**BYLAWS**

**Of the**

**SOUTHERN ARKANSAS UNIVERSITY**

**STUDENT NURSES’ ASSOCIATION**

**A constituent of the**

**Arkansas Nursing Students’ Association**

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**ARTICLE I: Name**

The name of this organization shall be Southern Arkansas University Student Nurses’ Association (SAU SNA), a constituent of the National Student Nurses’ Association (NSNA) and the Arkansas Nursing Students’ Association (ANSA), hereinafter referred to as SAU SNA.

**ARTICLE II: Purpose and Function**

1. The purpose of SAU SNA:
2. To improve health care of all people by promoting development of the individual student nurse as a future health care professional.
3. To provide programs representative of fundamental and current professional concerns.
4. To form a network of contacts consisting of, but not limited to, students, faculty, and professional associates.
5. To aid in the development of the whole person, his/her professional nursing role, and his/her responsibility for the health care of people in all walks of life.
6. The function of SAU SNA:
7. To have direct input and influence on the nursing education process.
8. To promote and encourage participation in community affairs and activities toward improved health care.
9. To promote and encourage student participation in related school functions.
10. To promote recruitment efforts and educational opportunities regardless of a person’s race, color, creed and/or religion, gender, sexual orientation, ethnicity, culture, age, or economic status.
11. To project a positive image of nursing students to consumers, ~~to~~ institutions, and ~~to~~ other organizations.
12. To encourage membership and participation in the National Student Nurses’ Association (NSNA).
13. To promote and encourage collaborative and professional relationships with the Arkansas Nurses’ Association (ARNA) and the Arkansas League of Nurses; as well as other nursing and related health organizations.

**ARTICLE III: Membership**

Section 1:

1. Any school chapter or state association, whose membership is composed of active or associate NSNA members, and who have submitted the Official Application for NSNA Constituency Status containing the areas of conformity, and upon meeting such other policies as the board of directors may determine, shall be recognized as a constituent.
2. A school chapter shall be composed of at least 10 members from a school, or the total enrollment if less than 10. There shall be only one chapter on each school campus.
3. School chapters shall belong to their state association when one exists.
4. School chapters are entities separate and apart from ANSA in their administration of activities, with ANSA exercising no supervision or control over these immediate daily and regular activities. ANSA 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 the members thereof. In the event any legal proceeding is brought against ANSA as a result of such acts of omission or commission by a school chapter, the said school chapter will indemnify and hold harmless the ANSA from any liability.

Section 2: Types of Membership

A) Active Membership

Are students enrolled in state-approved programs preparing for registered nurse licensure or registered nurses in programs leading to a baccalaureate in nursing. Active members shall have all of the privileges of membership.

1. Associate membership

Pre-nursing students, including registered nurses, are enrolled in college or university programs designed as preparation for entrance into a program leading to an associate or baccalaureate degree in nursing. Associate members shall have all of the privileges of membership except the right to hold office of president and vice president at state and national levels.

C) Sustaining membership

Individuals and organizations not eligible for active or associate membership, interested in the development and growth of NSNA. All rights and privileges as defined by NSNA.

D) Honorary Membership

Honorary membership may be conferred by 2/3 vote of the House of Delegates with recommendation of the Board of Directors upon persons who have rendered distinguished service or valuable assistance to the ANSA. Honorary members shall have none of the obligations or privileges ofmembership.

Section 3 : Chapter Eligibility

A) Active Membership

An active member of SAU SNA must be currently enrolled in Department of Nursing courses with at least a 2.00 cumulative grade point average.

B) Pre-nursing Membership

Are currently attending SAU-Magnolia and enrolled in SAU Department of Nursing approved courses of study leading to licensure as a registered nurse, but are not yet in the nursing major, and are identified by the school as pre-nursing students. These members will be active in the SAU chapter and have the right to vote at SAU chapter meetings.

C) RN-BSN students meet the requirements of Associate Membership as defined by NSNA Sect. 1 “Getting the Pieces to Fit” (2013-2014), with all privileges of membership, but cannot hold office of President or Vice-President at the state and national levels.

Section 5: Dues

1. The annual dues shall beestablished by the State and National Associations. The dues year shall be a period of 12 consecutive months and renewable annually.
2. Active and associate membership may be extended six months beyond completion of a students’ program in nursing. Sustaining membership shall be renewable annually.
3. Payment of NSNA, ANSA, and/or SAU SNA due is a prerequisite for membership in SAU SNA.
4. NSNA and ANSA dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. Local dues should not be submitted to NSNA.
5. There will be no refunds of NSNA or local chapter dues, except in the case of verified double payment of dues for the same membership period.
6. Any member who fails to pay current dues shall forfeit all privileges of membership.
7. Should the organization be dissolved for any reason, all monies will go to the SAU Nursing Alumni Chapter (NAC).

**ARTICLE IV: Officers, Directors, and Class Representatives**

Section 1: Executive Officers

The Executive Officers of SAU SNA shall be President, Vice-president, Secretary, Treasurer, and Historian. SAU requires that there be a minimum of one faculty advisor be present at all regularly scheduled meetings. **Meetings will be conducted following Robert’s Rules of Order**. The SAU SNA officers and faculty advisor(s) will constitute the Executive Officers. The Executive Officers may transact business of an emergency nature, which cannot wait until the next scheduled meeting of the Board of Directors. This business may be conducted by mail, telephone, or email.

Section 2: Directors

The directors of SAU SNA shall be the Newsletter Director, Breakthrough to Nursing (BTN) Director, Public Relations Director, Fundraising Director, and Projects Director.

Section 3: Representatives

There will be one elected class representative per program and class level as needed. Representatives are elected for each tract of SAU nursing programs.

Section 4: Eligibility

Any member of this organization who meets the following qualifications shall be eligible to be a candidate for any office. Officers, Directors, and Class Representatives will:

1. Be an active and current member in good standing.
2. Be nominated by an active SAU SNA member(s).
3. Acknowledge the nomination and give consent to serve.
4. Only members who shall be nursing students throughout full term of office and have the privileges of active membership shall be eligible for the offices of president and vice-president.
5. Only members who shall be nursing students throughout at least 1/2 of a term of office shall be eligible for the other offices.
6. Board of Directors must meet the following requirements:
   1. Have a 2.60 cumulative grade point average.
   2. Be an enrolled student in good standing with SAU.
   3. Board of Directors must attend all general and Board of Directors meetings. Two or more consecutive absences shall warrant review by the Board of Directors and possible dismissal from the Board.
   4. Dismissal from the Board of Directors requires a 2/3 vote.

Section 5: Transition

Officers shall deliver to their successors all records, pertinent papers, and other property belonging to

SAU SNA. Outgoing and incoming officers and directors will collaborate together until the end of the academic year.

Section 6: Term of Office

Officers and Directors are elected to serve **one year.** Program or class level representatives are elected each September and January as needed. Officers are limited to two years of consecutive service. If the officer no longer wishes to serve, an election to fill the position will occur per election rules and regulations.

Section 7: Duties of the Officers, Directors, and Class Representatives

A) The President shall:

1. Plan the agenda for each local meeting and preside over the meeting.
2. Be in charge of overseeing any functions and all other officers.
3. Serve as ex-officio member of all committees.
4. Serve as SAU representative at the ANSA Council of Student Presidents (COSP).
5. Serve as SAU Student Excellence Committee (SEC) Representative for SNA.

B) The Vice-president shall:

1. Assume the duties of the president in his/her absence.
2. In the event of a vacancy occurring in the office of the president, the vice-president shall assume the duties of the president. In the event of a vacancy occurring in the office of vice-president, secretary shall assume the duties of the vice-president.
3. Check the SAU SNA mail slot in the Student Life Office.
4. Coordinate election ballot and results with faculty advisors.
5. Enforce parliamentary procedure.
6. Serve as SAU representative at the ANSA Council of Student Presidents (COSP).
7. Responsible for checking the SNA email.

C) The Secretary shall:

1. Record the minutes of all meetings of this association and of the Executive Officers and Board of Directors, Present minutes at each consecutive meeting.
2. Keep on file in an orderly fashion all reports and papers submitted to SAU SNA

secretary.

1. Refer duly appointed committees the necessary records for the performance of their

duties.

4. Email minutes of meetings within **one (1) week** of the scheduled meetings to the Board of Directors and advisors. Minutes must be typed.

1. Maintain a roll of members to be called at each monthly meeting.
2. In the event of a vacancy occurring in the office of vice-president, the secretary shall assume the duties of the vice-president.
3. Serve as SAU representative at the ANSA Council of Student Presidents (COSP).

D) The Treasurer shall:

1. Act as custodian of all funds, deposit such funds in a bank selected by the Board of Directors. Signatures on checks will include treasurer or president **and** an SNA faculty advisor.
2. Keep permanent record of all dues paid together with a register of all members whose dues have been paid.
3. Act as an ex-officio member of all project committees requiring funding.
4. The Officers and Directors must submit to the treasurer a report of their expenses with receipts.
5. See that an efficient system of collecting dues is provided. Notify each constituent of changes in the system of collecting dues at least two (2) months prior to the initiation of any new system.
6. Candidate for treasurer must have knowledge of basic accounting skills used in balancing a ledger with the assistance of the Faculty Advisor (s) and President to keep accurate entries of acquisitions and disbursements of the SAU SNA.
7. Ensure that formal policies and procedures have been documented to facilitate the duties of the treasurer.
8. Serve as SAU representative at the ANSA Council of Student Presidents (COSP).

E) The Historian shall:

1. Be responsible for taking photographs at SAU SNA events.
2. Keep a record of all SNA projects (scrapbook).
3. Put together a record of events to present at the final meeting of the spring semester.
4. Assist with the SNA bulletin board and other social media (i.e. Facebook page, etc)
5. Oversee and assist the activities of the Public Relations Director and Newsletter Director.
6. Responsible for minutes at meetings in the absence of the secretary.

F) Directors

1. Newsletter Director shall:
   1. Serve as editor-in-chief of SAU SNA newsletter
   2. Publish at least one monthly editions of “On the Chart”
   3. Submit articles of chapter activities to local, state, and national publications
   4. Assemble a staff as needed pending approval by the Board of Directors
   5. Complete award packet to be submitted to the state and national conventions; award packet must be submitted to the Executive Officers and Faculty Advisors two weeks before submission deadline.
2. Breakthrough to Nursing (BTN) Director shall:
   * + - 1. Be responsible for communication and projects to increase the diversity and number of members in SAU SNA.
         2. Coordinate with multicultural services on SAU campus.
         3. Apply for SAU BAM II leader position immediately after elections every Spring semester.
         4. Organize at least one recruitment activity per semester.
         5. Collaborate with SAU student advising to identify pre-nursing majors and team with Public Relations Director to contact and recruit pre-nursing majors.
3. Public Relations Director shall:
   1. Coordinate communication of the SAU SNA purpose and activities to the members of the SAU SNA
   2. Be in charge of the announcements and sending any printed materials to the SAU SNA members.
   3. Recruit guest speakers to present at chapter meetings.
   4. Editor in Chief of all social media sites pertaining to SAU SNA. All social media postings should present a professional image of nursing in alignment with NSNA’s code of professional conduct.
   5. Responsible for monthly update of bulletin board within 1 week of chapter meetings.
4. Fundraising Director shall:
   1. Organize and implement at least one SNA fundraising event per semester to meet budgetary and project goals.
   2. Follow up in writing with donors and contributors.
   3. Complete award packet to be submitted to the state and national conventions; award packet must be submitted to the Executive Officers and Faculty Advisors two weeks before submission deadline.
   4. Collaborate efforts with SNA treasurer to ensure fiduciary responsibilities.
5. Project Director shall:
   1. Manage SAU SNA project development.
   2. Identify areas of campus, local, state, national, and global need.
   3. Be liaison for project needs with campus, local, state, national, and global leaders.

G) The Class Representatives shall:

* + - 1. Report questions, concerns, and project requests of the members to the Board of Directors at every scheduled meeting.
      2. Report activities and information concerning SAU SNA back to the members following every meeting.

3. Be present at all chapter meetings.

Section 8: Vacancies/Dismissals

Officers, Directors, or Class Representatives not fulfilling their duties:

* + 1. Will be counseled by the Faculty Advisor (s) prior to bringing the matter to the attention

of the Board of Directors.

* + 1. May be impeached by the Executive Officers with a 2/3 vote if the officer is found not fulfilling his/her duties as stated within these bylaws.

C) Vacated offices will be filled on an as needed basis by the Board of Directors based on nominations by the chapter members, based on completed statement of intent. If no nominations are received, Board of Directors reserves the right to appoint a member to the vacated position by a 2/3 vote.

D) Officers dismissed from a position will be notified by certified letter with return receipt requested from the board of directors notifying them of the dismissal.

E) Any officer dismissed from a position will not be eligible to hold another office within the organization.

**ARTICLE V: Elections**

Section 1: Rules and Regulations

1. The officers of the SAU SNA shall be nominated one month prior to elections in eligible semesters.
2. All elections shall be voted on only by active members through secret ballot.
3. A plurality vote of all active members shall constitute an election. In the event of a tie, a runoff election will be held.
4. A statement of intent by all nominees will be collected and distributed two weeks prior to election.
5. No more than one person may fill a position.
6. Outgoing members of the Board of Directors and the Faculty Advisor(s) shall supervise the election process.

**ARTICLE VI: Meetings**

Section 1:

1. All meetings of this association shall be open to all nursing students currently enrolled in a state approved program in nursing, pre-nursing majors, special guests of the association, and advisors; unless voted otherwise before a specified meeting.
2. The president or other officers in order of rank shall preside at all meetings.
3. The Board of Directors shall meet at least once a month and Chapter meetings should be held at least once a month.
4. All meetings shall follow Robert’s Rules of Order.
5. Election meetings will be open only to members eligible to vote.

**ARTICLE VII: Committees**

Directors shall establish committees to accomplish work deemed necessary by the Executive Officers and voting membership. Directors shall determine the function, terms, and membership of these committees. A quorum for the committee meeting shall be a majority of the members of the committee.

**ARTICLE VIII: Amendments**

Section 1:

1. Amendments to this constitution may be introduced for approval by the membership as a whole by two means:

1. By majority vote of the Board of Directors.
2. By petition when such petition is signed by one-half of the total active membership.
3. Amendments shall become effective when approved by 2/3 majority of elected officers.
4. Proposed amendments shall be submitted in writing and 1 week notice given to the chapter members for review.

*Southern Arkansas University Student Nurses’ Association, Board of Directors, or members shall not be responsible for any contract, claim, or obligation of any kind incurred by any officer, director, representative, or member unless the same was authorized by a majority vote and in writing by the Board of Directors.*