

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
SCHOOL OF NURSING

**ASSOCIATED STUDENT BODY BYLAWS**

**Article I Name**

Section I. The Name of this organization shall be the Associated Student Body (A.S.B.) of the Los Angeles County College of Nursing and Allied Health, School of Nursing, hereafter referred to as A.S.B. in these bylaws.

**Article II Purpose**

Section I. The purpose of this organization shall be to enhance understanding and provide an effective means of expression between the School of Nursing and students.

Section II. The functions of this organization shall be to:

- A. Identify and define student issues that affect the educational experience and the status of the individual student by expressing the concerned opinion of the ASB
- B. Integrate all ASB activities
- C. Participate in program related surveys and make recommendations for improvements
- D. Recommend revision to student related policies including:
  - 1. Nursing Student Bill of Rights
  - 2. Student Responsibilities
  - 3. Student Dress Code
- E. Participate in regulatory agency site visits
- F. Collaborate with College and School of Nursing (SON) committees and faculty liaisons regarding student issues and concerns affecting their educational experience
- G. Make recommendations to the SON Faculty Organization.

**Article III- Membership**

Section I. All students in good standing of the Los Angeles County College of Nursing and Allied Health, School of Nursing, shall be members of the A.S.B.

Section II. The Dean Administrative and Student Services shall act in an advisory capacity.

Section III. At least two faculty members shall be selected as co-advisors, by the Dean, School of Nursing, with the approval of the A.S.B. Council.

Section IV. Qualifications for Council, Class, or Organization/Club Officers.

- A. In order to hold and retain office in this organization, students must demonstrate satisfactory performance in all aspects of the program and carry a minimum of a 2.5 cumulative G.P.A. in **ALL** Associate Degree of Nursing and G.E. courses taken concurrently, without any failures in previous nursing courses or sections. All theory and clinical courses must be completed at the end of each semester.
- B. In order to hold and retain office in this organization, students must be in good standing and free of any Academic Honesty and Professional Conduct warnings.
- C. In order to hold and retain office in this organization, students must be enrolled in expected curriculum for that semester.

**Article IV A.S.B. Funds**

Section I. Source of funds for A.S.B. functions shall be acquired from fund-raising efforts.

Section II. Management of funds shall be as follows:

- A. The A.S.B. Treasurer, A.S.B. President and at least one faculty advisor shall be listed on the A.S.B. bank account to provide continuity between changing A.S.B. cabinet members. A formal letter is to be requested from the Dean, Administrative and Student Services for approval to be added to the account or open a new account. Procedures are to be followed as required by the bank.
- B. A running, accurate account of A.S.B. income and expenses shall be maintained on a regular basis for a minimum of three years and be available as required.
- C. An audit of A.S.B. records shall be conducted at the end of each semester and at the end of a term of office of the A.S.B. Treasurer. The audit shall be performed by an ad hoc committee appointed by the A.S.B. Council and shall be reviewed, approved, and signed by all faculty advisors.

Section III. Funds shall be disbursed in the following manner:

- A. All regularly incurred bills by the A.S.B. shall be paid by check upon invoice.

- B. All checks of the A.S.B. shall require a co-signature of the A.S.B. President and A.S.B. Treasurer. Checks in excess of the amount of \$100 must be approved by an A.S.B. advisor.
- C. Special requests: A special written request by class cabinet officers, A.S.B. Council members, or clubs/organizations must be submitted in advance to the A.S.B. Treasurer for funds for student activities.
- D. Approval for special disbursement of funds from the A.S.B. requires a majority vote of the Council.

Section IV. \$50.00 from each student's School of Nursing Administrative Fee is deposited in the class treasury.

### **Article V- A.S.B. Council**

Section I. Membership. The members of the A.S.B. Council shall include:

- A. A.S.B. President
- B. A.S.B. Vice-President
- C. A.S.B. Treasurer
- D. A.S.B. Secretary
- E. President of each class
- F. Special Projects Committee Representative
- G. And one representative from each of the following organizations as available:
  - 1. Newman Club/ Nurses' Christian Fellowship
  - 2. NSNA/ CNSA (California Nursing Student Association)

Section II. The purpose of the A.S.B. Council shall be to:

- A. Manage and supervise the business of the A.S.B.
- B. Form ad hoc committees when necessary and receive periodic reports from these committees upon request.
- C. Serve as an advisory board to each class council and student organizations.

Section III. Executive Powers and duties of the Council

- A. The Executive power of the A.S.B. shall be vested in the A.S.B. Council.
- B. The members of the A.S.B. Council with the exception of the A.S.B. President shall have one vote each. In the event of a tie, the A.S.B. President shall cast the deciding vote. A.S.B. Faculty Advisors shall have no vote.

Section IV. Executive Committee

- A. The Executive Committee of the A.S.B. Council shall consist of the:
  - 1. A.S.B. President
  - 2. A.S.B. Vice-President
  - 3. A.S.B. Treasurer
  - 4. A.S.B. Secretary
  - 5. Class Presidents
- B. The Executive Committee shall assure the adequate performance of each A.S.B. officer.

Section V. Meetings

- A. A quorum must be present in order to vote/conduct business. A quorum shall consist of 50% of the Executive Committee with at least one A.S.B. Council member and at least one advisor present.
- B. Regular general meetings of the A.S.B. Council shall be held at least monthly or as scheduled during the school year on the day designated by the A.S.B. Council. Set dates and times of meetings are to be posted on the A.S.B. bulletin board.
- C. Attendance at all meetings of the A.S.B. is mandatory, with the exception of class conflict, for A.S.B. Council members. Special meetings may be called at the request of the A.S.B. President, A.S.B. Council, Dean, Administrative and Student Services, or Faculty Co-Advisors.
- D. All A.S.B. meetings are open to the Student Body unless a special meeting of the executive committee is called.

**Article VI A.S.B. Officers**

Section I. The A.S.B. President shall:

- A. Be elected for a term of one academic year and shall be in the second or third semester when the term of office begins. If there are no qualified candidates, or in the event of a vacancy, the presidency shall be filled by the A.S.B. Vice-President.

- B. Strive to completely represent student interests and concerns. Serve as coordinator and spokesperson for the A.S.B. Council.
- C. Call and preside at all A.S.B. Council meetings.
- D. Provide an electronic copy of the A.S.B. agenda a minimum of 24 hours prior to a formal A.S.B. meeting.
- E. Co-sign, with the Treasurer, all checks and have checks greater than \$100 approved by an A.S.B. advisor.
- F. Serve as ex-officio to all A.S.B. Committees with the exception of the Nominating Committee.
- G. Assure that proper and timely elections are conducted.
- H. Be responsible for the orientation of each class in regard to the duties of the A.S.B., class officers, and committees.
- I. Be responsible for the orientation of a successor in office.
- J. Submit all recorded data to the Dean, Administrative and Student Services for audit two weeks prior to leaving office.
- K. Appoint all A.S.B. Council members with the approval of the class council.
- L. Preside over election of A.S.B. officers.

Section II The A.S.B. Vice-President shall:

- A. Be elected for a term of one academic year and shall be in the second or third semester when the term of office begins. If there are no qualified candidates, the vice presidency shall be appointed by the A.S.B. President.
- B. Assume the duties of the A.S.B. President in his/her absence with the exception of check signing.
- C. In the event of a vacancy in the A.S.B. office of A.S.B. presidency, assume the position of A.S.B. President.
- D. Maintain and distribute to all A.S.B. council members and faculty advisors, a current roster of A.S.B. Council members and all class officers.
- E. Coordinate all A.S.B. fundraising activities.
- F. Oversee all A.S.B. subcommittee chairs or representatives to committees.

- G. Be responsible for the orientation of a successor to the A.S.B. Vice-Presidency office.
- H. Manage the A.S.B. store.

Section III. The A.S.B. Treasurer shall:

- A. Be elected for a term of one academic year and shall be in the second or third semester when the term of office begins. In the event no qualified candidate is available, one shall be selected by the A.S.B. President.
- B. Give a financial report at each meeting to be included in or attached to the A.S.B. minutes and provide an electronic copy 24 hours prior to a formal A.S.B. meeting.
- C. Assist the A.S.B. Vice-President with fundraising activities.
- D. Collect all monies from A.S.B. fundraising projects and deposit all monies into the A.S.B. bank account.
- E. Be responsible for the orientation of a successor to the A.S.B. Treasurer office.
- F. Refer to Article IV, A.S.B. Funds for further responsibilities.

Section IV. The A.S.B. Secretary shall:

- A. Be elected for a term of one academic year and shall be in the second or third semester when the term of office begins. In the event no qualified candidate is available, one shall be selected by the A.S.B. President.
- B. Maintain an attendance record for each A.S.B. Council and A.S.B. Executive Committee meeting.
- C. Assume the role of Election Designee, unless otherwise appointed.
- D. Prepare the minutes according to the accepted school format for each A.S.B. Council and Executive Committee meeting, post a copy of the minutes on the A.S.B. bulletin board, and distribute a copy to the following:
  - 1. Each A.S.B. Council Member
  - 2. Each Faculty Advisor
  - 3. Dean, School of Nursing

**Article VII A.S.B. Committees**

Section 1. Special Projects Committee

- A. The Special Projects Committee shall:

1. Plan/implement activities and events which specifically promote and enhance mutual interests between and among students and School of Nursing faculty.
2. Keep A.S.B. appraised of the progress in developing and implementing these special projects, since these activities are A.S.B. sponsored activities.
3. Meet monthly and as needed prior to A.S.B. meetings, in order to develop and follow through with planned activities and events.

B. Membership:

1. One elected representative from each semester.
2. A faculty advisor will be appointed on an as needed basis by the Dean, School of Nursing, to assist in facilitating activities

Section II. Nominating Committee

- A. The Nominating Committee shall consist of four to five members with equal representation from each semester. Committee members may be selected from a pool of qualified volunteers. In the event there are no volunteers, the faculty advisor shall appoint.
- B. The committee shall prepare a slate of candidates for available A.S.B. Council offices and submit to the school's administrator and the A.S.B. Council for ratification.
- C. The slate of candidates shall be prepared by the end of the second week of each November and April according to the elections process.

**Article VIII Classes**

Section I. The membership of the A.S.B. is divided into classes according to the date of graduation from the School of Nursing. Each class shall elect officers and hold regular class meetings at least two times per semester and as needed.

Section II. Officers and Representatives:

- D. The following officers and representatives shall be elected from each class. All officers shall serve for a one-year term except for the Yearbook/Historian who serves for the duration of two years.
  1. President
  2. Vice-President
  3. Treasurer
  4. Secretary
  5. One representative to each of the following committees:

- a) Admissions and Promotions
  - b) Curriculum
  - c) Special Projects
6. Yearbook/Historian
  7. One Grievance Representative and one alternate
- E. There shall be at least two faculty members selected by the Dean, School of Nursing, to serve as Advisor to each class. The faculty advisors shall be non-voting members and shall serve until successors are appointed. At least one advisor shall attend each Class Council Meeting.

Section III. Duties of Class Officers:

- A. The President shall:
1. Serve as a member of the A.S.B. Council and attend all A.S.B. meetings or send a delegate as referred to in Article V, Section 5.
  2. Appoint all unfilled class officer positions with the approval of the class council within 30 days of vacancy.
  3. Call and preside over all class meetings and functions.
  4. Inform the Class Advisor of all class activities.
  5. Be sure all contracts entered into by the class (i.e., Senior Banquet, etc.) are approved by a Class Advisor.
  6. Orient a successor.
  7. May be required to fill one of the A.S.B. council officer positions as stated in Article VI.
- B. The Vice-President shall:
1. Assume all duties of the President in his/her absence with the exception of check signing.
  2. In the event of a vacancy occurring in the office of class President the Vice-President shall assume the position of President.
  3. Maintain and distribute a current roster of all class officers to all class officers and faculty advisors.
  4. Orient a successor.
  5. Perform all duties as assigned by the President.
  6. Assist the class Treasurer with coordination of the fundraising activities and maintain ledger of inventory.
- C. The Secretary shall:
1. Prepare the minutes according to accepted school format for each Class Council and general class meeting, post a copy of the minutes on the semester bulletin board, and distribute a copy to the following:



- a) Each Class Officer
  - b) Each Class Advisor
  - c) Dean, School of Nursing
  - d) A.S.B. President
8. Maintain an attendance record for each Class Council meeting.
  9. Orient a successor.
- D. The Treasurer shall:
1. Direct the collection and disbursement of all class funds as directed by the Class Council
  2. Maintain a written record of all class transactions and of class finances
  3. Keep a written record of all class dues
  4. Provide receipts for all monies received
  5. Submit a written Treasurer's Report at each Class Council meeting and post it on the class bulletin board
  6. Coordinate all class fund raising activities
  7. Orient a successor
  8. The representative to Standing Committees (Admissions and Promotions, Curriculum, Grievance, and Student/Faculty) shall:
    - a) Attend and participate in monthly meetings as scheduled
    - b) Present A.S.B. positions at standing committee meetings
    - c) Report committee activities to class and A.S.B. officers
    - d) There shall be a grievance representative and an alternate elected to serve, as stated in the Student Handbook. (See Student Grievance Policy and Procedure).
- E. The Yearbook/Historian shall:
1. Put together a Yearbook Committee, which shall direct and manage the production of the class yearbook
  2. Chair the Yearbook Committee and work with the committee to gather a history of the class.

#### **Section IV. Class Funds**

##### **1. Dues**

- a. There shall be a treasury of each class funded by monies collected from each student payable upon entrance into the School of Nursing as part of the Administrative fee. The one-time Administrative Enrollment fee will be disbursed in the amount of \$500.00 to each class to open an account. The

remaining funds from students that complete semester one will be disbursed at the beginning of semester two. At the beginning of semester four, monies from the LVN to RN bridge program will be dispersed. The Class President or Class Treasurer is to request the distribution of funds from the Director, Office of Educational Services.

- b. Student dues shall be paid from each student, as determined by each class. Student dues will be used for the purpose of graduation, pinning, and other related costs. Recommended payment options:
  - i. Single Payment
    1. Payment can be paid in full for all 4 semesters in one lump sum.
      - a. If for any reason the student needs to withdraw from the program, a request for a refund must be submitted in writing to the Class President within 4 business days of withdrawal date.
      - b. No refunds will be granted within the 9 weeks prior to graduation.
      - c. Full reimbursement is only available with this payment option.
  - ii. Divided Payment
    1. The total will be divided into 4 semesters
    2. If student withdraws before the 9<sup>th</sup> week of the semester, half of the amount paid at the start of the semester will be reimbursed
  - iii. Installments
    1. Payments can be made in two installments per semester
    2. The first half is to be collected within the first 4 weeks after the start of the semester
    3. The second half is to be collected 4 weeks prior to the end of the semester
    4. If student withdraws mid-semester, student is not obligated to make the end of the semester payment.
  - iv. Time Contribution
    1. If student is unable to pay financially, student must be able to waive paying dues by contributing their time to their class fundraisers and events.
    2. Amount of time contribution (e.g., helping at a certain number of events) will be determined by the Class President and Class Treasurer.
  - v. Date in which student dues are to be paid are at the discretion of the Class President.
    1. Upon payment, student must notify Class Treasurer of payment option selected and a receipt should be provided.

- vi. Dues are a requirement for the class. Failure to pay Student Dues may result in the student being excluded from activities and benefits funded from the dues and fundraising events. This may include but not limited to pinning ceremony, banquet, caps, and gowns purchased from class funds, etc.
  - vii. Class fundraisers will need to be held throughout each semester and over the summer to supplement class funds.
- c. Student fundraising participation is encouraged.
  - d. Each individual class shall be financially responsible for all class activities and functions.
  - e. All checks of the Class Account shall require co-signatures of the Class President and Class Treasurer. Checks in excess of the amount of \$100 must be approved by the Class Advisor.
  - f. The Class Treasurer will be held financially responsible for any discrepancies in the Class Treasury or items purchased using class funds.
  - g. Remaining funds from a class treasury and items purchased using class funds not expended by the time of graduation shall revert to the A.S.B. fund.

Section V. Class Yearbook

- A. Before the end of the first semester each class will determine whether a yearbook will be published. Each class will be held responsible to create and organize its own yearbook.
- B. Each class will elect a Yearbook Editor to oversee the production of the yearbook.
- C. Sources of funds for yearbook are from:
  - 1. Class Funds
  - 2. Any monies raised by the class in the form of i.e., Fundraisers, sponsorships, dues, etc.
- D. Classes must use established printers or publishers to publish their yearbook. Contracts must be approved by the faculty advisor prior to signing.
- E. There shall be a faculty advisor appointed by the Dean, School of Nursing, to assist in creating and publishing the class yearbook.

## **Article IX Organizations and Clubs**

- Section I. Any group of students with similar interests may form an organization to further enhance the interests of those students provided they meet the following criteria.
- A. Approval of the organization's bylaws by the A.S.B. Council.
  - B. Open to voluntary membership and to all interested students.
- Section II. Student organizations shall establish their own government and be responsible for conducting their own business. Student organizational bylaws must be consistent with the A.S.B. bylaws, including Article X Elections.
- Section III. The following established organizations shall have faculty sponsorship and shall elect A.S.B. representatives.
- A. NSNA/CNSA (California Nursing Student Association)
  - B. Newman Club/ Nurses' Christian Fellowship

## **Article X Elections**

### **Section I. A.S.B. Council Nominations**

- A. As stated in Article VII, Section II, the Nominating Committee shall be responsible for preparing a slate of available candidates for open A.S.B. Council Offices.
- B. The slate of candidates shall be submitted to the School's administration and the A.S.B. Council for ratification.
- C. The slate of candidates may be obtained from posted nominations board (as stated under class nominations, Article X, Section II).
- D. The slate of candidates shall be prepared by the end of the second week of each November and April.
- E. Each candidate must meet the minimum qualifications as stated in Article III.

### **Section II. Class Officer Nominations**

- A. Two weeks prior to the scheduled date of the election, nominations for open offices will be accepted using a posted notice on the A.S.B. Bulletin Board. The notice shall be posted for a maximum of two weeks. Date of the election must be included on this notice.
- B. A statement including requirements for qualifications as stated in Article III, must be posted in clear view on the top of each election sign-up sheet.

C. All nominations must be reviewed by the Office of Educational Services and signed by the Dean, School of Nursing, or designee to verify that nominees have fulfilled the G.P.A. minimum requirements. Election Designee will inquire of new nominee verification every 4 days. All accepted candidates can proceed to campaigning.

D. Election Designee will review nominees

E. All qualified nominees shall submit a written/verbal consent-to-serve to a faculty advisor.

### Section III. Campaigning/ Voting

A. Students shall not loiter near the area of the ballot box or area of voting except for the purpose of voting.

B. No campaign posters shall contain derogatory, slanderous, or obscene remarks or pictorials. All campaign material must be approved by School Administration or designee.

### Section IV. A.S.B. Secretary/Election Designee

A. The A.S.B. Secretary/Election Designee communicates with nominees personally of their verification.

B. Upon taking the role of Election Designee, the individual agrees to uphold nominee privacy and confidentiality. Election Designee only has an open communication about nominees and the slate of candidates with the Office of Educational Services; Dean, School of Nursing; A.S.B. Advisors and A.S.B. President.

### Section V. A.S.B. Council Election Process

A. A.S.B. Council elections shall be held by ballot, annually at the end of the current council term.

B. Nominations for open offices will be accepted using a posted notice on the A.S.B. Bulletin Board. The notice shall be posted for a maximum of two weeks. Date of the election must be included on this notice.

C. Each candidate shall be given an opportunity to speak prior to voting.

D. A majority (51% or greater) vote shall constitute an election; in cases of a tie, a runoff election will be held within (5) five days.

E. Each candidate shall submit a written consent to serve within 48 hours of the election.

- F. All nominations must be reviewed by the Office of Educational Services and signed by the Dean, School of Nursing, or designee to verify that nominees have fulfilled the G.P.A. minimum requirements.
  
- G. All qualified nominees shall submit a written/verbal consent-to-serve to a faculty advisor.

Section VI. Qualifications for Council, Class, or Organization/Club Officers:

- A. In order to hold and retain office in this organization, students must demonstrate satisfactory performance in all aspects of the program:
  - a. A.S.B. Council must carry a minimum of a 2.5 cumulative G.P.A. in ALL Associate Degree of Nursing and G.E. courses taken concurrently, without any failures in previous nursing courses or sections. All theory and clinical courses must be completed at the end of each semester.
  - b. Class Council must carry a minimum of a 2.3 cumulative G.P.A. in ALL Associate Degree of Nursing and G.E. courses taken concurrently, without any failures in previous nursing courses or sections. All theory and clinical courses must be completed at the end of each semester.
  
- B. In order to hold and retain office in this organization, students must be in good standing and free of any Academic Honesty and Professional Conduct warnings.
  
- C. In order to hold and retain office in this organization, students must be enrolled in expected curriculum for that semester.
  - A. No campaign posters shall contain derogatory, slanderous, or obscene remarks or pictorials. All campaign material must be approved by School Administration or designee.

Section VII. Impeachment Process:

- A. The power of impeachment for A.S.B., Class or Organization/Club Officers is vested in the A.S.B. Council.
  
- B. To initiate an impeachment procedure, a written statement of intent must be submitted to the A.S.B. Council by the concerned party.
  
- B. Officers or Representatives may be impeached for the following reasons:
  - 1. Failure to meet academic standards as stated in Article III Section IV
  - 2. Failure to perform duties of office
  - 3. Two absences at scheduled meetings
  
- C. After the submission of the intent, an investigation by the A.S.B. Council and Advisors shall be conducted to verify allegations.

- D. A majority vote is required for retention or removal from office.
- E. An impeached officer shall be dismissed from all student government responsibilities.

**Section VIII. Voluntary Resignation Process**

- A. To resign, a written statement of intent must be submitted to the A.S.B. Council, Class, or Organization/Club Council.
- B. Any changes in A.S.B. Class or Organization/Club Council shall be communicated to the appropriate advisors.

**Section IX. Vacancies**

- A. Under special circumstance, where there is a vacancy in the office of A.S.B., Class, or Organization/Club President which is not able to be filled by the respective Vice-President, a special election shall be held within two weeks.
- B. All other vacancies shall be filled by appointment of the A.S.B., Class, or Organization/Club President with the approval of the respective Council.

**Article XI Amendments**

Section I. Proposed amendments to the bylaws and related activities shall be submitted in writing to the administration at least two weeks prior to the next scheduled A.S.B. election.

Section II. Bylaws may be amended or repealed by a majority vote of two thirds of the A.S.B. membership.

- A. A copy of proposed amendments shall be distributed to each Council member and Advisor and shall be posted on the A.S.B. board at least one week prior to the election.

**Article XII- Dissolution**

Section I. Upon dissolution of the A.S.B. as a result of closure of the School, the last act of the A.S.B. Council shall be to disburse any A.S.B. funds and assets to a qualified not-for-profit charitable or educational organization.