

**CONSTITUTION FOR THE STUDENT FORUM**  
**Montana State University College of Nursing**

*Article I. Title*

The name of this organization shall be: Montana State University College of Nursing Student Forum, hereafter referred to as CON Student Forum in this constitution.

*Article II. Purpose*

The purpose of the CON Student Forum will be to:

- A. Facilitate communication and cohesiveness among students, faculty, all MSU CON campuses, other student organizations, and the university.
- B. Identify and support "student rights" as defined by the current *National Student Nurses Association Bill of Rights and Responsibilities for Nursing Students*.
- C. Advise students regarding the proper channels for routing of student concerns or grievances.
  - 1. Assist students in clarification of the concern or grievance.
  - 2. Assist in the proper disposition of concerns or grievances.
- D. Assist in assuring adequate representation of MSU College of Nursing students on CON faculty committees that deal with issues that affect nursing students.
- E. Assist in assuring adequate representation of MSU College of Nursing students in MSU student government and student organization.
- F. Facilitate student orientation to the upper division campuses.
- G. Encourage MSU College of Nursing student active involvement in the college, university, community, and the nursing profession.
- H. Assist students with academic support through the tutorial program
- I. To facilitate voting by the student body on subjects governed by the CON Student Forum.

*Article III. Membership*

- SECTION 1. All currently enrolled graduate and undergraduate nursing majors in the MSU College of Nursing will be members of the CON Student Forum.
- SECTION 2. All members of the CON Student Forum will be eligible to vote in elections and other CON Student Forum business.
- SECTION 3. A faculty liaison selected by the faculty will be available for all meetings of the CON Student Forum and Student Forum Governing Board, but will not have a vote.

#### *Article IV. Governing Board*

- SECTION 1. The Governing Board of the CON Student Forum shall consist of the following:
- a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Chairs of each local campus Student Forum
  - f. Chair of graduate Student Forum
  - g. Elected student representatives to Faculty Committees
    - (1) One undergraduate rep to Undergraduate Academic Affairs Committee
    - (2) One graduate student rep to Graduate Academic Affairs Committee
    - (3) One undergraduate rep of each campus to the Recognition Ceremony Committee
  - h. Two Faculty Liaisons (non-voting, elected by faculty, as outlined in MSU CON Faculty Organization Bylaws)
- SECTION 2. Eligibility/ Qualifications for Office
1. All Officers and Committee Reps must be currently enrolled MSU nursing majors in good standing throughout their term of office.
  2. The following positions are open only to MSU *undergraduate* nursing students:
    - a. CON Student Forum President
    - b. CON Student Forum Vice President
    - c. CON Student Forum Secretary
    - d. CON Student Forum Local Campus Chair
    - e. Representative to Undergraduate Academic Affairs Committee
    - f. Representative to the Recognition Ceremony Committee
  3. The following positions are open only to MSU *graduate* nursing students:
    - a. CON Graduate Student Forum Chair
    - b. Representative to Graduate Academic Affairs Committee
- SECTION 3. Terms of Office
- A. Student Forum Officers and Student Representatives to Faculty Committees are elected to serve a one year term, commencing on the first day of Fall semester, and ending on the last day of Spring semester.
  - B. A Student Forum Governing Board member who discontinues enrollment at MSU due to graduation, withdrawal or suspension will be ineligible to continue service on the Board.
  - C. A student may be reelected to serve on the Student Governing Board in the same or different position, provided she/he meets the basic qualifications for office described in Article IV, Section 2 of this constitution.
  - D. A Student Forum Governing Board member may be removed from office for failure to carry out the responsibilities of his/her office as outlined in these bylaws. Such action requires a 2/3 vote of the Student Forum Governing Board members or a majority vote of the CON Student Forum. The Board Member shall be given a minimum of 2 weeks notice of such vote, and be given the opportunity to present an oral or written response to any complaints.

- E. A Student Forum Governing Board member may resign his/her position by submitting a written notice to the CON Student Forum President or Faculty Liaison.
- F. Student forum governing board member unable to attend business meetings will send a replacement from their campus who will be responsible for giving chair reports and voting.

SECTION 4. Responsibilities of Individual Student Forum Governing Board Members

A. ***President***

1. Preside at all meetings of the CON Student Forum and CON Student Forum Governing Board.
2. Represent MSU College of Nursing Student Body in all issues of concern to CON Nursing Students.
3. Prepare and distribute meeting agendas prior to each meeting of the CON Student and Student Forum Governing Board.
4. Guide CON Student Forum Governing Board members in setting and achieving short-term and long-term goals for the CON Student Forum Board and membership.
5. In collaboration with the CON Student Forum Faculty Liaison and Treasurer, prepare an annual budget and submit a request for encumbrance of funds to the Dean of the College of Nursing.
6. Guide the CON Student Forum Governing Board members in recruiting and appointing student members of standing and adhoc Student Forum Committees.
7. Facilitate cohesiveness and communication among all MSU CON campuses.
8. Serve as undergraduate representative to the CON Dean's Advisory Council.

B. ***Vice President***

1. Preside at all meetings of the CON Student Forum and CON Student Forum Governing Board.
2. Serve in the absence of the CON Student Forum President as needed for CON Student Forum meetings.
3. Assist the President in preparing and distributing meeting agendas prior to each meeting of the CON Student Forum Governing Board.
4. Represent MSU College of Nursing Student Body in all issues of concern to CON Nursing Students.
5. Guide CON Student Forum Governing Board members in setting and achieving Short-term and long-term goals for the CON Student Forum Board and membership.

6. Guide the CON Student Forum Governing Board members in recruiting and Appointing student members of standing and adhoc Student Forum Committees.
7. Facilitate cohesiveness and communication among all MSU CON campuses using a newsletter, e-mail updates or other means.

**C. *Secretary***

1. Prepare minutes of all business meetings of the CON Student Forum and Student Forum Governing Board.
2. Assure that CON Student Forum minutes are distributed to the following:
  - a. All members of the CON Student Forum Governing Board.
  - b. 2 copies for each campus -- one for posting, one for permanent minutes books.
  - c. CON Dean, Assistant Dean, Campus Directors, Executive Council President
3. In conjunction with the CON Student Forum president, faculty liaison, and Bozeman staff responsible for maintenance of CON organization records, assure that a current and complete permanent Student Forum file is maintained on the Bozeman campus.
4. Maintain a current list of all Student Forum Governing Board members with addresses, phone numbers, internet or e-Mail addresses if available. Distribute an updated list at the beginning of each semester, and send notification of changes to all Student Forum Governing Board Members and MSU CON Staff responsible for distributing minutes.

**D. *Treasurer***

1. Work collaboratively with Associated Students of MSU (ASMSU) business manager to assure accurate documentation of MSU CON Student Forum account activities.
2. Maintain accurate records of activity for each of the MSU CON Student Forum subaccounts:
  - a. Accounts for each upper division campus
  - b. General Student Forum account.
  - c. Reserve account
3. Assure that all Student Forum expenditures have been properly approved and processed as outlined in the current policy entitled *Information, Policies and Procedures Regarding Student Forum Funds*.
4. Receive and facilitate timely processing of all requests for reimbursement and payment for approved Student Forum expenditures.
5. Facilitate orientation of Student Forum Governing Board members to the process involved in encumbering Student Forum funds and in submitting reimbursement/ payment requests.
6. Work collaboratively with CON Student Forum President and other Governing Board members to set an annual budget for the academic year.

**E. *Local Campus Student Forum Chairs***

1. Preside at all meetings of their respective campus Student Forum.
2. Facilitate cohesiveness and communication among all MSU CON campuses.
3. Work collaboratively with CON Student Forum Treasurer to assure that all local campus Student Forum expenditures are properly approved and processed as outlined in the current policy entitled *Information, Policies and Procedures Regarding Student Forum Funds*.
4. Represent local campus CON students to the CON Student Forum Governing Board and to the local campus Faculty.
5. Coordinate the CON Student Forum Tutorial Services Program on the local campus. Maintain a current list of approved Tutors on the local campus.
6. Solicit Upper Division nursing student participation in orientation of Lower Division students. This orientation may be done face to face or over teleconference.
7. Solicit student participation in meeting with pre-nursing students, if appropriate.
8. Receive and post agendas for student forum meetings on designated campus.
9. Introduce student forum during every campus orientation.

Serve in the absence of the CON Student Forum President as needed for CON Student Forum meetings or Governing Board Meetings or to serve as CON Student Forum rep to outside groups or organizations.

**F. *Graduate Student Forum Chair***

1. Preside at all meetings of the Graduate Student Forum. Prepare and distribute meeting notices and agendas at least one week prior to the meeting date.
2. Represent the CON Graduate Student Body in all issues of concern to CON Graduate Students.
3. Facilitate communication between graduate student representatives to faculty committees and the CON graduate student body.
4. Facilitate communication between graduate students and faculty, and promote cohesiveness among graduate students across all campuses.
5. Serve as graduate student representative to the Dean's Advisory Council.

**G. *Student Representatives to CON Faculty Committees***

1. Attend the meetings of their respective committees, or send an informed alternate from the Student Forum Governing Board.
2. Facilitate communication between their respective committee and CON students.
  - a. Solicit relevant student concerns and input and bring these to the committee.
  - b. Submit written and/or oral reports on the activities of their respective committee to the CON Student Forum Governing Board at every meeting.

- c. Communicate orally and/or in writing with CON students from all campuses on a regular basis as needed.

H. ***Student Representatives to CON Recognition Ceremony Committee***

1. Facilitate communication between faculty and students on each campus.
  - a. Solicit two (2) Juniors per campus to select the Student Speaker for Recognition Ceremony.
2. Work with the Faculty Liaisons and staff regarding responsibilities for the ceremony.
  - a. Coordinate the Student Presentation at the ceremony.
  - b. Coordinate and arrange music for slide show or other student presentation

I. ***Faculty Liaisons***

1. Serve as resource persons for the CON Student Forum and Student Forum Governing Board.
2. Coordinate the orientation of new CON Student Forum Governing Board members.
3. Assist the Student Speaker Selection Committee, Nominations and Elections Committee, Upper Division Orientation Committee, Recognition Ceremony Committee, and other standing and ad hoc CON Student Forum Committees as needed.
4. Facilitate communication between the CON Student Forum and the CON Faculty.
5. Assist in routing concerns and business of the CON Student Forum through appropriate channels.
6. Work collaboratively with CON Student Forum President and Treasurer in preparing an annual Request for Encumbrance of Funds for submission to the CON Dean.
7. Facilitate between smooth transition between incoming and outgoing Student Forum Governing Board members. Work with CON Student Forum secretary to assure maintenance of a permanent Student Forum file on the Bozeman campus.
8. Coordinate College of Nursing Recognition Ceremony

SECTION 4. Responsibilities of the Student Forum Governing Board

- A. Receive, consider, and take proper action on requests, concerns, and recommendations submitted by CON student groups and individual students.
- B. Systematically solicit input from all members of the CON Student Forum before taking any kind of action on behalf of the CON student body.
- C. Monitor and encourage CON student participation in CON faculty standing committees, activities of the college and university at-large, professional organizations, and community service.
- D. Monitor college and university policies and procedures to assure adequate protection of student rights.
- E. Appoint Members and Chairs for the following committees:

1. Selection Committee for Student Speaker at Recognition Ceremony
  2. Upper Division Orientation Planning Committee
  3. Nominations and Elections Committee
  4. Deans Advisory Committee
  5. Ad hoc committees as needed.
- G. Fill vacancies on the Student Forum Governing Board as necessary between elections.
- H. Oversee any elected or appointed committees within the CON Student Forum.
- I. Assist in the College of Nursing Recognition Ceremony

*Article V. Meetings*

SECTION 1. The frequency of meetings of the MSU College of Nursing Student Forum and Student Forum Governing Board will be determined by the Governing Board as deemed necessary to adequately meet the needs of the student body that year.

SECTION 2. Teleconference meetings of the Student Forum Governing Board will be scheduled at least once a month during the academic year, and will be open to all members of the CON Student Forum. Advance notice of meetings and agendas will be posted on student bulletin boards by the local chair on each campus. Students wishing to bring business to the Governing Board shall notify the CON Student Forum president at least 1 week prior to the meeting. Only items deemed an "emergency" will be considered after that deadline.

SECTION 3. Meetings of the local Student Forum and graduate Student Forum will be held as often as deemed necessary by the Chairs of those groups, but not less than once per semester.

SECTION 4. A majority vote is defined as 2/3 majority of the members present.

*Article VI. Quorum*

SECTION 1. A quorum for a meeting of the Student Forum **Governing Board** shall consist of the CON Student Forum president or his/her designated alternate, and a 2/3 majority of the members of the Governing Board.

SECTION II. A quorum for a vote presented to the student body shall consist of 2/3 of the returned ballots. This quorum is subject to the following guidelines:

- A. A standardized ballot approved by the CON Student Forum **Governing Board** must be used for all student body voting.
- B. The issue being addressed by the vote must be presented in writing and orally to each individual Sophomore, Junior, and Senior class, preferably by or with a CON Student Forum representative. The presentation must include the issue being addressed, date ballots are to be returned, where to return ballots, where to obtain additional ballots, and an explanation of the 2/3 quorum.
- C. The issue being addressed is to be posted in a common area on each CON campus. The posting must include the date posted, the issue being addressed, date ballots are to be returned, where to return ballots, where to obtain additional ballots and an explanation of the 2/3 quorum.
- D. Ballots must be distributed and collected through a current CON Student Forum representative to insure accuracy.

*Article VII. Nominations and Elections*

- SECTION 1. Student Forum Officers and Student Representatives to the College of Nursing Faculty Standing Committees shall be elected by secret ballot in the Spring.
- SECTION 2. A Nominations and Elections Committee will be appointed by the Student Forum Governing Board no later than the last week in January. The Nominations and Elections Committee will consist of one student from each campus. The faculty liaisons to the Student Forum will serve as advisors to this committee.
- SECTION 3. Students intending to run for elected positions may not serve on the Nominations and Elections Committee. Current Governing Board members may not serve on the committee.
- SECTION 4. NOMINATIONS AND ELECTIONS PROCEDURE
- A. The Faculty Liaisons to the Student Forum will notify the Nominations and Elections Committee of positions that will be available for the coming academic year no later than February 1st.
  - B. The Faculty Liaisons will prepare and distribute applications for offices and committees to students on their respective campuses the first week in February.
  - C. The deadline for receipt of nominations and/or applications will be the last Friday in February. This deadline may be extended due to lack of interest.
  - D. The faculty liaison will prepare a ballot by the first week in March. There will be a space for write-in votes for every position. The ballot will be reviewed and approved by all members of the election committee before distribution.
  - E. The Nominations and Elections Committee member and an appointed faculty member or student on each campus will be responsible for overseeing the election process and counting the ballots on that campus. Candidates are not allowed to participate in counting the ballots. Elections will take place during the 3<sup>rd</sup> week of March or after Spring Break.
  - F. The tally of College-wide votes will be conducted by the Nominations and Election Committee and Faculty Liaison to the Student Forum.
  - G. Election results will be distributed to all students on the ballot, and posted on student bulletin boards no later than the Monday following the week of elections.
  - H. Newly elected Governing Board members must be notified prior to the face-to-face in Bozeman (usually the first or second week in April).



*Article VIII. Amendments*

- SECTION 1. Proposed amendments shall be prepared by the governing board and submitted in writing to all Student Forum members at least 2 weeks prior to the proposed vote.
- SECTION 2. Discussion and vote on proposed amendments shall take place at the Local Campus and Graduate Student Forum. Results of the vote will be brought forth by the Local Campus and Graduate Student Chairs to the CON Student Forum Governing Board for final tally.
- SECTION 3. This constitution may be amended by a 2/3 majority vote of those present at the meetings, provided that a quorum has been established, and the conditions in Section 1 have been met.
- SECTION 4. Proposed amendments which do not meet the conditions of Section 1 may be approved by a 90% vote of those present, provided that a quorum has been established for each local campus and graduate group.

MSU CON Student Forum Constitution:

Adopted 2/4/91  
Amended 10/1/91  
Amended 5/10/94  
Amended 5/9/97  
Amended 10/98  
Amended 4/99  
Amended 4/00  
Amended 4/02  
Amended 4/04  
Amended 2/07