

**LEBANESE AMERICAN UNIVERSITY
ALICE RAMEZ CHAGOURY SCHOOL OF NURSING**

BY-LAWS OF THE NURSING CLUB

PREAMBLE:

We, the students of the Alice Ramez Chagoury School of Nursing of the Lebanese American University, believing that the student club creates opportunities to exercise individual responsibility and leadership, do establish the following bylaws. It is clear that it will be the responsibility of every student to advance the objectives of the club.

Article I – Name

The name of the organization shall be the Nursing Club of the Lebanese American University.

Article II – Objectives

- Section 1. Organize health awareness and teaching campaigns.
- Section 2. Teach Lebanese American University students about general and recent health issues.
- Section 3. Introduce the concept of Nursing as a discipline to the Lebanese American University community.
- Section 4. Cooperate with and work alongside Lebanese American University's School of Medicine (SoM) and School of Pharmacy (SoP) student organizations.
- Section 5. Gather nursing students with mutual goals and shared mission in one setting.
- Section 6. Engage nursing students in extracurricular activities.
- Section 7. Engage nursing students in scholarly pursuit and advancement through health-related campaigns, seminars, and lectures.
- Section 8. Promote volunteer work to serve the Lebanese community.

Article III – Membership

- Section 1. The Nursing Club is for both Beirut and Byblos Campuses. Students on either campus can join the club and can serve as officers on the cabinet.
- Section 2. All students enrolled full-time at the School of Nursing (Beirut & Byblos) shall be **voting members** of the society. (Voting members are those enrolled in an academic program and who are full-time students carrying not less than 12 credits per semester. Thus, those who are part-time students, carrying less than 12 credits per semester, are non-voting members. Non-voting members are entitled to participate in activities but have no right to vote.)

ARTICLE IV – ADVISOR

Section 1. The Nursing Club will have a faculty advisor selected from the faculty of the School of Nursing.

The Nursing Club Cabinet shall nominate two non-voting faculty from among its full-time faculty with the rank of clinical instructor and above and recommend them to the dean to serve as Nursing Club Advisor.

The final decision of appointing the advisor remains in the hands of the Dean of the School of Nursing.

Section 2. The Advisor shall attend all Cabinet and general meetings.

Section 3. The advisor and the Cabinet shall be responsible for the elections of the new Cabinet.

Section 4. The advisor shall see that the by-laws are followed.

Section 5. The advisor shall approve the annual report before it is submitted to the Dean of the School and the Office of the Dean of Students.

Section 6. The advisor shall vote only in the case of a tie of Cabinet members.

Article V – Officers

Section 1. The Cabinet of the Nursing Club shall consist of: President (BSN III), Vice President (BSN II), Secretary (BSN I), Treasurer (BSN III), and an elected club representative from the classes of BSN I and BSN II.

Section 2. Club representatives from classes BSN I and BSN II are elected from their respective classes. It is the duty of class members to elect their representatives. Each class must then submit the name of their representative to the President of the Nursing Club.

Section 2. The Cabinet shall transact all business in the interim and in the general assemblies of the Nursing Club. At least Two general assemblies will be held per year: one at the beginning of the year to present the proposals and the other at the end of the year to sum up the achievements for the same year.

Section 3. The president shall:

- a. Plan a calendar of meetings for the club and Cabinet;
- b. Preside over all meetings of the Nursing Club and the Cabinet and shall exercise the role pertaining to that office;
- c. Dismiss members from meetings, after warning them, if their presence is disrupting the meeting within the rules of order;

- d. Inform the vice president in advance of his/her absence from a meeting;
- e. Take leadership in general planning and coordination of activities of the Nursing Club and be its official representative;
- f. Authenticate by his/her signature all the acts, orders and proceedings of the club;
- g. Prepare in coordination with the secretary, the agenda for each meeting following consultation with the Cabinet members;
- h. Sign jointly with the club advisor requests, to order supplies from the Office of the Dean of Students at the Lebanese American University; all requests require approval and signature of the Office of the Dean of Students;
- i. Submit a report of the activities of the Nursing Club to the Office of the Dean of Students and the Dean of the School of Nursing at the end of the academic year and present it orally in the end of year general assembly.

Section 4. The vice president shall:

- a. Assume duties during the president's absence or incapacitation as acting president until the president is able to resume his/her position. Otherwise, the vice president shall remain as acting president until the time of the upcoming annual elections;
- b. Take minutes in the absence of the secretary.
- c. Assist the president in general planning and coordination of activities.
- d. Assist the president in preparing the end of year report.
- e. Assist in duties delegated by the President.

Section 5. The secretary shall:

- a. Record attendance at meetings;
- b. Keep minutes of all Nursing Club and Cabinet meetings and send copies to the Dean of the School, the Nursing Club Advisor, and the Nursing Club President;
- c. Post notices on bulletin boards of all special meetings at least a week in advance;
- d. Handle all correspondence and notifications including proposals, reports, official letters and courtesy notes;
- e. Keep a file of all written or printed material pertaining to the club;
- f. Submit an activities report by the end of each academic year to the Office of the

Dean of Students, the President and advisor of the Club, and the Dean of the School of Nursing.

Section 6. The treasurer shall:

- a. Prepare the budget along with a financial report for events;
- b. Submit requests for needed material for each event to the Club President;
- c. Keep a record of all used supplies;
- d. Provide the Office of the Dean of Students with upcoming spending plans at least 15 working days prior to an activity/meeting.

Section 7. The class representative shall (BSN I and BSN II):

- a. Be the representative for the respective class on the Nursing Club Cabinet;
- b. Participate in the decision making of the Cabinet;
- c. Assist in the implementation of the projects;
- d. Carry out specific projects as requested by the cabinet;
- e. **Channel class issues via the Nursing Club to the School of Nursing.**

ARTICLE VI- ELECTIONS

Section 1. The president, vice president, secretary and treasurer shall be elected during the month of October on a date decided by the Cabinet.

Section 2. The nominees shall present their nominations to the Club Advisor two weeks prior to the date of the elections and have two club members supporting the nomination.

Section 3. The president to be elected shall be a full-time senior student.

Section 4. The nominees shall possess the academic and professional characteristics recommended by the faculty of the School of Nursing at the time of running.

Section 5. Withdrawal from candidacy should be submitted in writing to the Advisor one week before the elections.

Section 6. The Cabinet and its Advisor shall organize and conduct the elections.

Section 7. Members shall vote for all the positions on the same ballot.

Section 8. In the event that no quorum is attained at the scheduled election meeting, a second meeting shall be called at a date not earlier than 48 hours nor later than one week from

the date of the first elections. Any number of voting members in attendance shall constitute a quorum at this second meeting. However, all nominees shall be present.

Section 9. After each election, the names of the newly elected Cabinet members together with their positions and LAU e-mail addresses will be announced by the Office of the Dean of Students.

Section 10. Students placed on probation or receiving a dean's warning during their term of office will be removed from office.

ARTICLE VII – MEETINGS

Section 1. a. General meetings of the club shall be held at least twice per semester according to the schedule posted at the beginning of each semester.

b. Cabinet meetings shall be held regularly at least four times per semester according to the schedule posted at the beginning of each semester. A Cabinet member who is absent (without an excuse) more than once will be asked to resign.

c. Special meetings for both Cabinet and General Assembly shall be called upon the request of the president, or three or more members of the Cabinet, or one third or more members of the club.

Section 2. The presence of half plus one of the members at a Cabinet or general meeting shall constitute a quorum. In case a quorum is not reached at a certain meeting, another meeting shall be called for by the President at any lapse of time, and the number present shall constitute a quorum.

Section 3. All meetings shall be governed by Robert's Rule of Order, latest edition.

Section 4. The minutes of each meeting shall be submitted by the Secretary within 1 week to the Nursing Club Advisor and President for their approval.

ARTICLE VIII – ORGANIZATION POLICY

Section 1. The club will abide by the letter and spirit of the University regulations. In all matters not specifically covered by these By-Laws, Robert's Rule of Order (latest edition) shall prevail.

ARTICLE IX – MODIFICATIONS

Section 1. To amend these By-Laws, the proposals shall be presented in writing to the Cabinet for approval.

Section 2. A two-third vote of the members present at the general meeting of the Nursing Club

shall be required to pass any amendment.

Section 3. Any amendment shall be presented to the Dean of the School and is placed into effect upon signature.