
- D. To hold personal responsibility for all organization funds in his/her possession;
- E. To represent this organization when requesting funds from the Activities Funding Board;
- F. To assume the office of Secretary in his/her absence, vacancy, resignation, or dismissal;
- G. To perform other such duties as the membership or Constitution may specify;
- H. To allocate the budget for the organization;
- I. To coordinate fundraising events to allocate profits for the organization;
- J. To report all budget balances and activity at every executive board meeting.

Section 6- The responsibilities of the Event Director shall be as follows:

- A. To coordinate volunteer and service events;
- B. To contact volunteer representatives of healthcare;
- C. To manage social activities and events and oversee other officer responsibilities.
- D. To collaborate with Vice President for volunteering and social activities;
- E. To perform other such duties as the membership or Constitution may specify.

Section 7- The responsibilities of the Member Relations Director shall be as follows:

- A. To advertise the organization;
- B. To maintain the website and all social media;
- C. To create flyers for the organization;
- D. To assist Event Director with social events and activities;
- E. To handle all photography of the organization;
- F. To communicate with members;
- G. To perform other such duties as the membership or Constitution may specify.

ARTICLE V – ELECTIONS

Section 1 – Candidates for any office of this organization must be Regular Members (or Regular Voting Members).

Section 2 – Candidates for any office of this organization shall be nominated by themselves.

Section 3 - Candidates will be evaluated by the Executive Board through an interview process.

Section 4 – Election of officers shall take place at a meeting of this organization called for that purpose to occur within the last two months of the Spring semester, with term of office lasting one year.

Section 5 – Officers may be re-elected without limitation.

Section 6 - At the end of the Fall semester if an officer steps down from his/her position, a new officer will be selected by the executive board through an interview process.

ARTICLE VI – REMOVAL

Section 1 - Removing a Chapter Member

- a. Chapters may enforce an involuntary suspension of membership for cause. According to the Rho Nu Constitution and Bylaws, a 2/3 vote of the chapter executive committee is required for suspension of chapter membership. The Rho Nu executive council may further suspend the Society membership with a 2/3 vote of the Council. Inform Rho Nu executive board of any actions taken or proposed against a chapter member.

Section 2- Process to Impeach an Officer

- a. Three or more officers/members must bring the petition to the attention of the advisor.
- b. The officer in question must be sent an official letter, approved and signed by the chapter advisor, informing him or her that the chapter has begun the impeachment process and outlining the reasons for pursuing impeachment and the process to be followed. The reasons for impeachment must be based on established criteria. The officer must have the opportunity to respond to the charges in writing and/or in person. The officer must have the right to appeal his or her case before an impartial committee. The impartial committee should be comprised of the Chapter Counselor(s), two Executive Committee members, and one or two (to create an odd-numbered committee) faculty members who preferably are Society members. This committee must decide whether the charges are warranted to proceed with the impeachment process. Individuals who participated in the impeachment request may not serve on this committee. If the committee determines the proposed impeachment to be unwarranted, the process is terminated.
- c. A vote for impeachment by the Chapter Executive Committee will pass with a three-fourths majority vote. Consideration must be based only on the documented criteria. The Chapter Executive Committee's decision is final.
- d. The executive board must be sent an official letter stating that the chapter has voted to impeach the officer or that the officer has chosen to step down. This letter also must include the name of the member who will fill the vacant position. 2 The impeached officer will remain a member of the chapter and the Society.

Section 3- Executive Council Action:

- a. A member of the council is selected to contact the advisor directly to explain the removal process.
- b. A letter is sent to the advisor from the Executive Director and the contacting Council member reviewing the reasons for removal and the steps that shall be taken.
- c. The advisor in question has the right to respond in writing to the letter.

- d. The letter, rebuttal, and summation by a member of Chapter Services shall be brought before the Executive Council for a vote.
- e. After a motion, second, and discussion, the majority vote of the Executive Council occurs.
- f. Official notification is sent to the advisor and their Dean with the Council's decision and the need to find a replacement. A copy of this letter is given to the RCC to assist the Dean, if necessary, in determining a new advisor.

ARTICLE VII - FINANCIAL PROCEDURES

Section 1 - Treasurer will maintain all financial records and transactions of the organization.

Section 2 - All purchases through the organization will be approved by both the President and Treasurer.

Section 3 - Checks may be signed by the President, the Vice President, and the Treasurer.

Section 4 - The budget of the organization will be reviewed and evaluated every Executive Board meeting.

Section 5 - Money collected by the Treasurer through fundraising, membership dues, etc... shall all be deposited within 24 hours.

Section 6 - No disbursement shall be allowed without proper documentation.

ARTICLE VIII – MEETINGS

Section 1 – Meetings of this organization shall be no less than once a month during the Fall and Spring semesters; the general day and hour to be set by the executive board.

Section 2 – The President shall have the authority to modify the meeting calendar as benefits majority of the schedules of voting members of this organization.

ARTICLE IX – RULES OF PROCEDURE

Section 1 – This organization shall use Robert's Rules of Order, current edition, as its authority on parliamentary procedure.

Section 2 – Quorum

A. One more than half the voting membership shall constitute a quorum.

B. No business shall be conducted without the presence of a quorum.

Section 3 – Business shall be decided by majority vote.

Section 4 – All references to voting or approval of the membership of this organization refers to voting membership except where specified.

ARTICLE X – AMENDMENTS

Section 1 – One or more voting members of this organization may author an amendment to this Constitution.

Section 2 – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3 – Any amendments of the constitution shall only be made once agreed on by at least two-thirds of Executive Board and faculty advisor.

Anti-Hazing Clause:

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Non-Discrimination Clause:

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

EFFECTIVE DATE: _____(month/year)

(Note: effective date shall be written on final printout of constitution, not typed)