

2023-2024 Student Organization Constitution (COPY)

1. Student Organization Name *

Please enter full name AND any acronyms.

Chabot College Student Nurse Association

2. Organization Purpose *

The Chabot Student Nurse Association consists of all student currently attending the nursing program. Our mission is to foster support among student and the for program as a whole, as we all engage with the greater community in learning and service. Further, we are responsible for raising funds for association activities and for the pinning ceremony for the graduating class in May.

3. Membership Requirements (including any additional requirements for official voting members) *

Membership requirements may not discriminate against any protected class as defined by local, state, or federal regulation including but not limited to the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and the Rehabilitation Act of 1973.

Must be an active Chabot College Nursing Student

Duties of President and Financial Officer

4. Duties of Student Organization President *

1. Shall preside at all meetings of this association, appoint special committee as needed, perform all other duties pertaining to the office and represent this association in all matters to the local state nurses association, the local league for nursing, state nursing student association, National Student Nurses' Association, and other professional and student organizations.

2. Shall serve as chairperson of the Board of Directors

5. Duties of Financial Officer *

1. Shall serve as chairperson of the budget/finance committee.
2. Submit financial reports to the membership as directed by President.
3. Prepare financial reports submitted at the monthly Class Officers Meeting.
4. Keep a permanent record of all dues received from members and any other income and expenses.
5. Remit payment for approved debits according to the following:
 - a) Disbursement of Funds
 1. Requests for disbursement of funds shall be made in writing to the Board of Directors.
 2. Upon approval the treasurer will issue checks for those requests approved.
 3. No funds will be disbursed without prior approval.

6. Does your club and any other officer positions other than President and Financial Officer *

- Yes, this student organization has additional officers
- No, these are the only officers for this student organization

Additional Officer #1

7. Title of Additional Officer #1 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Vice President

8. Duties of Additional Officer #1 *

1. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
2. Shall preside at meetings in the absence of the President.
3. Shall assist the President as delegated and act as advisor to the President.

9. Does your student organization have any additional officers? *

- Yes, I will add another officer
- No, I have already entered information for all of my officers

Additional Officer #2

10. Title of Additional Officer #2 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Secretary

11. Duties of Additional Officer #2 *

1. Shall record and distribute the minutes of all meetings of this association as directed by the President.
2. Shall keep on file as a permanent record all reports, papers and documents submitted to the Secretary.
3. Refer to duly appointed committees the necessary records for the completion of business.
4. Forward minutes to the state nursing student association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
5. Deliver to the newly elected Secretary all association papers.

12. Does your student organization have any additional officers? *

- Yes, I will add another officer
- No, I have already entered information for all of my officers

Additional Officer #3

13. Title of Additional Officer #3 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Project Chairperson

14. Duties of Additional Officer #3 *

1. Serves as chairperson of Projects committee.
2. Attend student activities council meetings.
3. Be accountable to the membership for notification of pending student activities.
4. Keep bulletin board up-to-date.

15. Does your student organization have any additional officers? *

- Yes, I will add another officer
- No, I have already entered information for all of my officers

Additional Officer #4

16. Title of Additional Officer #4 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Social Media Coordinator

17. Duties of Additional Officer #4 *

- Follow the principles as and guidelines as outlined in Appendix A: Social Networking Policy
- Maintain Chabot Nursing social media sites including, but not limited to: Instagram, Twitter, Facebook; This includes posting current events, marketing of our program, etc.
- Adhere to the American Nurses' Association's Principles for Social Networking located

18. Does your student organization have any additional officers? *

- Yes, I will add another officer
- No, I have already entered information for all of my officers

Officer Requirements

19. Officer Selection Procedures *

Please give a detailed description of the procedure for selecting of officers for your organization.

Nominations for officers were given to Angela Espinoza. Angela Espinoza contacted each nominated person to confirm or deny the position(s) the person was nominated for. Voting was completed by Survey Monkey for all officer positions by Angela Espinoza.

20. Office Eligibility Criteria *

Please describe in detail, any criteria and/or requirements for being considered for an officer position in this student organization. Ex: member for one year, attended all meetings, nominated by a member, complete an application, etc.

Active student in the Chabot College Nursing Program and an acknowledgement that the student is interested in an officer position in the SNA

21. Officer Term *

How long is the term for officers. Ex: end of semester, end of academic year, etc.

End of 2 year Nursing Program. May 2025

22. Officer Removal Process *

Please give a detailed description of the process for removing an officer?

An officer can be removed with a vote, completed by the entire cohort

Amendments

23. Process for Amending Student Organization Constitution *

propose an amendment, needs majority vote from SNA officers, if no majority, needs majority vote for active students in Nursing Program

24. Notification of Amendments to Constitution *

Please state how and when members of this organization will be notified of amendments to this constitution.

via zonemail