

THE LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER

NEW ORLEANS

SCHOOL OF NURSING

MEN IN NURSING ORGANIZATION BYLAWS

Preamble

We, the students of Louisiana State University Health Science Center New Orleans - School of Nursing (LSUHSC-NO-SON), establish the Men in Nursing Organization (MNO) to advocate for the interests of male nursing students, promote gender diversity within the nursing profession, and provide a supportive network for male students pursuing nursing careers. We hereby submit ourselves to be governed by the following Bylaws.

Article I: Name and Purpose

Section 1: Name

The name of the organization shall be The Louisiana State University Health New Orleans School of Nursing Men in Nursing Organization (LSUHSC-NO SON MNO), hereinafter referred to as MNO.

Section 2: Purpose, Mission, and Vision

The purpose of the MNO is to:

- a. Promote the professional development of male nurses as well as advocate for the interests and concerns of male nursing students at LSUHSC-NO.
- b. Promote gender diversity within the nursing profession and combat gender stereotypes in nursing.
- c. Provide a supportive network and mentorship opportunities for male students pursuing nursing careers.
- d. Engage in community outreach initiatives that promote health and nursing education.

The mission of the MNO is to:

- a. Foster a sense of belonging and camaraderie among male nursing students while encouraging leadership development and involvement in nursing-related activities. Furthermore, it is in the MNO's mission to advocate for gender diversity and inclusion in the nursing profession, breaking down stereotypes and barriers that may discourage men from pursuing nursing careers.
- b. Provide access to MNO resources, events, and activities.
- c. Provide opportunities of leadership to students via executive roles within the organization and assignments to committees created by the organization.

Section 3: Duties and Responsibilities

Members are expected to:

- a. Actively support the mission and goals of the MNO.
- b. Attend meetings, events, and activities organized by the MNO.
- c. Contribute positively to the MNO community and foster a supportive environment for all members.
- d. Adhere to the bylaws and policies of the MNO, SON, and LSUHSC.

Article II: Executive Board

Section 1: Organization of the Executive Board

1. President: Elected to serve a one-year term, contingent upon maintaining good academic standing.
2. Vice President: Elected to serve a one-year term, contingent upon maintaining good academic standing.
3. Secretary: Elected to serve a one-year term, contingent upon maintaining good academic standing.
4. Treasurer: Elected to serve a one-year term, contingent upon maintaining good academic standing.
5. Faculty Representative: Appointed by School of Nursing Dean or designee. Term of appointment is decided by the School of Nursing Dean.
6. Public Relations Officers: Elected to serve a one-year term, contingent upon maintaining good academic standing.

Section 2: Duties of the Executive Board

President:

- a. Provide overall leadership and guidance to the MNO.
- b. Preside over meetings and the activities of the organization.
- c. Attend all MNO executive board and general body meetings.
- d. Serve as liaison to the students and faculty.

- e. Act as an advisor to LSUHSC-NO-SON-MNO on school policy, activities, and expenses.
- f. Hold first-level approval authority for MNO events, fundraising, and communication; second-level approval from Assistant Dean for Student Services.
- g. Listed as an approved signer on the MNO bank account.
- h. Perform monthly reconciliations with the MNO treasurer.

Vice President Shall:

- a. Attend the Officer's Forum and all monthly MNO General Body and Executive Board meetings for the academic semester.
- b. Assume the duties of the MNO Executive Board President in the absence or vacancy of the President and complete the full term of that office.
- c. Promote student participation within the organization and the School of Nursing.
- d. Perform all other duties as delegated by the President.

Secretary Shall:

- a. Attend the Officer's Forum and all monthly MNO General Body and Executive Board meetings for the academic semester.
- b. Prepare and email the MNO Executive Board meeting minutes within 24 hours of the monthly meeting to the MNO Executive Board, Faculty Advisor(s), and Assistant Dean for Student Services.
- c. Prepare and email the MNO General Body meeting minutes within 24 hours of the monthly meeting to the School of Nursing undergraduate students, Faculty Advisor(s), and Assistant Dean for Student Services.

- d. Email an updated roster of the MNO Executive Board and MNO Class Officer Boards by Friday of the first week of the academic semester to the MNO Executive Board President and Assistant Dean for Student Services, using the designated template provided by the Assistant Dean for Student Services.
- e. Collaborate with the IT Project Coordinator to ensure that the LSUHSC-NO SON MNO website provides accurate, updated, and relevant information related to the organization.
- f. Conduct the general correspondence of the MNO as requested by the President.
- g. Notify the MNO Executive Board the date of all scheduled MNO Executive Board meetings one week prior and the day before the scheduled meeting.
- h. Notify the School of Nursing students the date of all scheduled MNO General Body meetings one week prior and the day before the scheduled meeting.
- i. Confirm room reservations for all MNO Executive Board and General Body monthly meetings, and any other meetings deemed necessary by the President and/or MNO Executive Board.
- j. Promote student participation within the organization and the School of Nursing.
- k. Perform all other duties as delegated by the President.

Treasurer Shall:

- a. Attend the Officer's Forum and all monthly MNO Executive Board and General Body meetings for the academic semester.
- b. Act as custodian of LSUHSC-NO SON MNO funds and represent the MNO on any finance committee.
- c. Serve as an account holder on the MNO Executive Board checking account in addition to the President and Faculty Advisor(s) as well as keep track of checkbook with the president.

- d. Maintain an accurate accounting record of the MNO Executive Board revenues and expenditures. This includes but is not limited to coordinating reimbursement activities, maintaining monthly financial statements, and maintaining a positive working relationship with the Assistant Dean of Business Affairs to conduct monetary correspondences.
- e. Prepare a monthly financial report for monthly MNO Executive Board meetings or General Body meetings.
- f. Prepare financial records for annual audit: financial binder, receipts, ledger, bank reconciliations with cohort's Faculty Advisor's signature/approval.
- g. Review any monetary requests by student organizations, and report requests to the President for review. Monetary requests must have approval by the MNO Executive Board and the Faculty Advisor(s).
- h. Be knowledgeable with the LSUHSC-NO SON Student Organizations Financial Policies [SS-9] and the LSUHSC-NO Chancellor's Memorandum – Policies and Procedures Governing the Supervisory Role of the Institution Over Student Activities Including Student Publications [CM-33] to ensure compliance.

Public Relations Officer Shall:

- a. Regularly attend all scheduled MNO Executive Board and General Body meetings to stay informed and actively contribute to discussions and decision-making processes.
- b. Take responsibility for managing and regularly updating MNO's social media presence, including maintaining an engaging and informative Facebook group, Instagram profile, and

Twitter account. This involves creating and sharing relevant content, interacting with followers, and promoting MNO's activities, initiatives, and achievements across these platforms.

c. Collaborate closely with the Secretary to ensure that the MNO website remains up-to-date and accurately reflects the organization's goals, events, and relevant information. This may involve coordinating content updates, ensuring website functionality, and responding to inquiries or feedback received through the website.

d. Utilize MNO's social media channels and website to effectively communicate upcoming events, share photos and highlights from past events, and provide timely updates to members and the wider community. The primary objective is to raise awareness of MNO's activities and foster engagement and participation among its members and stakeholders. e. Attend tabling sessions for orientations for new nursing classes to represent MNO, engage with incoming students, and provide information about the organization's mission, activities, and opportunities for involvement.

Section 4: Vacancies

The MNO members shall conduct elections in both the Fall and Spring semesters contingent upon vacant positions. The term of office for each elected officer will either commence in the Fall or Spring semester, depending on when they are elected. Elections held in the Fall semester for vacant positions will determine the officers who will begin their one-year term during the Spring semester, while elections in the Spring semester for vacant positions will determine the officers who will begin their one-year term during the subsequent Fall semester. Following their initial term, officers may retain their positions indefinitely as long as they are voted in throughout their tenure at the school, unless they are voted out or choose not to run for reelection.

Section 5a: Elections

1. Elections for vacant positions will be held in the last week of October and March.
2. Nomination Process:
 - a. An email containing a nomination link will be distributed on the Monday of the second to last week of October and March.
 - b. The nomination period will remain open until 5pm on Friday of the same week.
 - c. Candidates are required to provide a brief statement outlining why they should be elected to the position they are running for.
3. Voting:
 - a. Voting will take place during the last week of October and March.
 - b. Members will receive a voting link via MNO's school email address.
 - c. Voting will commence on the Monday of the last week of the month and conclude at 5pm on Friday.
 - d. The announcement of newly elected officials will be made after the close of voting on Friday.
4. Transitional Mentorship:
 - a. During the interim period between semesters, current officers will mentor newly elected officers.
 - b. The mentorship will focus on guiding new officers in understanding their roles and responsibilities within the organization.

Section 5b: Qualifications to run for executive board

1. The eligibility criteria for individuals seeking candidacy for executive board positions within MNO stipulates that candidates must:
 - a. Successfully completed their first semester of nursing school.
 - b. Been a member of MNO for no less than a full semester.
 - c. Be in good academic standing.
2. The President position shall only be available to those active members that have served at least one semester on the executive board.
 - a. In the event of the President position being vacant due to either no executive board interest or the executive board is all new, an election will open to the general body.

Article III: Membership

Section 1:

1. Membership is open to all enrolled students of LSUHSC-NO SON and off-campus instructional sites (OCIS).

Section 2: Dues

1. All members of the MNO must be required to pay semester fees of an amount set by the executive board.
 - a. Failure to pay dues in a timely manner may result in removal from the organization

Section 3: Attendance

1. All members of the MNO must attend at least half of the meetings and events put on by the organization to remain in good standing.

- a. Failure to attend at least half of the events and meetings hosted by the organization may result in removal from the organization.

Section 4: Regalia

1. In the final semester of a member's tenure at the school of nursing, if the member is in good standing, they shall be eligible to receive regalia to don over their graduation gown.

Article VI: Committees

Section 1:

The MNO may establish committees as deemed necessary to effectively execute its activities and initiatives. Committee chairs shall be appointed by the President and subject to approval by the Executive Board.

Article IV: Amendments

Section 1: Amendment Process

These bylaws may be amended by a two-thirds majority vote of the active members present at a regular meeting. Proposed amendments must be submitted in writing to the Executive Board at least two weeks prior to the meeting where the vote will take place. Notice of proposed amendments shall be provided to all members at least one week prior to the meeting.

Section 2: Effective Date

Amendments to the bylaws shall take effect immediately upon their approval, unless otherwise specified in the amendment itself.

Article V: Chapter Faculty Representative

Section 1: Role

The chapter faculty representative shall:

- a. Attend the Officer's Forum and all monthly MNO Executive Board and General Body meetings for the academic semester.
- b. Serve as a liaison between students and faculty, facilitating communication and collaboration between the two groups.
- c. Provide guidance and advice to LSUHSC-NO SON MNO on matters related to school policy, activities, and expenses, drawing upon their expertise and experience to support the organization.
- d. Hold first-level approval authority for MNO events, fundraising initiatives, and communications, with final approval from the Assistant Dean for Student Services.
- e. Serve as an approval signer on the MNO bank account, ensuring oversight and accountability in financial transactions.
- f. Conduct monthly reconciliations with the MNO Executive Board Treasurer to ensure accuracy and transparency in financial records and transactions.

Voting of the Chapter Faculty Representative:

- a. The chapter faculty representative shall be appointed by the Dean of LSUHSC-SON.
- b. The chapter faculty representative shall hold their position indefinitely unless they choose to step down, or the Dean appoints a new faculty representative.

ARTICLE VI: DISSOLUTION CLAUSE

In the event of dissolution of the LSUHSC-NO SON MNO, disbursement of the residual assets of the organization must go to the LSUHSC-NO Foundation.

