

FALL or SPRING NURSE PINNING CEREMONY

COMMITTEE CONSTITUTION

Constitution of the Nurse Pinning Ceremony Committee Adopted

ARTICLE I (Name)

The name of this organization shall be **Fall or Spring Nurse Pinning Ceremony Committee** and hereafter shall be referred to as **FNPCC or SNPCC**.

ARTICLE II (Purpose)

The purpose of this organization is to establish a process for graduating Nursing students to plan and implement a pinning ceremony.

ARTICLE III (Membership)

Section 1. All members of the **FNPCC or SNPCC** will be bona fide Del Mar students who are preparing to graduate from the Del Mar College Nursing program.

Section 2. Membership in the **FNPCC or SNPCC** will be open to all graduating Nursing students without regard to race, sex, religion, or national origin.

ARTICLE IV (OFFICERS)

Section 1. OFFICERS: President Vice-President Secretary Treasurer Ways & Means (2 positions)

Section 2. ELECTION of OFFICERS: Election of officers will occur through a democratic process of nominating and voting, with all members being offered the opportunity to participate. This will occur during the students third semester (fall semester) of the Registered Nursing program prior to completion of the program the following spring.

Section 3. ELIGIBILITY of OFFICERS: All club officers must have a 2.5 grade point average or better on all work attempted and be in good academic standing (Del Mar College Registered Student Organization Guide).

Section 4. DUTIES of OFFICERS: **President** - schedules, coordinates and chairs all **FNPCC or SNPCC** meetings **Vice President** - assists the President; schedules, coordinates and chairs any meetings which the President is unable to attend **Secretary** - takes accurate minutes of all **FNPCC or SNPCC** meetings including attendance **Treasurer** - opens **FNPCC or SNPCC** account at the Business Office; maintains accurate financial records; makes necessary deposits or withdrawals from the account **Ways & Means** - coordinates all fundraising activities

Section 5. Vacancy of Office. Each officer shall relinquish their office and it's inherent duties upon

graduation from the Nursing program. In the event that an officer is no longer able to fulfill the duties of their office during their tenure, that office shall be filled in the following manner: **Vacancy of the Office of President** – the Vice-President shall assume the duties of the President **Vacancy of the Office of Vice-President** – the individual with the next highest number of votes shall assume the duties of the Vice-President **Vacancy of the Office of Secretary** – the individual with the next highest number of votes shall assume the duties of the Secretary **Vacancy of the Office of Treasurer** - the individual with the next highest number of votes shall assume the duties of the Treasurer **Vacancy of a position of the Ways & Means Office** - the individual with the next highest number of votes shall assume the duties of the Ways & Means Officer

In the event that there is not another individual available with the next highest number of votes to fill the vacated position, then a new election will be held.

Section 6. Tenure of Office. Tenure of office shall commence at the time of election during the student's third semester (fall semester) in the Nursing program and end with the completion of that classes academic semester.

ARTICLE V (Dues)

Section 1. Determination of Dues. Students wishing to participate in the Pinning Ceremony shall be asked to pay a one-time fee of \$20.00. This money will go toward expenses for the Pinning Ceremony.

Section 2. Changing of dues. Any changes will require approval from the faculty of the Nursing Department and an amendment to this Constitution.

ARTICLE VI (Advisor)

Section 1. Selection of Advisor. The **FNPCC or SNPCC** Faculty Advisor shall be a full-time faculty member in the Nursing Department who is a member of the Student Affairs Committee.

Section 2. Duties.

- 1 The advisor(s) must attend a DMC ADVISORS ORIENTATION meeting. Any advisor(s) NOT attending an orientation meeting cannot serve as a **FNPCC or SNPCC** Advisor.
- 2 A faculty member should not sponsor more than two Registered Student Organizations so as not to overburden the individual faculty person.
- 3 The advisor's primary responsibility is to advise, to serve as a resource person, and as a counselor.
- 4 The advisor should be present whenever the **FNPCC or SNPCC**:
 - a. conducts any activity which is considered an official **FNPCC or SNPCC** function. Functions are considered official when the **FNPCC or SNPCC** funds are utilized in any way or when the activity is planned at a meeting of the group either on or off campus; or when the activity is held under the name of the **FNPCC or SNPCC** and members are extended either a written or an oral invitation.
 - b. conducts an election of officers.
 - c. conducts any meeting in election of membership to the **FNPCC or SNPCC**.
 - d. The advisor shall keep the Nursing Department Chairperson informed of all activities.

5. Specifically, the advisor's responsibilities to the **FNPCC or SNPCC** are to:
- a. encourage and assist the **FNPCC or SNPCC** to carry on an active and significant program and allow for the members' development and learning.
 - b. be familiar with College policies and standards in the Registered Student Organization Guide and the Statement of Purpose of the **FNPCC or SNPCC**.
 - c. assist officers and members in becoming acquainted with these policies.
 - d. be available to sign requisitions, calendar requests, etc.
 - e. call to the attention of officers of the **FNPCC or SNPCC** any problems with members assuming responsibilities and assist in overcoming them.
 - f. be present at scheduled meetings and social functions.
 - g. ensure that the **FNPCC or SNPCC** submits all forms requested by the Student Activities Office on time.
 - h. work closely with the club treasurer in maintaining accurate accounting procedures of all monies collected and deposited.
 - i. maintain an active liaison function between the **FNPCC or SNPCC** and the Student Activities Office. (Adapted from Del Mar college Registered Student Organization Guide).

ARTICLE VII (Meetings)

The dates and times of meetings will be determined by the **FNPCC or SNPCC** in conjunction with the Faculty Advisor. The Faculty Advisor must be present at all **FNPCC or SNPCC** meetings.

ARTICLE VII (Activities)

All activities and events will be scheduled in accordance with the Chairperson of the Nursing Department and the Del Mar College Registered Student Organization Guide.

ARTICLE IX (Amendments)

The faculty of the Registered Nursing Department must approve any amendments to the constitution.