

# **Bylaws**

of the

**University of Arkansas Fort Smith**

**Student Nurses Association**

Modified from National Student Nurses Association Bylaws

A constituent of the

**Arkansas Nursing Students Association, Inc.**

And the

**National Student Nurses Association, Inc.**

Amended Fall 2012

## **Preamble**

We, students of nursing, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing. We believe every citizen has a right to the highest quality of health care. We believe in the development of the whole person toward his/her professional role with its rights, responsibilities and ideas. We believe every right bears inherent responsibility. We believe responsibilities are participatory, not purely philosophical or ideological. And, we believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

# Rights/Responsibilities

## 1. Students have:

- A right to a sound education;
- A right to and a responsibility for having a creative educational opportunity;
- A right to and a responsibility for having the highest quality practitioner-teacher;
- A right to and a responsibility for achieving input into the curriculum planning;
- A right to and a responsibility for achieving self-directed learning;
- A right to and a responsibility for achieving equal participation in all areas of clinical practice;
- A right to and a responsibility for participating in interdisciplinary activities.

## 2. Students have:

- A right to due process;
- A right to and a responsibility for self evaluation;
- The rights and privileges of internal governance.

## 3. Students have:

- A right to and a responsibility to organize and participate in an organization directed toward achieving professional goals;
- A right to and a responsibility for facilitating change in the healthcare delivery through various channels;
- A right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- A right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- A right to and a responsibility for fostering a better correlation between nursing education and practice.

## **ARTICLE I: NAME**

The name of this organization shall be the University of Arkansas Fort Smith Student Nurses Association, a constituent of the Arkansas Nursing Students Association, Incorporated and the National Student Nurses Association, Incorporated, herein referred to as UAFS-SNA, ANSA, and NSNA, respectively.

## **ARTICLE II: PURPOSE & FUNCTION**

The PURPOSE of the UAFS-SNA:

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

The FUNCTION of the UAFS-SNA:

- A. To have direct input into standards of nursing education and influence on the education process;
- B. To influence health care, nursing education and practice through legislative activities as appropriate;
- C. To promote and encourage participation in domestic as well as foreign community affairs and activities toward improved health care and the resolution of related social issues;
- D. To represent nursing students to the consumer, to institutions, and to other organizations;
- E. To promote and encourage student participation in interdisciplinary activities;
- F. To promote and encourage recruitment efforts, participation in student activities and educational opportunities.

# ARTICLE III: MEMBERSHIP

## Section 1: General Membership

### Active Members:

- A. Students enrolled in a UAFS program leading to licensure as a registered nurse.
- B. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
- C. Active members shall have all privileges of membership.

### Associate Members:

- A. Pre-nursing students enrolled in university programs designed as baccalaureate degree in nursing.
- B. Associate members shall have all of the privileges of membership including but not limited to voting, and excluding the right to hold office at local, state, and national levels.

## Section 2: Honorary Membership

### Honorary Members:

Honorary Membership may be conferred by a two-thirds vote of the active membership, with recommendation of the Executive Committee, upon any person or persons who have rendered distinguished service or valuable assistance to the UAFS-SNA. Honorary members shall have none of the obligations or privileges of membership.

## Section 3: Length of Membership

- A. Active membership shall be renewable annually.
- B. Active membership may be extended six (6) months beyond graduation from a program in nursing, providing membership is renewed while the student is enrolled in a nursing program.

#### **Section 4: Dues**

- A. The UAFS SNA adopts the dues schedule published in the bylaws of the ANSA.
- B. Payment of the NSNA and ANSA dues is a prerequisite for membership.
- C. Any member who fails to pay current dues shall forfeit all privileges of membership.

#### **Section 5: Professional Conduct**

All members of the UAFS SNA are expected to uphold the highest standards of professional conduct and promote a positive image of themselves, the University of Arkansas Fort Smith Chapter of the Student Nurses Association, the Carolyn McKelvey Moore School of Nursing, the University of Arkansas Fort Smith, and the profession of nursing.

UAFS SNA members are subject to the University of Arkansas Fort Smith and the Carolyn McKelvey Moore School of Nursing Professional Conduct Policy while present at or representing the UAFS SNA at or in conjunction with any sanctioned event.

### **ARTICLE IV: OFFICERS AND ELECTED CHAIRPERSONS**

#### **Section 1: Officers**

The executive officers of the UAFS SNA are elected positions and shall comprise President, Vice-President, Secretary, Treasurer, and Publicist.

#### **Section 2: Elected Chairpersons**

There shall be four elected committee chairpersons which are the Political Activities Committee Chairperson, Community Service Committee Chairperson, Fundraising Committee Chairperson, and the RSO Committee Chairperson. Each elected chairperson shall chair their respective committees and shall also be members of the Executive Committee.

### **Section 3: Faculty Advisors**

There shall be Faculty Advisors representing each program. Each advisor shall instruct in one of the programs leading to RN licensure at the University of Arkansas Fort Smith.

### **Section 4: Officer and Elected Chairperson Eligibility**

- A. Candidates shall be chosen from among the members of the UAFS SNA who have been nominated by a fellow member of the UAFS SNA.
- B. Candidates shall obtain written recommendation from any nursing faculty to hold office and shall give their own written consent to serve if elected.
- C. Candidates for President, Vice-President, Secretary, and Treasurer shall be active members of SNA and enrolled in a nursing program at the University of Arkansas Fort Smith for at least five (5) months, and shall agree to actively fulfill their commitment to their position.
- D. Candidates for Publicist and Elected Chairpersons shall be active members of SNA and enrolled in a nursing program at UAFS.
- E. All officers and elected committee chairpersons shall be a student in good standing with the Carolyn McKelvey Moore School of Nursing.

### **Section 5: Term of Office**

- A. The official term of office begins immediately after election and shall be for one year in duration.
- B. No officer or elected chairperson may serve in their position more than three (3) consecutive terms.
- C. Outgoing officers will hold a meeting with the new officer of their respective position for training prior to the end of the spring semester.

### **Section 6: Duties of the Officers**

- A. The President shall:
  - a. Preside at all meetings of the UAFS SNA and the Executive Committee.
  - b. Prepare formal agenda for each meeting.

- c. Appoint ad hoc committees with the approval of the Executive Committee.
  - d. Serve as an ex-officio member of all committees.
  - e. Perform all other duties pertaining to the office and represent UAFS SNA in all matters relating to the ANSA, the NSNA, and all other professional nursing organizations.
  - f. Approve expenditures as submitted by the Treasurer and authorized by the Executive Committee.
  - g. Schedule speakers for the general monthly meetings.
  - h. Delegate completion of tasks to other officers as he/she deems necessary.
  - i. Compile a calendar of semester meetings/activities prior to the start of the semester and submit it to be listed on the website.
  - j. Has the option to serve as a voting delegate or appoint a delegate in his/her place to the ANSA annual convention, as provided for in the ANSA Bylaws Article VII, Section 3.
  - k. Has the option to attend yearly meetings of the state presidents or send an elected alternate at his/her own expense.
- B. The Vice-President shall:
- a. Assume the duties of the President in their absence or as designated by the President.
  - b. In the event of a vacancy occurring in the office of the President, assume the duties of the President.
  - c. Schedule catering for the general monthly meetings.
  - d. Verify membership requirements of all candidates for office.
  - e. Verify eligibility of all voters who vote in any official UAFS SNA election.
  - f. Oversee all elections for officers and chairpersons. If he/she is nominated for an office the Vice-President shall appoint someone to oversee that particular office's election.
  - g. Be responsible for overseeing elected officers and elected chairpersons in the execution of their duties, and reporting deficiencies therein.



C. The Secretary shall:

- a. Keep on file a register of the names, addresses, phone, and email addresses of all the UAFS SNA members.
- b. Keep on file, in an orderly fashion, all reports, papers, and documents submitted to the UAFS SNA, and keep records of all the UAFS SNA correspondence.
- c. Conduct general correspondence for the UAFS SNA as requested by the President or the Faculty Advisors.
- d. Provide announcement to be sent out to all nursing students and staff informing them of the meeting date, time, and speakers the week prior to monthly meetings.
- e. Record the minutes of all meeting of the UAFS SNA and Executive Committee; send minutes to the officers and advisers at least one week prior to the next regularly scheduled meeting.
- f. Provide a copy of the minutes to be posted on the UAFS SNA website one week prior to the next general meeting.
- g. Send to the headquarters of the NSNA and ANSA the names and addresses of all the officers and committee chairpersons of the association, immediately after their election or appointment.

D. The Treasurer shall:

- a. Act as custodian of the UAFS SNA funds and deposit these in an account approved by the University of Arkansas Fort Smith.
- b. Prepare a budget and make monetary disbursements with the approval of the President and as authorized by the Executive Committee.
- c. Keep accurate entries of acquisitions and disbursements of the UAFS SNA funds.
- d. Submit all books of account for audit as necessary.
- e. Submit a financial report to the members of the Executive Committee at each meeting.
- f. Be responsible for follow-up on checks returned from individual members due to insufficient funds.

E. The Publicist shall:

- a. Publish the SNA newsletter with a minimum of two (2) issues per semester.
- b. Select a committee of up to two (2) members from a list of volunteers, to assist with duties, and serve as chairperson of the committee.
- c. Provide a copy of the newsletter to be published on the school website in a timely manner.
- d. Take pictures or assign someone to take pictures at meetings, and all SNA activities.
- e. Provide pictures of current activities to be posted on the website.
- f. Collaborate with faculty, members, and the community to obtain material for the website and newsletter.

## **Section 7: Elected Committee Chairpersons**

- A. Political Activities Committee Chairperson shall:
  - a. Remain current of state and national legislation concerning the nursing profession and submit one article per semester to the Publicist for publication in the newsletter.
  - b. Plan at least one event per year to inform and involve the association in current health care legislation.
  - c. Attend the ANSA Convention in the fall of each year and report back as to what transpired there.
- B. Community Service Committee Chairperson shall:
  - a. Provide a signup sheet for volunteers at the monthly meeting prior to community service.
  - b. Follow up with a phone call or email to volunteers reminding them of the activity a week prior to the activity.
  - c. Select and coordinate at least two (2) community service activities per semester.
  - d. Maintain records and submit a report to the Secretary of all student involvement in community service activities within two (2) business days.

- e. Write an article covering all community service projects for the SNA newsletter and submit it to the publicist within two (2) weeks of the activity.
- C. Fundraising Committee Chairperson shall:
- a. Appoint at least one (1) committee member to assist with fundraising ideas, implementation, and events.
  - b. Select and coordinate at least one (1) fundraising event per semester.
  - c. Maintain fundraising records and submit a report to the Treasurer of all fundraising activities within two (2) business days.
  - d. Maintain records and submit a report to the Secretary of all student involvement in fundraising activities within two (2) business days.
  - e. Write an article about the fundraising activity and submit it within two (2) weeks of the activity to the publicist to be included in the next newsletter.
- D. The RSO Committee Chairperson shall:
- a. Appoint at least one (1) committee member to assist with communication with the UAFS RSO, reporting of changes to the SNA, and ascertaining that all proper forms are filed with the RSO prior to the SNA activities per RSO regulations.
  - b. Attend the RSO meetings and report back to the SNA the transactions of said meeting.
  - c. Complete all forms required by the RSO for the SNA community projects and travel.
  - d. Ascertain that all forms are filed with the RSO prior to the SNA activities per the RSO regulations.
  - e. Provide names of new officers to the UAFS RSO within two weeks of spring elections. This will be the official duty of the outgoing RSO officer.

## **Section 8: Vacancies and Absentees**

### **A. Vacancies**

A vacancy on the Executive Committee, other than the President, shall be filled by the Executive Committee. The Vice-President shall submit a list of member volunteers to the Executive Committee. The Executive Committee shall vote and fill the vacancy, based on the list of volunteers, majority rules.

**B. Absentees**

An office may be declared vacant by a majority vote of the Executive Committee when:

- a. An Executive Committee member has two (2) absences from regularly scheduled meetings per semester, with a total of four (4) absences per year. With the exception of class schedule conflicts.
- b. In the case of an Executive Committee member not performing his/her duties as defined within these bylaws.
- c. In the case of an Executive Committee member who acts in an unlawful or unethical manner in performing the duties of his/her office.

**ARTICLE V: NOMINATIONS AND ELECTIONS**

**Section 1: Duties of the Vice-President**

- A. The Vice-President shall consider the eligibility of the proposed candidates pursuant to Article IV, Section 4 and make a report to the Executive Committee.
- B. The Vice-President shall ensure all elections comply with the provisions of Article V, Section 2
- C. In the case of a vacancy on the Executive Committee, the Vice-President shall submit a list of member volunteers to the Executive Committee for voting.

**Section 2: Conduct of Elections**

- A. Members will be notified of upcoming election via announcement at the general meeting.
- B. Candidates shall submit one (1) faculty recommendation to the UAFS SNA advisors prior to the election.

- C. The Vice-President shall prepare a ballot with eligible candidates for offices and publish the ballot via SNA website and/or hardcopy. Consent from all proposed candidates shall be obtained in writing before placing their name on the ballot.
- D. Officer elections will be conducted at the general meeting in April of each year.
- E. The election shall be by ballot. A majority vote shall elect. A tie vote shall be decided by a re-vote, and if necessary, then by casting a lot.
- F. The Vice-President shall conduct the election in the following manner:
  - a. Obtain a roster of all current members eligible to vote from the Treasurer.
  - b. Allow opportunity before the opening of the polls to introduce nominees to all members present and to allow candidates to give a campaign speech of no more than five (5) minutes.
  - c. Verify the identity, by presentation of their Student Identification, and eligibility by NSNA membership card, of all voters before issuance of an official ballot.
  - d. Tally voting results and submit results to the Executive Committee.
- G. It is the responsibility of the Executive Committee to announce the results of the elections before the close of the meeting.

## **ARTICLE VI: MONTHLY MEETINGS**

### **Section 1: Purpose**

Monthly meetings of the UAFS SNA shall be held at such time and place as shall be determined by the Executive Committee. The general meetings shall be for the purpose of holding an election, receiving reports, and conducting such other business as may properly come before the general membership. Notice of the meeting shall be sent to each nursing student, posted on the SNA website, sent to each member of nursing faculty, sent to the RSO announcements, and posted in the foyer of the Health Sciences Building.

### **Section 2: Open Meetings**

All meetings of the UAFS SNA shall be open unless voted closed by the general membership. UAFS nursing students, other than active members of UAFS SNA, may attend the general meetings, but shall not have the power to vote in any election or question.

### **Section 3: Voting Body**

The general membership, composed of all active members of the UAFS SNA, shall be the voting body of the UAFS SNA.

### **Section 4: Motions**

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

### **Section 5: Quorum**

- A. A quorum at any general meeting of the UAFS SNA shall consist of at least ten (10) general members, and at least four (4) of the Executive Committee members, including the President or Vice-president, and at least one Faculty Advisor.
- B. The quorum of the Executive Committee shall be a majority of the members of the Executive Committee including the President or Vice-president, and at least one Faculty Advisor.

### **Section 6: Special Meetings**

- A. A special meeting may be called by the Executive Committee, and shall be called by the President upon written request of 1/3 or more of the Executive Committee or general membership. Notice of time, place, and purpose of the meeting shall be posted not less than five (5) days prior to the meeting.
- B. The voting body shall be the same as that in the general meeting.
- C. The quorum shall be as defined in Article VI, Section 5A.
- D. Meetings that are not announced at the previous month's general meeting shall require that an appointee of the President shall call all Executive Committee members one week prior to the scheduled meeting.

## **ARTICLE VII: EXECUTIVE COMMITTEE**

## **Section 1: Definition**

The Executive Committee shall consist of the elected officers and committee chairpersons. The faculty advisors shall serve as ex-officio members without a vote.

## **Section 2: Summer Term**

- A. All the powers of the UAFS SNA are vested in and shall be exercised by the Executive Committee during the interim between the spring and fall terms (the summer term), except that the Executive Committee shall not nullify or modify any action taken by the general membership in any meeting and subject to the provisions of these bylaws.
- B. The Executive Committee should continue to meet monthly during the summer break. Using the time to set the fall calendar and line up speakers and community projects.

## **Section 3: Limit of Liability**

The Executive Committee shall not be responsible for any contract, claim, or obligation of any kind incurred for any position taken by an officer, faculty advisor, or association member unless the same was authorized by a majority vote and in writing by the Executive Committee.

## **Section 4: Granted Powers**

Management by the Executive Committee shall include the following:

- A. Review and approve the terms of official relationships established with other organizations singly or in coalition.
- B. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in UAFS SNA relationships with other organizations.
- C. Approve the budget and provide the annual audit of accounts at the close of the fiscal year.
- D. Have the power to fill vacancies for the un-expired year, unless otherwise specified in these bylaws.
- E. Have the power by a majority vote to declare an office vacant.

- F. In case of an emergency, votes by referendum or by conference call, may be taken by the Executive Committee, provided the material is sent in the same words to the Secretary for record and subject to review by association members.
- G. Bylaws will be reviewed annually by the Executive Committee after elections of new officers and before the ANSA convention in October.

## **Section 5: Meetings**

- A. Regular meetings of the Executive Committee shall be held at least monthly and at such other times as deemed necessary by a majority of the Executive Committee. The President shall determine the date and place of the meeting.
- B. The quorum shall be a majority of the members of the Executive Committee including the President or Vice-President, and at least one Faculty Advisor.
- C. Meeting of the Executive Committee shall be open to any general member, but a general member shall not have the power to vote in any election or question. The general member is there to observe only, and does not have the right to speak unless prior placement on the agenda. The general member must provide proof of membership by presenting his/her NSNA membership card prior to the meeting.
- D. Any general member may bring a topic to the Executive Committee by being placed on the official meeting agenda. To be placed on the agenda the general member must provide in writing the subject to be discussed to the Executive Committee two (2) weeks prior to the Executive Committee meeting.

## **Section 6: Ad Hoc Committee**

There shall be an ad hoc committee of the Executive Committee composed of the president, treasurer, a faculty advisor, and one (1) other committee member. This committee shall have the power to transact business only of an emergency nature that cannot wait until the next scheduled meeting of the Executive Committee. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Executive Committee. The ad hoc committee may conduct such emergency business as specified in Article VII, Section 4F.



## **ARTICLE VIII: COMMITTEE**

The Executive Committee, at its discretion, shall establish committees deemed necessary to carry on the work of the UAFS SNA and determine the functions, terms, and membership of these committees. A quorum for committee meetings shall be a majority of the members of the committee.

## **ARTICLE IX: OFFICIAL PUBLICATION**

*The Lion's Pulse* shall henceforth be known as *Makin' the Rounds*. It shall be posted on the UAFS SNA website two (2) times each semester.

## **ARTICLE X: PARLIAMENTARY AUTHORITY**

All meetings of UAFS SNA shall be conducted according to parliamentary law as set forth in ROBERTS RULES OF ORDER – NEWLY REVISED where the rules apply and are not in conflict with these bylaws.

## **ARTICLE XI: AMENDMENTS**

### **Section 1:**

These bylaws may be amended at any general meeting by a majority vote of those active members present and voting provided that notice of the proposed amendments has been announced to members at least four weeks prior to the meeting.

### **Section 2:**

Only the Executive Committee or UAFS SNA committee may submit proposed amendments. Proposed amendments shall be submitted in writing, carrying the proponent's signature, to the Executive Committee for review at least two (2) weeks prior to a general meeting.

### **Section 3:**

These bylaws may be amended at a general meeting by 99% vote of those active members present and voting, without the notice required in Section 1 of this Article, provided previous notice having been given at an earlier meeting of the same session, and provided that the proposed amendment shall have been presented to the presiding officer before the meeting where previous notice was given.

**Section 4:**

Amendments to the bylaws of ANSA, adopted at the annual meeting of the ANSA, which directly relate to the business of the UAFS SNA in the areas of conformity, shall automatically and immediately affect the necessary amendments to the bylaws of the UAFS SNA and shall promptly be incorporated into UAFS SNA bylaws.