

Louisiana State University Health New Orleans  
School of Nursing  
Student Veterans of America (SVA) Chapter  
Bylaws

**Preamble**

We, the students of the Louisiana State University Health New Orleans School of Nursing (LSUHNO SON) Student Veterans of America (SVA), will advocate for student veteran matters on campus and in the SVA's broader community to support and network with one another; we do hereby submit ourselves to be governed by the following Bylaws.

**Article I: Name and Purpose**

Section 1: Name:

The name of the organization is the Louisiana State University Health New Orleans School of Nursing Student Veterans of America (LSUHNO SON SVA), hereinafter referred to as SVA.

Section 2: Purpose, mission and vision:

The purpose of the LSUHNO SON SVA is to:

- a. collaborate with SVA Headquarters, other SVA chapters and LSUHNO SON administration to provide military-affiliated students and families the resources to adapt and overcome transitions in nursing higher education.

The mission of the LSUHNO SON SVA is to:

- a. serve as a catalyst for LSUHNO SON military-affiliated students by providing resources, network, support, and advocacy for educational, professional, social opportunities, and continued selfless service beyond graduation.

The vision of the LSUHNO SON SVA is to:

- a. empower military-affiliated students to lead and live their best lives while adapting and overcoming transitions in nursing higher education.

**Article II: Membership/General Body**

Membership shall fall into the following three categories:

- 1.1 Active. Any nursing student enrolled in at least one credit hour with the LSUHNO SON who is a veteran, reservist, National Guard, or active-duty service member.
- 1.2 Alumni. Any student who has graduated from LSUHNO SON and is a a veteran, reservist, National Guard, or active duty service member may be an Alumni member.
- 1.3 Honorary. Any member that does not fall into the above two categories, to include but not limited to LSUHNO SON Dean, students and faculty/staff members with family that are military affiliated.

### Section 1.

Membership is open to all enrolled military-affiliated LSUHNO SON students, alumni, and honorary members who have an interest in supporting the mission of the LSUHNO SON SVA chapter.

The SVA will not discriminate on the basis of age, gender, gender identity, ethnicity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, or weight.

Only military-affiliated LSUHNO SON students may be officers and/or voting members.

### Section 2.

A military-affiliated student becomes a member by requesting membership, which shall be kept on file with SVA's Secretary.

A member remains in good standing by obeying the rules of the SVA as stated in the Bylaws.

Any officer failing to remain in good standing with LSUHNO SON may be removed at any meeting by two thirds vote of general membership or may be removed by the LSUHNO SON administration. Due process will be granted to the officer prior to removal from office.

## **Article III: Executive Board**

### Section 1: Organization of Executive Board

1. President – Serves for one academic year beginning each Fall semester.
2. Vice President - Serves for one academic year beginning each Fall semester.
3. Secretary - Serves for one academic year beginning each Fall semester.
4. Treasurer - Serves for one academic year beginning each Fall semester.
5. Faculty (s) - Serves for one academic year beginning each Fall semester.
6. Public Relations Officer – Serves for one academic year beginning each Fall semester.

### Section 2: Duties of Executive Board

1. President
  - a. Attend all SVA Executive Board and general body meetings.
  - b. Serve as the chairperson of the SVA executive board.
  - c. Act as liaison for the chapter.
  - d. Open each session by taking chair and calling members to order.
  - e. Enforce all occasions and the observance of order and decorum among those present.
  - f. Serve as an account holder on the SVA Executive Board checking account in addition to the SVA Executive Board Treasurer and Faculty Advisor(s).

- i. Co-sign all expenditures submitted by the Treasurer after approval from Faculty Advisor(s).
  - ii. Aid in developing the budget for the following year in conjunction with the SVA Executive Board Treasurer
  - iii. Cognizant of the *LSUHNO SON Student Organizations Financial Policies [SS-9]* and the *LSUHNO Chancellor's Memorandum-Policies and Procedures Governing the Supervisory Role of the Institution Over Student Activities Including Student Publications [CM-33]* to ensure compliance.
- g. Hold entitlement to vote when the vote is by secret ballot and in all other cases where the vote would change the results, such as a tie vote.
  - i. Shall not vote twice on the same issue.
  - ii. Announce results of all votes taken.
  - iii. Attend the SON Dean Student Leadership meetings.
- h. Appoint all standing and special committees authorized by the chapter.
  - i. Shall be an ex-officio member of all committees with the exception of SVA Executive Board.
- i. Attend Dean's Student Leadership meetings.

## 2. Vice President

- a. Attend all SVA Executive Board and general body meetings.
- b. Assume the duties of the SVA 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.
- e. Maintain Executive Board voting privileges.
- f. Maintain list of involvement opportunities and communicates the opportunities with members.
- g. Contact new/absent members and other interested students to provide them with the appropriate committee/event coordinator.

## 3. Secretary

- a. Attend all SVA Executive Board and general body meetings.
- b. Prepare and email the SVA Executive Board meeting minutes within 72 hours of the monthly meeting to the SVA Executive Board, Faculty Advisor(s), and Assistant Dean for Student Services.
- c. Email an updated roster of the SVA Executive Board by Friday of the first week of the academic semester to the SVA Executive Board President, SVA advisor, and Assistant Dean for Student Services, using the designated template provided by the Assistant Dean for Student Services.
- d. Collaborate with the IT Project Coordinator to ensure that the LSUHNO SON SVA website provides accurate, updated, and relevant information related to the organization.
- e. Conduct the general correspondence of the SVA as requested by the President.

- f. Notify the SVA Executive Board of the date of all scheduled SVA Executive Board meetings one week prior and the day before the scheduled meeting.
- g. Notify the School of Nursing SVA members of the date of all scheduled SVA General Body meetings one week prior and the day before the scheduled meeting.
- h. Confirm room reservations for all SVA Executive Board and General Body monthly meetings and any other meetings deemed necessary by the President and/or SVA Executive Board.
- i. Distribute marketing products to promote student participation within the organization and the School of Nursing.
- j. Perform all other duties as delegated by the President.
- k. Maintain Executive Board voting privileges.
- l. Keep all records except those officially assigned to others.
  - i. All records shall be open to inspection by any member of the chapter at any reasonable time.
  - ii. Records include a roster of members, a copy of the chapter bylaws and SVA e mails.
- m. Take attendance at each SVA meeting.
  - i. Send a list of members who have been absent for more than two concurrent meetings to the chapter Vice President.
- n. Prepare updates for LSUHNO SON magazine.

#### 4. Treasurer

- a. Attend all SVA Executive Board and general body meetings.
- b. Act as custodian of LSUHNO SON SVA funds and represent the SVA on any finance committee.
- c. Serve as an account holder on the SVA Executive Board checking account in addition to the President and Faculty Advisor (s).
- d. Maintain an accurate accounting record of SVA Executive Board revenues and expenditures. This includes but is not limited to activities such as maintaining monthly financial statements, and maintaining a positive working relationship with the Assistant Dean of Business Affairs to conduct monetary correspondences.
- e. Prepare a financial report for monthly SVA Executive Board meetings.
- f. Aid in developing the budget for the following year in conjunction with the President and any committees requiring a budget.
- g. Prepare financial records for annual audit: financial binder, receipts, ledger, and bank reconciliations with cohort's Faculty Advisor's signature/approval.
- h. Review any monetary requests by student organizations and report requests to the President for review. Monetary requests must have approval by the SVA Executive Board and the Faculty Advisor (s).
- i. Cognizant of the *LSUHNO SON Student Organizations Financial Policies [SS-9]* and the *LSUHNO Chancellor's Memorandum-Policies and Procedures Governing the Supervisory Role of the Institution Over Student Activities Including Student Publications [CM-33]* to ensure compliance.
- j. Promote student participation within the organization and the School of Nursing.

- k. Perform all other duties as delegated by the President.
- l. Maintain Executive Board voting privileges
- m. Maintain an active donor list.
- n. Collection of dues.

5. Faculty Advisor(s)

- a. Attend all SVA Executive Board and general body meetings.
- b. Serve as liaison to the students and faculty.
- c. Act as an advisor(s) to LSUHNO SON SVA on school policy, activities, and expenses.
- d. First level approval authority for SVA events, fundraising, and communication; second-level approval from Assistant Dean for Student Services.
- e. Listed as an approved signer on the SVA bank account.
- f. Perform monthly reconciliations with the SVA Treasurer.

6. Public Relations Officer

- a. Attend all SVA Executive Board and general body meetings.
- b. Maintain an active Facebook group, Instagram, and Twitter on behalf of SVA.
- c. Work with the SVA secretary to maintain the SVA website.
- d. Post events, pictures, and updates with the intent to help promote veteran awareness on campus and in the community.

Section 3: Executive Board (Refer to Article III for the members of the SVA executive board) Responsibilities, Duties, and Privileges

1. All SVA Executive Board members are expected to participate in the planning and execution of SVA-sponsored events.
2. All SVA Executive Board members are expected to:
  - a. Attend all monthly SVA Executive Board and General Body meetings unless there is a schedule conflict with lecture, lab, simulation, or clinical.
    - i. Notice of absence shall be communicated to the SVA Executive Board President no later than 24 hours prior to the meeting.
  - b. Attend and fulfill assigned duties for any SVA-sponsored events; SVA Executive Board members are exempt from paying for the event, provided adequate funds are appropriated. The SVA shall sponsor one ticket for each Executive Board member. Each Executive Board member will purchase any additional ticket(s) separately.
3. The SVA Programs and Activities Committee shall vote on all venues, brands, ticket processes, and any other expenses for all events. Final decisions will be made by majority vote of Program and Activities Committee members. In the event of a tie, the SVA President will have the tiebreaker vote.

Section 4: Subcommittee and Positions

1. Officers and other members interested in a subcommittee position shall express interest in a respective position.
  - a. A two-thirds majority of general body members must approve the subcommittee position.

- b. Duties of subcommittee positions include but are not limited to:
  - i. Fundraising Representative – Develop fundraising ideas to bring forward to the group. Help raise the amount needed to meet proposed chapter budget. Be familiar with LSUHNO SON policies on fundraising and ensure all fundraising activities abide by these rules.
  - ii. Community Outreach/Volunteer Representative – Help strengthen the chapter relationship with the community both on campus and in the Greater New Orleans area. Participate in at least one biannual volunteer opportunity and/or collaborative effort with other SVA chapters.

## **Article IV: Qualification, Nominations, Elections, Recall, and Vacancies**

### **Section 1: Qualifications**

1. LSUHNO SON military affiliated students with an overall GPA of a B or 3.0 are eligible candidates for Executive Board positions with preference given to Veterans; must be in good standing with LSUHNO SON.
2. Students unsuccessful in any course may not hold an office for the upcoming semester while repeating a course.
  - a. This includes students dropping a course and students not achieving a “B” or better in any course.
  - b. The SON and the SVA Executive Board supports participation in extracurricular activities, but scholastic achievement and progression takes precedent.
  - c. If a current SVA Executive Board member is unsuccessful at the end of the semester, and before the end of the current term, the Executive Board shall accept nominations, conduct interviews, and elect positions by majority vote.
    - i. In case of a tie, the SVA Executive President shall be the tie-breaking vote.

### **Section 2: Nominations for SVA Executive Board**

1. The SVA Executive Board officers will self-nominate or be nominated from the general body members of the SVA.
  - a. Nominations or self-nominations are sent to the SVA president.
2. Nominees must attend the last SVA general body meeting of the semester; exceptions are made for students with class/clinical/lab/simulation conflicts.
3. The SVA President is responsible for distributing the list and candidate statements to the general SVA student body.
4. The SVA President is responsible for submitting a list of candidates and qualifying statements to the IT Director; the IT Director will generate an online ballot/survey.
5. The list is posted for one (1) week before online voting.

### **Section 3: Elections**

1. Officers are elected by secret ballot and require a simple majority of members present. Only members with an overall GPA of a B or 3.0 may be nominated for executive board positions.

2. Elections shall occur during the first meeting of the Spring semester for the upcoming academic year or by special elections.
  - a. Special Elections must be announced at the regular meeting prior to the Special Election.
    - i. Only chapter members present for special elections shall be allowed to vote.
    - ii. Only one vote may be cast per member, per seat.
3. Elections are by an online ballot held one week after the close of nominations.
  - a. Voting will last one week.
  - b. The candidate receiving the majority of votes wins the election. In the event of a tie, the SVA President will have the tiebreaker vote.
  - c. The names of the winners for all offices shall be posted via LSUHSC email; the LSUHNO SON website will be updated at the end of each semester.
  - d. Official results will be available for inspection by any student for one week following the elections.
  - e. Incomplete ballots are counted for the selected candidates only.
  - f. Transition meeting is held at the end of the Spring semester as specified by the SVA Executive Board.
  - g. Newly elected officers shall begin their term on the first day of the Fall semester after elections.
    - i. Officers elected during a Special Election may be appointed immediately or as specified during the Special Election.
  - h. Once elected, SVA Executive officers will hold the position for one year. Each officer may run for another position before the end of their current position's term, but each officer may only hold one position at a time. At the end of each one-year term, each position will be open for nominations from any member of the SVA.
  - i. Voting style shall be at the discretion of the LSUHNO SON SVA President.

#### Section 4: Recall

1. Any officer removed from the SVA Executive Board for non-academic reasons will not be eligible for any re-elected position on the SVA Executive Board while enrolled in the School of Nursing.
2. Students are entitled to due process and reserve the right to defend themselves in a fair hearing led by the Assistant Dean for Student Services following notice of removal from the SVA Executive Board.
3. If at any time an officer is found to be operating in a manner not in the best interest of the office appointed, or in the best interest of LSUHNO SON and SVA, said officer may be removed from the respective position by a two-thirds vote by the SVA Executive Board.

#### Section 5: Vacancies

1. If the office of President is vacated, the SVA Vice President will fill the position.
2. If any other office or faculty Advisor's position is vacated within four months of the next regular SVA elections, the position will be filled by vote of the Executive Board.

- a. Vacancies occurring prior to the fourth month of the next regular SVA elections will be filled by vote of the student body in a special election.

#### Section 6: Resignations

1. Must be submitted in writing to the President no less than two weeks prior to the date upon which the officer wishes to surrender the position.
  - a. The President shall announce such resignations at the next regular meeting following receipt of the written notice, and at such time announce a date for Special Election for that position only, and effective date for the elected to take the seat.

### **Article V: Operating Procedures**

#### Section 1: Meetings

1. LSUHNO SON SVA shall hold at least six regular meetings: three each fall and spring semester, during each academic year.
2. LSUHNO SON SVA will also hold monthly executive board meetings for officers.
3. The time and place of the regular meetings of this chapter shall be determined each semester at the most convenient time for the majority of the members in accordance with their academic schedules.
4. A quorum for the executive board meetings will consist of four LSUHNO SON student veterans.

#### Section 2: Executive Board

There must be at least 3 Executive Board members.

1. The SVA Executive Board shall consist of all elected officers of the chapter.
2. The SVA Executive Board shall act as an advisory board to the President and shall consider and offer recommendations concerning any matters involving chapter policy.
3. The chapter may authorize special committees by a majority vote of the members present at any meeting.

### **Article VI: Chapter Advisor**

Section 1. The Chapter Advisor shall be selected by a vote of the membership and appointed after consultation with the Dean.

Section 2. The Advisor shall serve continuously until a resignation is approved or until the advisor is recalled in the same manner as the Officers.

Section 3. Responsibilities for the Advisor include but are not limited to:

1. Provide guidance when the situation warrants.
2. Provide information on University administrative issues, procedures, and regulations.
3. Aid active members in any way they see fit.

### **Article VII: Amendments**

Section 1. Amendments are proposed and submitted by SVA Executive Board or any member in active standing desiring a change.



Section 2. Amendment requests must be submitted in writing to the SVA Executive Secretary prior to the meeting in which the presenter wishes for the matter to be heard; the Amendment will be reviewed by the SVA Executive Board and noted in the Minutes.

Section 3. Amendments are reviewed and approved by the SVA Executive Board. Should the Amendment be put up for Member vote, the Amendment must pass by three-fourths of total votes cast. Amendment adoptions are effective the day ballots are tabulated and are inclusive of the current Bylaws at that time