

RSO Constitution Form

Please fill out the sections below, and upload as a digitally signed document at your registration session, saved as "YEAR RSO NAME Constituion". RSO constitutions are valid until October 2027. DO NOT ALTER OR REFORMAT THIS DOCUMENT. ANY CHANGES MAY DELAY REVIEW AND APPROVAL OF YOUR RSO CONSTITUTION.

Article I: Name (please fill in name of your RSO. If you wish to show a UW association, you may **ONLY** use "at University of Washington" or "UW Chapter" at the **END** of your name.)

Registered Student Organization Constitution of: School of Nursing Student Leadership Board (SoN SLB)

Article II: Group Purpose

Section 1: (Please state purpose/mission of your group)

VISION

An inclusive, collaborative, and connected nursing student body that works together to support leadership development while advancing the student experience and improving the health and equity of our community and its best-in-class nurses.

MISSION

To represent, advocate for, and build capacity and community for and among all students in the School of Nursing.

PURPOSES

1. Represent undergraduate and graduate student voices to executive leadership at the School of Nursing, the main campus at the University of Washington, and the community at large. Through communication, representative governance, and advocacy SLB ensures student needs and priorities are reflected in decision-making that affects the student body in the School of Nursing.
2. Connect and synergize Student Interest Groups through representation and resourcing.
3. Build community among nursing students in different cohorts, programs, and departments.
4. Facilitate career exploration and professional development experiences to enhance student preparation for future nurse leadership roles.

Article III: Affiliations

(Please state any local, state or national organizations that your group is officially affiliated)

None

Article IV: Membership

 (Please review and check boxes in Sect. 1&2)

Section 1: We verify that the majority of the membership of this organization are regularly enrolled University of Washington- Seattle students. Only currently registered UW- Seattle students are officers or have voting privileges within our organization.

Section 2: We verify that selection of members shall not involve hazing of any kind, nor will selection discriminate against others based on race, color, creed, religion, national origin, citizenship, sex, pregnancy, age, marital status, sexual orientation, gender identity or expression, genetic information, disability, or veteran status.

Section 3: Associate Membership (Who can be non-voting members of your group- faculty, staff, non-uw, etc)

All students, faculty, and staff at the School of Nursing are SLB constituents unless opted out.

Faculty and staff may serve as mentors and advisors; they may not hold positions as officers.

SLB COMPOSITION:

SLB STAFF OFFICERS

President
Vice President
DEI Officer
Financial Officer
Records Officer
Communications Officer

BSN1 COHORT LEADERSHIP TEAM

BSN1 Cohort Representatives
BSN1 Events Leaders
BSN1 Curriculum Leaders
BSN1 Mentorship Leaders

BSN2 COHORT LEADERSHIP TEAM

BSN2 Cohort Representatives
BSN2 Events Leaders
BSN2 Curriculum Leaders
BSN2 Mentorship Leaders

ABSN-AUTUMN COHORT LEADERSHIP TEAM

ABSN-Autumn Cohort Representatives
ABSN-Autumn Events Leaders
ABSN-Autumn Curriculum Leaders
ABSN-Autumn Mentorship Leaders

ABSN-SPRING COHORT LEADERSHIP TEAM

ABSN-Spring Cohort Representatives
ABSN-Spring Events Leaders
ABSN-Spring Curriculum Leaders
ABSN-Spring Mentorship Leaders

DNP1 COHORT LEADERSHIP TEAM

DNP1 Cohort Representatives
DNP1 Events Leaders
DNP1 Curriculum Leaders
DNP1 Mentorship Leaders

DNP2 COHORT LEADERSHIP TEAM

DNP2 Cohort Representatives
DNP2 Events Leaders
DNP2 Curriculum Leaders
DNP2 Mentorship Leaders

DNP3 COHORT LEADERSHIP TEAM

DNP3 Cohort Representatives
DNP3 Events Leaders
DNP3 Curriculum Leaders
DNP3 Mentorship Leaders

PHD COHORT LEADERSHIP TEAM

PhD Cohort Representatives

PhD Events Leaders
PhD Yr 1 Curriculum Leaders
PhD Yr 2 Curriculum Leaders
PhD Yr 3 Curriculum Leaders
PhD Yr 4+ Curriculum Leaders
PhD Mentorship Leaders

SLB will add tri-campus leadership structure in the future based on the evolution of the school, its programs, and the tri-campus community.

STUDENT INTEREST GROUPS REPRESENTED AND FULLY RESOURCED

There exists within the University of Washington School of Nursing a diverse set of interests and experiences that, at times, has led to the development of specific interest groups and functional activities. Therefore, it is incumbent upon the Student Leadership Board to seek out, advocate for, represent, and resource (through consultative, material, and financial means) these Student Interest Groups (SIGs). Capital goods purchased on behalf of a SIG which are capable of repeat use (e.g. tools) are accounted for and managed by the Financial Officer after the initial purpose for purchase has been completed. These goods are then available to all other groups on a first come, first serve basis.

- **Community Service Group**

Made up of SoN students from any cohort interested in pursuing community service with other SoN students. Leader of the Community Service Group attends MHO steering committee and Inter-Professional Service Learning Advisory Board.

- **Cross-Cohort Curriculum**

Co-chaired by the Records Officer and DEI Officer. Made up of Curriculum Leaders from all cohorts. Attendees share lessons learned and opportunities for innovation.

- **Cross-Cohort Events/SIGs Committee**

Co-chaired by the Vice President and Financial Officer. Made up of Event Leaders from all cohorts and SIG leadership. Coordinates and plans short-term resource utilization, long-term financial planning. Open, standing invitation to Manager of Student Outreach and Recruiting (Simone Nelson, as of Sept 2024) and Senior Social Impact and Communications Strategist (Brilliance Jones, as of Sept 2024).

- **Cross-Cohort Mentorship Committee**

Co-chaired by the President and Communications Officer. Made up of Mentorship Leaders from all cohorts. Facilitates transition to program and transition to practice initiatives. SIGs Future Nurses Club and SoNDAwGs have an open, standing invitation.

- **Future Nurses Club**

Made up of SoN students from any cohort interested in fostering non-nursing students to enter into nursing. Works with the Mentorship Committee to offer opportunities for existing SoN students to mentor prospective nursing students.

- **Health Advocacy Group**

Made up of SoN students from any cohort interested in enhancing health advocacy at a local, regional, state, and/or national level. Works with Health Equity Circle to provide nursing leadership to advocate at Olympia.

- **Hispanic/Latinx Organization for Nursing Students (HOLA)**

Made up of SoN students from any cohort interested in creating Hispanic/Latinx community within the SoN. HOLA is committed to representing students of all nursing levels who self-identify as Hispanic/Latinx at the University of Washington School of Nursing. We are a passionate group of

nursing students who aim to advance the health and well-being of Hispanic/Latinx communities through collaborative partnerships within the School of Nursing and the greater Seattle area. Our mission is to empower and advocate for Hispanic/Latinx nursing students and nurses and foster educational and professional opportunities. HOLA also functions as a safe resource of support and mentorship to its members as they embark on and/or explore their nursing journey.

- Nurses for Sexual and Reproductive Health

Made up of SoN students from any cohort interested in furthering issues of reproductive justice at a local, regional, state, and/or national level.

- Re.S.O.N. (aka The Scrub Drive)

Made up of SoN students from any cohort interested in increasing equity and decreasing the carbon footprint at the SoN by providing a framework for students to use scrubs and white coats from graduating students, rather than buying new. This entails:

1. Scrub solicitation: Reaching out to the graduating cohort and organizing scrub drop off point, time, etc. It is advised to start sending out solicitation emails/ notices the month before graduation to spark interest and allow students time to drop off their scrubs.

2. Scrub processing: Frequent check of the donation boxes in the Nursing Student Lounge, coordinating pick up from SAS if they help collect scrubs, do inventory, sorting sizes/colors.

3. Scrub distribution: Contact SAS to help send out scrub applications form, determining priority pick up recipients, organize pick up location/method/ timing, etc.

- Self-Care Club

Made up of SoN students from any cohort interested in creating self-care resources and opportunities for students at the SoN. Advises and assists Manager of Student Outreach and Recruiting on all-school self-care activities. Interfaces with cohort Events Leaders to consider all student needs.

- UnicoRN

Made up of SoN students from any cohort interested in advocating for comprehensive, evidence-based queer content within SoN course material, creating queer community within the SoN, and advancing the health equity of sexual and gender minority peoples.

STUDENT INTEREST GROUPS REPRESENTED AND PARTIALLY RESOURCED

Some student interest groups in the University of Washington School of Nursing have independent financial resources outside Student Leadership Board support but remain fully entitled to consultative and material support (e.g. capital goods) from SLB. They remain fully supported by the Student Leadership Board and SLB will advocate for and represent these groups to administration.

- BIPOC and International Students

Hosted and funded by SoN administration. Made up of SoN students, staff, and faculty interested in creating BIPOC support within the SoN.

- Office of DEI Learning Moment (formerly Diversity Committee)

Staff-driven and SoN funded. Attended by SLB DEI Officer or their proxy. Made up of SoN students, staff, and faculty promoting diversity within the SoN.

- Mary Mahoney Professional Nurses Organization (MMPNO) Local Chapter

Independent national organization for Black or African American nurses. Made up of SoN students and others in networking and support. This is an unofficial, informal relationship.

- National Association of Hispanic Nurses (NAHN) Washington State Chapter

Independent national organization for Hispanic heritage nurses. Made up of SoN students and others in networking and support. This is an unofficial, informal relationship.

- School of Nursing Diversity Awareness Group (SoNDAwGs)

Funded by private donation. Made up of SoN students, staff, and faculty interested in furthering diversity, equity, and inclusion within the SoN through hosting a yearly camp. UW Nurse Camp is a free week-long day camp, geared towards increasing access and opportunities in nursing to underserved and underrepresented high school sophomores and juniors. Student leaders spend the year planning the logistics of camp, and ultimately become mentors for the campers as SoNDAwGs provides a diverse, supportive, networking-oriented community.

Section 4: Eligibility Requirements *(Please indicate any additional requirements for membership- dues, GPA, national or local organization membership, etc)*

Members must be a current student at the SoN to become a student leader with SLB, with the exception of joining SIGs such as Future Nurses Club.

Article V: Officers

Section 1: Officer Description *(Please describe officer titles and duties of the five Group Administrators, and other officers conducting business for your group)*

PRESIDENT

This position is responsible for the overall strategy of the Student Leadership Board along with direction of other staff officers (Vice President, DEI Officer, Financial Officer, Records Officer, and Communications Officer). The President is the students' champion in advocacy to the Executive Dean and Associate Dean of Academic Affairs. They maintain clear and consistent lines of communication with executive leaders at the school and attend the SoN Shared Leadership Council. This position is open to graduate students with at least 5 quarters remaining in their program. Time commitment fluctuates during the school year (higher during orientation and lower in the middle of the school year); the commitment is approximately 15-20 hours/week.

The duties and responsibilities of the SLB President shall be as follows:

- Attend SLB ET monthly meetings as a voting member of the Executive Group
- Attend quarterly All School Meetings
- Co-host with the Communications Officer the Cross-Cohort Mentorship Committee meeting, consisting of Mentorship Leaders from every cohort, as well as Future Nurses Club and SoNDAwGs leadership
 - Attend quarterly meetings and as needed meetings with the Dean
 - Attend the advisory group to the SoN Executive Dean for decisions on behalf of the SoN, representing student views, perspectives, and priorities as SLB's Representative. The meeting is known as the Shared Leadership Council (SLC). SLC is the School of Nursing's Executive Team, composed of Associate Deans, department chairs, and representatives from the Faculty, Staff, and students
 - Develop annual strategic priorities and multi-year organizational strategy aligned to the herein articulated vision, mission, purpose, and values of the organization
 - Counsel and motivate staff officers
 - Align operational objectives with organizational strategy
 - Explore and develop people, resources, and pathways that set conditions for SLB success
 - Develop and maintain a line of communication with Faculty and/or Staff Advisor for all positions and interest groups
 - Recruit volunteers to document all SLB events and programs and retain artifacts, including but not limited to written notes, photographs, and videos
 - Attend a Registered Student Organization (RSO) registration session and work with the Records Officer to reregister SLB as a student organization annually no later than October 31st with the UW Student Activities Office (SAO)
 - Pick up UW Bookstore Discount Card for RSOs
 - Retrieve SLB print code for copying at the Student Organization Resource Center
 - Register the other SLB officers as Registered Users for the RSO email account

- Work with SIG leadership, if interested, to register their group as an RSO
- Work with SLB Staff Officers or Cohort Leadership Team members who are not meeting their 60% engagement benchmark to increase their engagement. If an SLB Officer is not able to meet the 60% engagement benchmark within 60 days of the initial notice to them, work with them to facilitate stepping down and redistributing their duties. If a Cohort Leadership Team member is not able to meet the 60% engagement benchmark within 60 days of the initial notice to them, notify their cohort that they may trigger a recall and new election.
 - Monitor the SLB email address (sonslb@uw.edu) and respond to any emails addressed to the President or related to the duties of the President. Archive emails that have been resolved
 - Answer all SLB business emails sent to the President's student UW email or personal email within 72 hours/3 days and CC sonslb@uw.edu when replying to any emails relating to student leadership at the SoN, to maintain a record for future student leaders
 - Maintain a running business log of activities completed
 - May, at need, appoint a Presidential Special Project Officer to complete specified projects. This Officer may serve a maximum of one year, not to exceed the term of their appointing Officer, and may be removed at any time by a majority vote of SLB ET that meets quorum guidelines
 - Step down a minimum of one election cycle before graduation, in either Spring or Autumn, and serve for at least 1 quarter as President Emeritus to provide training and support for the newly elected President

VICE PRESIDENT

This position is responsible for the overall operations of the Student Leadership Board, maintaining communication with the Executive Dean and Associate Dean of Academic Affairs, and orchestrating the quarterly All School Meeting. The Vice President and President share responsibility for meeting with executive leaders at the school about critical student issues and for representing student voices on the Shared Leadership Council. Time commitment fluctuates during the school year (higher during orientation and lower in the middle of the school year) and the month, but is approximately 3-10 hours/week.

The duties and responsibilities of the SLB Vice President shall be as follows:

- Attend SLB ET monthly meetings as a voting member of the Executive Group
- Attend quarterly All School Meetings
- Co-host with the Financial Officer the Cross-Cohort Events/SIG Committee
- Attend quarterly meetings and as needed meetings with the Dean
- Attend the advisory group to the SoN Executive Dean for decisions on behalf of the SoN, representing student views, perspectives, and priorities as SLB's Representative. The meeting is known as the Shared Leadership Council (SLC). SLC is the School of Nursing's Executive Team, composed of Associate Deans, department chairs, and representatives from the Faculty, Staff, and students
 - Plan, coordinate, and host quarterly All School Meetings
 - Arrange, summarize, and present all matters pertaining to Executive Team vote during SLB ET meetings
 - Facilitate the alignment of operational objectives with organizational strategy
 - Lead implementation of operational objectives
 - Develop and maintain a line of communication with Faculty and/or Staff Advisor for all positions and interest groups
 - Monitor the SLB email address (sonslb@uw.edu) and respond to any emails addressed to the Vice President or related to the duties of the President. Archive emails that have been resolved
 - Answer all SLB business emails sent to the Vice President's student UW email or personal email within 72 hours/3 days and CC sonslb@uw.edu when replying to any emails relating to student leadership at the SoN, to maintain a record for future student leaders
 - Maintain a running business log of activities completed
 - May, at need, appoint a Vice Presidential Special Project Officer to complete specified projects. This Officer may serve a maximum of one year, not to exceed the term of their appointing Officer, and may be removed at any time by a majority vote of SLB ET that meets quorum guidelines

- Step down a minimum of one election cycle before graduation, in either Spring or Autumn, and serve for at least 1 quarter as Vice President Emeritus to provide training and support for the newly elected Vice President

DEI OFFICER

This position is responsible for promoting diversity, equity and inclusion at the school as a student representative. The goal of the DEI officer is to better understand and amplify student voices as well as bridge the work of the Diversity Committee with the students.

The duties and responsibilities of SLB DEI Officer shall be as follows:

- Attend monthly SLB ET meetings
- Break SLB ET voting ties, when they occur, by casting the deciding vote. No other voting power
- Attend quarterly All School Meetings
- Co-host with the Records Officer the Cross-Cohort Curriculum meeting, consisting of Curriculum Leaders from every cohort
 - Act as liaison between SLB and the UW, GPSS, ASUW Diversity Committees by attending committee meetings
 - Be the vocal advocate for student concerns within SLB, leading the charge to create a more inclusive environment that embraces diversity in all its forms
 - Prepare reports on Diversity Committee meetings and other relevant events, sharing key highlights at each SLB meeting to keep everyone informed and engaged
 - Identify and develop opportunities for collaboration between SLB and the Diversity Committees to achieve common goals
 - Monitor the SLB email address (sonslb@uw.edu) and respond to any emails addressed to the DEI Officer or concerning the duties of the DEI Officer within 72 hours/3 days. Archive emails that have been resolved
 - Answer all SLB business emails sent to the DEI Officer's student UW email or personal email within 72 hours/3 days and CC sonslb@uw.edu when replying to any emails relating to student leadership at the SoN, to maintain a record for future student leaders
 - May, at need, appoint a DEI Special Project Officer to complete specified projects. This Officer may serve a maximum of one year, not to exceed the term of their appointing Officer, and may be removed at any time by a majority vote of SLB ET that meets quorum guidelines
 - Step down a minimum of one election cycle before graduation, in either Spring or Autumn, and serve for at least 1 quarter as DEI Officer Emeritus to provide training and support for the newly elected DEI Officer

FINANCIAL OFFICER

This position is responsible for the growth and development of directly and indirectly held financial resources as well as their tracking and deployment. This position requires accountability, attention to detail, strong communication skills, and creativity in problem solving. This position reports to the SLB Vice President and SLB President and interacts frequently with Director of SAS and Director of FAS. This role can be filled by an undergraduate or graduate student who can commit for a minimum of one (1) academic year. Time commitment is approximately 2-5 hours/week. A background in finance is not required since continuity documents provide general direction.

The duties and responsibilities of the SLB Financial Officer shall be as follows:

- Attend SLB ET monthly meetings and present a financial summary of the last month, including an up-to-date summary of available resources
- Attend quarterly All School Meetings and present on SLB's funding and allocations
- Co-host with the Vice President Officer the Cross-Cohort Events/SIG Committee, consisting of Events Leaders from every cohort and leadership of every resourced SIG registered with SLB
 - Work with cohort Events Leaders and SIG leadership to facilitate resource requests funded through SLB, the SoN, or UW Seattle campus
 - Manage the Student Leadership Board General Fund held in trust by UWSoN

- Manage Student Leadership Board Advancement fund held in trust by UWSoN
- Acts conscientiously in all matters toward the benefit of all students and without favor
- Interfaces with key stakeholders, such as SIG leaders and Event Leaders, in order to ascertain resource requirements in the year of their election and anticipating/planning for resource requirements in the following year. For example, if elected in academic year 2024-25, the Financial Officer liaises with SIGs and Events Leaders to determine resource requirements for academic year 2024-25. In the process, they plan for requirements in academic year 2025-26.
 - Estimate the budget for the current and upcoming year, including the needs of each SIG group and cohort, to promote the equitable distribution of resources
 - Evaluate the effectiveness of every resource request using process and outcome indicators and recycles unused resources (e.g. capital goods) to effectively control future costs.
 - Execute and/or coordinate purchase when authorized under direction of a vote or through constitutionally automated criteria
 - Research and apply for outside grant funding
 - Monitor the SLB email address (sonslb@uw.edu) and respond to any emails addressed to the Financial Officer or concerning finances and/or resource requests and other duties of the Financial Officer. Archive emails that have been resolved
 - Answer all SLB business emails sent to the Financial Officer's student UW email or personal email within 72 hours/3 days and CC sonslb@uw.edu when replying to any emails relating to student leadership at the SoN, to maintain a record for future student leaders
 - May, at need, appoint a Financial Special Project Officer to complete specified projects. This Officer may serve a maximum of one year, not to exceed the term of their appointing Officer, and may be removed at any time by a majority vote of SLB ET that meets quorum guidelines
 - Step down a minimum of one election cycle before graduation, in either Spring or Autumn, and serve for at least 1 quarter as Financial Officer Emeritus to provide training and support for the newly elected Financial Officer

RECORDS OFFICER

This position is responsible for documentation and record keeping. It is critical that members of SLB hold ourselves accountable to our commitments, and this officer helps us to do that. This role creates and organizes meeting minutes, as well as records related to progress in strategic objectives, and individual SLB Staff Officers and Cohort Leadership member engagement. The Records Officer will also oversee data governance and the management of the SLB SharePoint. This position requires strong organizational skills as well as good attention to detail. This position reports to the SLB Vice President and President. The role can be filled by an undergraduate or graduate student who can commit for a minimum of one (1) academic year. Time commitment is approximately 1-5 hour(s)/week.

The duties and responsibilities of the SLB Records Officer shall be as follows:

- Attend SLB ET monthly meetings
- Create SLB ET meeting agendas in partnership with key stakeholders (officers, SIGs, staff) using PowerPoint presentation template. Solicit each role to add relevant content to their slide(s) for each meeting
 - Attend quarterly All School Meetings
 - Document SLB ET and All School Meeting minutes and send out those minutes within 72 hours to all attendees. Post minutes on SLB Canvas page for all-SoN access, in addition to archiving them in SLB SharePoint and sharing them with Staff Council, Faculty Council, and staff member in charge of SoN accreditation. Delegate meeting minutes, if unable to attend
 - Co-host with the DEI Officer the Cross-Cohort Curriculum meeting, consisting of Curriculum Leaders from every cohort
 - Reregister SLB as a registered student organization on main campus in partnership with the SLB President
 - Coordinate annual constitutional review and submit to SAO in partnership with SLB President
 - Maintain the constitutional record and SLB adherence to the constitution
 - Maintain permissions and membership on SLB Husky Link and SharePoint
 - Manage SLB SharePoint

- Track attendance at SLB ET and All School Meetings
- Track and respond to reports of non-engagement of all SLB Staff Officers and Cohort Leadership Team members. Notify the President at 15 days, 25 days, and 50 days of the student leader not meeting engagement benchmarks. Engagement activities are attending relevant meeting/committees in person or by proxy, creating or updating presentation content on respective presentation slides, responding to SLB emails within 72 hours/3 days, and other duties listed in position descriptions.
 - Monitor the SLB email address (sonslb@uw.edu) and respond to any emails addressed to the Records Officer or concerning the duties of the Records Officer. Archive emails that have been resolved
 - Answer all SLB business emails sent to the Records Officer's student UW email or personal email within 72 hours and CC sonslb@uw.edu when replying to any emails relating to student leadership at the SoN, to maintain a record for future student leaders
 - May, at need, appoint a Records Special Project Officer to complete specified projects. This Officer may serve a maximum of one year, not to exceed the term of their appointing Officer, and may be removed at any time by a majority vote of SLB ET that meets quorum guidelines
 - Step down a minimum of one election cycle before graduation, in either Spring or Autumn, and serve for at least 1 quarter as Records Officer Emeritus to provide training and support for the newly elected Records Officer

COMMUNICATIONS OFFICER

This position is responsible mostly for communications with students and faculty/staff outside SLB through email announcements, Teams, flyers, and a social media presence. There can be external communications products which are supported by the School of Nursing's marketing and communications team. Communications officer promotes student opportunities and activities associated with Student Leadership Board and Student Interest Groups. This role requires strong verbal and written communication skills as well as a broad interest in all student activities. The position reports to SLB Vice President and President and interacts frequently with the School of Nursing's marketing/communication/advancement teams, as well as SoN personnel who create the Monday emails that go to each program with information and activities relevant to them. Time commitment is approximately 1-2 hours/week. A background in communications is not required.

The duties and responsibilities of the SLB Communications Officer shall be as follows:

- Attend SLB ET monthly meetings
- Attend quarterly All School Meetings
- Co-host with the President the Cross-Cohort Mentorship Committee
- Manage email correspondence for sonslb@uw.edu, announcements to distribution lists
- Manage new student activities environment on school website in partnership with UWSON
- Share critical communications with SLB Executive Team
- Manage SLB Index (always up-to-date contact list) for internal and external stakeholders
- Create flyers for student events (quarterly All School Meetings, mixers)
- Track and respond to reports of non-engagement regarding the SLB Records Officer. Notify the President at 15 days, 25 days, and 50 days of the student leader not meeting engagement benchmarks. Engagement activities are attending relevant meeting/committees in person or by proxy, creating or updating presentation content on respective presentation slides, responding to SLB emails within 72 hours/3 days, and other duties listed in the position description.
 - Run the SLB email address (sonslb@uw.edu) and respond to any emails addressed to the Communications Officer, or concerning the duties of the Communications Officer, or emails not explicitly under the purview of any other Officer. Archive emails that have been resolved. Archive emails that do not require action and are sent to the SLB email for a record of student leadership activities
 - Notify other Officers of emails requiring their response, if they have not addressed emails sent to them at this email address in 72 hours/3 days. Notify the President and Records Officer if email(s) requiring another Officer's response have not been addressed after 5 days
 - Answer all SLB business emails sent to the Communications Officer's student UW email or personal email within 72 hours/3 days and CC sonslb@uw.edu when replying to any emails relating to student leadership at the SoN, to maintain a record for future student leaders

- May, at need, appoint a Communications Special Project Officer to complete specified projects. This Officer may serve a maximum of one year, not to exceed the term of their appointing Officer, and may be removed at any time by a majority vote of SLB ET that meets quorum guidelines
- Step down a minimum of one election cycle before graduation, in either Spring or Autumn, and serve for at least 1 quarter as Communications Officer Emeritus to provide training and support for the newly elected Communications Officer

COHORT REPRESENTATIVES

These positions are responsible for representing the interests of their cohort and will be elected in the first quarter of their programs. They make themselves available to the needs and interests of their colleagues, regardless of track or subspecialization, and share those issues with others serving on the Executive Team in pursuit of resolution. This role requires strong interpersonal communication skills in tandem with a passion for advocacy. A cohort has one vote per cohort/program. ABSN-S, ABSN-A, BSN1, BSN2, DNP1, DNP2, DNP3, and PhD each have one vote in SLB ET.

Routine elections will attempt to fill two Cohort Representative roles per cohort to share the responsibilities of the position. Cohort Representatives may notify the SLB President at any time to hold an additional election if it is found that additional personnel are needed to fill this role for their cohort.

A Cohort Representative may recommend a replacement from their cohort to fill their role if they step down. Any role still vacant after an election is concluded may at any time be filled on a volunteer basis. An additional election will only be conducted to fill the vacant role, in lieu of the volunteer filling the role, if requested by a person in the cohort. Anyone in the cohort may request an election. If no election is requested within 10 days of the SLB announcement of the volunteer applying to step into the vacant role, the new Cohort Representative will be confirmed in the role.

The duties and responsibilities of the Cohort Representative shall be as follows:

- Attend monthly SLB Executive Team meetings as voting members
- Attend quarterly All School Meetings
- Represent the priorities, concerns, and views of their constituents in their cohort
- Liaise with constituents on SLB announcements, initiatives, and projects
- Promote broad student involvement and feedback
- Distribute public announcements and event information to constituents as provided by the Communications Officer
- Answer all SLB business emails sent to the Cohort Representative's student UW email or personal email within 72 hours/3 days and CC sonslb@uw.edu when replying to any emails relating to student leadership at the SoN, to maintain a record for future student leaders

CURRICULUM LEADERS

These positions are responsible for representing the interests of their cohort to SoN faculty and administration during monthly or bi-monthly curriculum meetings. They will be elected in the first quarter of their programs. Curriculum leaders solicit the needs and interests of their colleagues and share that information during curriculum meetings. This role requires strong interpersonal communication skills in tandem with a passion for advocacy.

Routine elections will attempt to fill two Curriculum Leader roles per cohort to share the responsibilities of the position. Curriculum Leaders may notify the SLB President at any time to hold an additional election if it is found that additional personnel are needed to fill this role for their cohort.

A Curriculum Leader may recommend a replacement from their cohort to fill their role if they step down. Any role still vacant after an election is concluded may at any time be filled on a volunteer basis. An additional election will only be conducted to fill the vacant role, in lieu of the volunteer filling the role, if requested by a person in the cohort. Anyone in the cohort may request an election. If no election is requested within 10 days of the SLB announcement of the volunteer applying to step into the vacant role, the new Curriculum Leader will be confirmed in the role.

The duties and responsibilities of the Curriculum Leader shall be as follows:

- Attend monthly or bi-monthly curriculum meetings
- Attend Cross-Cohort Curriculum meeting, frequency to be determined by Curriculum Leaders
- Attend quarterly All School Meetings
- Represent the priorities, concerns, and views of their constituents in their cohort to SoN faculty and administration during curriculum meetings
 - Report back to their cohort the outcome(s) of curriculum meetings
 - Promote broad student involvement and feedback
 - Answer all SLB business emails sent to the Curriculum Leader's student UW email or personal email within 72 hours/3 days and CC sonslb@uw.edu when replying to any emails relating to student leadership at the SoN, to maintain a record for future student leaders

MENTORSHIP LEADERS

These positions are responsible for creating mentorship opportunities for their colleagues, as well as representing the interests of their cohort to SoN faculty and administration during quarterly mentorship meetings. They will be elected in the first quarter of their programs. Mentorship leaders solicit the needs and interests of their current and incoming colleagues to be paired with either a mentor or a mentee. There is deliberate emphasis not simply on the transition to program, but also the transition to practice in this mentorship position. This role requires strong interpersonal communication skills in tandem with a passion for creating community and long-term supportive networks.

Routine elections will attempt to fill two Mentorship Leader roles per cohort to share the responsibilities of the position. Mentorship Leaders may notify the SLB President at any time to hold an additional election if it is found that additional personnel are needed to fill this role for their cohort.

A Mentorship Leader may recommend a replacement from their cohort to fill their role if they step down. Any role still vacant after an election is concluded may at any time be filled on a volunteer basis. An additional election will only be conducted to fill the vacant role, in lieu of the volunteer filling the role, if requested by a person in the cohort. Anyone in the cohort may request an election. If no election is requested within 10 days of the SLB announcement of the volunteer applying to step into the vacant role, the new Mentorship Leader will be confirmed in the role.

The duties and responsibilities of the Mentorship Leader shall be as follows:

- Attend Cross-Cohort Mentorship Meetings, frequency to be determined by committee members
- Attend quarterly All School Meetings
- Reach out to incoming students entering their program to determine interest in being matched with a mentor. Reach out to students in their own and other programs at the SoN as well as alumni to determine interest in being matched with a mentee. Pair mentors and mentees, helping bridge entry into SoN programs, as well as bridge entry into practice
 - Represent the priorities, concerns, and views of their constituents in their cohort to SoN faculty and administration during mentorship meetings
 - Report back to their cohort the outcome(s) of mentorship meetings
 - Promote broad student involvement and feedback
 - Answer all SLB business emails sent to the Mentorship Leaders's student UW email or personal email within 72 hours/3 days and CC sonslb@uw.edu when replying to any emails relating to student leadership at the SoN, to maintain a record for future student leaders

EVENTS LEADERS

These positions are responsible for working with SIGs to create events that address the interests and needs of their cohort. They also work with SoN staff to plan their cohort's graduation ceremony and festivities. They will be elected in the first quarter of their programs. This role requires strong interpersonal communication skills in tandem with a passion for creating community and supportive networks within the SoN.

Routine elections will attempt to fill two Events Leader roles per cohort to share the responsibilities of the position. Events Leaders may notify the SLB President at any time to hold an additional election if it is found that additional personnel are needed to fill this role for their cohort.

An Events Leader may recommend a replacement from their cohort to fill their role if they step down. Any role still vacant after an election is concluded may at any time be filled on a volunteer basis. An additional election will only be conducted to fill the vacant role, in lieu of the volunteer filling the role, if requested by a person in the cohort. Anyone in the cohort may request an election. If no election is requested within 10 days of the SLB announcement of the volunteer applying to step into the vacant role, the new Events Leader will be confirmed in the role.

The duties and responsibilities of the Events Leader shall be as follows:

- Attend Cross-Cohort Events/SIG Committee, frequency to be determined by committee members
- Attend quarterly All School Meetings
- Reach out to students in their program to determine their needs, and network with SIG leadership to create events that answer those needs
 - Represent the priorities, concerns, and views of their constituents in their cohort to SIG leadership and SoN faculty and administration during events meetings
 - Work with Self-Care Club to represent the needs of their cohort
 - Advise and assist Manager of Student Outreach and Recruiting on all school community events
 - Report back to their cohort the outcome(s) of events meetings
 - Promote broad student involvement and feedback
 - Answer all SLB business emails sent to the Mentorship Leaders's student UW email or personal email within 72 hours/3 days and CC sonslb@uw.edu when replying to any emails relating to student leadership at the SoN, to maintain a record for future student leaders

Section 2: Qualifications *(What are the qualification of each position to hold office?)*

PRESIDENT: The President must be a graduate student of the School of Nursing with a minimum of 5 quarters remaining and may not concurrently hold a separate role as an SLB Officer or be part of a cohort leadership team (Cohort Representative, Curriculum Leader, Events Leader, Mentorship Leader), or hold leadership responsibility elsewhere in the UW student community.

VICE PRESIDENT: The Vice President must be a student of the School of Nursing with a minimum of 5 quarters remaining and may not concurrently hold a separate role as an SLB Officer or be part of a cohort leadership team (Cohort Representative, Curriculum Leader, Events Leader, Mentorship Leader).

DEI OFFICER: The DEI Officer must be a student at the School of Nursing and may not concurrently hold a separate role as an SLB Officer or be part of a cohort leadership team (Cohort Representative, Curriculum Leader, Events Leader, Mentorship Leader).

FINANCIAL OFFICER: The Financial Officer must be a student at the School of Nursing and may not concurrently hold a separate role as an SLB Officer or be part of a cohort leadership team (Cohort Representative, Curriculum Leader, Events Leader, Mentorship Leader). It is recommended, though not required, that this position be filled by a grad student.

RECORDS OFFICER: The Records Officer must be a student at the School of Nursing and may not concurrently hold a separate role as an SLB Officer or be part of a cohort leadership team (Cohort Representative, Curriculum Leader, Events Leader, Mentorship Leader).

COMMUNICATIONS OFFICER: The Communications Officer must be a student at the School of Nursing and may not concurrently hold a separate role as an SLB Officer or be part of a cohort leadership team (Cohort Representative, Curriculum Leader, Events Leader, Mentorship Leader).

COHORT LEADERSHIP TEAM: Any member of a Cohort Leadership Team (Cohort Representative, Curriculum Leader, Events Leader, Mentorship Leader) must be a member of the cohort they are leading and may not concurrently hold a separate role as an SLB Officer or a separate role as part of their cohort leadership team.

Section 3: Term of Office *(Please describe length of term of office for officers)*

PRESIDENT - 1 year term maximum. May run for re-election. Must step down during current election season if they are going to graduate before the next election (Spring or Autumn).

VICE PRESIDENT - 1 year term minimum, may opt to stay in office after 1 year. Must step down during current election season if they are going to graduate before the next election (Spring or Autumn).

DEI OFFICER - 1 year term minimum, may opt to stay in office after 1 year. Must step down during current election season if they are going to graduate before the next election (Spring or Autumn).

FINANCIAL OFFICER - 1 year term minimum, may opt to stay in office after 1 year. Must step down during current election season if they are going to graduate before the next election (Spring or Autumn).

RECORDS OFFICER - 1 year term minimum, may opt to stay in office after 1 year. Must step down during current election season if they are going to graduate before the next election (Spring or Autumn).

COMMUNICATIONS OFFICER - 1 year term minimum, may opt to stay in office after 1 year. Must step down during current election season if they are going to graduate before the next election (Spring or Autumn).

COHORT LEADERSHIP TEAM, ALL MEMBERS - Elected to serve through their graduation, unless removed by a vote from their cohort.

Section 4: Removal Provisions *(What are the reasons and process for removing officers from positions?)*

PRESIDENT: A majority vote by the Executive Team can remove the individual in this position. A unanimous vote by the sitting Vice President, Financial Officer, Records Officer, Communications Officer, and DEI Officer can also remove the individual in this position. The sitting President not meeting a 60% engagement benchmark for 60 days will remove them from this position. The Records Officer to notify the sitting President of not meeting 60% of their engagement benchmark at 15 days, 25 days, and 50 days.

VICE PRESIDENT: A majority vote by the Executive Team can remove the individual in this position. A unanimous vote by the sitting President, Financial Officer, Records Officer, Communications Officer, and DEI Officer can also remove the individual in this position. The sitting Vice President not meeting a 60% engagement benchmark for 60 days will remove them from this position. The Records Officer to notify the President of the Vice President not meeting 60% of their engagement benchmark at 15 days, 25 days, and 50 days.

DEI OFFICER: A majority vote by the Executive Team can remove the individual in this position. A unanimous vote by the sitting President, Vice President, Financial Officer, and Records Officer can also remove the individual in this position. The sitting DEI Officer not meeting a 60% engagement benchmark for 60 days will remove them from this position. The Records Officer to notify the President of the DEI Officer not meeting 60% of their engagement benchmark at 15 days, 25 days, and 50 days.

FINANCIAL OFFICER: A majority vote by the Executive Team can remove the individual in this position. A unanimous vote by the sitting President, Vice President, Records Officer, Communications Officer, and DEI Officer can also remove the individual in this position. The sitting Financial Officer not meeting a 60% engagement benchmark for 60 days will remove them from this position. The Records Officer to notify the President of the Financial Officer not meeting 60% of their engagement benchmark at 15 days, 25 days, and 50 days.

RECORDS OFFICER: A majority vote by the Executive Team can remove the individual in this position. A unanimous vote by the sitting President, Vice President, Financial Officer, Communications Officer, and DEI Officer can also remove the individual in this position. The sitting Records Officer not meeting a 60% engagement benchmark for 60 days will remove them from this position. The Communications Officer to notify the President of the Records Officer of not meeting 60% of their engagement benchmark at 15 days, 25 days, and 50 days.

COMMUNICATIONS OFFICER: A majority vote by the Executive Team can remove the individual in this position. A unanimous vote by the sitting President, Vice President, Financial Officer, Records Officer, and DEI Officer can also remove the individual in this position. The sitting Communications Officer not meeting a 60% engagement benchmark for 60 days will remove them from this position. The Records Officer to notify the President of the Communications Officer not meeting 60% of their engagement benchmark at 15 days, 25 days, and 50 days.

COHORT LEADERSHIP TEAM (any member): A majority vote of the electing cohort can remove an individual in any Cohort Leadership Team position. A sitting Cohort Leadership Team member not meeting a 60% engagement benchmark for 60 days will trigger a notification of this to their cohort and prompt a vote. The Records Officer to notify the President of the sitting Cohort Leadership Team member of not meeting 60% of their engagement benchmark at 15 days, 25 days, and 50 days.

Any Appointed Special Projects Officer: May be removed at any time by a majority vote of SLB ET that meets quorum guidelines or by a unanimous vote by the sitting SLB Staff Officers. The Staff Officer appointing a Special Projects Officer may remove this individual from their role at will. This removal must immediately be reported to the members of SLB ET and must be discussed as an agenda item at the following SLB ET meeting.

Article VI: Elections

Section 1: Selection of Officers *(When are officer elections held?)*

SPRING/AUTUMN ROUTINE ELECTION TIMELINE

Candidacy applications open when the first acceptance letters go out

SLB to hold info-sessions before Spring/Autumn Orientation, as well as during Orientation

Candidacy applications close on the 7th day of the spring and autumn terms

Voting for candidates opens on the 10th day of the spring and autumn terms

Voting for candidates closes on the 15th day of the spring and autumn terms

Winners contacted the 16th day of the spring and autumn terms

Winners announced the 18th day of the spring and autumn terms

Cohort Representatives, Curriculum Leaders, Events Leaders, and Mentorship Leaders are to be elected for each incoming cohort by the majority vote of their constituents. After an election is concluded, any vacant Cohort Leadership Team positions may be filled on a volunteer basis, with another election being triggered if requested within 10 days of the SLB announcement of the volunteer filling said role. The election may be requested by anyone belonging to the cohort in which the volunteer is stepping into leadership.

Staff Officer positions (President, Vice President, DEI Officer, Financial Officer, Records Officer, Communications Officer) will be elected by a majority vote open to every student at the UW School of Nursing, Seattle campus.

If only one candidate nominates themselves for a role, then they are to fill that vacancy unless vetoed for cause by the President. Cause must immediately be reported to the members of SLB ET and must be discussed as an agenda item at the following SLB ET meeting.

Section 2: Procedures for voting *(What are your voting procedures, and how are results/winner determined?)*

Candidates for any position may self-nominate via SharePoint Form.

On the 10th day of the Spring and Autumn terms ballots will be sent to each cohort via email listserv that contain their Cohort Leadership Team hopefuls, if any, as well as all Officer candidates.

Cohorts will elect their Cohort Leadership Team members by simple majority. Votes for all Officer candidates will be totalled across cohorts, and Officers will be selected by simple majority based on votes cast by members of any cohort of students. All election winners will be announced on the 18th day of the Spring and Autumn terms.

All student interest groups (SIGs) are to decide their own leadership on their own terms. SIG leaders must register with SLB, which consists of sharing their contact information and position in the SIG, as well as sign an MOU as a condition of accessing funding and resources through SLB. SIG leadership decisions must be made within 30 days of the start of a given school year. The President can extend this period as needed.

Section 3: Procedures for filling officer vacancies

A vacancy of the Presidency outside of a Spring or Autumn all-school election seasons will be filled via a self-nominated SLB ET member being voted into office by a simple majority vote. All SLB ET members may vote in this emergency election, excepting those who have self-nominated for the role of President.

In the case of a vacancy in either the Vice President or Financial Officer role outside of the all-school election season, the tasks of the vacant role will be taken up and delegated where possible by the sitting President.

In the case of a vacancy in either the Records or Communications Office role outside of the all-school election season, the tasks of the vacant role will be taken up by the sitting Records or Communications Officer.

Article VII: Meetings

Section 1: Calendar *(What types of meetings does your group hold? When does your group hold meetings and when/where are members told about meetings?)*

SLB EXECUTIVE TEAM MEETING

- Monthly, from 4 to 6 pm on the second Wednesday of the month
- All SLB Officers or their preidentified proxies must attend
- Cohort Representatives bring updates and concerns
- President/VP to update Cohort Representatives on SoN updates

SLB ET Attendees:

- President – 1 Vote, representing the desires and best interests of all students at the SoN. May designate either Financial or Communications Officer to act as voting proxy for them, with notice given to the Records Officer for tracking of engagement benchmarks. No proxy may hold more than 1 vote

- Vice President – 1 Vote in SLB ET meetings. May designate either Financial or Communications Officer to act as voting proxy for them, with notice given to the Records Officer for tracking of engagement benchmarks. No proxy may hold more than 1 vote
- DEI Officer – NO Vote in SLB ET meetings. Decides ties in any SLB ET votes, and may not act as proxy
- Financial Officer – NO Vote in SLB ET meetings
- Records Officer – NO Vote in SLB ET meetings. May not act as proxy, in favor of taking notes
- Communications Officer – NO Vote in SLB ET meetings
- BSN1 Cohort Representative(s) - 1 Vote collectively for the BSN1 cohort
- BSN2 Cohort Representative(s) - 1 Vote collectively for the BSN2 cohort
- ABSN-Autumn Cohort Representative(s) - 1 Vote collectively for the ABSN-Autumn cohort
- ABSN-Spring Cohort Representative(s) - 1 Vote collectively for the ABSN-Spring cohort
- DNP1 Cohort Representative(s) - 1 Vote collectively for the DNP1 cohort
- DNP2 Cohort Representative(s) - 1 Vote collectively for the DNP2 cohort
- DNP3 Cohort Representative(s) - 1 Vote collectively for the DNP3 cohort
- PhD Cohort Representative(s) - 1 Vote collectively for the PhD cohort

ALL SCHOOL MEETING

- This event is to occur once a quarter on the Wednesday before finals week
- Vice President is to book a meeting room in person or virtually
- Invite representatives of each Curriculum Committee to present updates (undergrad, DNP, PhD)
- Invite GPSS and ASUW representatives to present updates
- Invite each SIG to present updates
- The following faculty and staff must be invited to All School Meeting: ADAA, SAS Director, Undergraduate Director, DNP Director, PhD Director, SoN Dean
- Begin with open floor, SIG updates, then curriculum updates
- Conduct proposals and comment periods at the end of the meeting
- All Executive Team roles must be represented. This means that only one Cohort Representative is required to attend per cohort and all Officers must attend
- If a SIG's leadership cannot attend, they should assign an alternate representative for their SIG
- Attendance is to be tracked by the Records Officer. Attendance is a condition of accessing funding and resources through SLB

CROSS-COHORT CURRICULUM MEETING

- Meeting hosted by Records Officer and DEI Officer
- Meeting frequency to be voted on each autumn by all curriculum leaders
- Meetings held for all Curriculum Leaders to network with each other, especially between SoN-established Curriculum Committees

CROSS-COHORT MENTORSHIP MEETING

- Meeting hosted by the President and Vice President
- SIGs Future Nurses Club and SoNDAwGs have a standing invitation to attend
- Meeting frequency to be voted on each autumn by all mentorship/Future Nurses leaders
- Meetings held for Mentorship and Future Nurses Club Leaders to network with each other and coordinate mentorship opportunities across cohorts
- Invite SoN Alum Council Liaison or Delegate

CROSS-COHORT EVENT/SIG COMMITTEE MEETING

- Meeting hosted by Financial Officer and Communications Officer
- Meeting frequency to be voted on each autumn by all Events/SIG leaders
- Meetings held for Events and SIG Leaders to plan events and network together, as well as stay up to date on budgeting and event planning concerns with the Financial Officer

Section 2: Quorum *(What is minimum attendance to vote on club business in meetings?)*

A voting quorum at an SLB ET meeting shall be defined as a minimum of 4 votes, and must include an undergraduate and a graduate Cohort Representative, and not less than 2 votes from Cohort Representatives.

SLB ET DECISION MAKING

1. The interested group, party, or Officer shall present the situation and background relevant to the topic up for a vote during an SLB ET meeting. If they are not available, the President will summarize the situation and background to the best of their knowledge.
2. The matter will be discussed.
3. The Vice President will summarize the discussion.
4. The Records Officer shall summarize the options up for vote and call for a vote.
 - a. The Records Officer will announce if quorum is not met, and will solicit votes from absent SLB ET members by email with a summary of the options. Voting by email will close 48 hours after the Records Officer sends the email requesting votes. If quorum is not reached, the vote does not pass.
3. The Records Officer shall record yea, nea, and abstention votes, which when totaled constitute SLB ET's decision.

FUNDING DECISION PROCESS

- Resource requests for \$150 or less per event/group are approved automatically.
- The Financial Officer will coordinate fulfilling these requests and will report on them at the next SLB ET meeting.
- Resource requests for \$300 or less, when an event is anticipated to be attended by at least 40 people, are approved automatically.
- The Financial Officer is the approval authority for resourcing requests and will coordinate fulfilling these requests between the requestor and Manager of Student Outreach and Recruiting and will report on them at the next SLB ET meeting. If the Financial Officer fails to approve or deny a request based on constitutional authority herein or SLB ET vote within 3 calendar days, then the President or Vice President may act in their stead for no more than 14 calendar days.
- Proof of 40+ RSVPs must be included with resource request for automatic approval. Requests without evidence of 40+ RSVPs will be tabled for SLB ET vote at next meeting.
- Resource requests for more than \$300 will go to SLB ET for a vote (see Article VII: Section 2: SLB ET Decision Making). This vote will automatically happen at the next SLB ET meeting, but may be called earlier via email by the President or a Cohort Representative.
- It is strongly recommended that the group submitting the resource request present a proposal for the requested resources prior to the vote.
- No single cohort via their Events Leader may receive more than \$300 per academic year unless a unanimous SLB ET vote is made to suspend this rule owing to SIG activity. The suspension can endure no longer than 3 months in order to allow ample time for SIG recovery.
- Gift cards may be requested to incentivize student participation in surveys, given that the surveys have been designed in consultation with PhD or faculty members.

Article VIII: Non-SAO Advisors *(please review and check box in Sect. 1)*

Section 1: We verify that non-SAO advisors to our organization are selected by our organization's voting membership, and that they serve ex-officio without voting privileges.

Section 2: If you are a Federal Title IX exempt fraternity or sorority with Recognition Agreement on file with UW Office of Fraternity and Sorority Life, please indicate powers granted to your chapter adviser regarding club business from your national affiliate:

Article IX: Constitutional Amendments

Section 1: PROCESS *(Please describe your process for amending your constitution)*

This constitution may be amended under the following conditions:

- 1. 80% majority of voting parties**
- 2. Presidential authority under force majeure conditions (e.g. global pandemic) in consultation with SoN Executive Dean and ADAA.**

Signature Page

Our organization verifies our operating practices are not in conflict with the Registration requirements in Articles I, IV, and VIII, nor are they in conflict with the SAO Policy Guide and other University of Washington requirements. *This constitution is valid until October 2027.*

Name, Title of Registering Officer, Email (print)

Date (DD/MM/Year)

If any modification or changes are made before October 2024, please sign and date below, upload to your HuskyLink group account, and submit to saoreg@uw.edu

Name, Title of Officer, Email (print)

Date (DD/MM/Year)

For SAO departmental use only

Document received date:

Staff initials: