

National University Student Nurses Association Bylaws

Amended by its members on August 25th, 2014

ARTICLE I - NAME OF ORGANIZATION

Section 1. The name of this organization shall be the National University Student Nurses Association.

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 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 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 is an entity separate and apart from NSNA and its administration of activities, with NSNA and National University Student Nurses Association exercising no supervision or control over these immediate daily and regular activities. NSNA and California 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 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 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: 1. Students enrolled in state approved programs leading to licensure as a registered nurse. 2. Registered nurses enrolled in programs leading a baccalaureate degree with a major in nursing. 3. Active members shall have all the privileges of membership.

B. Associate members: 1. 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.

2. 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: 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.

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 dues for active and associate members joining for one year shall be \$15.00, payable for the appropriate dues years. The dues year for these members shall be a period of twelve consecutive months.

B. The NUSNA dues for active and associate members joining for two years shall be \$30.00, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.

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 Liason, Student Activities Director, Legislative Director, Mentorship Program Director, and Peer Workshops Program 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 Special committees as needed.
3. Coordinate with Board members for all NUSNA activities.
4. Monitor and ensure that chapter, state, and NSNA bylaws are enforced.
5. Perform all other duties pertaining to the office and represent this association in all matters to the local state nurses association, the local league for nursing, state nursing student association, National Student Nurses' Association, and other professional and student organizations.
6. Shall serve as the chairperson of the Board of Directors.
7. Will submit written article(s) for the NUSNA 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 preside at meetings in the absence of the President.
3. Shall assist the President as delegated and act as advisor to the President.
4. Responsible for tracking, encouraging, and facilitating member participation in all NUSNA-SD committees.
5. Responsible for keeping record of attendance.

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. Work with the Communications Director to ensure publication and distribution of the NUSNA quarterly newsletter to NUSNA 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 quarterly newsletter and the SHHS Dean's Blog as appropriate.

E. Community Service Director

1. Responsible for seeking out community service opportunities within the community.
2. Responsible for notifying NUSNA Board, members and appropriate NU faculty of upcoming opportunities within the community
3. Must organize and manage chapter events within the community.
4. Will work closely with Student Activities Director.
5. Will submit written article(s) regarding NUSNA community service for NUSNA quarterly newsletter and the SHHS Dean's Blog as appropriate.

F. Fundraising Director

1. Responsible for planning, organizing and coordinating fundraising events.

2. Will work closely with Student Activities Director.
3. Will submit written article(s) regarding NUSNA fundraising for NUSNA quarterly newsletter and the SHHS Dean's Blog as appropriate.
4. Responsible for notifying NUSNA Board, members and appropriate NU faculty 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 pre-nursing forums.
2. Manage new cohort elections so that new representatives are elected by the end of their second 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.
5. Represent NUSNA at any nursing student event (orientations).
6. Will submit written article(s) regarding NUSNA membership and recruitment for NUSNA quarterly newsletter and the SHHS Dean's Blog as appropriate.

H. Communications Director

1. Work with National University's Nursing Department staff to ensure timely distribution of NUSNA communications.
2. Serve as editor for the NUSNA quarterly newsletter and work with the Secretary to ensure its publication and distribution to NUSNA members no later than March 1st, June 1st, September 1st, and December 1st.
3. Manage or delegate duties associated with maintenance and development of the NUSNA website.
4. Keep the NUSNA website current.
5. Respond to emails and general questions concerning the NUSNA website.
6. Maintain NUSNA web-based calendar and membership communication.
7. Keep the NUSNA communication board for posting print-based materials current.

I. Student-Faculty Liaison

1. Responsible for attending monthly faculty meetings and any related faculty events as needed.
2. If unable to attend faculty meeting or event, must appoint an NUSNA member to attend in his/her place. (This will ensure NUSNA representation at all faculty meetings.)
3. Responsible for notifying NUSNA members of date and time of faculty meetings.
4. Report pertinent information to NUSNA members. Present information and proposals from NUSNA to faculty in a professional manner.
5. Will submit written article(s) regarding pertinent information related to faculty meetings and events for NUSNA quarterly newsletter and the SHHS Dean's Blog 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, announce, and monitor board member elections.
5. Coordinate with Membership and Recruitment Chair for new cohort meet-and-greets.
6. Will submit written article(s) for the NUSNA quarterly newsletter and the SHHS Dean's Blog 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. In collaboration with the President, Vice President, and Secretary, provide a summary of activities and involvement for the year to the Faculty Advisor at the end of the term.

4. Promote appropriate political involvement in the CSNA's NU Chapter.
5. Provide a report at each regularly scheduled meeting of the Board of Directors.
6. Will submit written article(s) for the NUSNA quarterly newsletter and the SHHS Dean's Blog as appropriate.
7. If the timing allows, write a resolution for the CNSA convention representing National University, San Diego.
8. Lead annual review of Bylaws and ensure amendments are completed and approved by NUSNA members by January each year.
9. 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 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 quarterly newsletter and the SHHS Dean's Blog as appropriate.
7. Refer to both the NUSNA 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 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 quarterly newsletter and the SHHS Dean's Blog as appropriate.
7. Refer to both the NUSNA Bylaws and the Peer Workshop Program Handbook for guiding principles and/or course of action in relation to the Peer Workshops Program.

Section 5. Absences

- 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 or have successfully completed the nursing program. 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

- A. The vice president may declare a vacancy in a position held by a director upon receipt of a written resignation or finding of negligence of duties by the board.

B. Filling a vacancy 1. In the office of President, the Vice President shall become the President for the remainder of the term. 2. 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.

ARTICLE VI - ELECTIONS

Section 1. Election of Board of Directors

A. Elections for a particular position shall be held upon graduation of the existing board member with the intent of increasing participation.

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 1/3 of the board (4 members) may be held by any particular cohort. If there are no nominations from another cohort for an open board position, an individual in a cohort already comprising 1/3 of the board may run. In such circumstances the 1/3 limitation will be extended to a maximum total not to exceed 1/2 of the board (6 members) being held by a single cohort.

G. If, during an election, a cohort could potentially surpass the 1/3 mark, the Elections Review Committee headed by the vice president will determine applicant eligibility for each open position prior to voting taking place.

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. If the graduating board member so chooses, elections for his or her upcoming board positions will be held 2 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 1st 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 2nd 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

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 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

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:

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 spokesperson for this association at the annual state and national conventions.

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 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.

Section 2. Qualification and Appointment

A. Any active member who is in good academic standing, and is actively enrolled or has successfully completed the nursing program, who is active in National University Student Nurses Association projects and is nominated by current membership at a regularly scheduled meeting, is eligible to hold the position of delegate.

B. Appointment shall be for one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position.

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

A. National University Student Nurses Association, 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. The National University Student Nurses Association 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:

1. Selection and/or election by members of the school chapter according to chapter bylaws; or 2. 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.

C. National University Student Nurses' Association, San Diego shall approve the appointment.

D. 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.

E. 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.

F. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.

G. 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

A. Review of Bylaws shall occur annually by each Board member and as needed. Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least one week prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

ARTICLE XI - PARLIAMENTARY AUTHORITY

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

The cohort representatives will consist of two students, in good academic standing, per cohort.

Section 2. Responsibilities

A. Attend NUSNA meetings. This is required by one or more cohort representative(s) at every meeting unless the President preapproves nonattendance.

B. Present cohort information during NUSNA meetings and report pertinent information from the NUSNA meeting to cohort students.

C. Promote NUSNA membership and NUSNA activities.

D. Participate in NUSNA committees. Report necessary information to the Board of Directors at the next scheduled NUSNA 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

NUSNA News 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

Any purchase made with Association funds, or a purchase made with the intent to use Association funds must be previously approved by 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.

Section 2. Submitting for Reimbursement

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. Original receipts must be submitted along with a completed NUSNA Reimbursement Form to the Treasurer. 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. 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. A copy of the receipt and the original reimbursement form must be retained for Association record keeping.

ARTICLE XV-SPONSORSHIP FOR CONFERENCES

Individual eligibility for sponsorship by NUSNA to attend the CSNA conference or NSNA conference must meet specific criteria. Each individual must be an NUSNA member for at least three months, attend one NUSNA event, and attend 33% of all NUSNA meetings since membership was procured. This criteria must be met at the time when the biography for sponsorship is due.

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.