

SWTC Student Nurses' Association Bylaws

Article I - Southwest Wisconsin Technical College Student Nurses Association

Section 1. The name of this association shall be the Southwest Wisconsin Technical College Student Nurses' Association, Inc., a constituent of the National Student Nurses' Association, Inc., hereinafter referred to as SWTCSNA.

ARTICLE II - purpose of 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, his/her professional role, his/her responsibility for the 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.

Article III - MEMBERS

Section 1. School Constituent

- A. School constituent membership is composed of active or associate members who are of the NSNA and the state association when one exists.
- B. SWTCSNA Shall be composed of at least ten members from Southwest Wisconsin Technical 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 SWTCSNA 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 which 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 NSNA 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. SWTCSNA Is an entity separate and apart from NSNA and its administration of activities, with NSNA and WSNA exercising no supervision or control over these immediate daily and regular activities. NSNA and WSNA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of SWTCSNA or the members thereof. In the event any legal proceedings are brought against NSNA and WSNA, SWTCSNA will indemnify and hold harmless the NSNA and WSNA 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. Prenursing 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 IV - DUES

Section 1.

- A. The Annual NSNA dues for active and associate members shall be \$ 32 per member, plus \$ 0 state and \$ 0 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 \$64 per member, plus \$ 0 state and \$ 0 school dues, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- C. The school association board of directors shall have the authority to change school chapter membership dues; providing such dues do not exceed the amounts set in these bylaws.

D. 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.

E. Any member who fails to pay current dues shall forfeit all privileges of membership.

Article V. - Board of Directors

Section 1. Composition

A. The Board of Directors will consist of: President, Vice President, Secretary, Treasurer, and Projects Chairperson.

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 a two-thirds majority vote of Board of Directors except the office of President.
3. Reviewing expenditures, revenues, policies and procedures, and any other business of the association.

Section 2. Quorum. A quorum for the board meetings shall be the president or vice president, two other board members, and one faculty advisor.

Section 3. Duties of the Board of Directors shall consist of:

A. President

1. Shall preside at all meetings of this association, appoint committees as needed, perform all other duties pertaining to the office and represent this association as needed.
2. Shall serve as chairperson of the Board of Directors meetings.

B. Vice President

1. Shall assume the 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 needed.

C. Secretary

1. Shall record and distribute the minutes of all meetings
2. Shall keep on file as a permanent record all reports, papers, and documents.
3. Assist the president with official correspondence.
4. Deliver to the newly elected Secretary all association papers.

D. Treasurer

1. Submit financial reports to the Board of Directors and membership as directed by President.
2. Keep a permanent record of all dues received from members and any other income and disbursements.
3. Remit payment as follows:
 - a) Requests for disbursement of funds shall be made in writing to the Board of Directors.
 - b) Upon approval, the treasurer will issue checks for those requests approved.
 - c) No funds will be disbursed without prior approval.
 - d) All checks must have two signatures.

E. Projects Chairperson

1. Serves as chairperson of Projects committee.
2. Attend student activities council meetings.
3. Be accountable to the membership for notification of pending student activities.
4. Keep members informed about activities and keep bulletin board up-to-date.

Section 4. 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 VI - ELECTIONS

Section 1. Election of Board of Directors

- A. Elections shall be held annually.
- B. All nominations shall be made from the floor.
- C. All elections shall be by secret ballot.
- D. A plurality vote of the members present and entitled to vote constitute an official election.
- E. In the event of a tie, a re-vote shall be held.

Article VII - MEETINGS

Section 1. Membership Meetings

- A. Meeting dates shall be set by the Board of Directors.
- B. Meeting location and time will be posted on the chapter bulletin board at least two weeks before the meeting.

Article VIII - COMMITTEES

Section 1. Appointments

- A. The Board of Directors shall make committee appointments.
- 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 the direction of the Board of Directors, report same to the general membership.

Article IX - 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 proposed amendments to bylaws.
- C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to chapter membership.

Section 2. Qualification and Appointment

- A. The Board of Directors will determine qualifications to serve as a delegate.
- B. The Board of Directors will appoint delegates who meet the qualifications.

Section 3. Delegate Representation

A. School constituents:

- 1. The school chapter, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and also, shall be entitled to one voting delegate and alternate for every 50 members.**
- 2. The school chapter delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and 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.**
 - 1. School chapters shall approve the appointment.**
 - 2. 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.**
 - 3. 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.**
 - 4. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.**

3. The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed by the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks before the annual meeting.

Article X - AMENDMENTS

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 before the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

Article XI - PARLIAMENTARY AUTHORITY

All meetings of this association shall be conducted according to the parliamentary law as outlined in *Robert's Rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.