

## **National University Student Nurses' Association Constitution and Bylaws**

Amended by its members on December 6th, 2018

### **CONSTITUTION**

The National University Student Nurses' Association (NUSNA) is the student organization for the National University Department of Nursing, representing all members of the undergraduate nursing student body, who are all also paid members of the California Nursing Students' Association (CNSA) and the National Student Nurses' Association (NSNA). The overarching structure of the organization consists of a Council of Presidents, which is composed of the elected Presidents representing each of three campuses: Fresno, Los Angeles, and San Diego. With this structure, collectively, the membership at each campus constitutes one organization that represents the entire student body. The organization aims to positively contribute to the academic environment, to serve as representatives of the University at various venues, to promote community engagement initiatives, and to participate at the state and national levels as members of the CNSA and the NSNA, respectively.

### **ARTICLE I – NAME OF ORGANIZATION**

#### **Section 1. Name**

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

### **ARTICLE II – OFFICES**

#### **Section 1. Principal Office**

The principal executive office for the transaction of the organization's business is located at the National University San Diego campus located at 16875 W Bernardo Drive, Suite 150, San Diego, CA 92127.

#### **Section 2. Additional Offices**

Regional offices are located at the National University campuses of Los Angeles and Fresno located at 5245 Pacific Concourse Drive, Suite 100, Los Angeles, CA 90045 and 20 River Park Place West, Fresno, CA 93720, respectively or as established by the Council of Presidents where the corporation is qualified to do business.

## ARTICLE III – PURPOSE AND FUNCTIONS

### Section 1. Purpose

The purpose of the NUSNA:

- A. To assume responsibility for contributing to nursing education with the objective of supporting the highest quality of healthcare.*
- B. To provide programs representative of fundamental, current and professional interest/concerns to nursing students.*
- C. To aid in the development of the whole person, including his/her professional role and his/her responsibility for health care of people in all walks of life.*
- D. To promote a positive image of the university and larger community.*
- E. To encourage collaborative relationships with professional organizations, including but not limited to: American Nurses Association, the National League for Nursing, the International Council of Nurses, and the Association of California Nurse Leaders.*

### Section 2. Function

The function of the NUSNA shall include the following:

- 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, 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 related health organizations.*
- H. To promote unity among nursing students at each of the National University locations.*

## **ARTICLE IV – MEMBERS**

### **Section 1. Constituent Associations**

*Any school chapter or state association whose membership is composed of active or associate NSNA members and who has submitted the Official Application for NSNA Constituency Status (the Application) containing the areas of conformity, and upon meeting such other policies as the NSNA Board of Directors may determine, shall be recognized as a constituent.*

- A. The Application must be submitted annually and can be submitted at the Annual Convention site during the delegate credentialing process for the Annual House of Delegates meeting. The Application may be sent to NSNA on a date postmarked no later than 10 working days after the close of the House of Delegates meeting of the same year. The president at the principal office, located at the San Diego campus, will be listed on the paperwork and responsible for its submission annually.*
- B. Recognized Constituents shall be composed of at least 10 members. Requirement of 10 or more members must be met on a date eight weeks prior to the Annual House of Delegates meeting. There shall be only one chapter in each school campus.*
- C. A state association shall be composed of at least two school chapters in any state or only one school chapter if there is only one nursing school in the state. There shall be only one state association 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 to 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.*
- D. For yearly recognition as a constituent, constituent associations shall be required to submit annually the Application which shall include the following areas of conformity: purpose and function, membership, dues and representation.*
- E. 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 NSNA Board of Directors, provided that written notice for 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.*

- F.** *School chapters and state associations are entities 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 state 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.**

*School constituent membership is composed of active or associate members who are members of the NSNA and the state association (CNSA). Individuals in good standing shall constitute the voting membership of NUSNA.*

Members of the constituent associations shall be:

- A.** *Active members*
- 1. Students enrolled at National University, a state approved program leading to licensure as a registered nurse.*
  - 2. Registered and licensed nurses enrolled in National University programs leading to 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, nor at the local level.*
- C.** *Individual members:*
- 1. Individual membership shall be open at the state and national level to any eligible student when membership in a constituent association is not available.*
  - 2. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.*

- D. *Active, associate and individual membership shall be renewable annually.*

### **Section 3. Membership Extension**

- A. *Active, associate and individual 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. Sustaining membership shall be renewable annually.*

### **Section 4. NU Official Course Start and End Date**

- A. Official start date of a course is defined as the first Sunday of the class at midnight (12:00 a.m.) when the Blackboard course becomes available. The official end date of a class is defined as the final Saturday at 11:59 p.m.

## **ARTICLE V – DUES**

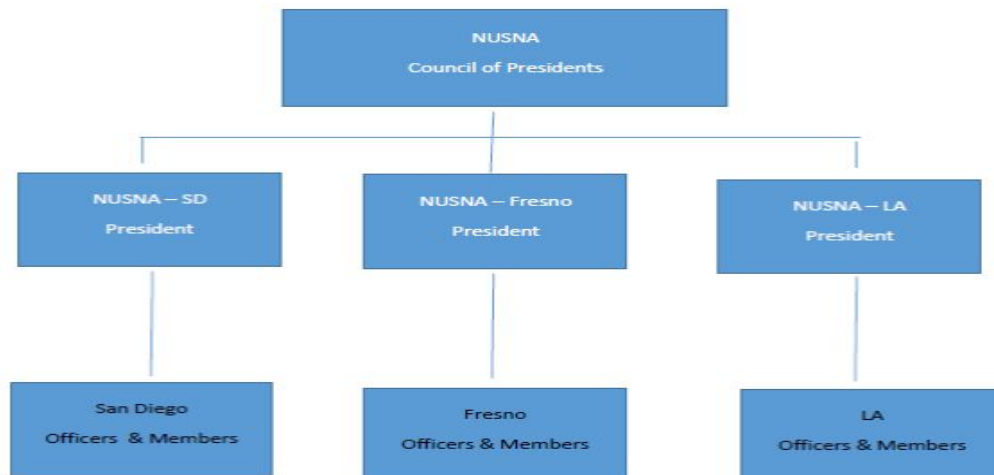
### **Section 1. NSNA Dues and Responsibilities**

- A. Total School Membership (TSMP) organizations, the annual combined NSNA and state dues for *active, associate and individual members joining for one year shall be \$35, plus an additional \$20 school dues, for a total of \$55, payable for the appropriate dues years. The dues years for these members shall be a period of twelve consecutive months.* For non-TSMP organizations, the NSNA/State one year dues are increased by \$5, and \$10 if it is a renewal year.
- B. For Total School Membership Organizations, the annual combined NSNA and state dues for *active, associate and individual members joining for two years shall be \$70, plus an additional \$40 school dues, for a total of \$110, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.* For non-TSMP organizations, the NSNA/State one year dues are increased by \$10. For those in an LVN Cohort, the school dues shall be reduced to \$30, for a total of \$100.
- C. *The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in the NSNA Bylaws.*
- D. *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.*

- E. School dues shall be payable directly to their respective NUSNA campus account.
- F. *Any member who fails to pay current dues shall forfeit all privileges of membership.*
- G. Students are to complete dues application forms and submit to their campus Membership Director or President. The designated person will work with the Dean and the Chair to submit the forms in bulk to NSNA with payment of national and state dues, and to the individual NUSNA campus accounts for payment of their respective campus dues.

## ARTICLE VI – ORGANIZATIONAL STRUCTURE

### NUSNA ORGANIZATIONAL CHART



#### Section 1. Council of Presidents

- A. NUSNA serves its members through a school-wide structure of three regions that are networked to the Council of Presidents (COP).
- B. The NUSNA COP is composed of each of the elected Presidents from the Fresno, Los Angeles, and San Diego campuses.
- C. There shall be meetings of the NUSNA COP to be held at minimum every two

months, with additional meetings to be held at the discretion of the COP.

- D.** Each President in the NUSNA COP is responsible for compiling a biannual report on the activities of their campus organization and reviewing said report at the December and June meetings of the COP.
- E.** The Chair of the meetings of the NUSNA COP will rotate each meeting, as will the person assigned to take the minutes.
- F.** The purpose of the NUSNA COP shall be to discuss the priorities of the association, activities for the year, accomplishments, problems, and to share ideas. It shall also allow for the interchange and consultation between campus Presidents and the Department of Nursing.

## **Section 2. Term of Office**

- A.** The members of the NUSNA COP shall serve their term as set forth by the election policies of each campus, as detailed in these Bylaws.

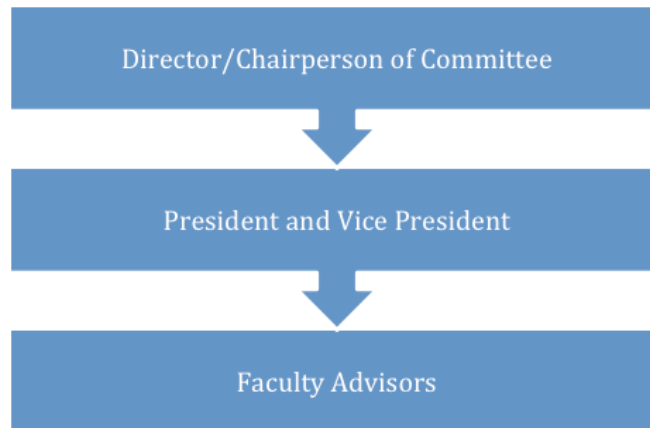
## **Section 3. Governance**

- A.** The membership of each campus elects its own officers, who comprise the Board of Directors.
- B.** The campus Board of Directors serves as the governing body of each of the three regions, reporting to the President, who in turn reports to the Council of Presidents.

## **Section 4. Chain of Command**

- A.** Member's or Director's concerns or issues must be presented in an email format and should be addressed according to the following chain of command:
  - 1.** First contact the Director or Chairperson of committee.
  - 2.** If a resolution is not reached, contact the President and Vice President.
  - 3.** In the event that the issue remains unresolved, the Faculty Advisors should be consulted.

## NUSNA CHAIN OF COMMAND CHART



### ARTICLE VII – BOARD OF DIRECTORS

#### Section 1. Definition and Qualifications

- A. The governing body of NUSNA at each campus shall be the Board of Directors.
- B. To be eligible to serve on the Board of Directors, a person shall:
  - 1. Hold current membership;
  - 2. Be a nursing student for their entire term of office;
  - 3. Hold no more than one (1) voting position on the Board of Directors; and
  - 4. An individual must have a minimum of 9 months left before graduation to be eligible for a board position, with the exception of President, which requires 12 months. This does not apply to interim positions.

#### Section 2. Composition

- A. Each campus Board of Directors consists of at minimum the President, Vice President, Secretary, and Treasurer, who form an Executive Board.
- B. Each campus Board of Directors may also consist of additional positions as deemed necessary by each campus, including but not limited to: Community Service Director, Fundraising Director, Membership Director, Communications Director, Student-Faculty Liaison, Student Activities Director, Legislative Director, Mentorship Director, Workshops Director, Breakthrough to Nursing Director, and Alumni-Planetree Relations Director.



### **Section 3. Term of Office**

The term of office of the Board of Directors is from the time elected as stated in the eligibility section until one month prior to the last day of their nursing program. The last two months of their term will be dedicated as a transition period of their elected replacement. During this transition period, both incoming and outgoing Directors have voting privileges.

### **Section 4. 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, fundraising activities and procuring persons for audit of all accounts annually each June.

### **Section 5. 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 membership and board meetings of their current term. If a board member must be absent, they must communicate a valid reason in advance to the Vice President and 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 72 hours.
- E.** No officer/director may speak individually on behalf of the Board of Directors or the Association, incur financial or other obligation of the organization, without prior approval from the Board of Directors.

**Section 6. Duties of the Officers and Chairpersons of the Organization:**

**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 activities.
4. Collaborate with other campus Presidents as part of the Council of Presidents to ensure cohesiveness.
5. The campus President at the principal office in San Diego is responsible for submitting the Application each year at the Annual NSNA Convention or mailed and received by the date on the application.
6. Monitor and ensure that chapter, state, and NSNA Bylaws are enforced.
7. Perform all other duties pertaining to the office and represent this association in all matters to the California Nursing Students' Association, National Student Nurses' Association, and other professional and student organizations.
8. Shall serve as the Chairperson of the Board of Directors and the Executive Board.
9. Shall represent their respective NUSNA campus at state and national conventions as lead delegate. If the President is unable to attend they are responsible for appointing another director to serve in this role.
10. Will submit written article(s) for the newsletter(s) of 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 a vacancy occurring in the office until the next regular election or appointment.
2. Shall assist the President as delegated and act as advisor to the President.

3. Shall lead the membership or Board of Director meetings in the event of an emergency or last minute absence of the President.
4. Responsible for tracking, encouraging, and facilitating member participation in all NUSNA committees and events.
5. In the absence of the Legislative Director, serve as chairperson of the Bylaws Committee, lead annual review of Bylaws and ensure amendments are completed and approved by NUSNA members by January of each year.
6. Serve as Chair of the Nominations and Elections Committee. In this role they coordinate, announce and monitor board member elections.
7. Responsible for recruiting and selecting members to serve as delegates at conventions.
8. Will submit written article(s) for the NUSNA newsletter as appropriate.

#### **C. Secretary**

1. Shall record and distribute the minutes of all meetings of the association as directed by the President.
2. Responsible for keeping record of attendance at NUSNA board/membership meetings.
3. Shall keep permanent records of all reports, papers and documents.
4. Refer/provide all necessary records as requested by the appointed committees for the completion of business.
5. Be responsible for forwarding CNSA and/or NSNA correspondence including minutes, names and addresses of all officers and committee Chairpersons after their election or appointment.
6. Serve as a backup to the Communications Director to ensure publication and distribution of the NUSNA newsletter to members.
7. Will submit written article(s) for the NUSNA newsletter as appropriate.

**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 as required.
4. Keep a permanent record of any income and expenses.
5. Keep a permanent record of all TSMP Forms and attached membership applications forwarded to them by the Membership Director for validation of receipt of local level dues from National University.
6. 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 request checks for previously approved expenditures.
    3. No funds will be disbursed without prior approval at a general membership meeting and/or by Executive Board and recorded in the minutes.
7. Will submit written article(s) for the NUSNA newsletter as appropriate.
8. Prepare and review the budget with campus NUSNA President and National University designated staff and review budget performance every six months with them.

**E. Community Service Director**

1. Responsible for seeking out community service opportunities.
2. Responsible for notifying NUSNA Board and members of upcoming opportunities within the community for general organization voting or participation in the event.
3. Required to elicit and secure appropriate National University faculty or staff presence for all nursing oriented NUSNA events as required by National University.

4. Serves as Chairperson of the Community Service Committee.
5. Must organize and manage chapter events within the community or delegate such to an alternate committee or board member.
6. Will work closely with Student Activities Director for events in which the volunteer event is run by NUSNA.
7. Will submit written article(s) and picture(s) regarding NUSNA community service for NUSNA newsletter as appropriate.
8. Will update NUSNA website and related social media with appropriate information and picture(s) concerning volunteer opportunities.
9. Responsible for scanning and uploading any event forms into online storage and maintain hard copies of event forms for a minimum of two years.
10. Responsible for informing Vice President of all new participant information for community service activities that has been uploaded into online storage.

**F. Fundraising Director**

1. Responsible for planning, organizing and coordinating fundraising events and getting them approved at general membership meetings.
2. Serves as chairperson of the Fundraising Committee.
3. Will work closely with the Treasurer, and President as needed, and the Student Activities Director for events hosted by NUSNA.
4. Will submit written article(s) regarding NUSNA fundraising for NUSNA newsletter, as appropriate.
5. Responsible for notifying NUSNA Board and members of fundraising opportunities or events.
6. Will handle the sales of all NUSNA merchandise or other goods.

**G. Membership Director**

1. Coordinate with nursing department staff to attend nursing

student orientations.

2. Manage cohort representative elections so that new representatives are elected by the end of their first academic month.
3. Manage all new membership sign ups and submit appropriately to Treasurer and NSNA, saving records of submissions.
4. Coordinate with NSNA, other campus Membership Directors and Presidents to manage official campus and chapter NUSNA membership list(s) and share with the respective Board of Directors.
5. Responsible for management of NSNA and NUSNA membership lists in online storage and Blackboard, to be updated monthly and shared with the Board of Directors.
6. Serves as Chairperson of the Membership Committee.
7. Will submit written article(s) regarding NUSNA membership for NUSNA newsletter as appropriate.

#### **H. Communications Director**

1. Ensure timely distribution of all NUSNA communications.
2. Serve as editor for the NUSNA campus newsletter and work with the President 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 website.
4. Serves as chairperson of the Communications Committee.
5. Keep the NUSNA website, Blackboard, and social media pages current.
6. Respond to emails and general questions concerning the NUSNA website.
7. Manage or delegate duties associated with maintenance of NUSNA calendar and membership communication.

8. Keep the NUSNA 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 member to attend in his/her place (This will ensure NUSNA representation at all faculty meetings).
3. Report pertinent information to NUSNA members. Present information and proposals from NUSNA to faculty in a professional manner.
4. Will submit written article(s) regarding pertinent information related to faculty meetings and events for NUSNA quarterly newsletter as appropriate.

**J. Student Activities Director**

1. Ensure an event is held at least quarterly on each nursing campus, whether social or educational. Such events may be held electronically, as appropriate.
2. Serve as lead director for association events and enrichment activities (e.g. career development and nursing trends).
3. Serves as Chairperson of the Student Activities Committee.
4. Be accountable to the membership for notification of pending student activities.
5. Coordinate events with other NUSNA Directors and NSNA affiliated chapters, whether social or educational, as needed.
6. Will submit written article(s) for the NUSNA 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. Serve as Chairperson of the Bylaws Committee and Legislative Education Committee.
4. Provide a report at each regularly scheduled meeting of the Board of Directors.
5. Will submit written article(s) for the NUSNA quarterly newsletter as appropriate.
6. If the timing allows, write a resolution for the CNSA and NSNA convention representing National University.
7. Lead annual review of Bylaws and ensure amendments are completed and approved by NUSNA members by January 31st of each year.
8. Adjust miscellaneous spacing, punctuation, indentation, spelling, and capitalization issues throughout the Bylaws as needed. Content is not to be changed without a specific vote.

**L. Mentorship Program Director**

1. Ensure that the operations of the Mentorship Program conforms to established procedures.
2. Ensure that the operations of the Mentorship 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 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 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. 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 roles within the Peer Workshops Program.
4. Coordinate with the designated NU administrative staff to determine academic eligibility for nursing student participation in leadership roles 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 as appropriate.
7. Refer to 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's purpose and function.
2. Work with the Scholarship chair (if the campus has one) to inform students about available scholarships and encourage application.
3. 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.
4. Responsible for notifying and coordinating NUSNA Board, members, and appropriate NU faculty of upcoming outreach efforts within the community.

5. Work closely with Community Service Director and Student Activities Director to coordinate functions that will maximize member involvement.
6. Will submit media coverage and written article(s) to NUSNA quarterly newsletter as appropriate.

**O. Scholarship Chair**

1. Create an environment conducive to scholastic achievement among members and assist the NUSNA Board of Directors on emphasizing academic and extra curricular priorities.
2. Consistently research scholarship opportunities available to students via multiple outlets that can be applied to nursing students, second-degree students, and students of diverse backgrounds.
3. Understand the mandatory attendance requirement concerning membership meetings and participation in Board of Director meetings.
4. Responsible for educating the NUSNA chapter on new and upcoming scholarship requirements on a monthly basis.
5. Reviews the scholarship programs each month and updates necessary improvements or revisions in any areas of financial resources and assistance on NUSNA's website, with alerts via social media and email.
6. Research new grad programs in Southern California and publish the information to the website, with alerts via social media and email. Provide quarterly updates on when new grad programs open.
7. Maintain scholarship records for NUSNA's archives.
8. Arrange for suitable presentation of scholarship awards, in the event the NUSNA scholarship is reinstated.
9. Will submit media coverage and written article(s) to NUSNA quarterly newsletter as appropriate.
10. Collaborate with the Workshops Director to conduct a scholarship application workshop.

**P. Alumni-Planetree Relations Director**

1. Maintain contact list of graduated NUSNA members organized by cohort and participation or non-participation in the NUSNA Alumni Club.
2. Invite graduating NUSNA members to join the NUSNA Alumni Club.
3. Promote a positive image of NU nursing graduates through the Alumni Club and other social media platforms.
4. Invite NUSNA Alumni to student run events and to share success stories with the membership.
5. Share significant NUSNA news with alumni.
6. Collaborate with Mentorship Director to initiate a new alumni mentorship program, if appropriate.
7. Create innovative ways to involve NUSNA alumni in the betterment of NUSNA and for the benefit of current and future NU nursing students and graduates.
8. Will submit media coverage and written article(s) to NUSNA quarterly newsletter as appropriate.
9. Responsible for attending NU Alumni Association Meetings and Planetree Meetings and serve as liaison, if applicable.

**Q. NUSVO Liaison**

1. Must be a member of both National University Student Veteran Organization (NUSVO) and NUSNA.
2. Responsible for promoting cooperation between campus NUSVO and campus NUSNA.
3. Responsible for attending monthly NUSVO and NUSNA meetings.
4. If unable to attend a monthly NUSVO meeting, must appoint a NUSNA member to attend in his/her place; ensuring NUSNA representation at all NUSVO meetings.
5. Report pertinent NUSVO information to NUSNA members, as well as report pertinent NUSNA information to NUSVO members, promoting collaboration between the two organizations.

## **Section 7. Absences and Failure to Perform Duties**

- A.** An officer or Chairperson may 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 a) that officer or Chairperson is deemed negligent in the general or specific functions of that office as stated in these Bylaws or b) they have missed more than two regularly scheduled meetings of any current term year without a minimum of 24-hour notification to the Board of Directors and offer no valid reason for such absences.
  - 1.** Valid reasons include, but are not limited to:  
Clinical and/or theory classes, jury duty, or illness with doctor's note. In absence of a doctor's note, Zoom attendance is required. Extenuating circumstances will be evaluated and are subject to approval by the President and Vice President.
- B.** Officers and Chairpersons must also maintain good academic standing and be actively enrolled. Failure to maintain these standards will result in forfeiture of that office.
- C.** 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 8. Vacancies and Resignation**

- A.** The Vice President may declare a vacancy in a position held by a Director or Chairperson upon receipt of a written resignation or finding of negligence of duties.
- B.** Filling a vacancy due to resignation or removal:
  - a.** In the case of President's removal or resignation, the Vice President shall become the Interim President for the remainder of the original term, or until the next appointment/election.
    - i.** In this case, when the new election comes about, the former Vice President/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.



- F. It is strongly preferred that no more than 1/2 of the board may be held by any particular cohort.
- G. If, during an election, a cohort could potentially surpass the 1/2 mark, that campus Nominations and Elections Committee headed by the Vice President will determine eligibility for each board position.
- H. Elections for upcoming board positions will be held 3 months before the current board member graduates to aid in 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.
- I. The two-month transition period should be a 30 day/30 day split. For the first 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 second 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.

### **Section 3. Appointment of Chairpersons**

- A. Appointment for a particular position shall be held prior to graduation of the existing chairperson with the intent of promoting adequate transition and continuity of chairperson's role.
- B. All appointments shall be approved by two-thirds (2/3) vote of the Board of Directors.
- C. Appointment for upcoming chair positions will be held 3 months before the current Chairperson graduates to aid in transition of the position between individuals.
- D. The two-month transition period should be a 30 day/30 day split. For the first 30 days, the outgoing Chairperson will perform all duties and remain the main point of contact, with the incoming Chairperson shadowing; For the second 30 days, the incoming Chairperson will perform all duties and be the main point of contact, with the outgoing chairperson shadowing and serving as a reference.

## **ARTICLE IX – 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 at 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 as possible. Board of Director meetings will be held at a minimum of once a quarter. Minutes are available upon request.

## **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 X – ASSOCIATION COMMITTEES**

### **Section 1. Definition**

The committees of NUSNA shall include, but not limited to the Nominations and Elections Committee, Fundraising Committee, and Bylaws Committee.

### **Section 2. 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 3. Responsibility**

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

**Section 4. Executive Committee:**

- A. There shall be an Executive Committee of the Board of Directors composed of the President, Vice President, Secretary, and Treasurer whom are advised by the Faculty Advisor on an as needed basis. 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 XI – 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 and is active in NUSNA projects is eligible to hold the position of delegate. They would then submit an application to the Vice President to demonstrate interest.
- B. Presidents shall represent their respective NUSNA campus at state and national conventions as lead delegate. If the President is unable to attend they are responsible for appointing another Director to serve in this role.
- C. 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 most 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 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 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 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.*
- D. National University Student Nurses' Association shall approve the appointment.*
- E. National University Student Nurses' Association 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 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. Such selection will be made by a majority vote of the Board of Directors.*
- 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 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.*

- I. The number of delegates to CNSA and NSNA conventions are to be distributed between the campuses equitably based on the number of members at each campus. This distribution is to be agreed upon by the Council of Presidents. If a campus is unable to send the full number of delegates the Presidents can agree to have those spots filled by members from other campuses to maximize representation.

## **ARTICLE XII – AMENDMENTS**

### **Section 1. Bylaws Committee**

- A. Each campus Bylaws Committee shall be led by the Legislative Director (or Vice President in absence of a 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 campus Bylaws Committee Chair.
- 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 campus Bylaws Committee Chair, 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 campus Bylaws Committee by the Bylaws Committee Chair 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 the Council of Presidents for approval by the other two campus' Bylaws Committees. Any amendment approved by two out of three Bylaws Committees will go to all three memberships for a vote.
- C. Amendments to the Bylaws must be approved with a 2/3 vote of members at the general membership meetings of all three campuses occurring within the same

month provided that notice of the proposed amendments has been sent to all members at least one week prior to the meeting. Votes are to be tallied within 48 hours of the last campus' meeting.

- D.** The Bylaws Committee Chair designated at the Bylaws Amendment Meeting of the general membership is then responsible for changing the Bylaws to reflect the new amendment and submitting them to the Communications Director(s) for distribution and publication to the general membership and the Student Involvement and Leadership Department as necessary.

### **ARTICLE XIII – 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 XIV – COHORT REPRESENTATIVES**

#### **Section 1. Composition**

- A.** The cohort representative will consist of one NUSNA member, in good academic standing, per cohort.

#### **Section 2. Responsibilities**

- A.** Attend every NUSNA meeting unless the Vice President pre-approves nonattendance. If cohort representative cannot attend, he/she must have someone attend in his/her place.
- B.** Relay pertinent information from meetings and board communications to entire cohort during weekly class, through email or using social media. Copy the Secretary on all monthly updates.
- C.** Promote NUSNA membership and NUSNA activities within his/her cohort through the channels listed above.
- D.** Join and be an active participant in at least one NUSNA committee.
- E.** Keep Membership Director updated on current cohort lists (such as add/drops) by the end of the first week of each class and as needed.
- F.** Check Cohort Representative Emails multiple times per week and respond and act within 72 hours or the requested time frame.

- G. Failure to fulfill responsibilities can result in removal from position as Cohort Representative.
- H. Will submit media coverage and written article(s) to NUSNA quarterly newsletter as appropriate.

### **Section 3. Absences**

- A. A cohort representative may 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
  - a) he/she is deemed negligent in the general or specific functions of that office as stated in these Bylaws or
  - b) he/she has 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.
- B. Cohort representatives must also maintain good academic standing and be actively enrolled. Failure to maintain these standards will result in forfeiture of that office.
- C. 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.

## **ARTICLE XV – OFFICIAL PUBLICATION**

### **Section 1. Newsletter**

- A. **The Pulse** shall be the official publication/newsletter of this association and shall be distributed to members as a benefit by each campus.

### **Section 2. Social Media**

- A. As representatives of National University, all NUSNA members (including Directors) may not post or hold membership of individual cohort Facebook pages with the exception of their own cohort Facebook page.
- B. All NUSNA related announcements and communications must be disseminated through appropriate Board of Directors and Cohort Representative platforms (NUSNA email, NUSNA website, NUSNA Facebook page, or Cohort Representative email).
- C. Posts containing NUSNA material may only be “shared” or “reposted” from official NUSNA channels onto individual cohort pages or personal social media platforms. NUSNA material may not be altered in any manner.

## **ARTICLE XVI – FINANCIAL REGULATIONS**

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

- A.** Any purchase made with association funds, or a purchase made with the intent to use Association funds must be 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 or email 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.
- C.** Any expense over \$250 must be pre-approved by the NUSNA advisor in writing prior to voting at a general membership meeting, or the advisor must be present for the vote.

### **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 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 coordinate reimbursement as per the policies published by the Student Involvement and Leadership Department.
- E.** A copy of the receipt and the original reimbursement form must be retained for association record keeping.

## **ARTICLE XVII – NUSNA ADVISOR**

### **Section 1. Association Requirements**

- A. NUSNA shall always have at least one faculty/staff advisor per campus, titled the NUSNA Advisor, to serve as a consultant and resource person, who shall be selected based upon a majority vote of the Board of Directors.

## **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 his/her service.
- C. An NUSNA Advisor may serve an unlimited number of terms at the discretion of the board of directors, however he/she 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. He/she shall pay no dues.

## **Section 3. Duties**

The NUSNA Advisor will:

- A. Serve as the official, recognized faculty/staff liaison between NUSNA and National University Department of Nursing.
- B. Positively represent and promote support for NUSNA, its members, and activities among National University faculty and staff.
- C. Advise members of the Board of Directors on the operations of NUSNA; collaborate with the Board of Directors on the formation and implementation of NUSNA'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 utilizing the Chain of Command as outlined in Section IV Article A.
- E. Collaborate with the Treasurer to ensure that the annual reporting of financial

information is aligned with NUSNA's tax status, mission, and vision.

- F.** Faculty Advisors are encouraged to attend and participate in local, state, and national conventions including CNSA Membership Meeting South.
- G.** Actively checking appropriate communication channels and responding within 72 hours.