

CONSTITUTION
GLENDALE ASSOCIATION OF STUDENT NURSES

PREAMBLE

We, the student nurses of Glendale College's Associate Nursing degree program, establish this Association of Student Nurses in order to create and maintain a high standard of personal, cultural, social, and intellectual development as well as personal responsibility, as a foundation for our future professional task; to better understand the functions of our nursing organization; and to assist in the recruitment of students for schools of nursing.

ARTICLE I: Name

Section 1: The purpose of G.A.S.N. shall be to aid in the development of the student nurse as a democratic citizen by broadening the member's horizon as an individual and as a member of a group, and in the preparation of student nurses for the assumption of professional responsibility.

Section 2: The functions of G.A.S.N. shall include the following:

- a. To provide pre-professional organization on a local level and encourage participation in meetings and activities.
- b. To aid in the development and growth of the individual student by fostering good citizenship.
- c. To provide a medium for interaction between first and second year nursing students (blocks 1-4) and faculty.
- d. To develop and interest in community service.
- e. To provide a channel for communication between the nursing students and college administration.
- f. To provide information for pre-nursing students.
- g. To conduct at least one fund raising event and community service project each semester.

ARTICLE III: Membership

Section 1: All members shall be either pre-nursing students or students currently enrolled in the nursing program at Glendale Community College.

Section 2: Associate membership shall consist of faculty members.

ARTICLE IV: Dues

Section 1: Semester dues for any member shall be \$10.00 per capita, per semester attended-up to four semesters maximum.

- a. These dues shall be paid in one of the following two ways or be subject to penalty listed.

1. per each semester
2. in one lump sum previous to entering fourth semester
3. PENALTY – if not paid in full prior to entering fourth semester, a payment of \$10.00 will be added to dues owed.

Section 2: Any graduating nursing student wishing to participate in the G.A.S.N. sponsored pinning ceremony may not be in arrears for any amount of dues.

This section was ratified during the Fall 2012 semester under the term of then President Ruby Duacan, dated 8/30/2012.

Dues for membership in G.A.S.N. shall be amended as herein described from 30 August 2012 onward

- a. Fully-vested membership in G.A.S.N. shall be recognized by payment of \$40.00 to the Cashier's Office and credited to the G.A.S.N account.
 1. Partially-vested membership will be recognized as partial payments and are recorded on a semester per semester basis.
 2. Fully-vested membership is based upon participation in the Glendale Community College ADN program and not upon the number of semester enrolled or attended. Those students requiring more than four semesters to complete the program will not be assessed more than the \$40.00 membership fee while students completing the program in less than four semesters will be assessed the same \$40.00 membership fee as those students who complete the program in the standard four semesters.
- b. A grace period will enable those Block 4 students who are not fully-vested G.A.S.N. members to do so at the \$40.00 membership fee. This grace period will end on 1 October (if final semester is in the Fall) and 1 March (if final semester is in the Spring) dependent upon the semester of completion. If these dates should fall on a weekend, school holiday or other time that campus is closed, membership fees are due by close of business on the last day of business prior to the 1 October or 1 March deadline. Beyond the grace period, an additional \$10.00 will be required for fully-vested G.A.S.N. membership, which in turn permits participation in the Nursing Recognition Ceremony following completion of final semester.

ARTICLE V: Officers

Section 1: Officers of G.A.S.N. shall be a President, a Vice-President, a Secretary, and a Treasurer; these officers, together with the class representatives described in section 2, shall make up the Executive Board.

Section 2: There shall be two class representatives from each block.

Section 3: Officers shall submit regular reports of the expenses, with receipts, to the treasurer. Officers **and representatives** shall update classmates on upcoming agendas or activities.

Section 4: Eligibility and Duties of officers:

- a. The President shall:
 1. be a member of the third or fourth semester class.
 2. preside over all business meeting of G.A.S.N. and of the executive board.
 3. with the approval of the executive board, appoint special committees and a Parliamentarian.
 4. serve as an ex-officio member of al committees except the Nomination Committee.
 5. authorize expenditures as submitted by the treasurer and authorized by the executive board.
- b. The Vice-president Shall:
 1. be a member of the second or third or fourth semester class.
 2. assume the duties of the president in the case of a vacancy in the office.
 3. accede to the office of President in the case of a vacancy in the office.
 4. be chairman of the Committee on Programs.
 5. perform other duties as assigned by the President.
- c. The Secretary shall:
 1. be a member of the second, third or fourth semester class.
 2. keep an accurate list of the names, addresses, and phone numbers of all G.A.S.N. members.
 3. notify all members of the time and place of all meetings as far in advance as possible.
 4. conduct the general correspondence of G.A.S.N. as requested by the President or executive board.
 5. record and post, or distribute to each officer, the minutes of all meetings of the association and the executive board.
 6. keep on file, as a permanent record, all reports, papers and documents submitted to that officer.
 7. sign, with the President, such organization papers as come into their executive and administrative spheres.
- d. The Treasurer shall:
 1. be a member of the second, or third, or fourth semester class.
 2. act as custodian of G.A.S.N. funds and deposits and funds in an account at the Glendale Community College bookstore.
 3. prepare a budget and make monetary disbursements with the approval of the President and as authorized by the executive board.
 4. keep accurate entries of acquisitions and disbursements of G.A.S.N. funds.

5. issue receipts for payment of dues and maintain accurate records of such.
 6. submit a financial report to the executive board at regular intervals and when requested to do so by any member of the board.
 7. act as advisor to this officer's successor for a period of two months following the completion of this officer's own term of office.
 8. serve as the chairman of the Budget Committee.
- e. The class representatives shall:
1. serve as liaisons between G.A.S.N. and their respective classes, keeping said class members informed of the actions of G.A.S.N. and informing the association of the concerns and ideas of their respective class members.
 2. perform such duties as assigned by the President in accordance with the needs of the association.

ARTICLE VI: Elections

- Section 1: All elections shall be held by ballot.
- Section 2: A plurality vote shall elect. In case of a tie, a revote shall be taken.
- Section 3: Provision shall be made for nomination from the floor.
- Section 4: Elections shall be held at ~~approximately the 14th week~~ **the 3rd regularly scheduled meeting** of each semester for the following semester's board. First semester nursing students shall elect their representative within the first week of the semester.
- Section 5: ~~The President shall appoint Tellers who shall also~~ **Faculty advisors will** act as Inspectors of the election.
- Section 6: The new Executive Board will assume their responsibilities at the adjournment of the last GASN business meeting of the semester.**

ARTICLE VII: Meetings

- Section 1: General business meetings shall be held monthly at such time and place determined by the ~~general membership~~ **Executive Board**. Meetings featuring guest speakers will be scheduled based on the availability of those speakers.
- Section 2: Special meetings of the association may be called by the Executive Board and shall be called by the President upon the written request of any active member.
- Section 3: All meetings of this Association shall be open unless voted otherwise by the voting body of the Association.

ARTICLE VIII: Advisor

- Section 1: The Advisor shall:
- a. serve as a resource person by counseling and advising officers, committees, and members
 - b. ~~have the option to attend meetings of this association.~~ **assure that at least one current advisor is present for all general, special, and Executive Board meetings.**

ARTICLE IX: Order of Business

- Section 1: The agenda of business meetings shall be:
- a. call to order
 - b. Secretary's report
 - c. President's report
 - d. Treasurer's report
 - e. reports of any standing committees, including the Nomination Committee
 - f. reports of any special committees
 - g. old business
 - h. new business
 - i. Advisor's report
 - j. adjournment

- Section 2: The order of business at a meeting may be changed at the discretion of the President with the approval of the Executive Board.

ARTICLE X: Quorum

- Section 1: ~~Three officers, includes class representatives, of G.A.S.N. and one third of the members shall constitute a quorum.~~ **The majority of all present at a general meeting (51%) will constitute a quorum.**

- Section 2: A majority of the officers **and the elected class representatives** shall constitute a quorum at any meetings of the Executive Board.

- Section 3: A majority of committee members shall constitute a quorum at meetings of standing or special committees.

ARTICLE XI: Fiscal/Term year

- Section 1: The fiscal year for G.A.S.N. shall extend from July 1 to June 30.

- Section 2: Term of office shall be one school semester.

- Section 3: At the end of the semester, the new Executive Board may vote on any events, functions, money appropriations, and fund-raising/charity sales events that will**

occur prior to the first meeting of the new semester as needed in order for those events to occur. A quorum is needed by the Executive Board in order to pass any motions raised at this meeting.

ARTICLE XII: Parliamentary Authority

Section 1: All meetings of this association shall be conducted according to parliamentary law as set forth in *Robert's Rules of Order Revised*, where rules apply and are not in conflict with these by-laws.

ARTICLE XIII: Amendments

Section 1: This constitution may be amended at ~~the bi-annual election of G.A.S.N. officers~~ **any general scheduled GASN business meeting** by a two-thirds vote of **all** eligible members present.

Section 2: All proposed amendments shall be submitted to the Executive Board ~~for presentation to a constitution and by-law committee~~ at least one month prior to the ~~bi-annual election~~ **next general GASN business meeting**.

Section 3: All proposed amendments shall be announced to the membership of G.A.S.N. at least one month ~~prior to the bi-annual election~~ **prior to the vote**.

Section 4: This constitution may be amended without previous motion at a bi-annual election or a meeting specially called for such purpose by a two-thirds majority vote of those eligible members present.

Section 5: An amendment to this constitution shall take effect immediately upon its approval unless the amendment specifies a time for its going into effect.

This constitution was ratified during the Fall 2013 semester under the term of then current President, Becky de Tranaltes, dated October XX, 2013.(date to be added when ratified).

AMENDMENTS

- I. The following amendments to the qualifications for G.A.S.N. officers shall take herein be effective from January 25, 1994 forward:
 - a. The office of G.A.S.N. President may be occupied by an eligible member of the third and fourth semester class.
 - b. The office of G.A.S.N. Vice-President may be occupied by an eligible member of the third or fourth semester class.
 - c. The office of G.A.S.N. Treasurer may be occupied by an eligible member of the second, third, and fourth semester class.
 - d. The office of G.A.S.N. Secretary may be occupied by an eligible member of the second, third, or fourth semester class.

- II. Dues for membership in G.A.S.N. shall be amended as herein described from February 22, 1994 forward:
- a. Fully-vested membership in G.A.S.N. shall be recognized by payment of \$20.00 to the cashier's office and credited to the G.A.S.N. account.
 1. Partially-vested membership will be recognized as partial payments are recorded on a semester per semester basis.
 2. Fully-vested membership is based upon participation in the Glendale Community College ADN program and not upon the number of semester enrolled or attended. Those students requiring more than four semesters to complete the program will not be assessed more than the \$20.00 membership fee while students completing the program in less than four semesters will be assessed the same \$20.00 membership fee as those students who complete the program in the standard four semesters.
 - b. A grace period of two weeks at the start of the fourth semester will enable those fourth semesters students who are not fully-vested G.A.S.N. members to do so at the \$20.00 membership fee. Beyond the two week grace period, an additional \$10.00 will be required for fully-vested G.A.S.N. membership which in turn permits participation in the Nursing Recognition Ceremony.

- III. Dues for membership in G.A.S.N. shall be amended as herein described from May 11, 2007 forward:
- a. Fully-vested membership in G.A.S.N. shall be recognized by payment of \$40.00 to the cashier's office and credited to the G.A.S.N. account.
 1. Partially-vested membership will be recognized as partial payments are recorded on a semester per semester basis.
 2. Fully-vested membership is based upon participation in the Glendale Community College ADN program and not upon the number of semester enrolled or attended. Those students requiring more than four semesters to complete the program will not be assessed more than the \$40.00 membership fee while students completing the program in less than four semesters will be assessed the same \$40.00 membership fee as those students who complete the program in the standard four semesters.
 - b. A grace period of two weeks at the start of the fourth semester will enable those fourth semesters students who are not fully-vested G.A.S.N. members to do so at the \$40.00 membership fee. Beyond the two week grace period, an additional \$10.00 will be required for fully-vested G.A.S.N. membership which in turn permits participation in the Nursing Recognition Ceremony.

- IV. 8/30/2012 Dues for membership in G.A.S.N. shall be amended as herein described from 30 August 2012 onward:
- a. Fully-vested membership in G.A.S.N. shall be recognized by payment of \$40.00 to the Cashier's Office and credited to the G.A.S.N account.
 1. Partially-vested membership will be recognized as partial payments and are recorded on a semester per semester basis.
 2. Fully-vested membership is based upon participation in the Glendale Community College ADN program and not upon the number of semester enrolled or attended. Those students requiring more than four semesters to complete the program will not be assessed more than the \$40.00 membership fee while students completing the program in less than four semesters will be assessed the same \$40.00 membership fee as those students who complete the program in the standard four semesters.
 - c. A grace period will enable those Block 4 students who are not fully-vested G.A.S.N. members to do so at the \$40.00 membership fee. This grace period will end on 1 October (if final semester is in the Fall) and 1 March (if final semester is in the Spring) dependent upon the semester of completion. If these dates should fall on a weekend, school holiday or other time that campus is closed, membership fees are due by close of business on the last day of business prior to the 1 October or 1 March deadline. Beyond the grace period, an additional \$10.00 will be required for fully-vested G.A.S.N. membership, which in turn permits participation in the Nursing Recognition Ceremony following completion of final semester.

V. Amended changes will go here from Fall 2013 when approved.