

SWTC Student Nurses' Association Bylaws

Article I. Name

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 and Functions (Areas of NSNA Conformity)

- Section 1. The purpose of SWTCSNA shall be:
 - A. To assume responsibility for contributing to nursing education in providing for the highest quality health care.
 - B. To provide programs representative of fundamental and current professional interest and concerns.
 - C. To aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in all walks of life.
- Section 2. The functions of SWTCSNA shall include the following:
 - A. To offer direct input into the standards of nursing education and influence the education process.
 - B. To influence health care, nursing education, and practice through support of legislative activities as appropriate.
 - C. To promote and encourage participation in 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 other organizations.
 - E. To promote and encourage students' participation in interdisciplinary activities.
 - F. To promote and encourage recruitment efforts, ensuring participation in student activities and educational opportunities regardless of the person's race, color, creed, lifestyle, national origin, age, gender, marital status, disability, or economic status.
 - G. To promote and encourage collaborative relationships with the American Nurses' Association, the National League for Nursing, the International Council of Nurses, as well as the other nursing and related health organizations.

Article III. Members

- Section 1. School Chapter
 - A. The school chapter shall be composed of at least ten members from this school.
 - B. There shall be only one chapter on the Southwest Wisconsin Technical College Campus.

- C. A state association shall be composed of at least two school chapters in any state. School chapters belong to their state association when one exists.
 - D. For yearly recognition as a constituent, constituent associations shall be required to submit annually the official application for NSNA constituency status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
 - E. All members are required to pay dues to the NSNA, and to participate in one activity per semester.
- Section 2. Categories of Membership
 - A. Active members:
 - a. Students enrolled in the Southwest Wisconsin Technical College nursing program and have paid local membership to NSNA.
 - b. Active members shall have all the privileges of membership.
 - B. Associate members:
 - a. Pre-nursing students, enrolled in programs at Southwest Wisconsin Technical College, who are preparing for an associate degree in nursing and have paid local membership dues.
 - b. Associate members shall have all of the privileges of membership except the right to hold board positions.
 - C. Individual Honorary Membership:
 - a. Honorary membership may be conferred by two-thirds vote of the membership by the Executive Board for persons who have rendered distinguished services of valuable assistance to SWTCSNA. Honorary members shall have none of the obligations or privileges of membership.
 - Section 3. Constituency Status for NSNA Participation
 - A. The SWTC school chapter whose membership is composed of active or associate NSNA members and who has submitted the Official Application for NSNA Constituency Status (the Application) containing the areas of conformity, and upon meeting such other policies as the Board of Directors may determine, shall be recognized as a constituent.
 - B. The Application must be submitted annually and can be submitted at the Annual Convention site during the delegate credentialing process for the Annual House of Delegates meeting.
 - C. The Application must be sent to NSNA on a date postmarked no later than 10 working days after the close of the House of Delegates meeting of the same year.
 - D. Recognized Constituents shall be composed of at least 10 members from a school to have an NSNA delegate. This requirement of 10 or more members must be met on a date eight weeks prior to the Annual House of Delegates Meeting. There shall be only one chapter in each school campus.

- E. For yearly recognition as a constituent, the SWTCSNA President shall be required to submit annually the Application, prior to April 15th, which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
 - F. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a two-thirds 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.
- Section 4. Delegate Representation
 - A. Please refer to NSNA bylaws for number of allotted delegates.
 - B. The school chapter delegate(s) shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter according to chapter bylaws.
 - C. The school chapter may designate an alternate delegate for each delegate by selection by members of the school chapter according to chapter bylaws.

Article IV. Dues

- ***Section 1. NSNA Dues***
 - A. The annual NSNA dues for active, associate, and individual members shall be \$37 per member per year, or \$27 for the first year of NSNA membership. The dues year for members shall be a period of twelve consecutive months.
 - B. The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws. National and state dues shall be payable directly to NSNA.
- ***Section 2. SWTCSNA Dues***
 - A. SWTCSNA does not collect dues. Members pay directly to NSNA.

Article V. Executive Board

- Section 1. The Positions
 - A. The SWTCSNA shall have an Executive Board to direct its function composed of elected officers being: 1st year student president, 2nd year student president, secretary/treasurer, public relations director and communication director.
- Section 2. Management of the Executive Board shall include the following duties:
 - 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 SWTCSNA with other organizations.

- C. Approve the budget and provide the annual audit of accounts at the end of the fiscal year.
 - D. Have the power to fill vacancies for the non-expired term unless otherwise stated in these by-laws.
- Section 3. Term of Office
 - A. The term of office shall be one year from the adjournment of which the (officers) Executive Board assume their duties of their office.
- Section 4. Eligibility of the Executive Board
 - A. Only members who are nursing students throughout the full year shall be eligible for the Executive Board.
 - B. No member shall serve more than one consecutive term in the same position on the Executive Board.
 - C. SWTCSNA elected officers must have full NSNA membership during their term of office.
 - D. Only one Executive Board position can be held by a single individual per term.
- Section 5. Election of Executive Board
 - A. Candidates for Executive Board positions will express interest by the end of September or be nominated and voted on by October 1st.
- Section 6. Vacancies
 - A. When there is a temporary vacancy in the office of the president, should be filled by one of the other executive board member.
 - B. When there is a permanent vacancy in the Executive Board, it is up to the remaining Executive Board to fill the vacancy at their discretion.
- Section 7. Obligations of the Executive Board
 - A. The Executive Board shall not be responsible for any contract, claim, or obligation of any kind incurred for any position taken by any officer or member of the association unless the same was duly authorized in writing by the Executive Board.
- Section 8. Duties of the Executive Board

All Executive Board members are required to attend all meetings of the organization unless excused by the president.

A. Co-President Position Description
(1 first year and 1 second year representative)

Purpose

Serves as co-principal officer of the local association.

Key Responsibilities

Promote positive representation of nursing

Promote positive representation of the Student Nurses Association (local, state, and national levels)

Acts as spokesperson for association

Communicates with other officers, other association members, and advisors.

Presides at all general business meetings

Gives direction to community projects committee(s)

**Reviews financial status of association with Secretary/Treasurer,
 Co-President, and advisors**

Review general meeting minutes with Secretary/Treasurer

Works to recruit/maintain membership

Coordinates election for new officers

Other duties as assigned

Qualifications

Enrolled in the Associate Degree Nursing Program at SWTC and taking core nursing courses (1 co-president in first-year courses, 1 co-president in second-year courses)

Excellent written and verbal communication skills

Reports to: SWTC Nursing Association advisors

Length of Service: one academic year

Time Commitment: approximately 5 hours/month

B. Secretary/Treasurer Position Description

Purpose

Record general meeting minutes and reviews financial status of association with President, Co-Presidents, and advisors

Key Responsibilities

Promote positive representation of nursing

Promote positive representation of the Student Nurses Association (local, state,
 and national levels)

Acts as spokesperson for association

Communicates with other officers, other association members, and advisors.

Records general meeting minutes and with Co-president, reviews and presents minutes to members

Other duties as assigned

Qualifications

Enrolled in the Associate Degree Nursing Program at SWTC and taking core nursing courses

Excellent written and verbal communication skills

Reports to: Chapter Co-Presidents and SWTC Nursing Association advisors

Length of Service: one academic year

Time Commitment: approximately 5 hours/month

C. Communications Director Position Description

Purpose:

Write/revise general submissions for: Nursing Coffee Haus, *SWTC* internal electronic communications, SWTC Marketing department, local media, SWTC Facebook, etc.

Key Responsibilities

Promote positive representation of nursing

Promote positive representation of the Student Nurses Association (local, state, and national levels)

Acts as spokesperson for association

Communicates with other officers, other association members, and advisors.

Coordinate with secretary/treasurer in sharing meeting minutes.

Announce/advertise upcoming events and meetings via Nursing Coffee Haus, *SWTC* internal electronic communications, SWTC Marketing department, local media, SWTC Facebook, etc.

Other duties as assigned.

Qualifications

Enrolled in the Associate Degree Nursing Program at SWTC and taking core nursing courses

Excellent written and verbal communication skills

Reports to: SWTC Nursing Association advisors

Length of Service: one academic year

Time Commitment: approximately 5 hours/month

D. Community Projects Committee Director

Purpose: Coordinates community and service projects for the organization with the assistance of a committee. This includes American Red Cross blood drives, service drives, and education projects.

Key Responsibilities

Promote positive representation of nursing

Promote positive representation of the Student Nurses Association (local, state, and national levels)

Acts as spokesperson for association

Communicates with other officers, other association members, and advisors.

Leads committee meetings (community and service projects) to plan and coordinate events (American Red Cross blood drives, service drives, and education projects).

Other duties as assigned

Qualifications

Enrolled in the Associate Degree Nursing Program at SWTC and taking core nursing courses

Excellent written and verbal communication skills

Reports to: SWTC Nursing Association advisors

Length of Service: one academic year

Time Commitment: approximately 5 hours/month

Article VI. Meetings

- Section 1. Chapter Meetings
 - A. Meetings will be made by the president as necessary to meet the needs of the organization.
 - B. Quorum at meetings shall consist of the president and at least two other officers.
 - C. All meetings of the association shall be open unless voted closed by the Executive Board.
 - D. SWTCSNA meeting attendance is encouraged for all of its members.
 - E. The voting body of this organization shall consist of the Executive Board and all official SWTCSNA members present at the meetings.
 - F. Special meetings may be called by the Executive Board or by the president upon written request of five or more members. Notice of the time, place, and purpose of the meeting shall be posted on the SWTCSNA bulletin board not less than three days prior to the meeting.
- Section 2. Representation to State and National Meetings

- A. Representatives to the meetings of the state organization shall be in accordance with state by-laws.
- B. Representation to the NSNA meetings shall be in accordance with NSNA by-laws.
- C. All official members in good standing shall be eligible to serve as a state and/or national delegate.
- D. The voting body present at the meeting prior to the convention shall elect delegates in accordance with WSNA and NSNA by-laws.
- E. The president shall have the option to serve as a delegate without the membership vote.

Article VII. Advisors

- Section 1. There shall be at least one advisor who is a member of the faculty and staff support. Vacancies will be filled by a majority vote of the voting body.
- Section 2. Duties
 - A. Advisor shall:
 1. Be responsible for providing the interchange of information between the Executive Board and the nursing faculty.
 2. Serve as a resource for consulting with the Executive Board, members, and staff.
 3. Attend all meetings unless excused by the president.
 4. Be an honorary member.

Article VIII. Amendments

- Section 1. These by-laws may be amended by a two-thirds vote of the voting body providing that notice of the proposed amendments has been circulated to the members at least two weeks prior to the meeting.
- Section 2. These by-laws may also be amended without prior notice at any meeting by a 99% vote of the voting body.
- Section 3. Amendments shall be submitted in writing carrying the proponent's signature to the Executive Board for review. Proposed amendments may be submitted only by an Executive Board member or SWTCSNA committee.

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