

School of Nursing  
Medical College of Georgia

BYLAWS OF THE UNDERGRADUATE  
JUNIOR AND SENIOR CLASS

SCHOOL OF NURSING  
STUDENT GOVERNMENT

January 30, 2002

## **ARTICLE I. NAME**

### *Section 1.*

The title of this organization shall be officially known as the Medical College of Georgia School of Nursing Undergraduate Junior/Senior Government (JSG). The organization is subdivided as Junior School of Nursing Government (J-SONG) and Senior School of Nursing Government (S-SONG). The Augusta campus and Athens campus will each have their own government organization subdivided as above.

## **ARTICLE II – PURPOSE AND FUNCTIONS**

### *Section 1. Purpose*

The purpose of this organization shall include, but not limited to the following: The JSG shall:

- A. maintain an effective student government independent from faculty and administration;
- B. work for the betterment of the Medical College of Georgia School of Nursing (MCGSON) by affecting close student, faculty and administrative relations;
- C. support and exemplify the philosophy of the MCGSON.

### *Section 2. Functions*

The responsibility of the JSG is as follows:

- A. be at all times, first and foremost, responsible to the entire student body to which each represents;
- B. provide for the expression of student opinions before the governing bodies of the MCGSON;
- C. elect/appoint representatives appropriate to the MCGSON standing committees;
- D. function, as needed, as partner/advisor to all student committees within the MCGSON;
- E. regulate dues; each shall be known respectively as the J-SONG Treasury and S-SONG Treasury;
- F. allocate funds as necessary for student activities, interests, convocation and graduation ceremonies as outlined by the MCGSON.

## **ARTICLE III. OFFICERS OF THE J-SONG AND S-SONG**

### *Section 1.*

Any MCGSON Junior or Senior student in good standing with the college is eligible to be nominated for and elected by members of the respective undergraduate junior or senior student body to the governing boards. Good standing is defined as sustaining a GPA of 2.5 overall in MCGSON curriculum. Any officer of the JSG who during term, falls below a 2.5 grade point average or comes into unfavorable standing with the college, shall forfeit his/her respective seat. The Junior/Senior Faculty Advisors shall check the status of officers at the end of each semester.

*Section 2.*

The J-SONG and S-SONG Governing Board shall be composed of an Executive Board, Board of Representatives, Chairs of Standing Committees, Parliamentarian, and Faculty Advisors. The term of office for members of the Governing Boards shall be 2 years.

*Section 3.*

The Executive Board shall consist of an elected student class President, Vice-President, Treasurer, Secretary and Parliamentarian.

*Section 4.*

The Board of Representatives shall consist of an appointed Undergraduate Programs Committee Representative, Student Affairs Representative, Student Management Team (SMT) Chair, and Student Government Association Representative.

*Section 5.*

Appointed Chairs: Fund Raising, Budget, Bylaws, and Historian/Librarian committees.

**ARTICLE IV – EXECUTIVE BOARD OFFICERS***Section 1. President*

The Presidents of the J-SONG and S-SONG shall be elected by members of the MCGSON.

## Duties:

- A. call, preside over, and chair all respective meetings in accordance with an adopted version of parliamentary procedural rules and the guidelines set forth within these bylaws;
- B. appoint, along with the members of the Executive Board, Board of Representatives, Chairpersons and members to all standing and special committees with the consent of the majority of the Governing Board;
- C. be a mandatory member of the Student Affairs Committee and an ex-officio member to all JSG committees;
- D. shall share the power of signature with the Treasurer in matters of finance;
- E. act as, along with the Vice-President, a liaison between the Student Body and the Administration of the School of Nursing;
- F. have no vote except in the event of a tie;
- G. keep members of the Executive Board informed of issue affecting them.

*Section 2. Vice-President*

## Duties:

- A. be next to assume all duties and responsibilities of the President in lieu of absence of the President or the inability to fulfill their duties and responsibilities;
- B. be mandatory member of the Student Management Team, but may not act as chair of the team;
- C. share in, along with the SMT Chair, the selection of the 4 individuals to serve on the SMT who most closely represent the class population;
- D. chair the Election Committee for incoming Junior Student Governmental Executive Board.

### *Section 3. Secretaries*

#### Duties:

- A. keep accurate records of the minutes of every meeting;
- B. distribute copies of minutes to respective junior/senior student body;
- C. perform outgoing and incoming correspondence;
- D. record attendance at all meetings;
- E. tabulate votes;
- F. compile records in conjunction with the Historian/Librarian;
- G. disseminate information to the junior/senior student body.

### *Section 4. Treasurers*

#### Duties:

- A. complete all financial transactions and keep accurate records of the same;
- B. sign for matters of finance (power of attorney);
- C. act as Chair in all financial affairs;
- D. serve as Chair of the budget committee;
- E. submit budget for approval and vote to the junior/senior student body no later than the end of the Fall semester.

### *Section 5. Parliamentarians*

#### Duties:

- A. advise the Presidents, other officers, committees, and members on matters of parliamentary procedure;
- B. serve in the capacity of an advisor with regards to interpretation of bylaws and rules of order, with no vote during Executive Board meetings;
- C. act as Chair of the Bylaws Committee responsible for annual review of bylaws.

## **ARTICLE V – BOARD OF REPRESENTATIVES**

### *Section 1. Undergraduate Program Committee Representative*

#### Duties:

- A. represent the junior/senior student body at the Undergraduate Program committee meetings;
- B. be responsible for informing the junior/senior student body in regards to curriculum issues affecting them;
- C. share information with junior/senior student body prior to voting on matters affecting them.

### *Section 2. Student Management Team Chair*

#### Duties:

- A. act as a liaison between the faculty and junior/senior student body;
- B. be responsible for the early recognition of faculty and student concerns;
- C. be responsible for joint accountability between faculty and students for the teaching and learning environment;

- D. along with the Vice-President and Faculty Advisors, be responsible to select four individuals to represent the class on the committees.

### *Section 3. Student Affairs Representatives*

#### Duties:

- A. represent the junior/senior student body and attend all required Student Affairs meetings;
- B. be responsible for informing junior/senior student body in regards to issues affecting them;
- C. share information with junior/senior student body prior to class voting on matters affecting them.

### *Section 4. Student Government Association Representatives*

The Medical College Of Georgia Student Government Association (SGA) requires one representative for each 50 students from each class.

See <http://www.mcg.edu/students/handbook/appendixA.html> for ratios.

#### Duties:

- A. act as a liaison between the SGA and the MCGSON;
- B. be responsible for informing the junior/senior student body in regards to campus-wide issues affecting them;
- C. share information with junior/senior student body prior to class voting on matters affecting them.

## **ARTICLE VI – COMMITTEES**

### *Section 1. Structure*

All committees shall be established by and their Chairs appointed by the President and the Executive Board of the JSG. In addition to the established committees, other special or standing committees that may be deemed necessary in conducting the work of the JSG shall be formed by the junior/senior Executive Boards.

All JSG committees shall have at least one JSG member sitting on them and shall be open to any interested members of the junior/senior student body. Before action is taken on a committee proposal, a vote by the respective JSG shall occur.

### *Section 2. Standing Committees*

#### A. Fundraising Committee

The Fundraising Committee is responsible for all fundraising and must have approval of the respective Executive Board prior to fundraising activities.

**B. Historical Committee**

The Historian/Librarian Committee is responsible for all historical data and notebooks of the JSG and junior/senior student body.

**C. Budget Committee**

The Budget Committee is responsible for generating a budget, determining appropriate student dues, and annual review of the same. The Budget Committee Chair shall be the Treasurer. Mandatory members of the Budget Committee shall be the President and Vice-President.

**D. Bylaws Review Committee**

The Bylaws Review Committee is responsible for the annual review of the JSG bylaws. One of the JSG Parliamentarians shall chair the committee. Mandatory members shall be Presidents and Vice-Presidents of JSG and the SON Coordinator of Undergraduate Student Affairs.

*Section 3. Special Committees*

Special committees shall be the Elections Committee, chaired by the S-SONG Vice-President.

**ARTICLE VII – ELECTIONS**

*Section 1.*

The Vice-President of the Senior Class will chair the J-SONG Election Committee. The Election Committee will be composed of not more than three students from the senior class, and will be responsible for overseeing the nomination and campaigning of Junior Officers, ensuring each has an opportunity to campaign. The Election Committee is responsible for accepting nominations and holding the election for the junior class Executive Committee and Faculty Advisors by the fourth week of the Fall Semester.

*Section 2.*

All Board of Representatives, Chairs of Standing Committees, and Parliamentarians will be elected by the sixth week of the Fall Semester. Subsequent election for unexpected vacancies must take place within three weeks of the vacancy or three weeks into the subsequent semester, whichever occurs first, and follow the guidelines in Article VII, Section 3 below.

*Section 3.*

Class election of officers shall be done by ballot, at a class meeting. The Election Committee shall be accountable to ensure that a quorum of students is present and to conduct the election. A quorum is defined as 25% of the senior or junior student body. In the event of a tie, a runoff election will be held within 1 week.

**ARTICLE VIII – IMPEACHMENT**

*Section 1.*

Any student holding office in the JSG is subject to impeachment for failure to perform the function of his/her office, for gross neglect of duty, for failure to execute assigned

responsibilities, or for violation of the Philosophy of the MCGSON and the provisions of these bylaws.

*Section 2.*

Removal from office may be exercised only after the JSG has conducted a fair hearing.

*Section 3.*

Impeachment charges may be brought against any member of the JSG, with a petition signed by not less than two thirds of the junior/senior student body.

*Section 4.*

Written notice shall be sent, at least seven days prior, to the accused and all members of the JSG specifying all charges, and the time, place, and date of the hearing.

*Section 5.*

The impeachment committee shall consist of the members of the respective JSG and will elect a chair to preside over the hearing. A majority vote of the impeachment committee is necessary to remove the individual from office.

*Section 6.*

The President or acting Chair, of the JSG shall instruct any JSG office holder subject to impeachment to appear before the respective Executive Board for a hearing. In the event that it is the President of the J-SONG or S-SONG who is being impeached, the appropriate Vice-President shall instruct the President to appear.

## **ARTICLE IX – MEETINGS**

*Section 1.*

The respective JSG shall meet in regular monthly sessions. Additional special meetings may be called by the President or by the majority of the respective JSG.

*Section 2.*

A quorum is defined as 25% of the Student Government and is all that is necessary to conduct meetings.

*Section 3.*

All meetings shall be conducted by an adopted version of parliamentary procedure, except where superseded by these bylaws.

*Section 4.*

The President of the respective J-SONG, S-SONG shall chair and conduct all respective JSG meetings.

*Section 5.*

In the event of the absence or inability of the JSG Presidents to conduct the meeting(s) the order of the command shall be as follows: the Vice-President, Treasurer, Secretary, and Parliamentarian.

## **ARTICLE X – REVENUE**

### *Section 1.*

The JSG shall be fully empowered to levy dues and appropriate funds in accordance with guidelines set forth in these bylaws.

### *Section 2.*

The JSG shall consult Faculty Advisors in all matters of finance.

### *Section 3.*

All JSG funds shall be accounted for in a detailed financial report to the respective MCGSON class at the end of Spring semester or upon graduation.

### *Section 4.*

The Senior class shall close all accounts and will submit financial information to the class Historian/Librarian through the Faculty Advisors.

## **ARTICLE XI – DUES**

Dues will be set by the respective Budget Committees and voted on by the Junior and Senior class in conjunction with the proposed budget. Dues are non-refundable and non-transferable.

## **ARTICLE XII – ADVISORS**

### *Section 1.*

With consultation of the SON Coordinator of Undergraduate Student Affairs, the JSG shall elect two Faculty Advisors no later than the fourth week of the Fall Semester.

### *Section 2.*

The Faculty Advisor shall attest to all financial transactions; and shall withhold his/her signature only in case of procedural irregularities and in cases where the welfare of the Students and MCGSON would be placed in jeopardy.

## **ARTICLE XIII – AMENDMENTS**

### *Section 1.*

Amendments to the Bylaws may be initiated in accordance with either one of the following procedures:

- A. an initiative, by petition, signed by a majority of the Junior and Senior class;
- B. an initiative by two-thirds of the JSG.

### *Section 2.*

The proposed amendment shall then be submitted to the Junior and Senior classes for a vote on a binding Bylaws referendum, to be held within two weeks of the original initiative. If the amendment receives two-thirds majority vote of those students voting, and if twenty-five percent

of the Junior and Senior classes vote, then proposed amendments become binding to the JSG Bylaws.

*Section 3.*

The Bylaws shall be reviewed annually by the Bylaws Committee.

**ARTICLE XIV – ESTABLISHMENT OF BYLAWS**

The ratification of two-thirds of the Junior and Senior classes shall be sufficient for the establishment of these bylaws.

Spring, 2003