

CONSTITUTION AND BY-LAWS  
SADDLEBACK COLLEGE  
CALIFORNIA NURSING STUDENT ASSOCIATION

MAY 11 1988

DECEMBER 15, 1987

ARTICLE I

- Section 1. The name of the organization will be California Nursing Student Association, Saddleback School of Nursing Chapter.

ARTICLE II

PURPOSE AND FUNCTION

- Section 1. The purpose of the CNSA Saddleback Chapter will be to advance and maintain high educational and professional standards among student nurses and aid in their preparation for the assumption of professional responsibilities.
- Section 2. The function of the organization will include the following:
- a. To provide pre-professional organization on a local level and to encourage participation in meetings and activities.
  - b. Establish and strengthen the bonds between all students of professional nursing in order to exchange ideas.
  - c. Aid in the development and growth of the individual student by fostering good citizenship.
  - d. Stimulate an interest in, and understanding of, the programs of the California Nursing Student Association.
  - e. Serve as a channel of communication between student nurses and California Student Nurses Association.
  - f. Participate as an active part of the State Nursing Student Association through duly elected representatives.

ARTICLE III

MEMBERSHIP

- Section 1. Students enrolled in the Saddleback Nursing Program have two options for membership:
- a. Active Membership: This membership requires that the student be a member of CNSA and NSNA. These members may hold the office of President or Vice President, nominate candidates for office, make motions, vote, hold committee chairs or be a member of a committee and represent the chapter at state and national meetings.
  - b. Associate Membership: This membership does not require that the student be a member of CNSA or NSNA. These members will be able to attend chapter meetings and participate as follows:

They may hold the offices of Secretary or Treasurer, make motions, nominate candidates for office, vote, hold committee chairs and participate as committee members. They may be nominated for President or Vice President, but if elected must join NSNA/CNSA within 10 days of the election.

Section 2. Pre-nursing students may join under two options:

- a. Active Membership: This membership is the same as outlined above for the student enrolled in the nursing program except for the ability to hold an elected office. The pre-nursing student who is an active member may not hold an elected office.
- b. Associated Membership: This membership is the same as outlined above for the student enrolled in the nursing program except for the ability to hold an elected office. The pre-nursing student who is an associate member may not run for an elected office.

Section 3. How to become a member:

- a. To become an Active Member the student must fill out an application and mail in the appropriate dues.
- b. To become an Associate Member the student must sign the local roster and pay the appropriate chapter dues.

#### ARTICLE IV

##### DUES

Section 1. Dues for Active Membership is \$40.00 per year or \$70.00 for two years, payable to the CNSA. If the two-year payment is selected, payments of \$20.00 per month for a total of 4 months can be made.

Section 2. Dues for Associate Membership is \$5.00 per semester directly payable to the Saddleback Chapter.

#### ARTICLE V

##### ELECTION OF OFFICERS

Section 1. Officers are nominated and elected into office at a regular monthly meeting whenever there is an existing vacancy. Existing officers may run for a vacant position.

Section 2. Nominations from the floor will be accepted preceding the election.

Section 3. Nominees will be elected by a show of hands.

- Section 4. A simple majority of members present will constitute election.
- Section 5. In the event of a tie, a re-vote will be taken; any subsequent ties will be broken by the intervention of the presidential vote.
- Section 6. No absentee voting will be permitted.

#### ARTICLE VI

##### TERM OF OFFICE

- Section 1. The term of office will be no more than two semesters.
- Section 2. An individual may serve a maximum of two terms if re-elected.

#### ARTICLE VII

##### OFFICERS AND THEIR DUTIES

- Section 1. The officers of this association will be a President, Vice President, Treasurer, and Secretary. In addition each class will elect a Student Representative to the CNSA.
- Section 2. Duties of the officers:
  - a. The President will:
    - 1. Preside at all meetings of the association.
    - 2. Appoint committee chairpersons.
    - 3. Serve as an ex-officio member of all committees.
    - 4. Have the authority to countersign checks with the Treasurer.
    - 5. Approve expenditures as submitted by the Treasurer and authorized by the association.
    - 6. Prepare the agenda for all scheduled meetings.
  - b. The Vice President will:
    - 1. Assume the duties of the President in the absence of that office.
    - 2. Serve as Chairman on By-Laws and as Parliamentarian to all meetings. The purpose of this chairman will be to receive all proposed amendments to the By-laws of this association and submit such amendments for action to the voting body of the association at any meeting of the association after approval of the proposal.

c. The Secretary will:

1. Keep on file a register of the names and addresses of the officers, committee chairpersons, and members of this association.
2. Keep on file all organizational correspondence.
3. Conduct the general correspondence of this association as requested by the present.
4. Record and report the minutes of all meetings of this association.
5. Refer to the duly appointed committees the necessary records for the proper performance of their duties.
6. Keep a register for roll call of all officers and members.

d. The Treasurer will:

1. Be responsible for collection of dues and funds for the association and for depositing them.
2. Make monetary disbursements from the general fund with the approval of the President and as authorized by the association.
3. Keep detailed records of all debits and credits.
4. Keep a detailed record of all dues paid, and a register of all members in good standing.
5. Present a treasurer's report annually and a monthly report upon request of the association.

Section 3. Officers shall deliver to their successors all records, papers, or other property belonging to the association on the day of retirement; excepting the Secretary and the Treasurer who must deliver their papers within a month after retirement.

## ARTICLE VIII

### MEETINGS

Section 1. Meetings of this association will be held the first Wednesday of each month, or at such times as designated by the President.

Section 2. All meetings of this association will be open to any nursing or pre-nursing student enrolled at Saddleback College.

ARTICLE IX

ADVISORY COUNCIL

- Section 1. One or more members of the Faculty of Nursing Program of Saddleback College will serve as advisor(s) to the association.
- Section 2. The advisor(s) will counsel and advise officers and members of this association as the need arises.

ARTICLE X

COMMITTEES

- Section 1. Committees will be composed of members of the association and will assume such duties as are assigned by their respective chairperson.
- Section 2. Committee chairpersons will present an oral report of their current activities to the President and to the association as directed.

ARTICLE XII

ORDER OF BUSINESS

- Section 1. Meetings will be called to order by the President.
- Section 2. All officers plus at least one representative of each class must be present to conduct business.
- Section 3. A printed agenda will be utilized to organize meetings. Agenda items must be submitted to the President at least three days prior to the scheduled meeting.
- Section 4. All meetings will be conducted according to parliamentary laws as set forth in Roberts Rules of Order, where the rules are not in conflict with these by-laws.

ARTICLE XIV

AMENDMENTS

- Section 1. Proposed amendments or revisions may be submitted to the chairperson on by-laws by any officer or individual members.
- Section 2. All proposed amendments or revisions will be prepared by the chairperson on by-laws and submitted to the association for vote.
- Section 3. An amendment to these by-laws will become effective immediately upon its approval.