

**Texas Tech University Health Sciences Center El Paso
Gayle Greve Hunt School of Nursing Student Union (NSU)
BYLAWS**

Article VI. GENERAL MEMBERSHIP MEETINGS AND QUORUM

A. Meetings

- a. There shall be a general membership business meeting at least bimonthly at a time and place designated by the board.
- b. Each member of the chapter in good standing shall be notified in writing at least 15 days prior to such meeting.
- c. Special meetings: Special business meetings shall be called by the secretary upon written request of the president, or a majority of the board, or by petition signed by one-third of the membership. Special meetings shall be held at times and places determined by the board.
- d. Program or education meetings for the membership may be held at times and locations that the board deems advisable.
- e. Meetings will be held with a member of the GGHSON administration team once a month or as necessary.

B. Quorum

- a. A quorum is needed for the transaction of business at any duly authorized general membership meeting. A quorum shall be constituted by at least 10 percent of the total membership of the chapter and two officers, one of whom must be the president or president-elect.

C. Meeting Procedure

- a. Business, committee, program, and special meetings shall be conducted in a manner consistent with reasonable and customary business decorum.

Article IIX. COMMITTEES

A. Types of Committees

There shall be standing committees as provided by these bylaws. The board may establish additional committees unless otherwise stipulated in these bylaws. The

Executive Board shall appoint the chairperson and members of ad hoc committees. Where chairs of standing committees are not specified by these bylaws, the Executive Board shall appoint the chairperson of standing committees, and may appoint members of standing committees when sufficient candidates for election have not appeared, or when a vacancy occurs in either standing or ad hoc committees.

B. Standing Committees

- a. **Nominating Committee:** The Nominating Committee shall be chaired by the cohort representatives and consist of at least two members of the board or chapter, who shall serve until the elections are finalized. In the event that one or more members of the Nominating Committee become unable to serve during the term of office, the board will appoint a replacement.

Duties of the Nominating Committee are:

- i. To conduct the election of officers.
- ii. To conduct elections, including announcements of voting process and procedures, tabulate election results and votes, and report the results to the board and members.
- iii. To hold ballots, credentials, and election results for one year.

- b. **Bylaw Committee:** The Bylaw Committee shall consist of a chairperson and at least two members of the board or chapter to serve a one-year term.

Duties of the Bylaw Committee are:

- i. To interpret the bylaws, which shall be binding.
- ii. To review the bylaws annually in August, and make recommendations regarding any changes, alterations, or deletions.
- iii. To review suggestions from members or the assembly regarding changes to ensure that the bylaws reflect the current needs and requirements of the chapter.
- iv. To prepare amendments to the bylaws and present to the chapter membership at least 30 days in advance of a vote. The bylaws can be amended by a majority vote by all chapter members who have indicated a vote (yes or no) to any and all such amendments.
- v. To notify the board and chapter membership of the outcome on the vote of proposed bylaws amendments.

- vi. To maintain the official copy of the chapter bylaws and make them available to the board or any chapter member who requests a copy.
- c. A **Membership Committee** shall consist of an elected chairperson and at least two members of the board or chapter.

Duties of the Membership Committee are:

- i. To develop and implement an annual plan for membership recruitment.
 - ii. To develop a review process for new applicants to ensure compliance with bylaws regarding membership.
 - iii. To provide the board with a current membership roster annually.
 - iv. To distribute notices of dues annually.
- d. An **Education Committee** shall consist of an elected chairperson and at least two members of the board or chapter.

Duties of the Education Committee are:

- i. To complete an annual assessments of the educational needs and interests of the members.
 - ii. To plan educational programs that promote any of the objectives of the chapter.
 - iii. To assist with educational or program schedules for general membership meetings, including topics, speakers, locations, dates, and times, with assistance from the Education Committee.
- e. Finance Committee

The duties of the Finance Committee shall include:

- i. To present fundraising ideas/events to the Executive Board for approval.
- ii. To promote fundraising events and allocate funds for the organization's use.
- iii. To communicate with outside sources for donations.

Article X. FINANCES

A. FISCAL YEAR:

- a. The fiscal year shall be the calendar year (January through December).

B. MANAGEMENT:

- a. The Executive Board shall be responsible for the finances of the chapter.

Article VI. Amendments

New bylaws may be adapted or repealed by a majority of the members in good standing who have cast a vote on the proposed changes to these bylaws.

Submitted- August 8, 2017

Approved GGHSON Student Affairs Committee- Sept. 6, 2017

Approved GGHSON Administration- Sept. 7, 2017