

# ANGS Bylaws

Bylaws of the Association of Nurses in Graduate School in Effect as of 9/16/04

## ARTICLE I. NAME and PURPOSE

**Section 1.** The name of this association shall be the Association of Nurses in Graduate School. The official acronym of this association shall be ANGS.

**Section 2.** The vision of ANGS shall be to promote the educational and professional development of nurses enrolled in graduate school at The University of Texas at Austin.

**Section 3.** ANGS shall fulfill its vision through the following functions:

- promote educational, professional, and social interaction among and between students and faculty in the School of Nursing, and with other members of the nursing profession and the community;
- represent graduate student interests and issues in nursing to administration and faculty;
- serve as advocate on behalf of graduate students in nursing.

## ARTICLE II. MEMBERSHIP

Membership in ANGS shall include Alternate Entry (AEMSN), Masters (MSN), and Doctoral (PhD) students enrolled in the graduate programs at The University of Texas at Austin School of Nursing.

## ARTICLE III. MEETINGS of MEMBERSHIP

**Section 1—Meetings.** There shall be a minimum of one general meeting of ANGS during each Fall and Spring term. The time and place of meetings shall be decided by the Executive Committee.

**Section 2—Special Meetings.** A Special Meeting of ANGS may be called by the President or Vice-President, or upon petition of a quorum of ANGS membership. Ten (10) days notice must be given of any special meeting except in an emergency situation. Only business specified in the call may be conducted.

**Section 3--Agenda.** The Executive Committee is responsible for the preparation of the agenda for the general membership meeting. Individual members may submit agenda items to the Executive Committee in advance of the meeting.

**Section 4—Parliamentary Procedure.** The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern ANGS to which they are applicable and in which

they are not inconsistent with law, with these bylaws, official university policy, the Senate of College Councils, and with any special rules of order that ANGS may adopt.

**Section 5—Quorum.** Ten percent (10%) of the eligible voting members in good standing shall comprise a quorum for ANGS business meetings or elections. A plurality of members of The Executive Committee shall constitute a quorum for purposes of conducting business.

**Section 6—Vote.** Any graduate student in good standing may vote. All matters brought to the general membership shall be decided by open vote, i.e., voice vote, show of hands, or roll call, as determined by the presiding officer.

## **ARTICLE IV. SANCTIONED ACTIVITIES**

All actions or events requesting ANGS endorsement require approval of a majority of the members present at a meeting of the Executive Committee at which a quorum is present.

## **ARTICLE V. EXECUTIVE COMMITTEE**

The Executive Committee provides general management of the affairs of the organization, supervises the activities and programs between business meetings, schedules meetings and programs, proposes recommendations to the ANGS membership, and performs such other duties as specified in these bylaws. The Executive Committee is comprised of nine (9) officers plus the Faculty Advisor. The Faculty Advisor serves in an ex-officio role.

The Executive Committee shall consider all matters presented to it by the President, members of ANGS, ANGS Standing or *ad hoc* committees, or others, and make recommendations; advise ANGS of an apparent need for special meetings; articulate short- and long-term goals for ANGS; report all business transactions at each general meeting of the association; and resolve questions related to the election process.

**Section 1—Officers.** The officers of ANGS shall consist of President, First Vice-President, Second Vice-President, Secretary, Financial Director, Doctoral Student Representative, Masters Student Representative, Alternate Entry Student Representative, and the Immediate Past President.

**Section 2—Roles and Responsibilities of Officers.** The Officers shall perform duties specific to their offices and those requested of them by the membership.

- **President:** The President shall facilitate the meetings of the Executive Committee and the ANGS membership. The President shall coordinate the work of the Executive Committee, involve the membership in committees, delegate responsibilities, and represent ANGS when the need arises. The President shall ensure that all accounts are cleared and the appropriate year-end reports have been filed.

- **First Vice-President:** The First Vice-President shall be responsible for the coordination of the standing committees; shall assist the President in the performance of his/her duties; and shall perform the duties of the President in his/her absence.
- **Second Vice-President:** The Second Vice-President shall be responsible for the coordination of *ad hoc* committees; shall assist the President in the performance of his/her duties in the absence of the First Vice-President; and shall perform the duties of the President in his/her absence and absence of the First Vice-President. The Second Vice-President coordinates ANGS activities with faculty, staff, and/or administration as appropriate and serves as parliamentarian at all meetings.
- **Secretary:** The Recorder shall be responsible for documenting all official meetings of the association. He/she shall prepare accurate minutes of all proceedings of ANGS and the Executive Committee or assign a member to do so. The Recorder manages updates, notifications, and proper handling of the minutes of all ANGS meetings, correspondence, official notices, elections, newsletter, and website; and maintains all documents, records, contracts, and agreements of ANGS.
- **Financial Director:** The Financial Director shall oversee the financial activities in accordance with the provision of the Senate of College Councils, general accounting principles, and sound banking practices. The Financial Director manages the student account funds in the manner prescribe by the Senate of College Councils and outside account funds in the manner prescribed by the membership of ANGS, manages the budget, maintains financial records, and provides monthly financial reports to the Executive Committee.
- **Doctoral Student Representative:** The Representative shall represent the interests and issues of doctoral students to the Executive Committee. The Doctoral Student Representative proposes and coordinates meetings and programs that enhance the educational, professional, and social needs of the doctoral students.
- **Masters Student Representative:** The Representative shall represent the interests and issues of masters students to the Executive Committee. The Masters Student Representative proposes and coordinates meetings and programs that enhance the educational, professional, and social needs of the masters and postmasters students.
- **Alternate Entry Student Representative:** The Representative shall represent the interests and issues of alternate entry masters students to the Executive Committee. The Alternate Entry Masters Student Representative proposes and coordinates meetings and programs that enhance the educational, professional, and social needs of the alternate entry masters students.
- **Immediate Past President:** The Immediate Past President shall serve as an advisor to the President and Executive Committee.

**Section 3—Faculty Advisor.** At least one member of the graduate faculty of The University of Texas at Austin School of Nursing shall serve in an advisory capacity to ANGS. The Executive Committee shall propose to the Dean potential faculty to serve as advisors. Following recommendations from the Dean, the Executive Committee shall invite faculty to serve. The Faculty Advisor(s) shall serve twelve-month terms beginning in September. The immediate previous Faculty Advisor is invited to continue in a consulting capacity for 12 months. In the event of a vacancy of a term, the Executive Committee shall appoint faculty to complete the term.

**Section 4—Elections.** The election of the Executive Committee shall be conducted in the Spring semester and shall be carried out in the manner proscribed by the Senate of College Councils. The Nominations and Elections Committee shall provide a list of nominees for the elected positions with additional nominations to be taken by email or from the floor in a scheduled or meeting called for the purpose of elections. Nominations are predicated upon prior consent of the nominee. Election of officers shall be determined by secret ballot. A nominee shall be elected with a plurality of valid votes cast.

**Section 5—Terms.** The term of office of the Executive Committee membership shall be from June 1—May 31 each year. Outgoing officers are responsible to fully orient newly elected officers. Orientation period for new officers is April 1-May 31 of each year.

**Section 6—Resignations.** Resignations shall be submitted in writing to the President. An officer who misses three (3) consecutive Executive Committee meetings and/or meetings of the ANGS membership without advance and proper notification to the Recorder shall be considered to have resigned from office.

**Section 7—Vacancies.** Vacancies shall be filled for the remainder of the term by the President and confirmed by the Executive Committee. In the event that the position of President becomes vacant, the First Vice-President shall perform the duties of President.

**Section 8—Recall.** Any elected officer may be recalled by the ANGS membership. A recall motion shall be made in accordance with *Robert's Rules of Order, Newly Revised*. Written notice containing specific complaints must be presented to the Executive Committee at least 14 days prior to the presentation of a recall motion at a regular or called meeting of ANGS membership. A two-thirds majority of the voting membership of ANGS shall sustain the recall.

**Section 9—Meetings.** The Executive Committee shall meet monthly and at least 2 weeks prior to a general meeting.

## **ARTICLE VI. AD HOC COMMITTEES**

**Section 1.** *Ad hoc* committees shall be appointed by the Executive Committee as needed. At least one member of the Executive Committee shall serve on each *ad hoc* committee.

**Section 2.** The time span of the committee will be determined by the matter under consideration and will be disbanded when the purpose has been served. Committee meetings are held as needed.

**Section 3.** A simple majority of the committee membership shall constitute a quorum.

**Section 4.** The Chair shall attend Executive Committee meetings as appropriate and shall submit a final report to the Executive Committee.

**Section 5.** The Bylaws Committee shall exist on an *ad hoc* basis only. This committee will receive and suggest all amendments to the bylaws to the ANGS membership. Proposed

amendments shall be submitted in accordance with the provisions of Article XIV of these bylaws.

## **ARTICLE VII. REPRESENTATIVES TO OTHER ORGANIZATIONS**

**Section 1—Selection.** Representatives to other organizations of the School of Nursing and The University of Texas at Austin shall be selected from the Officers and/or members of ANGS. If they consent to serve, these Representatives shall assume such duties as prescribed by these bylaws and as assigned by the membership and/or the Executive Committee. Representatives shall report to the Executive Committee monthly actions and information from these organizations.

**Section 2—Appointments.** The following representatives shall be appointed by the Executive Committee.

- A. School of Nursing
  - 1. Departmental Review Committee (DRC)
    - a. 1 Doctoral Student
  - 2. Student Services Committee
    - a. 1 AE MSN
    - b. 1 MSN
    - c. 1 PhD
  - 3. Graduate Curriculum Committee
    - a. 1 Graduate Student
  - 4. Graduate Studies Committee (non-voting guests)
    - a. 1 MSN
    - b. 1 PhD
  - 5. Foundation Advisory Council
    - a. President or President designee
  - 6. University of Texas Nursing Student Association (UTNSA) Liaison
    - a. 1 Graduate Student
  - 7. Computer Utilization Committee
    - a. 1 Graduate Student
- B. The University
  - 1. Senate of College Councils
    - a. General Assembly Meetings
      - i. President
      - ii. Financial Director
      - iii. Student Representative
        - 1. 1 Graduate Student
    - b. Presidents Committee
      - i. President
    - c. Financial Directors Committee
      - i. Financial Director

2. Graduate Student Assembly
  - a. General Assembly
    - i. 1 Graduate Student
  - b. Committees
    - i. Graduate Students as appointed by GSA

**Section 3—Other appointments.** Other University or external organizations may have representation as deemed necessary by the Executive Committee.

## **ARTICLE Viii. FISCAL YEAR**

The fiscal year for ANGS shall be the same as that of The University of Texas at Austin as prescribed by the Senate of College Councils.

## **ARTICLE IX. LIMITATION OF LIABILITY**

Individual members, officers, and faculty advisors are not liable for debts incurred by ANGS.

## **ARTICLE X. CONFLICT OF INTEREST**

Any conflict of interest between ANGS' interests and any organizational representative, officer, or chair shall be disclosed and recorded prior to assuming office or service and again prior to voting on any issue with a potential conflict of interest. Where such duality exists, the individual shall refrain from voting, but may state an opinion or may provide information.

## **ARTICLE XI. NON-SOLICITATION**

ANGS does not permit any member or non-member to use the mailing list of ANGS members except for explicit ANGS' purposes authorized in writing by the ANGS Executive Committee. ANGS does not endorse products, services, outside organizations, or vendors. ANGS does not allow the use of the ANGS name in business ventures or solicitations without the written approval of the Executive Committee. ANGS does not allow verbal or written solicitation during ANGS meetings or in the room or adjacent hallways where the meeting is being conducted. Exceptions to this section must be approved in advance by the Executive Committee.

## **ARTICLE XII. DISSOLUTION**

ANGS may be dissolved only upon the approval of seventy-five percent (75%) of the voting membership of ANGS. Upon dissolution of the association, any remaining funds or other assets, after payment of all debts and liabilities of ANGS, shall be distributed to a scholarship fund for use by graduate students at The University of Texas at Austin School of Nursing.

## **ARTICLE XII. AMENDMENTS**

Bylaws may be amended or repealed after the amendment has been submitted, in writing, to all members by posted announcement, mail, email, fax, and/or courier, at least ten (10) calendar days prior to the vote. A two-thirds majority of votes cast shall sustain the amendment at any meeting or ballot process that meets quorum and notification requirements as outlined in this article.

Adopted 1982; Amended 4/87; Amended 9/91; Amended 10/93; Amended 5/97; Amended 9/03; Amended 9/04; Amended 9/08