



## **ARTICLE I. NAME OF THE ORGANIZATION**

### **Section 1. Name**

The Name of the Organization shall be San Juan Bautista School of Medicine Nursing Students Association.

### **Section 2. 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 3. Function**

- A. To have direct input into SJBSN nursing program education program 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 SJBSM nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in inter-professional collaborations 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.

## **ARTICLE II – MEMBERS**

### **Section 1. School Constituent**

- A. School constituent membership is composed of active student of SJBSM NP.
- B. SJBSM Nursing Student Association shall be composed of all nursing students at SJBSM. There shall be only one chapter on this school.



## San Juan Bautista School of Medicine Nursing Students Association by Law



- C. For yearly recognition as a constituent, an officer of the SJBSM Nursing Student Association shall submit annually the Official 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 by laws and policies of SJBSM NSA shall have its status as a constituent revoked Dean of Students, provided that written notice of the proposed revocation has been given at least two months prior to the revoked association is given an opportunity to explain.
- E. San Juan Bautista School of Medicine Nursing Student Association is an entity separate and apart from NSNA and its administration of activities, with NSNA and SJBSM Association of Nursing Students (SJBSMNSA) exercising no supervision or control over these immediate daily and regular activities.
- F. NSNA and SJBSMNSA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of the SJBSM Student Nurse Association or the members thereof.
- G. In the event any legal proceedings are brought against NSNA and SJBSM NSA, SJBSM Nursing Student Association will indemnify and hold harmless the NSNA and SJBSMNSA from any liability.

### Section 2. Categories of Constituent Membership

Members of the constituent associations shall be:

#### A. Active members:

1. Students enrolled in SJBSM Nursing programs leading to licensure as a registered nurse.
2. Registered nurses enrolled in SJBSM Nursing programs leading a baccalaureate degree with a major in nursing.
3. Active members shall have all the privileges of membership.
4. Individual members shall have the privileges of membership as prescribed in SJBSMNSA by laws.
5. Active membership shall be renewable annually.
6. An initiation activity will be celebrating during august to December semester of each year.

### Section 3. Active SJBSMNSA



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1. 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.
2. Active membership shall be renewable annually.

### ARTICLE III - DUES

#### Section 1.

- A. The Annual SJBSNSA dues for active and associate members shall be \$10 per member, payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months.
- B. The school association shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.
- C. Any member who fails to pay current dues shall forfeit all privileges of membership.
- D. The SJBSMNSA dues for the nursing student shall be \$40 for the period that the student is enrolled in the San Juan Bautista School of Medicine Nursing Baccalaureate Degree Program (4 year).

### ARTICLE IV. - BOARD OF DIRECTORS

#### Section 1. Composition

- A. The Board of Directors will consist of: President, Vice President, Secretary, Treasurer and 3 vocals.

#### 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. Quorum

1. A quorum for the board meetings shall be a majority of the Board of Directors including either the president or the vice president and one faculty advisory.



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

**A. President**

1. Shall preside at all meetings of this association, appoint special committee 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. Shall serve as chairperson of the Board of Directors
3. Keep bulletin board up-to-date.

**B. Vice President**

1. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
2. Shall preside at meetings in the absence of the President.
3. Shall assist the President as delegated and act as advisor to the President.
4. Submit association activities to school yearbook.

**C. Secretary**

1. Shall record and distribute the minutes of all meetings of this association as directed by the President.
2. Shall keep on file as a permanent record all reports, papers and documents submitted to the Secretary.
3. Refer to duly appointed committees the necessary records for the completion of business.
4. 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.
5. Deliver to the newly elected Secretary all association papers.

**D. Treasurer**

1. Shall serve as chairperson of the budget/finance committee.
2. Submit financial reports to the membership as directed by President.
3. Prepare financial reports submitted at the Board of Directors Meeting.
4. Keep a permanent record of all dues received from members and any other income and expenses.
5. 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 issue checks for those requests approved.
3. No funds will be disbursed without prior approval.



## **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 V - ELECTIONS**

### **Section 1. Election of Board of Directors**

- A. Elections shall be held at the annual business meeting.
- B. All elections shall be by secret ballot.
- C. A plurality vote of the members presents and entitled to vote and voting shall constitute an official election.
- D. In the event of a tie, a revote shall be held.
- E. All nominations shall be made from the floor.

## **ARTICLE VI - MEETINGS**

### **Section 1. Membership Meetings**

- A. Meeting dates shall be set by a plurality vote of members present at each previous meeting.
- B. Meeting location and time will be voted on an approved by a plurality vote of members present and voting at each previous meeting.
- C. The President shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.

## **ARTICLE VII - 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.



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- 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.

## ARTICLE VIII- DELEGATES

### Section 1. Purpose and Function

- A. To 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 member's 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 SJBSM Student Nurses' Association 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

School constituents: SJBSM Student Nurses' Association, 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.

- A. The SJBSM 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.



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- B. 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 Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter. School chapters shall approve the appointment.
  - b) The Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association. 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. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
  - c) 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.

### ARTICLE IX - AMENDMENTS

- A. Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership 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 X – PARLIAMENTARY AUTHORITY

1. 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.