

National University Student Nurses Association - San Diego Bylaws

Amended by its members on February 23rd, 2015

ARTICLE I - NAME OF ORGANIZATION

Section 1. Name

- A. The name of this organization shall be the National University Student Nurses Association – San Diego (NUSNA-SD), a local constituent chapter of the California Nursing Students’ Association (CNSA) and the National Student Nurses’ Association (NSNA) respectively.

ARTICLE II - PURPOSE AND FUNCTION

Section 1. Purpose

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.**
- B. To provide programs representative of fundamental interests and concerns to nursing students.**
- C. To aid in the development of the whole person, including his/her professional role, his/her responsibility for health care of people in all walks of life.**

Section 2. Function

- A. To have direct input into 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 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 a person's race, color, creed, national origin, ethnicity, age, gender, marital status,**

**lifestyle, disability or economic status.**

- G. To promote and encourage collaborative relationships with nursing and health related organizations.**

### **ARTICLE III - MEMBERS**

#### **Section 1. School Constituent**

- A. School constituent membership is composed of active or associate members who are members of the NSNA and the state association when one exists.**
- B. National University Student Nurses Association – San Diego shall be composed of at least 10 members from National University or the total school enrollment if less than 10. There shall be only one chapter on this school campus.**
- C. For yearly recognition as a constituent, an officer of the National University Student Nurses Association – San Diego shall 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 that 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 written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.**
- E. National University Student Nurses Association – San Diego is an entity separate and apart from NSNA and its administration of activities, with NSNA and California Nursing Students’ Association exercising no supervision or control over these immediate daily and regular activities. NSNA and CNSA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of National University Student Nurses Association – San Diego or the members thereof. In the event any legal proceedings are brought against the NSNA and California Nursing Students’ Association, National University Student Nurses Association – San Diego will indemnify and hold harmless the NSNA and California Nursing Students’ Association from any liability.**

#### **Section 2. Categories of Constituent Membership.**

**Members of the constituent associations shall be:**

- A. **Active members:**
  - a. **Students enrolled in state approved programs leading to licensure as a registered nurse.**
  - b. **Registered nurses enrolled in programs leading a baccalaureate degree with a major in nursing.**
  - c. **Active members shall have all the privileges of membership.**
  
- B. **Associate members:**
  - a. **Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.**
  - b. **Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.**
  
- C. **Individual members:**
  - a. **Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.**
  
- D. **Active and associate membership shall be renewable annually.**

### Section 3. Membership Extension

**Active and associate NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.**

## ARTICLE IV - DUES

### Section 1. NSNA Dues and Responsibilities

- A. **The annual NSNA dues for active and associate members shall be set by the NSNA, payable for the appropriate dues years. The dues year for membership shall be a period of twelve consecutive months.**
  
- B. **The annual NSNA dues for active and associate members joining for two years shall be set by the NSNA, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.**
  
- C. **National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the**

**constituent. NSNA shall not collect nor remit school chapter dues.**

Section 2. Chapter dues and member penalties

- A. The NUSNA-SD dues for active and associate members joining for one year shall be \$50.00, payable for the appropriate dues years. The dues year for these members shall be a period of twelve consecutive months.
- B. The NUSNA-SD dues for active and associate members joining for two years shall be \$100.00, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months, except for those in LVN Cohorts, in which the two-year membership is \$95.00.
- C. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE V - BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors will consist of: President, Vice President, Secretary, Treasurer, Community Service Director, Fundraising Director, Membership and Recruitment Director, Communications Director, Student-Faculty Liaison, Student Activities Director, Legislative Director, Mentorship Program Director, Peer Workshops Program Director, and Breakthrough to Nursing Director.

Section 2. Responsibilities

The Board of Directors shall be responsible for:

- A. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
- B. Filling vacancies in any office by two-thirds majority vote of Board of Directors except the office of President.
- C. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.

Section 3. General Responsibilities of Individual Board Members

Individual members of the board of directors are responsible for:

- A. Satisfactorily performing the functions of their office as stated in the bylaws.
- B. Attending all scheduled general and board meetings of any current term. Absences must be communicated to the Vice President in advance of meeting with a valid reason presented. If member must be absent, they should select another board member to report on any business they have at the meeting.
- C. Maintaining good academic standing and active enrollment within the National University nursing program.
- D. Actively checking appropriate communication channels and responding within seven days.

Section 4. Duties of the Board of Directors shall consist of:

A. President

1. Shall preside at all meetings of this association.
2. Appoint new directors and/or special committees as needed.
3. Coordinate with Board members for all NUSNA-SD activities.
4. Collaborate with NUSNA-F and NUSNA-LA to ensure cohesiveness.
5. Monitor and ensure that chapter, state, and NSNA bylaws are enforced.
6. Perform all other duties pertaining to the office and represent this association in all matters to the state student nurses' association, National Student Nurses' Association, and other professional and student organizations.
7. Shall serve as the chairperson of the Board of Directors.
8. Will submit written article(s) for the newsletter of NUSNA-SD and the SSHS Dean's Blog as appropriate.

B. Vice President

1. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.

2. Shall assist the President as delegated and act as advisor to the President.
3. Responsible for tracking, encouraging, and facilitating member participation in all NUSNA-SD committees and events.
4. Responsible for keeping record of attendance.
5. Coordinate, announce and monitor board member elections.

C. Secretary

1. Shall record and distribute the minutes of all meetings of this association as directed by the President.
2. Shall keep on file as a permanent record all reports, papers and documents submitted to the Secretary.
3. Refer to duly appointed committees the necessary records for the completion of business.
4. Forward minutes to the state nursing student association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
5. Deliver to the newly elected Secretary all association papers.
6. Serve as a backup to the Communications Director to ensure publication and distribution of the NUSNA-SD quarterly newsletter to NUSNA-SD members.

D. Treasurer

1. Shall serve as chairperson of the Budget/Finance Committee.
2. Submit financial reports to the membership as directed by the President.
3. Prepare financial reports submitted at the monthly Board of Directors Meeting.
4. Keep a permanent record of all dues received from members and any other income and expenses.
5. Remit payment for approved debits according to the following:

a) Disbursement of Funds

1. Requests for disbursement of funds shall be made in writing to the Board of Directors.
  2. Upon approval the treasurer will issue checks for those requests approved.
  3. No funds will be disbursed without prior approval.
6. Will submit written article(s) for the NUSNA-SD quarterly newsletter as appropriate.

E. Community Service Director

1. Responsible for seeking out community service opportunities within the community.
2. Responsible for notifying NUSNA-SD Board and members of upcoming opportunities within the community for general organization voting or participation in the event.
3. Must organize and manage chapter events within the community or delegate such to an alternate committee or board member.
4. Will work closely with Student Activities Director for events in which the volunteer event is run by NUSNA-SD.
5. Will submit written article(s) regarding NUSNA-SD community service for NUSNA-SD quarterly newsletter as appropriate.
6. Will update NUSNA-SD website with appropriate information concerning volunteer opportunities.
7. Responsible for forwarding all participant information for community service activities to the Vice President.

F. Fundraising Director

1. Responsible for planning, organizing and coordinating fundraising events.
2. Will work closely with Student Activities Director as needed.
3. Will submit written article(s) regarding NUSNA-SD fundraising for NUSNA-SD quarterly newsletter as appropriate.

4. Responsible for notifying NUSNA-SD Board and members of fundraising opportunities or events.
5. Will handle the sales of all NUSNA-SD merchandise or other goods.

G. Membership and Recruitment Director

1. Coordinate with nursing department staff to attend nursing student orientations.
2. Manage new cohort elections so that new representatives are elected by the end of their first academic month.
3. Manage all new membership sign up and submit appropriately to Treasurer and NSNA.
4. Coordinate with NSNA to manage official NUSNA membership list and share with the Executive Board.
5. Responsible for management of membership lists in Google Drive, to be updated monthly and shared with the Board of Directors.
6. Will submit written article(s) regarding NUSNA-SD membership and recruitment for NUSNA-SD quarterly newsletter as appropriate.

H. Communications Director

1. Ensure timely distribution of all NUSNA-SD communications.
2. Serve as editor for the NUSNA-SD quarterly newsletter and work with the Secretary to ensure its publication and distribution to NUSNA members no later than the end of the months of March, June, September, and December.
3. Manage or delegate duties associated with maintenance and development of the NUSNA-SD website.
4. Keep the NUSNA-SD website current.
5. Respond to emails and general questions concerning the NUSNA-SD website.
6. Maintain NUSNA-SD web-based calendar and membership communication.

7. Keep the NUSNA-SD communication board for posting print-based materials current.

I. Student-Faculty Liaison

1. Responsible for attending monthly faculty meetings, town hall meetings, and any related faculty events.
2. If unable to attend faculty meeting or event, must appoint an NUSNA-SD member to attend in his/her place. (This will ensure NUSNA-SD representation at all faculty meetings.)
3. Report pertinent information to NUSNA-SD members. Present information and proposals from NUSNA-SD to faculty in a professional manner.
4. Will submit written article(s) regarding pertinent information related to faculty meetings and events for NUSNA-SD quarterly newsletter as appropriate.

J. Student Activities Director

1. Serve as chairperson of the Board of Directors Recruitment Committee.
2. Serve as lead director for association events and enrichment activities (e.g. career development and nursing trends).
3. Be accountable to the membership for notification of pending student activities.
4. Coordinate with Membership and Recruitment Chair for new cohort meet-and-greets.
5. Will submit written article(s) for the NUSNA-SD quarterly newsletter as appropriate.

K. Legislative Director

1. Monitor legislative and political actions that affect the nursing profession.
2. Keep members informed about current political and policy issues.
3. Provide a report at each regularly scheduled meeting of the Board of Directors.

4. Will submit written article(s) for the NUSNA-SD quarterly newsletter as appropriate.
5. If the timing allows, write a resolution for the CNSA convention representing National University, San Diego.
6. Lead annual review of Bylaws and ensure amendments are completed and approved by NUSNA-SD members by January of each year.
7. Adjust miscellaneous spacing, punctuation, indentation and capitalization issues throughout the bylaws as needed. Content is not to be changed without a specific vote.

L. Mentorship Program Director

1. Chair the Mentorship Committee to ensure that the operations of the mentorship program conforms to established procedures.
2. Ensure that the operations of the Mentorship Program correspond with the organizations' purpose and function as outlined in the NUSNA-SD bylaws.
3. Coordinate with the Membership Director to determine eligibility for nursing student participation in the Mentorship Program.
4. Oversee operations and quality assurance of the Mentor and Mentee pairs.
5. Coordinate quarterly meet-and-greets in collaboration with Student Activities Director.
6. Submit written article(s) for the NUSNA-SD quarterly newsletter as appropriate.
7. Refer to both the NUSNA-SD Bylaws and the Mentorship Program Handbook for guiding principles and/or course of action in relation to the Mentorship Program.

M. Peer Workshops Program Director

1. Chair the workshops committee to ensure that the operations of the Peer Workshops Program conforms to established procedures.

2. Ensure that the operations of the Peer Workshops Program correspond with the organization's purpose and function as outlined in the NUSNA-SD bylaws.
3. Coordinate with the Membership Director to determine eligibility for nursing student participation in leadership within the Peer Workshops Program.
4. Coordinate with the designated NU administrative staff to determine academic eligibility for nursing student participation in leadership within the Peer Workshops Program.
5. Oversee operations and quality assurance of Peer Led Workshops.
6. Submit written article(s) for the NUSNA-SD quarterly newsletter as appropriate.
7. Refer to both the NUSNA-SD Bylaws and the Peer Workshop Program Handbook for guiding principles and/or course of action in relation to the Peer Workshops Program.

#### N. Breakthrough to Nursing Director

1. Chair the Breakthrough to Nursing Committee to ensure that the operations of the committee conform to established procedures as well as NUSNA-SD's purpose and function.
2. Organize nursing outreach efforts within the community to increase the number of minorities interested in the profession of nursing and promote a positive image of nursing.
3. Responsible for notifying and coordinating NUSNA-SD Board, members, and appropriate NU faculty of upcoming outreach efforts within the community.
4. Work closely with Community Service Director and Student Activities Director to coordinate functions that will maximize member involvement.
5. Will submit media coverage and written article(s) to NUSNA-SD quarterly newsletter as appropriate.

#### Section 5. Absences and Failure to Perform Duties

- A. Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled membership meeting. The officer in question will be notified in advance of the meeting.
- B. An officer may also be removed from office by a plurality vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the general or specific functions of that office as stated in these bylaws.
- C. Officers must also maintain good academic standing and be actively enrolled. Failure to maintain these standards will result in forfeiture of that office.
- D. Prior notification of two weeks shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances.

#### Section 6. Vacancies and Resignation

- A. The Vice President may declare a vacancy in a position held by a Director upon receipt of a written resignation, finding of negligence of duties, or resignation with intent to run for a new office by the Board.
- B. Filling a vacancy due to resignation or removal:
  - a. In the office of President, the Vice President shall become the Interim President for the remainder of the original board member's term.
    - i. In this case, when the new election comes about, the former Vice President and Interim President can opt to either:
      - 1. Give up their Vice President position to run for President or
      - 2. Return to the Vice President position for the remainder of their term.
  - b. In the office of a director other than President, the Board of Directors shall, by two-thirds (2/3) vote, fill the vacancy by appointment for the remainder of the term.

- C. Filling a vacancy due to resignation with intent to run for a new office:
  - a. The Board Member must notify the Vice President prior to biography submission request date.
  - b. Position to be fulfilled through election and the board member is expected to follow the appropriate transition process.

## ARTICLE VI - ELECTIONS

### Section 1. Election of Board of Directors

- A. Elections for a particular position shall be held prior to graduation of the existing board member with the intent of promoting adequate transition and continuity of board member's role.
- B. All elections shall be by secret ballot.
- C. A plurality vote of the members present and entitled to vote and voting shall constitute an official election.
- D. In the event of a tie, a revote shall be held.
- E. All nominations shall be made from current National University nursing student, assigned to a numbered cohort, in good academic standing.
- F. No more than 1/2 of the board (7 members) may be held by any particular cohort.
- G. If, during an election, a cohort could potentially surpass the 1/2 mark, the Elections Review Committee headed by the vice president will determine eligibility for each board position.
- H. An individual must have a minimum of 9 months left before graduation to be eligible for a board position. This does not apply to interim positions.
- I. Elections for upcoming board positions will be held 3 months before the current board member graduates to aid in a smooth transition of the position between individuals. If the graduating board member requests a longer transition period, the board may approve this by a two-thirds (2/3) vote.
- J. The two-month transition period should be a 30 day/30 day split. For the 1<sup>st</sup> 30 days, the outgoing board member will perform all duties and remain the main point of contact, with the incoming board member shadowing.

For the 2<sup>nd</sup> 30 days, the incoming board member will perform all duties and be the main point of contact, with the outgoing board member shadowing and serving as a reference.

## ARTICLE VII - MEETINGS

### Section 1. Membership Meetings

- A. Membership meeting dates shall be set by the president a minimum of one month in advance and communicated to the membership appropriately. Every effort to keep the meetings on the same day of the week and time will be made to maximize attendance.
- B. The President shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.

### Section 2. Board of Directors Meetings

- A. Board of Director meeting dates shall be set by the president to ensure that as many officers and representatives can attend. Board of director meetings will be held at a minimum of once a quarter.

### Section 3. Quorum.

- A. Board Meetings: A quorum for the board meetings shall consist of a majority of the voting board members, which must include the President or Vice President.
- B. Membership Meetings: A quorum for general meetings shall consist of majority of the voting board members, which must include the president or vice president, and at least 1 person from the general membership.

## ARTICLE VIII - COMMITTEES

### Section 1. Appointments

- A. Committee chair appointments unaffiliated with a board member position shall be made by the Board of Directors and shall be deemed standing committees unless otherwise stated at time of appointment.
- B. Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.

### Section 2. Responsibility

- A. All committees shall be responsible to the Board of Directors for reporting committee activities on a regular basis and shall, upon direction of the Board of Directors, report same to the general membership.

Section 3. Executive Committee:

- B. There shall be an Executive Committee of the Board of Directors composed of the President, Vice President, Secretary, and Treasurer and the faculty advisor. 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 - DELEGATES

Section 1. Purpose and Function

- A. To serve as a spokesperson and voting power for this association at CNSA, NSNA and other related conferences.
- B. Present to the state and national organizations all proposed resolutions or amendments to bylaws or policies proposed by this association.
- C. Keep informed as to all current and proposed resolutions and other pertinent information at the state and national levels and report information to this association's membership at regularly scheduled membership meetings.
- D. Make available to members updates, explanations, and copies of current and proposed state and national resolutions and other pertinent information.

Section 2. Qualification and Appointment

- A. Any active member who is in good academic standing, is actively enrolled in the nursing program, who is active in NUSNA-SD projects is eligible to hold the position of delegate. They would then submit an application to the Vice President to demonstrate interest.
- B. Appointment shall be for the entire duration of the assigned convention and shall be made by point selection based on the applicant's interest and participation in the association. The applicants receiving the highest amount of points for the number of available delegate openings shall be

awarded a position.

**Section 3. Delegate Representation for School constituents:**

- A. National University Student Nurses' Association - San Diego shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.**
- B. National University Student Nurses' Association - San Diego shall be entitled to a minimum of two (2) voting delegates at the CNSA House of Delegates. In addition, chapters with 20 or more active and/or associate members are entitled to additional delegates at a ratio of 1 delegate for each 20 members. (e.g. chapters with 20 - 39 members are entitled to a total of 3 delegates; chapters with 40 - 59 members are entitled to a total of 4 delegates, etc.)**
- C. The National University Student Nurses' Association - San Diego delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
  - a. Selection and/or election by members of the school chapter according to chapter bylaws; or**
  - b. Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.****
- D. National University Student Nurses' Association - San Diego shall approve the appointment.**
- E. National University Student Nurses' Association - San Diego shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.**
- F. National University Student Nurses' Association - San Diego must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.**
- G. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.**

- H. National University Student Nurses' Association - San Diego shall be entitled 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 eight weeks prior to the annual meeting.**

## ARTICLE X - AMENDMENTS

### Section 1. Bylaws Committee

- A. The Bylaws Committee shall be led by the Legislative Director and additionally comprised of at minimum the President, three additional members of the Board, and one general (non-board) member.
- B. The bylaws committee shall convene at least once a year for the annual bylaw review in December and additionally as needed. Meetings of the committee will be scheduled by the Legislative Director.
- C. In addition to the bylaws committee, it is recommended that each member of the board of directors review the bylaws annually and as needed.

### Section 2. Proposed Amendments to the Bylaws

- A. Any proposed amendments to the bylaws must be submitted to the Legislative Director, who will review all proposed amendments to ensure that the amendment does not conflict with the provisions set forth by these bylaws.
- B. All proposed amendments that are found to be in order shall be presented to the bylaws committee by the Legislative Director at any meeting of the group and at such time debate may be opened. Any proposed amendment that achieves a 2/3 vote by the bylaws committee will be presented to membership at the following meeting with advance notice given.
- C. Amendments to the bylaws may be made with a 2/3 vote of those present and voting at a general membership meeting provided that notice of proposed amendments has been sent to members at least one week prior to the meeting.
- D. The Legislative Director is then responsible for changing the bylaws to reflect the new amendment and submitting them to the Communications Director for publishing to the NUSNA-SD website.

## ARTICLE XI - PARLIAMENTARY AUTHORITY

- A. All meetings of this association shall be conducted according to the 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 XII -COHORT REPRESENTATIVES

### Section 1. Composition

- A. The cohort representatives will consist of two NUSNA-SD members, in good academic standing, per cohort.

### Section 2. Responsibilities

- A. Attend NUSNA-SD meetings. This is required by one or more cohort representative(s) at every meeting unless the Vice President preapproves nonattendance.
- B. Present cohort information during NUSNA-SD meetings and report pertinent information from the NUSNA-SD meeting to cohort students.
- C. Promote NUSNA-SD membership and NUSNA-SD activities.
- D. Participate in NUSNA-SD committees. Report necessary information to the Board of Directors at the next scheduled NUSNA-SD meeting or as needed.

### Section 3. Absences

- A. If both cohort representatives from a cohort have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The cohort representative will be notified at least one week in advance of the meeting.
- B. A cohort representative may also be removed from office by a plurality vote by the members of the Board of Directors present at a meeting called for that purpose if that the cohort representative is deemed negligent in the functions of that office as stated in these bylaws.
- C. Cohort representatives must also maintain good academic standing and be actively enrolled or have successfully completed the nursing program. Failure to maintain these standards will result in forfeiture of that office.

- D. Prior notification of one week shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances.

#### ARTICLE XIII - OFFICIAL PUBLICATION

- A. *The Pulse* shall be the official publication of this association and shall be distributed quarterly to members as a benefit.

#### ARTICLE XIV- FINANCIAL REGULATIONS

##### Section 1. Voted Approval for Association Funds

- A. Any purchase made with association funds, or a purchase made with the intent to use Association funds must be previously approved by a 2/3 majority vote at an official monthly association meeting. This approval must be documented in the approved and signed meeting minutes. The vote and approval must include a budget and/or specific dollar amount allotted.
- B. In the case of emergency, the Executive Board may convene via telephone conference to approve up to \$250 of association funds, provided that this then be announced at the following monthly association meeting and documented in the approved and signed meeting notes.

##### Section 2. Submitting for Reimbursement

- A. Any association member with prior approval to use Association funds can submit for reimbursement. The process for reimbursement must be followed in order for a reimbursement to be issued.
- B. Original receipts must be submitted along with a completed NUSNA-SD Reimbursement Form to the Treasurer.
- C. The receipt and reimbursement form will be submitted to the association President for review and approval. The President has the authority to deny any reimbursement that was not pre- approved or does not meet the criteria specified in the majority vote.
- D. Once the President's approval has been given, the Treasurer will issue a copy of the reimbursement form, the specified and approved monetary amount, and the original receipt to the association member submitting for reimbursement.
- E. A copy of the receipt and the original reimbursement form must be

retained for association record keeping.

~~ARTICLE XV SPONSORSHIP FOR CONFERENCES~~

~~ARTICLE XVI - NUSNA ADVISOR~~

Section 1. Association Requirements

- A. NUSNA-SD shall always have at least one faculty/staff advisor, titled the NUSNA Advisor, to serve as a consultant and resource person.
- B. An NUSNA Advisor must be present at all NUSNA-SD meetings where financial matters greater than \$500 are voted upon.

Section 2. Elections & Privileges

- A. Advisors shall be appointed by the Board of Directors for a term of two years. NUSNA advisors shall be appointed in July of odd-numbered years.
- B. In order to be selected as the NUSNA Advisor an individual must be a permanent full-time RN staff or faculty member of National University and must remain so for the tenure of their service.
- C. An NUSNA Advisor may serve an unlimited number of terms at the discretion of the board of directors, however they must be reappointed every two years.
- D. In the event that an advisor steps down mid-term, or is unable to fulfill the duties of the position, a new NUSNA Advisor will be appointed by the board of directors for the remainder of the term.
- E. The NUSNA Advisor shall have all the privileges of membership except the ability to vote. They shall pay no dues.

Section 3. Duties

The NUSNA Advisor will:

- A. Serve as the official, recognized faculty/staff liaison between NUSNA-SD and National University.
- B. Positively represent and promote support for NUSNA-SD, its members, and activities among National University faculty and staff.
- C. Advise members of the board of directors on the operations of NUSNA-

- SD; guide the formation and implementation of NUSNA-SD's goals, objectives, and programs.
- D. Represent continuity from year to year as the members of the Board of Directors change, transmitting attitudes, beliefs, and behavioral norms by sharing feedback at meetings, and being a resource that members and directors can contact for advice.
  - E. Collaborate with the treasurer to ensure that the annual reporting of financial information is aligned with NUSNA-SD's tax status, mission, and vision.