

**STUDENT ORGANIZATION HANDBOOK**  
**Rules and Regulations**  
**2016-2017**

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# **STUDENT ORGANIZATION COCHRAN SCHOOL OF NURSING**

## **St. John's Riverside Hospital**

### **PREAMBLE**

We, the student nurses of the Cochran School of Nursing of St. John's Riverside Hospital, acting under the authority granted by the Dean of the School of Nursing, in order to promote social and professional responsibilities in the life and conduct of the student of this school, do ordain and establish these Rules and Regulations of the Cochran School of Nursing.

#### **Article I. Name**

The name of this organization shall be the **Student Organization** of the Cochran School of Nursing of St. John's Riverside Hospital, Yonkers, New York.

#### **Article II. Purpose**

##### **The purpose of this organization shall be to:**

- Section 1. Contribute to the overall functioning of the school.
- Section 2. Encourage participation in cultural, organizational, community, social and religious activities.
- Section 3. Promote student-faculty collaboration.
- Section 4. Identify and cultivate leadership abilities of individual students.
- Section 5. Encourage a sense of loyalty of all students to each other and to the school.

#### **Article III. Membership**

**All students entering the Cochran School of Nursing must be members of this organization.**

**Article IV.**

**Student Council**

- Section 1. The Student Council shall consist of:
  - A. The officers of the Student Organization.  
The Chairperson shall be the President of the Student Organization.
  - B. The Chairpersons of the standing committees.
  - C. The faculty advisors to the Student Organization.
  - D. Evening Student Liaisons.
  
- Section 2. Attendance at Student Council meetings is required for all members and for the faculty advisors of the Student Organization. A substitute must be appointed if absence is unavoidable by a committee Chairperson or representative.
  
- Section 3. The Student Council shall meet at least once every Fall and Spring semester. Special meetings may be called at the discretion of the president and are mandatory.
  
- Section 4. The purpose of the Student Council shall be to:
  - A. Guide the Student Organization in the attainment of its purpose.
  - B. Authorize all monetary disbursements and sanction the collection of funds by students, from students and other people.
  - C. Direct, control and transact the business of this organization between meetings and report on such transactions at the next meeting of the organization.
  - D. Have the power to fill vacancies in any office except the office of the president or vice-president.
  - E. Appoint special committees for the purpose of carrying out a special project or function.
  - F. Approve amendments to the by-laws.

**Article V.**

**Officers-Qualifications and Duties**

- Section 1. The officers of this organization shall consist of:
  - A. President
  - B. Vice-President
  - C. Secretary
  - D. Treasurer
  - E. Evening Student Liaisons
  
- Section 2. The terms of each office generally shall be for one year.
  
- Section 3. A. One faculty member shall be chosen as advisor to the Student Organization. The advisor will represent the faculty in all affairs pertaining to the Student Organization.

- B. Duties of the advisor to the Student Organization.
  - 1. Attend all meetings of the Student Council.
  - 2. Function as supervisor for projects and social functions.
  - 3. Cooperate with individual faculty committee advisors, to see that committee functions are carried out.
  - 4. Prepare a list of student activities and functions, and distribute it to all faculty members at the Faculty Organization's regular meeting.
  - 5. Review minutes of the Student Council and Student Organization meetings.
  - 6. Assist with collection of funds and keep a permanent record of expenses and receipts.
  - 7. Prepare the annual report and file a copy on the Student Organization sharing drive folder.

- Section 4. To be eligible for office, a student must have the following qualities:
- A. Leadership
  - B. Ability to accept and delegate responsibility
  - C. Congenial personality
  - D. Ability to speak in public
  - E. Spirit of cooperation.

- Section 5.
- A. The President shall:
    - 1. Preside at all meetings of the Student Organization and Student Council.
    - 2. Exercise general supervision over all interests under the control of this organization.
    - 3. Represent the student body when occasion demands.
    - 4. Serve as an ex-officio member of all committees.
    - 5. Have no vote, except in the case of a tie, for the election of officers.
    - 6. Initiate measures to replace officers and committee chairpersons in case of vacancy.
    - 7. Act as parliamentarian at all Student Organization and Council meetings.
  - B. The Vice-President shall:
    - 1. Assume the duties of the president when absent, or in the event the office of president becomes vacant. In this instance, all powers shall be vested in the vice-president.
    - 2. Cooperate with the president and advise in the preparation of the agenda for all Student Council and Student Organization meetings.
    - 3. Serve as an ex-officio member of all committees.

- C. The Secretary shall:
  1. Record minutes of all Student Council and Student Organization meetings.
  2. Act as president in the absence of the president and the vice-president.
  3. Assume the duties of a corresponding secretary.
  
- D. The Treasurer shall:
  1. Deposit all funds in accounts.
  2. Report the financial standing of the Organization at the Student Council and Student Organization meetings.
  
- E. The Evening Student Liaisons shall:
  1. Attend all meetings of the Student Council or appoint a representative to attend.
  2. Bring suggestions from the respective classes to the Student Council.
  3. Convey information from the Student Council to respective classes.
  4. Evening student representatives may submit written reports.

**Article VI.**

**Nominations and Elections**

- Section 1. Election for the offices of President, Vice-President, Treasurer and Recording Secretary shall be held by a voting procedure, once a year in September. Results shall be announced following elections. The Faculty Advisor will facilitate the nominations and elections.
  
- Section 2. Nominations are made from the floor at the September / January meeting.
  
- Section 3. A majority of those votes cast shall be necessary for election to office. In case of a tie, another vote shall be held. Only students present at the Nomination/Election meeting can vote.
  
- Section 4. The Chairpersons of the standing committees of the Student Organization shall be chosen at the September meeting.
  
- Section 5. Officers of this organization may not be the Chairperson of a standing Committee.
  
- Section 6. Each class shall elect its own representatives.
  
- Section 7. Standing Committee advisors will be chosen from the faculty by the Dean of Cochran School of Nursing.

**Article VII.**

**Meetings**

- Section 1. This organization shall meet no fewer than two times during the year. The meetings are mandatory. At the discretion of the faculty advisor a member may be excused. Special meetings may be called at the discretion of the faculty advisor.
- Section 2.
- A. Attendance at the Student Organization meetings shall be mandatory for all officers, committee Chairpersons and representatives.
  - B. A substitute shall be appointed if absence is unavoidable by an officer, committee Chairperson or representative at this organization.

**Article VIII.**

**Order of Business**

- Section 1. The order of business at meetings shall be:
- A. Call to order
  - B. Reading of the minutes
  - C. Communications from the president
  - D. Reports from the committees
  - E. Old Business
  - F. New Business
  - G. Adjournment

**Article IX.**

**Quorum**

- Section 1. A quorum for business transactions at a meeting shall consist of two-thirds of the members.

**Article X.**

**Parliamentary Authority**

- Section 1. All meetings of this organization shall be conducted according to Parliamentary Law as set forth in Robert's Rules of Order Newly Revised where the rules apply and are not in conflict with Rules and Regulations.

**Article XI.**

**Voting**

- Section 1. A two-thirds vote of those voting shall be required to carry a measure.

**Article XII.**

**Standing Committees**

- Section 1. There shall be the following standing committees of the Student Organization:
    - A. Social
    - B. Fundraising
    - C. Memory Book
  
  - Section 2. The chairperson of the standing committees shall present a report of their committee activities at each Student Council and Student Organization meeting.
  
  - Section 3. The chairperson shall schedule committee meetings, and notify members and advisors of date, time and place of meeting at least one week in advance.
  
  - Section 4. The chairperson shall supervise and participate in all activities sponsored by the committee.
- 7-
- Section 5. Chairperson and Co-chairperson of the standing committees, shall be a student who will be elected at the annual meeting in September.
  
  - Section 6. The standing committees shall be responsible for publicizing all the activities they sponsor. All publicity material must be submitted to the individual faculty advisor, for approval, prior to its publication.
  
  - Section 7. Standing committee members shall be volunteers from all classes.
  
  - Section 8. Standing committee members who do not demonstrate an active interest in the committee and its activities, shall be asked to resign by the chairperson, and the chairperson shall appoint a replacement.

**Article XIII.**

**Standing Committees/Requirements**

- Section 1. **Social Committee**
  - A. Composition
    - 1. The committee shall consist of the following:
      - a. Faculty member to serve as advisor.
      - b. Chairperson
      - c. Co-Chairperson
      - d. Four or more students from Day and Evening.
  
  - B. Election of Members
    - 1. Chairperson and Co-chairperson shall be selected at the September meetings.

- C. Functions
  - 1. Initiate, plan and implement social activities suitable for group participation.

Section 2. **Fundraising**

- A. Composition
  - 1. The committee shall consist of the following:
    - a. Faculty member to serve as advisor.
    - b. Chairperson
    - c. Co-Chairperson
    - d. Four, or more students from all campuses Day and Evening.
- B. Election of Members
  - 1. Chairperson and Co-chairperson shall be selected from class at the September meeting.
- C. Function – To raise money for school and community activities

Section 3. **Memory Book**

- A. Composition
  - 1. The committee shall consist of at least four members.
    - a. Faculty member to serve as advisor.
    - b. Four or more students from Day and Evening.
  - 2. Functions
    - 1. Publish yearly memory book.

**Article XIV.**

**Other School Committees**

- 1. Safety
- 2. Curriculum
- 3. Library

**Article XV.**

**Other Committee Requirements**

Section 1. **Student Safety Committee**

- A. Composition
  - 1. The Committee shall consist of the following:
    - a. One student as Safety Officer, St. John’s Riverside Hospital.
- B. Election of Members
  - 1. Students can volunteer for this committee assignment.
- C. Function
  - 1. Report and record statistics concerning any occurrence involving a student on campus of:



- A. Murder
  - B. Rape
  - C. Robbery
  - D. Aggravated assault
  - E. Burglary
  - F. Motor vehicle theft
  - G. Liquor law violations
  - H. Drug abuse violations
  - I. Weapons possession
2. Inform such occurrences as stated in #1 to St. John's Riverside Hospital Security.
  3. Provide a forum for discussion as requested by students and/or faculty.

Section 2. **Curriculum**

A. Composition

The committee shall consist of two or more members who volunteer at the annual meeting in September. They shall bring class recommendations to the faculty curriculum meeting.

B. Functions

1. Attend selected faculty Curriculum Committee meetings or designate a member of the class to attend if unable to attend themselves.
2. Bring any concerns arising from the Student Body to the Faculty Curriculum Committee meeting. Written description of concerns must be given to the Chairman of the Faculty Curriculum Committee prior to the meeting.
3. Participate at the meeting, representing the student body until excused by Chairman of Committee.
4. Report actions taken by the Faculty Curriculum Committee that would affect the students.

Section 3. **Library Committee**

A. Composition

The committee shall consist of one student who will bring class recommendations to the library meeting.

B. Functions

1. Attend library meetings set by CSN librarian.
2. Reports actions taken by the library committee to the student body.

**Article XVI.**

**Dues**

- Section 1. Dues of sixty (\$60.00) dollars, shall be billed to each student's account each semester for membership in the Student Organization of the Cochran School of Nursing of St. John's Riverside Hospital.

**Article XVII.**

**Communication**

- Section 1. Communication of desired changes in the organization relative to school policy, or administration, new organizations and student welfare, shall be submitted to the Faculty Organization by the advisor.

**Article XVIII.**

**Special Recommendations**

- Section 1. All recommendations to the Faculty Organization shall be submitted in writing for consideration. A report in writing of action taken by the faculty shall be submitted to this organization by the chairperson of the Faculty Organization.

**Article XIX.**

**Amendments**

- Section 1. Any changes in these laws either by amendment or revision shall make ineffective all previously effective provisions with which they may conflict.
- Section 2. Amendments to this constitution shall require for their adoption the approval of the Student Council, and ratification by the student body. A majority is needed for their ratification.

**HOW TO CONDUCT A MEETING**

**A. Rules for Conducting –**

1. Parliamentary procedure
  - a. Justice and courtesy for all
  - b. One thing at a time
  - c. Majority rule
  - d. Respect for the reports of the minority

**B. Order of Business**

1. Call the meeting to order.  
"The meeting will please (now) come to order."
2. Have the minutes of the previous meeting read and "approved."  
"Will the secretary please read the minutes of the previous meeting".

“Thank you. Are there any additions or corrections?  
(pause) If not, they stand approved as read.”

3. Call for the Financial report.  
“May we please have the financial report.”  
  
“You have now heard the financial report. Are there any questions? If not, the report will be received as read.”
4. Introduce guests.
5. Call for reports of Standing Committees. “We shall now hear the reports of standing committees. “You have heard the report of the committee. Are there any questions? If not, the report will be received as read.”
6. Call for report of Special Committees. “Are there any special committees prepared to report? Are there any questions concerning this report? If not, what is your pleasure concerning it?”
7. Consider old or unfinished business. “We shall now proceed to unfinished business. Madam Secretary, do we have any motions pending from the last meeting?”
8. Consider new business. “Since there is no further unfinished business the chair will receive any new business, Mr. or Miss . . . . “
9. Handle a motion.  
“You have heard the motion. Is there a second?”  
“It has been moved and seconded that we . . . .”  
“Is there any discussion?”  
(Discussion)  
“Are you ready for the question?”  
“The question has been called. All those in favor of the motion as stated say ‘Aye’; those opposed ‘No’. The motion is carried.”
10. Adjourn the meeting.  
“Since this completes the business of this meeting the chair will receive (entertain) a motion that we adjourn, Mr. . . . .”
11. “It is moved and seconded that we adjourn. All those in favor of adjourning say ‘Aye’; those opposed ‘No’; the motion is carried. The meeting stands adjourned.

### **Chairperson Responsibilities for Meetings**

1. Prepare and circulate an agenda to members.

2. Check room where meeting is to be held; lighting, ventilation, chairs, blackboard (chalk and erasers).
3. If a speaker or guest is expected – have someone assigned to meet him/her at the door and take his coat; have a place for his notes.
4. Start on time and close on time.
5. Follow agenda.
6. Call meeting to order. Handle discussions in an orderly way – every member who wishes to speak be heard. Each member speaks once.
7. Hold members to rules of order.
8. If the chairperson has anything to say for or against a motion and feels strongly about it so that you must speak, ask the vice-chairperson or some other member to take the chair and serve until the motion is disposed of.
9. Each motion before it is discussed must be voted upon.
10. Use a parliamentary approach. Keep things moving. Avoid long explanations or speeches.
11. Use your secretary. Get her conditioned to get the motions down on paper as they are made. When called on, the secretary can read them quickly and clearly.
12. Be aware for members who would like to contribute to the discussion.
13. Use the power and authority as a presiding officer. No one can speak without recognition: You determine when to bring a matter to a vote. You decide and state whether a motion has passed or has been defeated.
14. Don't be afraid to praise good work and effective contributions. Give credit when it is merited.
15. Phrase problems so that the members think constructively rather than destructively; so that they can look for improvements rather than criticisms.
16. Encourage and insist on straight thinking.
  - a. Can it be done?
  - b. Will it accomplish what we want?
  - c. Does it make for improvement?
  - d. Is it fair?
  - e. Do the facts justify it?

June 21, 1971  
Revised bi-annually  
Or annually as necessary.

August 1993  
August 1994  
August 1996  
August 1997  
September 2000  
June 2003  
June 2004  
June 2005  
June 2007  
June 2009  
June 2011  
June 2012  
June 2015  
June 2016