

University of Washington School of Nursing Student Leadership Board

BYLAWS

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ARTICLE I: Purpose and Organization of the SLB

SECTION 1: Name and Purpose

The name of the organization shall be the Student Leadership Board (SLB) of the University of Washington School of Nursing (UW SoN). The purpose of SLB is to act as a liaison between students and the administration, promote leadership development, foster community across programs, and support the needs and concerns of the student body.

SECTION 2: Organization Structure

The SLB is composed of elected student members and staff. 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. Members must be a current student of the SoN to become a student leader with SLB.

A. SLB COMPOSITION:

a. **SLB STAFF OFFICERS**

- i. President
- ii. Vice President
- iii. DEI Officer
- iv. Financial Officer
- v. Records Officer
- vi. Communications Officer

b. **BSN1 COHORT LEADERSHIP TEAM**

- i. BSN1 Cohort Representatives
- ii. BSN1 Events Leaders
- iii. BSN1 Curriculum Leaders
- iv. BSN1 Mentorship Leaders

c. **BSN2 COHORT LEADERSHIP TEAM**

- i. BSN2 Cohort Representatives
- ii. BSN2 Events Leaders
- iii. BSN2 Curriculum Leaders
- iv. BSN2 Mentorship Leaders

d. **ABSN-AUTUMN COHORT LEADERSHIP TEAM**

- i. ABSN-Autumn Cohort Representatives
- ii. ABSN-Autumn Events Leaders

- iii. ABSN-Autumn Curriculum Leaders
- iv. ABSN-Autumn Mentorship Leaders
- e. **ABSN-SPRING COHORT LEADERSHIP TEAM**
 - i. ABSN-Spring Cohort Representatives
 - ii. ABSN-Spring Events Leaders
 - iii. ABSN-Spring Curriculum Leaders
 - iv. ABSN-Spring Mentorship Leaders
- f. **DNP1 COHORT LEADERSHIP TEAM**
 - i. DNP1 Cohort Representatives
 - ii. DNP1 Events Leaders
 - iii. DNP1 Curriculum Leaders
 - iv. DNP1 Mentorship Leaders
- g. **DNP2 COHORT LEADERSHIP TEAM**
 - i. DNP2 Cohort Representatives
 - ii. DNP2 Events Leaders
 - iii. DNP2 Curriculum Leaders
 - iv. DNP2 Mentorship Leaders
- h. **DNP3 COHORT LEADERSHIP TEAM**
 - i. DNP3 Cohort Representatives
 - ii. DNP3 Events Leaders
 - iii. DNP3 Curriculum Leaders
 - iv. DNP3 Mentorship Leaders
- i. **PHD COHORT LEADERSHIP TEAM**
 - i. PhD Cohort Representatives
 - ii. PhD Events Leaders
 - iii. PhD Yr 1 Curriculum Leaders
 - iv. PhD Yr 2 Curriculum Leaders
 - v. PhD Yr 3 Curriculum Leaders
 - vi. PhD Yr 4+ Curriculum Leaders
 - vii. PhD Mentorship Leaders

SECTION 3: STUDENT INTEREST GROUPS REPRESENTED AND FULLY RESOURCED

- A. Community Service Group
- B. Cross-Cohort Curriculum
- C. Cross-Cohort Events/SIGs Committee
- D. Cross-Cohort Mentorship Committee
- E. Future Nurses Club

- F. Health Advocacy Group
- G. Hispanic/Latinx Organization for Nursing Students (HOLA)
- H. Nurses for Sexual and Reproductive Health
- I. Re.S.O.N. (aka The Scrub Drive)
- J. Self-Care Club
- K. UnicoRN
- L. DNA

SECTION 4: STUDENT INTEREST GROUPS REPRESENTED AND PARTIALLY RESOURCED

- A. BIPOC and International Students
- B. Office of DEI Learning Moment (formerly Diversity Committee)
- C. Mary Mahoney Professional Nurses Organization (MMPNO) Local Chapter
- D. National Association of Hispanic Nurses (NAHN) Washington State Chapter
- E. School of Nursing Diversity Awareness Group (SoNDAwGs)

ARTICLE II: Duties and Responsibilities

SECTION 1: EXECUTIVE TEAM

A. President

- Attend bi-monthly SLB ET meetings as a voting member during the academic year
- Lead a Summer Retreat Meeting for SLB ET to make changes to the constitution
- Attend quarterly All School Meetings
- Liaise with faculty and staff to advocate for student interests:
 - Attend SLC meetings (Advisory group to the SoN Executive Dean)
 - Attend as-needed meetings with the Dean and Assistant Dean
- Respond to emails in a timely manner:
 - Monitor the SLB email address (sonslb@uw.edu) and the President's own student email.
 - Answer all relevant emails within 72 hours, CC sonslb@uw.edu as needed for record-keeping.
- Communicate with the SoN student body when necessary
- Work with the Records Officer to re-register SLB as a student organization not later than October 31st each year.

B. Vice President

- Attend bi-monthly SLB ET meetings as a voting member during the academic year

- Arrange, summarize, and present all matters to be voted on by the Executive Team during SLB ET meetings.
- Attend a Summer Retreat Meeting for SLB ET to make changes to the constitution
- Plan, coordinate, and host quarterly All School Meetings
- Co-host the Cross-Cohort Events/SIG Committee with the Financial Officer
- Work with the President to liaise with faculty and staff to advocate for student interests:
 - Attend SLC meetings (Advisory group to the SoN Executive Dean)
 - Attend as-needed meetings with the Dean and Assistant Dean
- Respond to emails in a timely manner:
 - Monitor the SLB email address (sonslb@uw.edu) and the Vice President's own student email.
 - Answer all relevant emails within 72 hours, CC sonslb@uw.edu as needed for record-keeping.

C. DEI Officer

- Attend bi-monthly SLB ET meetings during the academic year.
 - Break SLB ET voting ties when necessary.
 - Share highlights from Diversity Committee meetings and other relevant events with SLB ET.
- Attend a Summer Retreat Meeting for SLB ET to make changes to the constitution
- Attend quarterly All School Meetings
- Co-host the Cross-Cohort Curriculum Meeting with the Records Officer.
- Attend the UW, GPSS, and ASUW Diversity Committee meetings as liaison for SLB.
 - Identify and develop plans for collaboration between SLB and these committees whenever possible.
- Respond to emails in a timely manner:
 - Monitor the SLB email address (sonslb@uw.edu) and the DEI Officer's own student email.
 - Answer all relevant emails within 72 hours, CC sonslb@uw.edu as needed for record-keeping.

D. Financial Officer

- Attend SLB ET bi-monthly meetings during the academic year
 - Present a monthly financial summary to the executive team.
- Attend a Summer Retreat Meeting for SLB ET to make changes to the constitution
- Attend quarterly All School Meetings
 - Present on SLB's funding and allocations
- Co-host the Cross-Cohort Events/SIG Committee with the Vice President

- Facilitate resource requests funded through SLB, the SoN, or UW Seattle Campus
 - Work with Events Leaders and SIG leadership
 - Evaluate the effectiveness of each request using process and outcome indicators
 - Recycle unused resources to effectively control future costs.
 - Work with OSAA to coordinate purchasing.
- Manage the Student Leadership Board General Fund held in trust by UWSoN.
- Manage the Student Leadership Board Advancement Fund held in trust by UWSoN.
- Estimate the budget for the current and upcoming year, including the needs of each SIG and cohort, to promote equitable distribution of resources.
- Research and apply for outside grant funding.
- Respond to emails in a timely manner:
 - Monitor the SLB email address (sonslb@uw.edu) and the Financial Officer's own student email.
 - Answer all relevant emails within 72 hours, CC sonslb@uw.edu as needed for record-keeping.

E. Records Officer

- Attend SLB ET bi-monthly meetings during the academic year.
 - Work with key stakeholders (officers, SIGs, staff) to create meeting agendas using PowerPoint presentation template. Solicit each role to add relevant content to their slide(s) for each meeting.
 - Document SLB ET meeting minutes and second 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.
 - If unable to attend, must delegate meeting minutes.
 - Track attendance
- Attend a Summer Retreat Meeting for SLB ET to make changes to the constitution
 - Work with the President to coordinate the annual constitutional review and submit to SAO
 - Maintain constitutional record and SLB adherence to the constitution
- Attend quarterly All School Meetings
 - Document All School Meeting minutes and second 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.
 - If unable to attend, must delegate meeting minutes.
 - Track attendance

- Co-host the Cross-Cohort Curriculum meeting with the DEI Officer.
- Work with the President to re-register SLB as an RSO annually.
- Manage SLB SharePoint
 - Maintain permissions and memberships on SLB Husky Link and SharePoint.
- 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.
- Respond to emails in a timely manner:
 - Monitor the SLB email address (sonslb@uw.edu) and the Records Officer's own student email.
 - Answer all relevant emails within 72 hours, CC sonslb@uw.edu as needed for record-keeping.

F. Communications Officer

- Attend SLB ET bi-monthly meetings
 - Share any critical communications with the ET
- Attend a Summer Retreat Meeting for SLB ET to make changes to the constitution
- Attend quarterly All School Meetings
- Co-host the Cross-cohort Mentorship Committee with the President
- Manage new student activities environment on school website in partnership with UWSON.
- Manage the SLB index for internal and external stakeholders
- Work with the Records Officer to 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.
- Respond to emails in a timely manner:
 - Monitor the SLB email address (sonslb@uw.edu) and the Communications Officer's own student email.
 - Answer all relevant emails within 72 hours, CC sonslb@uw.edu as needed for record-keeping.
 - 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

COHORT LEADERSHIP

Cohort Representatives

- A. Attend SLB ET Meetings as a voting member
- B. Bring issues and concerns of the cohort you represent to the SLB ET.
 - a. These issues will include:
 - i. Discussions and changes from the cohort meetings as presented by Curriculum Leaders, Mentorship Leaders, and Events Leaders.
 - ii. Any issue that needs to be addressed by the Dean, Associate Dean, or OSAA will be brought to the SLB ET Meeting.
- C. Attend cohort meetings with Curriculum Leaders, Mentorship leaders, and Events Leaders.
- D. If any fellow cohort leaders have difficulties progressing issues in their own meetings, address these concerns to SLB ET as representative.

Curriculum Leaders

- A. Attend cohort meetings with Cohort Representatives, Mentorship Leaders, and Events Leaders
- B. Attend All School Meetings
- C. Address curricular issues such as:
 - a. Classes, scheduling, faculty, course material, and program layout.
- D. Attend monthly or bi-monthly curriculum meetings.
- E. Attend Cross-Cohort Curriculum meeting.
- F. If Curriculum Leader has difficulties progressing issues in curriculum meetings or has outstanding concerns, address to Cohort Representative.

Mentorship Leaders

- A. Attend Cross-Cohort Mentorship Meetings
- B. Attend All School Meetings
- C. 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.
- D. If Mentorship Leader has difficulties progressing issues in cross mentorship meetings or has outstanding concerns, address to Cohort Representative.

Events Leaders

- A. Attend Cross-Cohort Events/SIGs Committee
- B. Attend quarterly All School Meetings
- C. Plan and create events that address the needs of students in your program.

- D. If Events Leader has difficulties progressing issues in SIGs/Event meetings or has outstanding concerns, address to Cohort Representative.

ARTICLE III: Elections

QUALIFICATIONS FOR CONSIDERATION

1. President:
 - a. Student of the School of Nursing with a minimum of 5 quarters remaining
 - b. May not concurrently hold a separate role as an SLB officer or on the cohort leadership team.
 - c. Must not hold leadership responsibility elsewhere in the UW student community
2. Vice President
 - a. Student of the School of Nursing with a minimum of 5 quarters remaining
 - b. May not concurrently hold a separate role as an SLB officer or on the cohort leadership team.
3. DEI Officer
 - a. Student of the School of Nursing with a minimum of 5 quarters remaining
 - b. May not concurrently hold a separate role as an SLB officer or on the cohort leadership team.
4. Financial Officer
 - a. Student of the School of Nursing with a minimum of 5 quarters remaining
 - b. May not concurrently hold a separate role as an SLB officer or on the cohort leadership team.
5. Records Officer
 - a. Student of the School of Nursing with a minimum of 5 quarters remaining
 - b. May not concurrently hold a separate role as an SLB officer or on the cohort leadership team.
6. Communications Officer
 - a. Student of the School of Nursing with a minimum of 5 quarters remaining
 - b. May not concurrently hold a separate role as an SLB officer or on the cohort leadership team.
7. Cohort Leadership Team (Cohort Representative, Curriculum Leader, Events Leader, Mentorship Leader)
 - a. Student of the School of Nursing with a minimum of 5 quarters remaining
 - b. May not concurrently hold a separate role as an SLB officer
 - i. It may be possible for an individual to hold dual roles in the cohort leadership team, to be considered and voted on by SLB Executive Team on a case-by-case basis.

SELECTION OF OFFICERS

1. Spring/Autumn Routine Election Timeline
 - a. Candidacy applications open when the first acceptance letters go out
 - b. SLB to hold info-sessions before Spring/Autumn Orientation, as well as during Orientation
 - c. Candidacy applications close on the 7th day of the spring and autumn terms
 - d. Voting for candidates opens on the 10th day of the spring and autumn terms
 - e. Voting for candidates closes on the 15th day of the spring and autumn terms
 - f. Winners contacted the 16th day of the spring and autumn terms
 - g. Winners announced the 18th day of the spring and autumn terms
2. Cohort Representatives, Curriculum Leaders, Events Leaders, and Mentorship Leaders are to be elected for each incoming cohort by the majority vote of their constituents.
 - a. 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.
3. 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.
 - a. 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.
4. Procedures for voting
 - a. Candidates for any position may self-nominate via SharePoint Form.
 - b. 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.
 - c. Cohorts will elect their Cohort Leadership Team members by simple majority. Votes for all Officer candidates will be totaled 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.
 - d. 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.

PROCEDURES FOR FILLING OFFICER VACANCY

1. President – outside of a Spring or Autumn all-school election season

- a. A self-nominated SLB ET member will be voted into office via a simple majority vote.
 - b. All SLB ET members have equal voting power, excluding the individual who self-nominated
2. Vice President or Financial Officer - outside of a Spring or Autumn all-school election season
 - a. Initially, tasks are taken up and delegated where possible by sitting President
 - b. Current SoN students may volunteer themselves for the role if they have at least two quarters remaining
 - c. Cohort Leadership members may be approved by SLB staff members for this role
 - d. SLB ET members can request a simple majority vote for the self-nominee
3. Records or Communications Officer - outside of a Spring or Autumn all-school election season
 - a. Initially, tasks are taken up and delegated where possible by the current Records or Communications Officer.
 - b. Current SoN students may volunteer themselves for the role if they have at least two quarters remaining
 - c. Cohort Leadership members may be approved by SLB staff members for this role
 - d. SLB ET members can request a simple majority vote for the self-nominee
4. Cohort Leadership (Cohort Representatives, Curriculum Leaders, Events Leaders, and Mentorship Leaders) - outside of a Spring or Autumn all-school election season
 - a. An additional election can be requested by anyone in the cohort
 - b. The leaving leader may recommend a replacement from their cohort to full their roll, or it can be filled on a volunteer basis
 - c. If no election is requested within 10 days of the announcement of the volunteer or recommendee applying to step into the vacant role, the new leader will be confirmed in the role.

REMOVAL PROVISIONS

1. A majority vote by the Executive Team can remove any member of the Executive Team
2. If any member of the Executive Team does not meet a 60% engagement benchmark for 60 days, they will be removed from their position.
 - a. The Records Officer should notify the President of any ET member not meeting the engagement benchmark at 15 days, 25 days, and 50 days.
 - i. If the Records Officer does not meet benchmark, the Communications Officer is to notify the President.
3. Any member of a cohort leadership team can be removed by a majority vote of the electing cohort.
4. 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.

- a. 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.
5. 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 IV: Handoff and Onboarding Processes

1. All outgoing SLB Officers must step down with at least one quarter left in their program, to spend as Emeritus to their role and complete handoff. Cohort Leaders are encouraged to complete this process as well.
2. Consult the following table for a handoff timeline:

	Incoming	Outgoing
Before/during election		Prepare onboarding guide for new role (See below required information)
After election, within one month of results.	Attend an in-person handoff meeting	Lead an in-person handoff meeting, answer any questions the incoming officer has and review onboarding guide
1 quarter of transition	Become independent in the new role with support from Emeritus Officer/Leader.	Guide the incoming officer/leader through attending meetings and being available to answer questions.

3. Onboarding guide must include the following information:
 - a. List of duties as stated in constitution and bylaws.
 - b. Contact list for SLB Officers, Leaders, Faculty, and Staff
 - c. Introduction to SharePoint
 - d. Logging club hours with UW
 - e. Expectations for Executive Team, Cross-Cohort, and All School Meetings

ARTICLE V: Meetings

SECTION 1: SLB ET MEETING

- A. The SLB ET will meet bi-monthly, from 4 to 6 pm on the second and fourth Wednesday of the month.
- B. There will be no regular meetings of the SLB ET over the Summer.
- C. All SLB Officers or their pre-identified proxies must attend.
- D. Cohort Representatives bring updates or concerns from their cohort.
- E. If a vote needs to be held during the meeting, see Article V Section 1A.

SECTION 2: ALL SCHOOL MEETING

1. The All School Meeting will occur in the first half of each quarter.
2. This meeting is to be planned and hosted by the Vice President
 - a. The planning for each ASM should begin in the second half of the previous quarter, directly following the previous ASM.
 - b. Planning for the Fall Quarter ASM should begin in the last four weeks of Summer.
3. Invite representatives of each Curriculum Committee to present updates (undergrad, DNP, PhD)
4. Invite GPSS and ASUW representatives to present updates
5. Invite each SIG to present updates
6. The following faculty and staff must be invited to All School Meeting: Executive Dean, Associate Dean for Student & Academic Affairs, Executive Director of Academic & Clinical Services, Director of Learning Technologies, Director of Simulation Center, OSAA Administrator, Assistant Director of Advising, Undergraduate Academic Adviser, Graduate Academic Adviser, Graduate Program Director, and Undergraduate Program Director
7. Begin with open floor, SIG updates, then curriculum updates
8. Conduct proposals and comment periods at the end of the meeting
9. 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
10. If a SIG's leadership cannot attend, they should assign an alternate representative for their SIG
11. Attendance is to be tracked by the Records Officer. Attendance is a condition of accessing funding and resources through SLB

SECTION 3: CROSS-COHORT CURRICULUM MEETING

1. The frequency of this meeting will be voted on each Autumn by all Curriculum Leaders.
2. This meeting is hosted by the Records and DEI Officers

- a. These officers should contact Curriculum Leaders to begin planning this meeting at least 4 weeks prior to each agreed upon meeting date.

SECTION 4: CROSS-COHORT MENTORSHIP MEETING

1. The frequency of this meeting will be voted on each Autumn by all Mentorship Leaders and Future Nurse Leaders
2. This meeting is hosted by the President and Vice President
 - a. These officers should contact the Mentorship and Future Nurse Leaders to begin planning this meeting at least 4 weeks prior to each agreed upon meeting date.
3. SIGs Future Nurses Club and SoNDAwGs have a standing invitation to attend
4. Invite SoN Alum Council Liaison or Delegate

CROSS-COHORT EVENT/SIG COMMITTEE MEETING

1. The frequency of this meeting will be voted on each Autumn by all Events Leaders and SIG Leadership.
2. This meeting is hosted by the Financial Officer and Communications Officer
 - a. These officers should contact the Events Leaders and SIG Leadership to begin planning this meeting at least 4 weeks prior to each agreed upon meeting date.

ARTICLE VI: Voting Procedures

SECTION 1: SLB ET Decision Making

- A. During the meeting:
 - a. 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.
 - i. Proposals should be presented at minimum two weeks in advance of the vote.
 - b. The matter will be discussed and the discussion summarized by the Vice President.
 - c. The Records Officer will restate the options and call for a vote.
 - i. 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 met, the vote does not pass.
 - d. The Records Officer shall record yea, nea, and abstention votes, which when totaled constitute SLB ET's decision.

- B. Over email:
 - a. If two-week allowance is not possible for a decision to be made, the President, SIG Leader, or Cohort Representative may call a vote over email if time constraints do not allow it to be carried out at the next SLB ET meeting.
 - b. The interested party will send a thorough proposal to be reviewed by SLB.
 - c. All voting members of SLB have 48 hours from the time the email was sent to respond to the vote.
 - i. Responses include yea, nea, or abstention.
 - d. The Records Officer shall record the votes, which shall be the decision.

SECTION 2: Voting power held by each member

- A. The President, Vice President, Financial Officer, Communications officer, and Records Officer hold 1 vote collectively for the SLB ET.
- B. The DEI Officer holds no vote, but may act as a tie-breaker if needed.
- C. BSN1 Cohort Representative(s) - 1 Vote collectively for the BSN1 cohort
- D. BSN2 Cohort Representative(s) - 1 Vote collectively for the BSN2 cohort
- E. ABSN-Autumn Cohort Representative(s) -1 Vote collectively for the ABSN-Autumn cohort
- F. ABSN-Spring Cohort Representative(s) - 1 Vote collectively for the ABSN-Spring cohort
- G. DNP1 Cohort Representative(s) - 1 Vote collectively for the DNP1 cohort
- H. DNP2 Cohort Representative(s) - 1 Vote collectively for the DNP2 cohort
- I. DNP3 Cohort Representative(s) - 1 Vote collectively for the DNP3 cohort
- J. PhD Cohort Representative(s) - 1 Vote collectively for the PhD cohort

ARTICLE VII: Financial Decision Process and Policies

SECTION 1: Resource Request Approval

- A. Any cohort or student interest group may submit a resource request for funds from SLB.
 - a. The resource request must be voted on by the cohort or SIG themselves prior to submission.
 - b. Resource requests should be submitted 4-6 weeks prior to the planned event date.
 - c. The request must be presented during SLB ET meeting, and two weeks allowed for members to form a decision.
- B. Resource requests for \$150 or less per event/group are approved automatically.
- C. Resource requests for \$300 or less, when an event is anticipated to be attended by at least 40 people, are approved automatically.
- D. 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.

- E. Resource requests for more than \$300 will be voted on at the next SLB ET meeting, but may be called earlier via email by the President or a Cohort Representative.
- F. 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.
- G. All resource requests will be finalized and purchased through OSAA.

SECTION 2: Use of funds

- A. SIGs and Cohorts may use funds to hold events for Cohort, SIG, or cross-cohort events.
- B. Gift cards may not be purchased for any purpose. All purchases must go through OSAA.
- C. Examples of fund use:
 - a. Cross-cohort lunches
 - b. Presentation by a public speaker to one or more cohort/SIG
 - c. Merchandise to represent SIGs
 - d. Items/equipment necessary for SIG operations.
 - e. Team-building activities
 - f. Celebrations of cohort graduation