

Saddleback College California Nursing Students' Association Bylaws
(Revised August 2008)

ARTICLE I - NAME OF ORGANIZATION

Section 1. The name of this organization shall be the Saddleback College- California Nursing Students' Association, a local constituent chapter of the California Nursing Students' Association and the National Student Nurses' Association, Inc., hereinafter referred to as SC-CNSA, CNSA, and NSNA respectively.

ARTICLE II - PURPOSE AND FUNCTION

Section 1. Purpose

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

Section 2. Function

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education, and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
- G. To promote and encourage collaborative relationships with nursing and health related organizations.
- H. To serve SC-CNSA members as being a source of information, support, and encouragement regarding job search, state board licensure exams, and undergraduate/graduate education.

ARTICLE III – CONSTITUENCY STATUS

Section 1. For recognition as a CNSA constituent chapter and NSNA constituent chapter, SC- CNSA shall submit annually the Official Application for CNSA constituency status and NSNA constituency status which shall include the following areas of conformity: Objectives and Purpose, Membership, Dues, and Representation.

Section 2. SC-CNSA will participate in the Council of Chapter Representatives (CoCR) according to State Bylaws. The elected SC-CNSA Board representative will attend the CoCR South Meeting and, as funding and availability of a Faculty Advisor allows, CoCR North. For an explanation and definition of the structure of CoCR, see CNSA Bylaws (Article VII).

ARTICLE IV – MEMBERS

Section 1. School Constituent

- A. School constituent membership is composed of active or associate members who are members of the NSNA and the state association when one exists.
- B. SC-CNSA shall be composed of at least 10 members from Saddleback College or the total school enrollment if less than 10. There shall be only one chapter on this school campus.
- C. For yearly recognition as a constituent, an officer of the SC-CNSA shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
- D. A constituent association that fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
- E. SC-CNSA is an entity separate and apart from NSNA and its administration of activities, with NSNA and CNSA exercising no supervision or control over these immediate daily and regular activities. NSNA and CNSA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of SC-CNSA or the members thereof. In the event any legal proceedings are brought against NSNA and CNSA, SC-CNSA will indemnify and hold harmless the NSNA and CNSA from any liability.

Section 2. Categories of Constituent Membership

Members of the constituent associations shall be:

- A. Active members:
 1. Students enrolled in state approved programs leading to licensure as a registered nurse.
 2. Registered nurses enrolled in programs leading a baccalaureate degree with a major in nursing.
 3. Active members shall have all the privileges of membership.
- B. Associate members:
 1. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
 2. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.
- C. Individual members:

Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.
- D. Active and associate membership shall be renewable annually.

Section 3.

Active and associate NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

ARTICLE V - DUES

Section 1.

- A. The Annual NSNA dues for active and associate members shall be \$30 per member, plus \$10 state and \$10 school dues, payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months.
- B. The annual NSNA dues for active and associate members joining for two years shall be \$50 per member, plus \$20 state and school dues are waived, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- C. SC-CNSA may charge additional chapter dues to its members, but only with a majority rule from the SC-CNSA Board of Directors.
- D. Dues shall be payable directly to Saddleback College which will then remit to NSNA the dues collected on behalf of the constituent.
- E. 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.
- F. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE VI - BOARD OF DIRECTORS

Section 1. Composition

- A. The governing body of SC-CNSA shall be the Board of Directors. The elected officers of the Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, Communications Director, Membership (Project-in-Touch Recruiter) Director, Fundraising Director, Speaker Coordinator, Community Health Director, Breakthrough to Nursing Director, Nomination and Elections Director, Interclub Council Representative, and Council of Chapters Representative.
- B. Any active member or individual member in good standing may be nominated to serve in any elected position of the association.
- C. Any associate member in good standing may be nominated to serve in any elected position except for the offices of President and Vice President.
- D. A member of SC-CNSA shall be eligible to be a candidate for office provided he/she shall be a nursing student for the entire term of office.
- E. No individual shall hold more than one voting position on the Board of Directors.
- F. Each board position shall be allowed only one vote.
- G. All officers shall be elected according to the election schedule, either in the spring or the fall, by the eligible membership of SC-CNSA at the official election and shall serve for up to two semesters, and not during the 4th semester of the program.
- H. Each officer shall hold their position for up to two of the semesters following their election. At the end of term, each officer will meet with the newly elected officer to go over their job description and responsibilities. In addition, each officer shall act in a resource capacity to the newly elected officer during the following semester.

Section 2. Responsibilities

- A. The Board of Directors shall be responsible for:
 1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.

2. Filling vacancies in any office by two-thirds majority vote of Board of Directors except the office of President.
3. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.

Section 3. Vacancies

- A. Events causing vacancies: A vacancy or vacancies in the Board of Directors shall be deemed to exist on the occurrence of the death, resignation, removal, or disqualification of any officer. Except as otherwise set forth in these bylaws, a vacancy in any office shall be filled only in the manner prescribed in the bylaws for regular appointments to that office.
- B. Removal of officers: Subject to the rights under these bylaws, any officer may be removed with cause, by a 2/3 agreement by the Board of Directors, at any Board Meeting.
- C. Resignation of officers: Except as provided in this paragraph, any officer may resign, whose resignation shall be effective immediately on giving written notice to the Board of Directors, unless the notice specifies a later time for the resignation to become effective.
- D. Replacement of officers: A 2/3 majority of the officers of the Board of Directors remaining in the office may elect a successor to a vacancy, except for a vacancy in the office of the President. The Vice-President shall assume the office of the President in the event of a vacancy.
- E. Temporary vacancy: Should a vacancy of a position occur, any willing Board member can assume the responsibility of the position, until a qualified replacement can be found, but will only constitute one voting position.

Section 4. Duties of the Board of Directors shall consist of:

- A. President
 1. Preside at all SC-CNSA meetings, appoint special committees as needed, perform all other duties pertaining to the office and represent this association in all matters to the local state nurses association, the local league for nursing, state nursing student association, National Student Nurses' Association, and other professional and student organizations.
 2. Lead all SC-CNSA meetings or delegate (as appropriate) to alternate board member(s).
 3. Stay informed of all CNSA local, state, and national activities by participating in the CNSA President's forum, monitoring new issues of *NSNA News*, *Imprint*, and *Range of Motion*, and by reporting relevant information such as scholarships, contests, programs, and activities at Open Meetings.
 4. Be knowledgeable about all the club offices and stay up-to-date with club projects.
 5. Prepare agenda for board meetings and general meetings.
 6. Communicate frequently with CNSA Faculty Advisors and Vice President via meetings, phone calls and emails as needed.
 7. Write a "Message from the President" article for each issue of *Bevel Up* to include relevant SC-CNSA, CNSA, and NSNA events.
 8. Interface with campus departments in the following manner:
 - a) Complete Annual ASG requisition application for funds with Faculty Advisor and attend ASG and senate meeting as needed.
 - b) Attend faculty meetings as requested
 - c) Serve as Interclub Council (ICC) representative and register SC-CNSA as an On Campus Organization in the absence of an ICC representative.

- d) Maintain communication with Council of Chapter Representatives (CoCR) regarding important dates, deadlines, the submission of resolutions, and CNSA procedure in the absence of CoCR Representative.
 - 9. Attend conventions and organize events as needed by convention chair, assisting Treasurer, Vice President and Convention Chair as needed.
 - 10. Coordinate planning of the budget with the Vice President and Treasurer.
 - 11. Collaborate with the NEC Chair, Vice President, and Faculty Advisor to coordinate board member elections.
 - 12. Lead, oversee, participate and/or delegate the orientation/guidance of new Board members.
 - 13. Submit the Official Application for CNSA Constituency Status as designated.
 - 14. Submit the Official Application for NSNA Constituency Status as designated.
 - 15. Receive reporting information from Membership Director/Project in Touch recruiter on chapter membership status.
 - 16. Assume the duties of the Project in Touch recruiter should a vacancy occur in that office.
 - 17. Notify CNSA of events such as career fairs, speaking engagements, and other events in order to encourage the participants of other local Student Nurses' Associations, as deemed appropriate.
 - 18. Coordinate the Meet and Greet.
 - 19. Be responsible for accountability of Board members (Article IX: Section 2.F).
 - 20. Provide summary of activities and involvement for the year to the Faculty Advisor at the end of the term.
- B. Vice President
- 1. Assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
 - 2. Attend all SC-CNSA meetings and preside at meetings in the absence of the President.
 - 3. Assist the President as delegated and act as advisor to the President.
 - 4. Be knowledgeable about all the club offices and stay up-to-date with club projects.
 - 5. Attend conventions and organize events as needed by convention chair, assisting Treasurer, President and Convention Chair as needed.
 - 6. Communicate frequently with CNSA Faculty Advisors and President via meetings, phone calls and emails as needed.
 - 7. Serve as chairperson of the bylaws committee and be responsible for review and recommending changes in the bylaws.
 - 8. Serve as a resource person regarding parliamentary procedure.
 - 9. Stay informed of nursing related legislative activities at the local, state, and national level, monitoring new issues of *NSNA News*, *Imprint*, and *Range of Motion* and being informed on resolution matters.
 - 10. Assist the President to interface with campus departments in the following manner:
 - a) Completion of Annual ASG requisition application for funds with Faculty Advisor and attend ASG and senate meeting as needed.
 - b) Attend faculty meetings as requested
 - 11. Coordinate planning of the budget with the President and Treasurer.
 - 12. Collaborate with the NEC Chair, President, and Faculty Advisor to coordinate board member elections.
 - 13. Contribute articles as necessary to *Bevel Up* to include relevant SC-CNSA, CNSA, and NSNA events.

14. Assume the duties of the Community Health Director, Breakthrough to Nursing Director, and Communications Director should a vacancy occur in either office.

C. Secretary

1. Record and electronically distribute the minutes of all SC-CNSA meetings within one week to President, Vice President, and Faculty Advisors. Then electronically submit finalized minutes to the entire board.
2. Be responsible for having members sign in for attendance at all Board Meetings.
3. Update CNSA Board Contact List at every General and Executive Board Meeting.
4. Create word files and save all minutes, agendas, and Board Contact Lists in electronic format to be turned in at the end of each semester to the Faculty Advisor.
5. Keep on file as a permanent record all reports, papers and documents submitted to the Secretary.
6. Refer to duly appointed committees for the necessary records for the completion of business.
7. Forward minutes to the state nursing student association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
8. Deliver to the newly elected Secretary all association papers.
9. Be responsible for the appearance of the CNSA bulletin board, updating as appropriate.
10. Keep a master calendar of all SC-CNSA, CNSA, and NSNA activities and provide all Board members and Faculty Advisors with a copy. Submit a calendar for each issue of web site.
11. Assist the Membership Director to review the monthly General Meeting Sign-in Sheet.
12. Assist with follow-up phone calls or emails to students who have indicated an interest to help with CNSA club events/activities.
13. Be responsible for sending personal notes, i.e. thank you notes, congratulations, sympathy, and milestones.
14. Contribute articles to *Bevel Up* as needed.
15. Attend all CNSA meetings.
16. Perform all other duties as assigned by the President as necessary to assist Board members and SC-CNSA.
17. Provide summary of activities and involvement for the year to the Faculty Advisor at the end of the term.

D. Treasurer

1. Collaborate with President, Vice President, and Faculty Advisor to plan the budget.
2. Be accountable for all CNSA transactions, deposits, funding requests through ASG office.
3. Sign requisitions for all CNSA funds with the President or Faculty Advisor's notifications; request reimbursements for money.
4. Serve as Lead Convention Coordinator to set up accommodations with travel for convention/club activities.
5. Prepare financial reports submitted at the Board of Directors Meeting.
6. Validate and reconcile all cash with a fellow Board member or Faculty Advisor for all transactions.
7. Maintain transaction records; report and insure that financial records are submitted at the end of each semester.
8. Assist Speaker Coordinator with transactions for food at general meetings or other sponsored events.
9. Contribute articles/updates to *Bevel Up* as needed.
10. Attend all CNSA meetings.

- E. The Communications Director shall:
1. Staff the website at his/her discretion.
 2. Publish and electronically distribute the newsletter, *Bevel Up*, three times per semester with special editions as deemed necessary.
 3. Be a liaison between webmaster and the board to coordinate updates and changes to the website.
 4. Plan budget for website and newsletter prior to the beginning of each semester.
 5. Send mass/broadcast email announcements each Sunday and as needed.
 6. Seek outside funding for payment of *Bevel Up*; keep a copy of the contract in the *Bevel Up* Editor's file box; and forward a copy of the contract to the advertising source; Fundraising Coordinator, and Treasurer.
 7. Send articles of interest to *Range of Motion* and *Imprint Magazine* at least once a semester.
 8. Submit *Bevel Up* for CNSA and NSNA awards each year.
 9. Submit website for CNSA and NSNA awards each year.
- F. The Membership (Project in Touch Recruiter) Director shall:
1. Coordinate recruitment and retention of future and past members of SC-CNSA and present a plan prior to the beginning of each semester.
 2. Register as the Project in Touch Recruiter by June 15; order membership applications from NSNA, and enter the Recruiter number in each application; participate in new student orientation as the Project in Touch Recruiter; and forward all applications to the processing center in Ohio by the third week of a new semester.
 3. Maintain a current membership list and will provide a list of members in good standing by semester to each Class Representative for use in SC-CNSA business (elections, etc.).
 4. Actively recruit new CNSA members by attending and facilitating New Student Orientation/BBQ, Welcome Day, Club Rush, and various other club activities.
 5. Organize/make presentations and announcements about CNSA events to pre-nursing classes.
 6. Keep copies of the CNSA application readily available.
 7. Become a Project In-Touch (PIT) Recruiter through NSNA.
 8. Review each General Meeting "Sign-In Sheet" and contact students who have indicated desire to join CNSA or assist with an activity.
 9. Track NSNA (CNSA) membership; submit new member name(s) to the Communications Director so they can be welcomed in the newsletter; tallies membership; contact expiring members regarding renewal.
 10. Forward chapter membership roster to Secretary and Vice President for sorting prior to each general meeting.
 11. Correlate with Secretary to contact students from general meetings who express interest in helping with future CNSA activities.
 12. Create and develop PowerPoint presentation for recruitment purposes.
 13. Contribute articles/updates to chapter newsletter as needed.
 14. Attend all CNSA meetings.
- G. Fundraising Coordinator(s) shall:
1. Coordinate all fundraising projects.
 2. Establish a list of fundraising activities for the year by the beginning of each semester.
 3. Schedule and organize all fundraising activities including Opportunity Drawings (raffles), t-shirt sales, spill-proof mug sales, convention fundraisers, recycled uniform sales, etc

4. Coordinate with the Treasurer in the payment of vendors, depositing of fundraising monies and tracking of SC-CNSA inventory on hand.
 5. Track/inventory give-away items and opportunity drawing tickets. Create tickets for special events and drawings (submits to faculty member 2 week before event for copying).
 6. Inform all students of items for sale, and submit a fundraising order form to each Class Representative by the first open meeting of each semester.
 7. Attend and fundraise at conventions (State, Mid-Year, Annual)
 8. Market our projects to appropriate student body, faculty, and press using posters, *Lariat*, announcements, marquee, etc.
 9. Prepare donation request letters/forms, marquees requests, etc. Prior to use must be reviewed by the faculty advisor.
 10. Obtain approval for all product designs (i.e., clothing, mugs) from Faculty Advisor, Dean/Director of Nursing
 11. Communicate/forward all information to Vice President for mass email bulletins
 12. Delegate jobs and duties to other general members when needed.
 13. Work with President, Vice President, Faculty advisor, and Treasurer on funding requests for projects as needed.
 14. Contribute articles/updates to chapter newsletter as needed.
 15. Attend all CNSA meetings.
 16. Have CNSA letter/receipt with Tax ID number available to donators.
- H. Speaker Coordinator
1. Schedule and coordinate speakers and lunches for each general meeting.
 2. Create and implement tracking mechanism for sponsor payment for luncheon and supplies; communicate status to the President, Vice President, Treasurer and Faculty Advisor.
 3. Greet and introduce speakers at meetings unless otherwise arranged.
 4. Reserve rooms and staff for meeting dates as needed.
 5. Send "Thank You" to each general meeting speaker within 1 week.
 6. Provide the President and Faculty Advisor with brief overview of the speaker and the topic(s) to be discussed two weeks prior to meeting.
 7. Collaborate with President for general meeting agenda.
 8. Arrange for speaker "guest parking" by obtaining parking pass from Campus Safety/Police.
 9. Request Faculty Advisor to email campus police at the beginning of each semester to request "CNSA Speaker Coordinator" access to guest parking.
 10. Provide Speaker with a contact cell phone number that can be used the day of the general meeting.
 11. Submit topic and speaker's full name and lunch menu to Communications Director for newsletter.
 12. Report cost of food/supplies for general meeting, the agency who is the sponsor for meeting, the status of receipt of sponsor donation, and status of reimbursement—on a monthly basis—to Treasurer, President, Vice President and FA.
 13. Recruit Board members or other CNSA members to assist with General meeting signing in, food distribution, seating people, etc.
 14. Create and conduct student surveys for interests in speakers and topics each semester. Tally survey and report results from each class to Board/Faculty Advisors.
 15. Provide speaker with bottled water.
 16. Contribute articles/updates to chapter newsletter as needed
 17. Attend all CNSA meetings.

- I. Community Health Project Coordinator:
 1. Coordinate Community Health Projects.
 2. Form and act as chairperson of the Community Health Projects Committee.
 3. Schedule and organize community outreach projects in accordance to the CNSA/NSNA plan.
 4. Schedule and organize local CNSA Chapter Community Outreach events.
 5. Be responsible for marketing our projects to appropriate student body, faculty, and press using posters, *Lariat*, announcements, marquee, etc.
 6. Submit mass email announcements to the Communications Director.
 7. Obtain appropriate request forms and obtain signature of faculty advisor.
 8. Delegate jobs and duties to other general members when needed.
 9. Contribute or delegate submission of articles/updates to *Bevel Up* on all Community Health events.
 10. Attend CoCR meetings as needed. (Review CoCR responsibilities)
 11. Attend all CNSA meetings.
- J. Breakthrough to Nursing Director:
 1. Serve as the chairperson of the BTN Committee.
 2. Promote a positive image of nursing students.
 3. Promote diversity in nursing.
 4. Promote recruitment and retention of men and minorities.
 5. Serve as a Liaison between CNSA/NSNA Breakthrough to Nursing chairpersons.
 6. Coordinate activities with the CNSA/NSNA Breakthrough to Nursing projects.
 7. Identify and compile a listing of state and national financial aid resources for nursing students.
 8. Write articles related to Breakthrough to Nursing for each issue of *Bevel Up*.
 9. Contact the Saddleback College Counseling Center to obtain local High School Career Day dates/activities, i.e. Family Night (Fall Semester)
 10. Actively seek out opportunities to recruit—Example: Participates in a High School Career Nights.
 11. Participate in the Saddleback College “Senior Day” (spring semester)
 12. Create/submit a recruitment activity poster for Convention.
 13. Share responsibility for attending the ICC meetings and other ASG functions.
 14. Contribute articles/updates to chapter newsletter as needed
 15. Attend all CNSA meetings.
- K. Nominations and Elections Director
 1. Promote running for office through articles in *Bevel Up* and broadcast emails to be submitted to the Communications Director.
 2. Be present at Welcome Day Orientation.
 3. Contact all individuals who have expressed an interest in running for office to encourage them to submit an application.
 4. Review applications for Saddleback College CNSA Chapter National Office and choose a Slate of Candidates with the executive board and faculty advisor.
 5. Act as a resource for Saddleback College CNSA Chapter.
 6. Contribute articles/updates to chapter newsletter as needed.
 7. Serve as Campaign Manager for State and National Board Positions.
 8. Attend all CNSA meetings.
 9. Prior to Election:
 - a) Select and promote theme for semester’s election.

- b) Update/approve applications to be included in candidates' packets.
 - c) Make classroom announcements regarding available positions.
 - d) Conduct Running for Office Workshop with faculty advisor and incumbent officers.
 - e) Update board members of running candidates.
 - f) Verify the credentials for candidates.
10. During Election:
- a) Establish/oversee the functions of the Campaign Headquarters.
 - b) Conduct Meet and Greet times/sessions.
 - c) Provide a briefing for all candidates.
 - d) Monitor and investigate complaints of campaign violations with faculty advisors and executive board.
 - e) Collect names of potential Tellers (non-board members) to conduct the voting. (Actual tellers to be appointed by President.)
 - f) Oversee tellers and voting on Election Day.
 - g) Present the new officers to the Board.
- L. SC-CNSA Board Representative
- 1. Contribute articles/updates to chapter newsletter as needed
 - 2. Attend all CNSA meetings.
 - 3. Attend Southern California CoCR meeting to present chapter activities.
 - 4. Attend Northern California CoCR meeting to present chapter activities (as availability of a Faculty Advisor and funding allow.)
 - 5. Attend weekly Interclub Council (ICC) meetings to discuss goals and objectives of the club as well as plans to increase enrollment and ideas for fundraising.
 - 6. Be responsible for coordinating member attendance to ICC events, as required by ASG.
 - 7. Submit report to Board regarding minutes of each Northern/ Southern California meeting and Interclub Council meetings.
- M. All officers shall:
- 1. Submit all receipts and bill to the Treasurer.
 - 2. Attend all SC-CNSA meetings.
 - 3. Relinquish to his/her successor all official records; submit a written report of activities accomplished to the Faculty Advisor and recommendations for the following year; and be available for training of the newly elected officers at the turnover/training meeting, upon termination of office.

Section 5. Absences

- A. Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors, and who offer no valid reason for such absences, may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- B. An officer may also be removed from office by a plurality vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.
- 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 VII – FACULTY ADVISORS

Section 1. SC-CNSA shall have at least one Faculty Advisor to serve as a consultant and resource person. All SC-CNSA expenditures over \$100.00 per event must have prior approval by a Faculty Advisor.

Section 2. At least one Faculty Advisor must be present at all SC-CNSA meetings during the Fall and Spring semesters. The Faculty Advisors may alternate meeting attendance.

ARTICLE VIII - ELECTIONS

Section 1. Election of Board of Directors

- A. Elections shall be held within the first eight weeks of each semester.
- B. All elections shall be by secret ballot.
- C. A plurality vote of the members present and entitled to vote and voting shall constitute an official election.
- D. In the event of a tie, a revote shall be held.
- E. Polling of votes will be completed by NEC, one faculty advisor, and at least one teller (non-board member).

ARTICLE IX - MEETINGS

Section 1. General Meetings

- A. Meetings shall be held at least four times a semester.
- B. Meetings shall be coordinated by the elected Speaker Coordinator, who will arrange a speaker and sponsor that will provide information, support, and encouragement regarding job search, state board licensure exams and undergraduate/graduate education.
- C. Lunch shall be provided free of charge to all active members and for \$5.00 to non-members, unless otherwise stated.

Section 2. Board Meetings

- A. Adjournment: A majority of the officers present, whether or not constituting a quorum, may adjourn any meeting to another time and place.
- B. Quorum: A majority of the Board of Directors authorized number of officers shall constitute a quorum for the transaction of business, except to adjourn as provided in Section 6 of Article VI. A phone or e-mail vote conducted by the President is sufficient to compromise a quorum. A phone or e-mail vote shall be used only if officers cannot meet to conduct a vote. During summer and winter breaks a quorum of the Board of Directors is necessary to transact any business.
- C. All motions must be added to the agenda and allow a minimum of two days for review by board members.
- D. If requested by a board member, voting may take place via ballot when coordinated prior to meeting.
- E. Unfinished Business: Before the current board transacts unfinished business from the previous semesters, there must be documentation (official minutes) that the previous board had said business on the agenda. If no documentation can be provided, the decision to carry out topic is up to the current Board of Directors.
- F. Attendance to all meetings is mandatory for Board members. Attendance may be excused by contacting the President 48 hours in advance. If a Board member misses 3 meetings per year, excused or unexcused, it is the duty of the President to reaffirm if the member still wants to serve on the Board. The President will then present the situation to the remaining Board

members. The remaining Board members will decide by a 2/3 majority if the said member will still be able to serve on the Board.

Section 3. Special Meetings: Special meetings of the Board of Directors for any purpose may be called at any time by the President or Vice-President. All Board members must be notified 48 hours in advance and no voting on financial matters shall occur at the meeting.

ARTICLE X – COMMITTEES

Section 1. Appointments

- A. Committee chair appointments shall be made by the Board of Directors and shall be deemed standing committees unless otherwise stated at time of appointment.
- B. Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.

Section 2. Responsibility

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

Section 3. Standing Committees

1. We will have to come up with committees as necessary

ARTICLE XI - DELEGATES

Section 1. Purpose and Function

- A. Serve as spokesperson for this association at the annual state and national conventions.
- B. Present to the state and national organizations all proposed resolutions or amendments to bylaws or policies proposed by this association.
- C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association's membership at regularly scheduled membership meetings.
- D. Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

Section 2. Qualification and Appointment

- A. Any member maintaining a grade level of C or above, who is active in SC-CNSA projects and is nominated by current membership at a regularly scheduled meeting is eligible to hold the position of delegate.
- B. Appointment shall be for one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position.

Section 3. Delegate Representation

- A. School constituents:
 1. SC-CNSA, when recognized as an official NSNA constituent, 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 for the national convention. SC-CNSA, as a recognized constituent determined by CNSA bylaws, shall be entitled to two

- voting delegates and two alternates, and in addition, shall be entitled to one voting delegate and one alternate for every 30 members for the state convention.
2. The SC-CNSA 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:
 - a) Selection and/or election by members of the school chapter according to chapter bylaws; or
 - b) 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.
 3. School chapters shall approve the appointment.
 4. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.
 5. A school chapter 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.
 6. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
 7. The school 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.

Section 4. Delegate Responsibilities

- A. Any delegate being financed by SC-CNSA has the following responsibilities:
 1. Assist in the announcement of and gathering of opinions about the resolutions that will be presented at the national and state conventions.
 2. Be in attendance at all times when the House of Delegates and States Caucus are in session, and vote on all issues, except for times when relief by an alternate is deemed necessary.
 3. Inform the nursing student body about convention activities, including submitting an article to *Bevel Up* and/or posting resolution outcomes on the CNSA Board.

ARTICLE XII - AMENDMENTS

Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a regularly scheduled board meeting provided that notice of proposed amendments has been sent to members at least four weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

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.