

**UPMC SCHOOLS OF NURSING
STUDENT GOVERNANCE BY-LAWS**

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2022 – 2023**

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We, the students of the UPMC Schools of Nursing, do establish the Goal, Purpose and Bylaws of the Student Body.

Each UPMC School of Nursing will individually implement the Student Governance By-laws.

GOAL

Our goal is to assure that students at UPMC Schools of Nursing are actively involved in the academic and social activities of the school and therefore have a voice to participate in the governance process.

Purposes

Our purposes are to:

- incorporate the core values of caring, integrity, diversity and excellence into our nursing practice
- promote effective communication between faculty and students
- encourage each student to assume responsibility for self-direction
- improve student interaction through the student body and student representatives of each class
- promote good relationships among the students
- promote social activities to foster collegial relationships among students
- encourage student participation in community and professional activities
- provide students with support to reach their academic goals and assist with personal and professional development
- provide opportunities for self-directed leadership through student government
- promote faith-based activities to solidify the core values of Mercy Hospital through involvement in pastoral care. (Mercy)

Events are planned to foster both academic and social interaction, and professional growth. Students may participate in a variety of school activities which may include the following:

1. Ambassador Program
2. Community Volunteer activities
3. Student Nurse Grand Rounds
4. Annual Student Nurse Association of Pennsylvania Conference
5. National Student Nurses' Association Conference
6. Holiday/Social
7. Grants, Awards and Scholarship Presentations
8. Nurses' Week activities
9. New Student Orientation
10. Open House/Information Sessions
11. Pastoral Care (Mercy)

SECTION I: Membership

Term of Office- The “Term of Office” for an elected representative shall include from the time of appointment to graduation.

Student Body- Shall include all students enrolled in UPMC Schools of Nursing.

Student Class- Shall include students who are enrolled in the same class based on the date of graduation

Student Representatives- The students appointed into positions by the Student Class.

SECTION II: Student Representative Responsibilities

- a. Participate in the local Standing Student Services Committee monthly meeting.
- b. Participate in the Student Services Subcommittee monthly meetings
- c. In case of absence from duties, meetings, or responsibilities, notify and brief the other representatives concerning the fulfillment of responsibilities pertaining to role.
- d. Notify Chair(s) of the Student Services committee in advance of any planned meetings to plan proposed agenda
- e. Post notices of a scheduled meeting at least one week in advance
- f. Keep minutes of all class meetings.
- g. Submit a copy of the minutes of each meeting to the faculty advisor to be included as an attachment to the next Standing Student Services Committee meeting minutes. The Chair(s) of the Student Services committee will post minutes in student site in learning management system for all members of student body.
- h. May participate as a student speaker at graduation.

SECTION III: Appointment Process

Each class is structured so that it operates individually to elect an appropriate number of student representatives dependent on the cohort size. The number of the student representatives may vary with a minimum of one student per cohort. To provide students with an opportunity to become acquainted, the Student Representatives will be appointed by October following the fall admission, February following spring admission (Shadyside only) and by June (Mercy only).

Each class will operate individually with communication between representatives as needed. All cohorts will meet to arrange or discuss activities pertinent to all classes.

The decision-making authority is delegated to the Student Representatives through a voting decision of the Student Body.

Attendance

It is the expectation that all Student Representatives attend at least 50 % per semester of scheduled Student Services meetings. If the student is unable to attend a meeting, they should

communicate with the Chair of the Student Services committee that they will not be attending the scheduled meeting.

Voluntary Resignation

When a member is unable to fulfill their membership or voluntarily is unable to fulfill their responsibilities, or they shall submit their resignation to the appropriate Chair of the Student Services committee. A new Student Representative may be appointed by the Student Body to fill the vacant position.

Involuntary Resignation

When a member is unable to fulfill their role and does not submit a resignation from Student Services, the Chair of the Student Services committee will reach out to the student to discuss their participation/role in Student Services. After which, if the student does not participate, they may be asked to resign their role in Student Services.

SECTION IV: Student Nurse Association

All students are encouraged to become members of the Student Nurses Association of Pennsylvania (SNAP). SNAP membership is the responsibility of the individual student.

Students requesting to attend SNAP conventions must be in good academic standing and approved by administration. Dues paid to SNAP must be up to date. If an approved conference falls on an exam day, the student will follow the exam makeup policy without penalty. If the conference falls on a clinical day, the student will receive an excused clinical absence.

SECTION V: Chair(s) of the Student Services committee

The Chair(s) of the Student Services committee for Student Services will be selected by the Director of the School of Nursing and will act in the advisory capacity for the class throughout the curriculum. The Chair(s) of the Student Services committee will act as a support person for the Student Representatives and Student Body by:

- a. Meeting with the Student Representatives prior to the standing Student Services meetings to discuss and advise in agenda items
- b. Assisting students with input into the subcommittee annual review and revision of student Bylaws
- c. Working with class members and representatives for planning activities
- d. Assist students in registering and participating in the Student Nurses Association of Pennsylvania (SNAP).

SECTION VI: Meetings

Meeting Schedules

- a. Student Services Standing Committee meetings shall be held monthly during the school year.
- b. The Student Representative shall communicate via email or learning platform any important information concerning meetings, etc., both before and after Standing Committee meetings.
- c. Student representatives will share the minutes or highlights with the student body when published.
- d. The Standing Committee meetings should be scheduled at least two weeks in advance and posted one week prior to the meeting.

Meeting Structure

- a. Student Representatives may follow adapted Robert's Rules of Order, Revised.
- b. Refer to agenda template attached.
- c. Recommendations for amendments to these bylaws shall be directed to the Student Service Subcommittee.

Reviewed/Revised: ~~03/02/2020~~ 7/20/2022

Originated Date:

Effective Date: ~~08/31/2020~~ 8/29/2022

Signature:  Date: 8/29/22
Executive Director
UPMC Schools of Nursing

UPMC Schools of Nursing
Student Services Meeting

I. Call to Order

- II. Review/Approval of Minutes
- III. Old Business
- IV. New Business
- V. Open Discussion
- VI. Announcements
- VII. Next Meeting:
- VIII. Adjournment