Nurse Anesthesia

Success
Setting up a Web site to pass on communication to the next year’s student representatives.

Core Values
Professional involvement – 1st step in career involvement
Group Cohesiveness – form comraderie early!
Representation/awareness to community of practice
- Educate what we do/who we are
- Keep material together so future classes learned

Vision
Professional cohesiveness, keep classes communicating amongst each other. Establishing a tradition of club activities. Utilize web-based communication. Establish an improved quality of life for patients and their families, utilize principals to maintain a career focused on helping people and improving health care.

Mission
Our mission is to foster group cohesiveness and activism within the organization while in school and continue into professional development and maintain recruitment and mentoring to nursing students

Goals and Objectives
Goal: Webpage up and running within the month
Objective: Get entire class contact list up, Start a housing list, include new class accepted students

Goal: Maintain class communication
Objective: Orientation week – officers on campus to help with officer elections. Goal: Foster a mentoring / collegial relationship with nursing school or PA school
Objective: Share career with others, set up at least one activity together, Correlation w/ RN students for assessment lab, Maintain relationship w/ COM Anesthesia club
The Constitution and By-Laws
of the
Nurse Anesthesia Student Government
at
The University of New England

Section I
Objectives and Purpose
The objectives and purpose of the Nurse Anesthesia Student Government are as follows:

- To provide a structure for the students of the Master’s of Nurse Anesthesia Program to facilitate communication among students, faculty, administration, and the Portland Campus Student Government Association.
- To represent students of the Nurse Anesthesia program in the Portland Campus Student Government Association and facilitate integration of the Nurse Anesthesia Program with other graduate programs in the University.
- To participate in the formation of policies and practices regarding students.
- To gather and disseminate information to students of the program.
- To conduct activities that promote the community and welfare of the students.
- To fulfill the University’s mission as an institution of higher learning.

Section II
Structure

- The Nurse Anesthesia Student Government (NASG) will be made up of three Core Officers: President, Vice-president, and Treasurer and two student PCSGA Representatives: Senator and Councilor.
- There shall be at least one student from the University of New England (UNE) program and at least one student from the St. Joseph program serving as Officers while both groups are on the Portland Campus.
- The Core Officers are responsible for communicating information to students on clinical rotations and to the group at St. Josephs.
- Upon separation of UNE and St. Joseph groups, each group will have two representatives, a president and a vice-president.
- A faculty member will serve as advisor for the NASG but will not hold an active voting position. This position is for initiation of government at the beginning of the first semester and for reference throughout the year.
- The Representatives will be responsible for communication with the PCSGA.
- Voting privileges in meetings may be given to Representatives upon unanimous vote of the Core Officers of the student government.
Section III
Officer Elections

- Only currently enrolled students in good standing in the University of New England Nurse Anesthesia program will be eligible for an Officer or Representative position.
- Officers and Representatives shall be elected by secret ballot vote of the students of the Nurse Anesthesia Program.
- In the St. Joseph group, the program director will fill the role of the faculty advisor starting at the separation of the two groups.
- If, for any reason, any Officer vacancy occurs, open position will be available to current Officers. Nominations for remaining open positions shall then be opened to members of the student body for election.
- The positions of Officer and Representative shall be filled no later than the second week of the academic year.
- If Representatives positions are unfilled, through the election process, Representatives may be appointed by the Core Officers.
- A copy of the NASG will be available for students and prospective representative in the program administrative office and Student Affairs. Upon completion of elections, each elected officer will be given a copy of the NASG By-laws by the faculty advisor.

Officer Duties

- Officers shall serve for one academic year. The first term for entering students will consist of the first two semesters before St. Joseph students separate from UNE students, upon which elections for new officers will take place.
- Responsibilities and duties of the officers shall be:
  
  **President:**
  - Shall call and preside over meeting of the NASG.
  - Address the issues and needs of students, serving as representative of students and liaison to the faculty.
  - Shall attend all meeting of the NASG.
  
  **Vice-President:**
  - Shall perform the duties of the President in his/her absence.
  - Shall fill the role of the President of NASG if current President is permanently absent or otherwise unable to continue in that role.
  - Shall serve as additional liaison between students and President.
  - Shall assist the President in organization of meeting and events.
  - Shall attend all meeting of the NASG.
  
  **Treasurer:**
  - Serve as official representative of the Nurse Anesthesia Department to the PCSGA.
  - Shall serve as additional liaison between students and President.
- Shall have charge over the Nurse Anesthesia Student Government account and will track the separation of funds by classes and St. Joseph/UNE.
- Shall authorize all monetary disbursements of the NASG. Financial transactions shall require approval and signature of President or Vice-President and Treasurer.
- Shall account and record all financial transactions of the NASG.
- Shall attend all meeting of the NASG.

**Representative Duties**

- Representatives shall serve for one academic year. The first term for entering students will consist of the first two semesters before St. Joseph students separate from UNE students. Appointments will take place with the arrival of the entering class in the fall.
- Responsibilities and duties of the Representatives shall be:
  - Senator:
    - Shall bring forward to the PCSGA all non-academic student concerns and issues that are unresolved in the NASG or are common to all students of the Portland Campus.
    - Shall attend all Senate and Council meetings of the PCSGA.
  - Councilor:
    - Shall bring forward to the PCSGA all activities and programming of the NASG or nurse anesthesia program.
    - Shall attend all Council meetings of the PCSGA.

**Advisor Duties**

- The faculty advisor will be appointed by the Core Officers. If an Advisor is not appointed, the program Director will assume the responsibilities until an Advisor is selected.
- Responsibilities and duties of the Representatives shall be:
  - Shall initiate election process for new student government with freshman class within the first two weeks of class.
  - Shall describe roles and responsibilities of student government officers and answer questions to facilitate understanding of roles.
  - Shall serve as ongoing reference for NASG officers to facilitate smooth transitions.
  - In the event that a member of the NASG should be candidate for removal, advisor will hear the case for removal and assure that validity and impartiality are observed.
Section IV
Meetings
- All officers and representatives will be expected to attend all meetings of the NASG.
- Officers and representative shall notify the President of anticipated absences no later than 12 hours before meeting.
- Meetings, when necessary, will be called by the President and communicated to each officer by University e-mail or other agreed upon medium.
- All meeting will require 24 hour notice.
- Any officer may communicate interest in holding a meeting to the President, in which case, he/she will organize an appropriate meeting time.
- All meeting are open for observation to current students who are represented by the NASG.

Voting
- All proposals must be voted on before being carried out.
- Each officer or representative (when granted voting privileges) may cast one vote.
- A majority vote determines the passing of the proposal. If a tie occurs, the President will reopen discussion on the issue. At the conclusion of the discussion, a second vote will be taken. If a tie remains, the President will be charged with breaking the tie. The President must keep in mind the welfare of the entire student body when casting tie-breaking votes.

Section V
Proprieties
- Officers shall represent the general welfare of the nurse anesthesia student body.
- An officer or representative may be removed from his or her position for reasons including, but not limited to the following:
  - Violation of the NASG Constitution.
  - Failing to perform the duties of his or her position as described in this Constitution.
  - Improper allocation of funds.
- If an officer or representative is found to be an ineffective member of the NASG or does not represent the welfare of the nurse anesthesia student body, that member will be dismissed under majority vote of other officers and representatives. Faculty advisor will be consulted to assure adequate evidence for dismissal is established.
- An NASG member will automatically be dismissed if her or she fails to meet the requirements of the academic program or is dismissed from the program.
- In the event of dismissal of an officer or representative, other members of the NASG will fill leadership roles. Elections for the remaining open position will commence on the next class day.
Any member who has been removed from the NASG may not hold another NASG position for one academic year.

If the performance of a representative is found to be unsatisfactory to the student body, he or she may be removed from his or her position following a 2/3 majority vote of the entire student body. This vote will be orchestrated by the members of the NASG.

The NASG openly admits students to its membership and does not discriminate on the basis of race, creed, sex, sexual orientation, age, religion, national or ethnic origin, visible or invisible disability, or veteran status in the selection of its members or in its programs unless federal or state laws allow for such exceptions.

NASG understands and is committed to fulfilling its responsibilities while abiding by all University of New England policies. University of New England policies and protocol will supersede all other policies and procedures.

Section VI
Funding

- Nurse anesthesia NASG funds are provided and administered by the PCSGA.
- In order to receive these funds, two representatives (Senator and Councilor) of the NASG must serve as members of the PCSGA and will be responsible for following the rules and regulations of that organization.
- Upon separation of the UNE and the St. Joseph students, funds will be split in proportion to the number of students in each group. Vice-presidents of each group will be responsible for their respective funds. This will be administered by the current Treasurer.
- The current Treasurer of the on campus class will have control over all funds and will maintain accurate records of classes, St Joseph and UNE funding allocations.
- Representatives of each group will be responsible for their respective funds.
  - Funds will be held at the UNE campus. The St. Joseph group will have access to and control of their funds independent of the UNE group.

Section VII
Amendments

- Proposed amendments to these by-laws will be discussed in meetings among the officers and representatives and voted upon. Majority vote among all officers and representative must be reached to pass proposed amendment.
- All amendments will be communicated to the student body.
- The Vice-President will be responsible for adding new amendments to written copy of by-laws.