

Luna Community College Student Nurses Association By-Laws

ARTICLE I – NAME

The name of the organization shall be the Luna Community College Student Nurses Association, a constituent of the National Student Nurses Association, Inc., hereinafter referred to as LCC SNA.

ARTICLE II – PURPOSE AND FUNCTIONS

- Section 1 – The Purpose of the LCC SNA:

- a) to assume responsibility for contributing to nursing education in order to provide the highest quality health care;
- b) to provide programs representative of fundamental and current professional interest and concerns, and
- c) 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.

Section 2 – The function of the LCC SNA shall include the following:

- a) to have direct input into the standards of nursing education and influence the education process;
- b) to influence health care, nursing education and practice through legislative activities as appropriate;
- c) to promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues;
- d) to represent nursing students to the consumer to institutions, and other organizations;
- e) to promote and encourage students' participation in interdisciplinary activities;
- f) to promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of person's race, color, creed, sex, lifestyle, national origin, age or economic status;

ARTICLE III – MEMBERS

Section 1. Constituent Associations

- a) A school chapter shall be composed of at least 5 members from a school campus.
- b) A state association shall be composed of at least two school chapters in any state. There shall be only state associations in any state. School chapters shall belong to their state association when one exists. The term "state" in these bylaws shall be understood to apply equally in any state in the United States of America, to the District of Columbia or to any territory, possession or dependency of the United States of America

- c) For yearly recognition as a constituent, constituent associations shall be required to submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues and representation.
- d) A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that a written notice of the written revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
- e) School chapters and state association are entitled separate and apart from NSNA in their administration of activities, with NSNA exercising no supervision or control over these immediate daily and regular activities. NSNA has no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters or states associations, or the members thereof. In the event any legal proceeding is brought against NSNA as a result of such acts of omission or commission by a school chapter or state association, said school chapter or state association will indemnify and hold harmless the NSNA from any liability.

Section 2. Categories of Constituent Membership

- 1. Active members: Active members shall have all the privileges of membership.
 - a) Students enrolled in state approved programs leading to licensure as a registered nurse.
 - b) Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
- 2. Associate Members:
 - a) Pre-nursing students, including registered nurses enrolled in college or university programs designed as a preparation entrance into program leading to an associate degree, diploma, or baccalaureate degree in nursing.
 - b) Associate members shall have all the privileges of membership except for the right to hold office as president and vice president at state and national levels.

Section 3. Active and associate membership may be extended six months and beyond completion of a students program in nursing.

Section 4. Dues

- 1. Payment of the NSNA dues is a prerequisite for membership. NSNA dues shall be paid according to the NSNA payment schedule.
- 2. NSNA dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf the constituent.
 - a) Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE IV – OFFICERS

Section 1. The officers of LCC SNA shall be the president, the vice president, secretary, treasurer, and historian.

Section 2. Eligibility

- a) Only members who shall be nursing students throughout the full term of office or have the privileges of active membership shall be eligible for the offices of the president or vice president.
- b) Only members who shall be nursing students throughout the at least $\frac{3}{4}$ of a term of office and have privileges of active or associate membership shall be eligible for all other offices.

Section 3. Term of Office

The term of office shall be one year from the adjournment of the spring meeting at which officers and directors are elected to the adjournment of the spring meeting at which their successor are elected.

Section 4. Duties of officers

The officers shall perform the duties prescribed by the parliamentary authority, and or specifically shall include:

A. The President shall:

- 1) Preside at all meeting of the association, Board of Directors and the executive committee.
- 2) Appoint special committees with the approval of the Board of Directors.
- 3) Serve as ex-officio member of all committees except nominating committee.
- 4) Represent LCC SNA in the matters relating to the association and perform all other duties pertaining to the office.

B. The Vice president(s) shall:

- 1) Assume the duties of the president in the absence or disability of the president.
- 2) Perform all other duties as assigned by the president.
- 3) The vice president shall be responsible for the program at the meetings of the association.

C. The secretary shall:

- 1) Prepare the minutes of all business meetings of the association.
- 2) Inform NSNA of all current programs and activities and provide up-to-date names and addresses of the state and local officers.
- 3) Review the policies and be responsible for recommendation of policy changes.

4) Perform all other duties as assigned by the president or as usual to this office.

D. The treasurer shall:

- 1) Act as a custodian of organization funds and see that an annual financial report is prepared.
- 2) Serve as the chairperson of the finance committee, when such committee is established by the Board of Directors.
- 3) Perform all other duties as assigned by the president.

E. The historian shall:

- 1) Works with Secretary to make a newsletter of current events
- 2) Perform other duties as assigned by the president.

Section 5. Vacancies

- 1) A vacancy, other than president or vice president shall be filled by the Board of Directors or as specified in these bylaws.
- 2) In the event of a vacancy occurring in the office of president, the vice president shall assume the duties of the president.
- 3) In the event that any member of the Board of Directors is absent from two consecutive board meetings, his/her position will automatically be declared vacant. The Board of Directors has the authority and will appoint another member to fill the position.

ARTICLE V – NOMINATIONS AND ELECTIONS

Section 1. Nomination Committee

- a) A nominating committee shall be composed of 3 members. They shall be elected at the annual meeting to serve for a term of one year. All the members shall be nursing student throughout their term of office.
- b) Members of the nominating committee are not eligible as candidates for officer or director during their elected/appointed term.
- c) A vacancy of the nominating committee shall be filled by the Board of Directors with a nominee recommended by the nominating committee. In case of member not performing his/her duties, the Board of Directors shall declare the position vacant and shall fill the vacancy with a nominee recommended by the nominating committee.

Section 2. Duties of the Nominating committee

- a) The nominating committee shall prepare a ballot with the candidates for the officers, directors and the members of the nominating committee. The consent of all proposed candidates shall be obtained in writing before placing their names on the ballot.
- b) A copy of the ballot shall be made available on site at the convention. Nominations from the floor will be accepted at the annual meeting provided that required paperwork is presented.

Section 3. Elections

- a) The officers, directors and the members of the nominating committee shall be elected by secret ballot at the annual meeting.
- b) A majority vote shall elect.
- c) A tie vote shall be decided first by re-vote, and, if necessary, then by casting a lot.
- d) Results of the secret ballot will be announced at the spring meeting.

ARTICLE VI- MEETINGS

Section 1. The House of Delegates shall be the governing and voting body of the composed of members present from the constituents, the Board of Directors, and members of the nominations and elections committee. Notice of the annual meeting shall be given at least 30 days prior to the meeting.

Section 2 Delegate Representation

A. The voting body at the annual meetings of this association shall consist of the elected state officers, elected directors, members from constituent associations, and individual members.

B. Representation at the NSNA annual meeting shall be:

1. School constituents:
 - a) Each school chapter that is recognized constituency as determined by these bylaws, shall be entitled one voting delegate and alternate for the first 10 members, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
 - b) The school chapter delegate and alternate shall be members in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting.
2. State Constituents:
 - a) Each state constituents shall be entitled to one voting delegate and alternate. This delegate shall be the state president. If the state president cannot serve, a designated representative and alternate shall be elected at a state meeting or by the state Board of Directors.
3. Each school constituent shall be entitles to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date 8 weeks prior to the annual meeting.

Section 4. The privilege of making motions and voting shall be limited to the voting body. A voting member shall have but one vote in any election or on any question.

Section 5. All meetings of the LCC SNA shall be open to all members unless voted otherwise by the Membership.

Section 6. Quorum

A quorum at meetings of LCC SNA shall consist of at least 2/3 of the members' present and voting.

Section 7. When a member or a Board member is traveling on official LCC SNA business, such as NSNA mid-year or national convention, he/she must attend all required meetings of the position. If a member is absent from such meetings without acceptable reason, his/her reimbursement (partial or full) will be forfeited.

ARTICLE VII – NSNA BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the elected officers.

Section 2. All the powers of association are vested in and shall be exercised by the Board of Directors during the interim between meetings of the association, except that the Board shall not nullify nor modify any action taken by the Membership in the annual meeting and subject to the provisions of these bylaws.

Section 3. The Board of Directors shall not be responsible for any contract, claim or obligation of any kind, incurred, or for any position taken by any officer or member of constituent unless the same was authorized in writing by the Board of Directors.

Section 4. Management by the Board of Directors shall include the following duties:

- a) Review and approve the terms of official relationship established with other organizations singly or in coalition.
- b) Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in LCC SNA relationships with other organizations.
- c) Approve the budget and provide the annual audit of accounts at the close of the fiscal year.
- d) Have the power to fill vacancies for the un-expired term, unless otherwise specified in these bylaws.
- e) Have the power by $\frac{3}{4}$ vote to declare an office event.
- f) In case of an emergency, votes by referendum may be taken by the Board of Directors, provided the material is sent in the same words to each member.

Section 5. Meetings

- a) Regular meetings of the Board of Directors shall be held immediately before and after annual meetings and at such other times deemed necessary by a majority of the Board. The president shall determine the date and place of meetings.
- b) The quorum shall be a majority of voting members of the Board including the president or vice president, and one consultant.

Section 6. Executive Committees

There shall be an executive committee of the Board of Directors composed of the president, two other members of the Board and a consultant. This committee shall have the power to transact business only of an emergency nature which cannot wait until the next scheduled meeting of the Board of Directors. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors. The executive committee may conduct such emergency business by telephone or email.

ARTICLE IX – COMMITTEES

The Board of Directors, at its discretion, shall establish committees deemed necessary to carry on the work of the association and determine the functions, terms and membership of the committees. A quorum for committee meetings shall be a majority of the members.

ARTICLE X – PARLIAMENTARY AUTHORITY

All the meetings of this association shall be conducted according to parliamentary laws as set forth in ROBERT'S RULES OF ORDER NEWLY REVISED where the rules apply and are not in conflict with these bylaws.

ARTICLE XI – ADMENDMENTS

Section 1. These bylaws may be amended at the annual meeting by a 2/3 vote of those present and voting provided that notice of the proposed amendments has been sent to the presidents of the constituent associations at least four weeks prior to the meeting.

Section 2. Proposed amendments shall be submitted in writing, carrying proponent's signature, to the Board of Directors for review at least 10 weeks prior to the annual meeting. Proposed amendments may be submitted only by the Board of Directors, a LCC SNA committee, or a constituent association.

Section 3. These bylaws may be amended at the annual meeting by 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.

Section 4. Amendments to the bylaws of the NSNA, adopted at the annual meeting which directly relate to the business of the constituent association in the areas of the conformity shall automatically and immediately effect the necessary amendments to the bylaws of the constituent associations and shall promptly be incorporated