

Anderson University Student Nurses' Association, Inc.

Bylaws

1.21.2013

Anderson University Student Nurses' Association Bylaws

ARTICLE I

NAME

The name of this organization shall be the Anderson University Student Nurses' Association, Inc., a constituent of the Student Nurses' Association of South Carolina, Inc., and also a constituent of the National Student Nurses' Association, Inc., hereafter referred to as AU-SNA.

ARTICLE II

PURPOSE AND FUNCTION

2.1 PURPOSE

The purposes of the AU-SNA are:

- 2.1-1 To assume the responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- 2.1-2 To provide programs representative of fundamental and current professional interest and concerns.
- 2.1-3 To aid in the development of the whole person, his/her professional role and his/her responsibility for the health care of people in all walks of life.

2.2 FUNCTION

The function of the AU-SNA shall include the following:

- 2.2-1 To have direct input into standards of nursing education and to influence the education process.
- 2.2-2 To influence health care, nursing education and practice through legislative activities.
- 2.2-3 To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
- 2.2-4 To represent nursing students to the consumer institutions, and other organizations.
- 2.2-5 To promote and encourage students' participation in interdisciplinary activities.
- 2.2-6 To promote and encourage recruitment efforts, participation in student activities, and educational opportunities.
- 2.2-7 To promote and encourage collaborative relationships with the South Carolina Nurses' Association, the South Carolina League of Nursing and other nursing and health related organizations.

- 2.2-8 These purposes shall be unrestricted by consideration of age, color, creed, handicap, lifestyle, nationality, race, religion or sex.

ARTICLE III MEMBERS

3.1 CONSTITUENT ASSOCIATION

- 3.1-1 Any student enrolled in Anderson University whose chosen major is Bachelor of Science in Nursing shall be qualified for membership in the AU-SNA.
- 3.1-2 To be recognized as a member of the AU-SNA, the student must submit the official application annually and meet the areas for conformity for active and associate members: purpose and function, membership dues, and representation.
- 3.1-3 A member who fails to comply with the bylaws and policies of AU-SNA shall have its status as a member revoked by a two thirds vote of the executive board, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the member is given an opportunity to be heard.
- 3.1-4 A member who has had its status as a member revoked may be reinstated by a two-thirds vote of the board after complying with the requirements of these bylaws and policies.

3.2 CATEGORIES OF CONSTITUENT MEMBERSHIP

3.2-1 Active Members

- (a) Students enrolled in Anderson University nursing program leading to a baccalaureate degree in nursing and licensure as a registered nurse.
- (b) Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
- (c) Active national members shall have all of the privileges of national membership. Individuals not becoming a national member but becoming a local member will receive privileges of local membership but not all privileges of national membership.

3.2-2 Associate Members

- (a) Pre-nursing students enrolled at Anderson University who plan to transfer into the nursing program leading to a baccalaureate degree in nursing.
- (b) Associate members shall have all the privileges of membership and individuals not becoming a national member but becoming a local member will receive privileges of local membership but not all privileges of national membership. Associate members cannot hold any local, state, or national office.

- 3.2-3 Extended Membership
 - (a) Active and associate membership may be extended six months beyond graduation from a student's program of nursing, providing membership was renewed while the student was enrolled in a nursing program.
- 3.2-4 Fees, Dues and Assessment
 - (a) Each member in good standing must pay, within the time of the conditions set by NSNA, annual dues in amounts to be fixed annually by the NSNA, SNA-SC, and the AU-SNA Executive Board, as approved by the membership. The dues and fees shall be equal for all members in each category of membership. Payment of NSNA, SNA-SC, and AU-SNA dues is a membership enrollment procedure.

ARTICLE IV

OFFICERS AND DIRECTORS

4.1 OFFICERS

- 4.1-1 The officers of this association shall consist of a President, Vice President, Secretary, and Treasurer.
- 4.1-2 There shall be two (2) directors: Community Health Director and Historian/Legislative Director.
- 4.1-3 The Executive Board shall be comprised of all the officers and directors of AU-SNA.

4.2 ELIGIBILITY

- 4.2-1 Candidates shall be chosen from among those members who have been nominated by a member of this association and who meet all the requirements of eligibility listed below.
- 4.2-2 All candidates must have a cumulative GPR of 2.5 or its equivalent.
- 4.2-3 All students who have submitted completed candidate applications to the Legislative Director will have their candidacy considered. The Legislative Director will complete a slate for each office based on the decisions of the board.

4.3 TERM OF OFFICE

- 4.3-1 The term of office shall be from the adjournment of the transition meeting at which officers are elected to adjournment of the transition meeting at which their successors are elected.

4.4 DUTIES OF THE OFFICERS AND DIRECTORS

- 4.4-1 All members of the executive board shall have these duties. Each member must attend at least one (1) meeting of the Council of School Representatives per semester of service. All board members must be available to meet both the first and last Wednesday of each month at a time TBA for required meetings. Board members must attend the state and national conventions (unless excused for good cause by the board and faculty advisor). Each board member may only miss two (2) board meetings per term.
- 4.4-2 The President shall:
- (a) Preside at all business meetings of this association and of the executive board.
 - (b) Appoint special committees with the approval of the executive board.
 - (c) Serve as ex-officio member of all committees except the Nominations and Elections committee.
 - (d) Approve expenditures as submitted by the Treasurer and authorized by the executive board.
 - (e) Perform all other duties pertaining to this office and represent this association in all matters relating to the SNA-SC.
 - (f) Have the authority to issue checks and make deposits in lieu of the Treasurer in time of emergency.
 - (g) Be bonded.
 - (h) Attend one Council of School Representatives meeting per semester.
- 4.4-3 The Vice President shall:
- (a) Assume the duties of the President in the absence of the President, and in the event of a vacancy in the office of the President assume the duties of the office of the President.
 - (b) Be responsible for planning the events of the monthly member meetings.
 - (c) Serve as Chairperson of the Fundraising committee and organize all fundraising activities.
- 4.4-4 The Secretary shall:
- (a) Record and distribute the minutes of this association and the executive board.
 - (b) Keep a register of all members for roll call and business purposes.
 - (c) Keep on file as a permanent record all reports, papers and documents submitted to the secretary.
 - (d) Conduct the general correspondence of the association and notify committees of their appointments as requested by the President or the executive board.
 - (e) Sign with the president such organizational papers as come into their executive and administrative spheres.
 - (f) Notify all members of all meetings of the association at least one week prior to the meeting.

- (g) Refer to the duly appointed committees the necessary records for performance of their duties.
- (h) Provide each executive board member with a list of all committee members and addresses.
- (i) Submit monthly minutes to the SNA-SC Secretary.
- (j) Create and distribute an agenda for each monthly general member meeting.

4.4-5 The Treasurer shall:

- (a) Act as a custodian of organization funds and deposit these funds in a bank approved by the Executive Board.
- (b) Serve on Fundraising committee with the Vice President
- (b) Prepare a budget and the monetary disbursements with the approval of the President and as authorized by the Executive Board. Treasurer may not issue disbursements to themselves. All disbursements to the Treasurer must be made by the President.
- (c) Keep accurate entries of acquisitions and disbursements of organization funds.
- (d) Prepare a report of the transactions of the Treasurer's office to be submitted at the annual convention.
- (e) Keep a permanent record of all dues paid together with a registrar of all members in good standing as submitted at the annual convention.
- (f) Submit a financial report to the Executive Board at regular intervals and when requested to do so by any member of the Executive Board.
- (g) The retiring Treasurer shall, by the end of his/her term, deliver to the newly elected Treasurer all money and properties of the association held in custody.
- (h) Serve as Chairperson of the Committee on Ways and Means.
- (i) Be bonded.

4.4-5 The Community Health Director shall:

- (a) Promote, plan, carry out and evaluate a minimum of two (2) community health activities per semester
- (b) Establish and maintain community partnerships with organizations such as United Way, American Red Cross, etc.
- (c) Fill out appropriate paper work on each event to be sent to each meeting of the Council of School Representatives.

4.4-6 The Historian/Legislative Director shall:

- (a) Assist the secretary in keeping accurate records, as well as taking pictures for the purpose of historical documentation.
- (b) Attend AU-SNA meetings and events in order to take pictures for the purpose of historical documentation.
- (c) Promote political awareness among nursing students and plan legislative activities on a school wide level.
- (d) Serve as Chairperson of the Committee on Bylaws.
- (e) Promote the annual SNA-SC Capitol Day.
- (f) Be responsible for overseeing elections and slating of candidates

ARTICLE V
ELECTIONS

- 5.1 The officers of this association shall be elected at a designated monthly meeting.
- 5.2 The elections shall be taken by secret ballot.
- 5.3 The plurality vote of all delegates present, entitled to vote and voting, shall constitute an election. In case of a tie, a re-vote shall be taken.
- 5.4 Before the opening of the polls, opportunity shall be given for nominations from the floor. Persons nominated from the floor after verification of eligibility and availability (Article IV 4.2) shall be posted in the polling places and may be written in on the ballot. Only write-ins nominated from the floor shall be eligible.
- 5.5 Members shall be notified of the hours of voting and the place for the election.
- 5.6 The executive board shall appoint tellers from members not on the ballot.

ARTICLE VI
MEETINGS

- 6.1 Monthly meetings of this association shall be held at times and places as shall be determined by the Executive Board.
- 6.2 Special meetings of the association may be called by the Executive Board or shall be called by the President upon written request of one third or more of the association. Notice of time, place and purpose of the special meeting shall be sent to all members not less than five days prior to the special meeting.
- 6.3 All member meetings of this association shall be open to any member, advisors, and special guests of the association unless voted otherwise before the special meeting.

ARTICLE VII
REPRESENTATION

- 7.1 Representation at the Annual House of Delegates Meeting:
 - 7.1-1 The AU-SNA shall be entitled to delegates according to the number of members in good standing with NSNA, SNA-SC, and AU-SNA. The delegate(s) shall be elected by the AU-SNA Executive Board and will serve as representative(s) of the AU-SNA by attending all meetings of the House of Delegates at the annual national convention.

ARTICLE VIII
EXECUTIVE BOARD

- 8.1 The Executive Board shall consist of the elected officers of the AU-SNA. All members of this Executive Board have the power to vote. The advisor(s) shall serve as ex-officio members without a vote.
- 8.2 The Executive Board shall meet before the member meetings and at such times as deemed necessary by the majority of the board. A post-elections meeting for newly elected officers shall be held following the close of voting meeting.
- 8.3 The Executive Board shall:
- (a) Have the power to fill vacancies in any office except the office of President.
 - (b) Select successors to the representatives of the consolatory council should those positions be vacated prior to the annual election.
 - (c) Approve the budget, authorize all monetary disbursements, and provide for the annual audit of accounts at the close of the fiscal year.
- 8.4 The official delegate of the association to the annual convention of the NSNA and the Council of State Presidents shall be the President of this association. If the President cannot serve as designated representative, an alternate shall be elected by a majority of the Executive Board.
- 8.5 Executive Board Member Absences
- (a) Absence of an officer without good cause as determined by the executive board from two meetings of the association and/or the State Convention shall constitute a resignation of the office effective immediately. A letter informing the decision shall be sent within seven days of the decision citing the applicable bylaws.
 - (b) In the event of an absence of an officer from a meeting, the President must be notified prior to the meeting. Exceptions can be made for extenuating circumstances.
- 8.5 Any Executive Board member who is not fulfilling his or her duties of office shall be given written notification outlining steps to meet established objectives prior to further action and a deadline in which the objectives are to be completed. A copy of this notification will be forwarded to the officer's Advisor. In the event the objectives are not met within the timeline established, the Executive Board has the option to remove the elected official as outlined in 8.6.
- 8.6 An official elected by the AU-SNA members may be removed by the AU-SNA Executive Board whenever such action is deemed to be in the best interest of the association or for other just cause. Removal of an elected official requires a majority vote of the AU-SNA Executive Board.

ARTICLE IX
COUNCIL OF SCHOOL REPRESENTATIVES

9.1 The AU-SNA will send at least one representative to each Council of Student Representatives meeting. As outlined in article 4.4-1, each AU-SNA Executive Board member must attend at least one (1) meeting of the Council of School Representatives per semester of service.

ARTICLE X
ADVISORS

10.1 There shall be a council for advising. The council shall consist of at least one (1) lead faculty advisor that will be recommended by the previous Executive Board and advisors.

10.1-1 The lead advisor shall be full-time faculty in the School of Nursing at Anderson University. Faculty advisor(s) will serve a term of at least two years and may extend indefinitely year by year with approval of the Executive Board. They must also remain current members of NSNA. Additional faculty advisors may be recruited if in the best interest of the organizations.

10.1-2 The faculty advisor shall:

- (a) Serve as a resource by counseling and advising officers, committees and members.
- (b) Attend all meetings of this association. Absence of an advisor without good cause from two consecutive meetings of the association shall constitute a resignation of office, and a successor will be selected and appointed in accordance with article 8.3(a&b).

ARTICLE XI
COMMITTEES

11.1 Standing committees shall be composed of members of the association and shall assume such duties as are assigned by the President and specified in these bylaws.

11.2 The standing committees shall report to the member meetings and when requested to do so shall submit a written report of their activities at the annual meeting.

11.3 There shall be the following standing committees, which shall consist of at least two (2) members each, with members being subject to the approval of the President.

11.3-1 The Committee on Bylaws shall:

- (a) Receive suggestions on amendments to the bylaws
- (b) Submit all proposed amendments to the member meetings, Council of School

Representatives of the association and the NSNA Committee on Bylaws for review and approval.

- (c) Present proposed amendments to the voting body for action at the annual meeting in accordance with these bylaws.
- (d) The Legislative Direction shall serve as Chairperson.

11.3-2 The Committee on Fundraising shall:

- (a) Organize activities which will bring financial benefit to the CU-SNA.
- (b) Plan such activities to involve general members of CU-SNA.
- (c) Report all funds collected at such events directly to the Treasurer within twenty-four (24) hours of that event.
- (d) The Vice President shall serve as Chairperson.

11.3-3 The Committee on Ways and Means shall:

- (a) Draw up the annual budget of proposed expenses for the year and shall report the same to the Executive Board for approval.
- (b) Manage and initiate moneymaking projects for CU-SNA.
- (c) The Treasurer shall serve as Chairperson of the committee.

ARTICLE XII

FISCAL YEAR

12.1 The fiscal year shall run from October 1 to September 30.

ARTICLE XIII

QUORUM

13.1 The officers of this association and two thirds of the voting delegates shall constitute a quorum at the business meetings of the annual convention of this association.

13.2 A two-thirds majority of the members of the executive board shall constitute a quorum at any meeting.

ARTICLE XIV

ORDER OF MEETINGS

14.1 All meetings of this association shall be conducted according to parliamentary law as set forth in Robert's Rules of order – Newly Revised, where the rules apply and are not in conflict with these bylaws.

ARTICLE XV
AMENDMENTS

- 16.1 These bylaws may be amended at the annual meeting of the association by two thirds vote of the members present and voting, provided that a copy of all proposed amendments has been sent to all constituents.
- 16.2 All proposed amendments shall be submitted by the Executive Board for approval at the soonest member meeting.
- 16.3 Proposed amendments may be amended at the member meeting by a 99% vote of those present and voting, provided previous notice shall have been given at an earlier meeting of the same session, and provided that the proposed amendment shall have been presented to the presiding officer and parliamentarian before the meeting where previous notice is given.
- 16.4 Following adoption by the members, all bylaw amendments shall be indicated in red and shall remain so for one year before becoming permanent record.