

**Graduate Student Organization
University of Massachusetts, Worcester
School of Nursing**

Standing Rules

The purpose of the standing rules is to assist GSO officers and members in the smooth and efficient running of the Organization. They elaborate on the By-laws and reflect current policies and procedures.

I. Conduct of Meetings

A. Calling Meetings. The frequency of meetings is decided by the officers and membership.

1. Dates, times and location of meetings are arranged by the President or his/her designee and publicized on the bulletin board at the entrance of the nursing office and also via e-mail at least one week in advance of the meeting. Minutes from the previous meeting should also be posted whenever possible, one week in advance of the next meeting.
2. Meeting place will be determined in publicized at least one week before the designated date.

B. Order of Meetings: in general, meetings are conducted as follows:

1. Call to Order
2. Introduction
3. Minutes of previous meeting are read by Secretary and acted upon by membership.
4. Old business
5. Committee reports
6. New Business

C. First Meeting of Fall Semester: must be called within 4 weeks of the start of semester. It is helpful to utilize this meeting as an orientation to GSO. Representatives for faculty committees must be sought because these committees begin meeting in September.

1. Time should be taken to discuss:
 - a. purpose and function of Organization and it's committees
 - b. the faculty and university committees—their purposes, chairpersons and meeting times.
 - c. the role of the GSO class/alumni representatives and chairpersons on committees.
2. It is helpful to list each committee and to seek volunteers to serve as as GSO representatives to faculty committees and to chair GSO committees.

II. Duties of Officers

A. President: in addition to the duties listed in the By-laws, the president has a responsibility to :

1. maintain open communication with deans, faculty, advisors, and students.
2. serve as a voting representative at Faculty meetings
3. check the GSO and personal mail folder at least twice a week and respond to mailings appropriately
4. be thoroughly familiar with GSO By-laws and Standing Rules
5. make contact with the Undergraduate assembly of Nursing Students during the Fall Semester.
6. consult schedule of classes, and take other action as necessary to arrange regular meetings at a time most convenient to the membership and officers.

B. President Elect: in addition to the duties described in the By-laws, the president elect is responsible for:

1. publicizing general and special meetings (time, date, place) at least one week prior to the meeting date for his/her class
2. securing rooms for general special meetings

C. Treasurer: in addition to the duties described in the By-laws, the treasurer is responsible for:

1. maintaining an account with a duplication service
2. reviewing accounts at least once a semester
3. maintaining bookkeeping records

D. Secretary: all duties of the Secretary are described in the By-laws

E. Class/Alumni Representative(s): all duties of the class/alumni representative(s) are described in the By-laws

F. All Officers: are encouraged to review the By-laws, these Rules, and the minutes of previous meetings to become familiar with the Organization's functioning

GSO Officer Role Descriptions

President:

The president serves as the primary contact person for GSO. She or he leads the meetings, consults with the other officers in organizing events, oversees that GSO is fulfilling its responsibilities properly, and works with the undergraduate and doctoral student groups in enhancing student communication.

President Elect:

The president elect of the GSO is a first year student who oversees committee positions and assists the president with his/her responsibilities in his/her absence. She or he also attends regular GSO board and membership meetings, provides input for events and programming, and works collaboratively with other board members to promote the School of Nursing and the GSO.

Secretary

The secretary attends GSO board meetings, takes notes, and writes minutes. Additionally, she or he compiles and distributes a biweekly electronic GSO update which informs students of upcoming GSO events or ongoing GSO and School of Nursing opportunities. The secretary also assists in brainstorming, planning, and executing GSO events.

Treasurer

The treasurer is responsible for requisitioning funds for organizational use from the money appropriated to the organization by the University, collaborating with other officers to determine how said moneys will be spent, keeping accurate records of financial transactions, organizing fund raising activities in collaboration with the officers and preparing an annual financial statement for publication to the membership.

Class/Alumni Representative(s)

The class/alumni representative(s) serves as a representatives of the GSO and the student body as a whole to verbalize concerns and act as a liaison between students and faculty. He/she will maintain this role as class representative after graduation as an alumni representative to assist the current GSO with their activities and to assist in planning alumni functions.

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By-Laws

Article I – Title

The name of the organization shall be the Graduate Student Organization of the University of Massachusetts, Worcester, School of Nursing (henceforth referred to as “the Organization”)

Article II – Purpose

The purpose of the Organization shall be to foster communication, coordination, and continuity among graduate students and the administration and faculty of The University of Massachusetts, Worcester, School of Nursing and the University Community.

Article II – Organization

Section 1. Membership: the membership shall include all full-time and part-time students enrolled in the Graduate Division of the University of Massachusetts, Worcester, School of Nursing.

Section 2. Meetings: the organization shall meet monthly (scheduled within the school calendar) and additionally, as necessary. The first meeting of Fall semester must be called within four weeks from the start of the semester as described in the “Standing Rules”.

Section 3. Officers: the officers of the organization and their duties shall be:

A. President: the president shall

1. be responsible for calling and conducting meetings
2. preside at each meeting of the membership
3. coordinate student representation on Faculty, University, and Organization committees
4. meet with the Dean of the Graduate division as appropriate
5. assume other responsibilities as outlined in the Standing Rules or as assigned by the membership

B. President Elect: the president elect shall

1. assume the duties of the president in his/her absence and serve as an aid to the president
2. will assume role of the president upon entering his/her 2nd year

3. review Standing Rules each Spring, and bring proposals for amendments to the membership for consideration
 4. assume other responsibilities as outlined in the Standing Rules or as assigned by the membership
- C. Treasurer:** the treasurer shall
1. be responsible for requisitioning funds for Organization use from the moneys appropriated for that purpose from the University of Massachusetts, Worcester.
 2. keep accurate records of financial transactions
 3. prepare a statement for publication to the membership each year
 4. assist in preparing a proposed budget for each fiscal year
 5. submit an official treasurer's report for auditing during the Spring Semester each year
- D. Secretary:** the secretary shall
1. record, publish, and hold minutes of the organizations meetings
 2. be responsible for any correspondence and other clerical duties as required by the Organization
 3. prepare reports for inclusion in the permanent file
- E. Class/Alumni Representative:** the class/alumni representative shall
1. serve as a representatives of the GSO and the student body
 2. verbalize concerns and act as a liaison between students and faculty
 3. maintain this role as class representative after graduation as an alumni representative to assist the current GSO with their activities and to assist in planning alumni functions.

Section 4. Elections

The term of the officers shall be twelve months. No officer shall serve more than two consecutive terms. Elections for President, President Elect, Treasurer and Secretary will be held in September of each academic year. Volunteers for offices will be sought prior to each election. Voting will take place by secret ballot. Once the slate is completed only write in candidates will be acceptable. Only original copies of the ballot will be valid. Ballots may not be passed out in classes or hallways and may only be obtained at the meeting. Any ballot tampering will automatically result in the disqualification of the candidate involved.

Section 5. Committees

The committees of the organization shall be ad-hoc; appointed on an as needed basis by the President as directed by membership. Membership on committees is open to all interested members on a volunteer basis. The Chairperson of each committee is responsible for submitting a written report annually, or as requested by the Organization, for inclusion of the permanent file. The ongoing work of committees, as outlined in the Standing Rules, is reported verbally at membership meetings as appropriate.

Section 6. Quorum

A quorum consistent of at least two officers and at least five non-officer members.

Section 7. Advisor

One advisor shall be requested, after nomination by the membership, at the first meeting after elections, to serve for two calendar years. S/he shall serve as a resource of information, hold all permanent files, and maintain knowledge and history of the organization. S/he is a non-voting member of the organization. S/he must attend one meeting each semester.

Section 8. Conduct Meetings

Meetings shall be conducted according to By-laws, the Standing Rules, and *Robert's Rules of Order, Newly Revised*.

Article IV – Amendments

Proposals for amendments to these By-laws must be submitted, in writing, to the President of the Organization. The President will distribute said proposals at the next stated meeting of the Organization and will post on the nursing e-mail list. Voting on proposed amendments shall occur not less than thirty days from the date of the stated meeting, as above. Adoption shall be by a 2/3 majority of voting members present. Voting shall be by a show of hands.