

SDCC NURSING STUDENTS' ASSOCIATION BYLAWS

ARTICLE I - SAN DIEGO CITY COLLEGE NURSING STUDENTS' ASSOCIATION

Section 1. The name of this organization shall be the San Diego City College Nursing Students' Association (SDCC NSA).

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 healthcare.**
- 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 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. SDCC NSA shall be composed of at least 10 members from San Diego City 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 SDCC NSA 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. SDCC NSA is an entity separate and apart from NSNA and its administration of activities, with NSNA and California Nursing Students Association (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 SDCC NSA or the members thereof. In the event any legal proceedings are brought against NSNA and CNSA, SDCC NSA 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 to 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:

1. Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available.
2. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.

D. Active and associate membership shall be renewable annually.

Section 3. Membership after Graduation

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

- A. The annual NSNA dues for active and associate members shall be \$25 per member, plus \$15 state dues, payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months. Please note that the combined annual dues increase to \$45 in the second year if the membership is renewed rather than purchased using the two-year membership option.
- B. The annual NSNA dues for active and associate members joining for two years shall be \$50 per member, plus \$30 state dues, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- C. 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.
- D. Any member who fails to pay current dues shall forfeit all privileges of membership.

- E. Nursing students who do not wish to be NSNA members are still required to pay school-specific student dues of up to \$50 each semester.
- F. The ~~school association~~ SDCC NSA Board of Directors shall have the authority to change the school dues, providing such dues do not exceed the amounts set in these bylaws.
- G. All dues are non-refundable, including for students who discontinue the program for any reason.

ARTICLE V. - Board of Directors

Section 1. Definition and Qualifications

- A. The governing body of SDCC NSA shall be the elected and appointed Executive and General Board of Directors.
- B. To be eligible to serve on the Board of Directors, a person shall:
 - 1. Hold CSNA membership and active City College ASG card.
 - 2. Be a nursing student in good academic standing for the entire term of office.
 - 3. Be a nursing student free of any Student Success Plans for Unprofessionalism.

Section 2. Composition

- A. The Executive Board of Directors of the SDCC NSA chapter shall be comprised of the President, Vice President, Treasurer and Secretary.
- B. The remaining General Board of Directors shall be comprised of the, Community Health Director(s), Breakthrough to Nursing Director(s), Fundraising Director(s), Membership Director(s), Legislative Director(s), Communications Director(s).
- C. The President has the authority to appoint Co-directorship to any Board position if deemed necessary with a two-thirds (2/3) majority vote of the Board of Directors.
- D. Any Board of Director position comprised of co-directorship shall only constitute one vote.

Section 3. Term of Office

- A. All officers shall be elected by the members of the SDCC NSA chapter, at the official election during the Spring semester which must occur two (2) weeks prior to the end of the semester.

B. A transition meeting will be held after the election where each officer will meet with the newly elected officer to discuss the job description and responsibilities.

C. Each newly elected officer shall hold his or her position from the transition meeting following his or her election until the transition meeting of the following year.

E. In addition, each officer shall act in an advisory capacity to the newly elected officer until August 31st **following their term.**

Section 4. 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 in which situation the Vice President will assume the role of President.
3. Reviewing expenditures, revenues, policies and procedures, and any other business of the association.
4. Notifying student body of events such as career fairs, speaking engagements, scholarships, professional development and other opportunities.
5. Reviewing and making any necessary changes to bylaws annually.
6. Appointing Directors of Cultural Awareness and/or Image of Nursing should the Board of Directors deem the positions beneficial.
7. **Shall update position policies and procedures throughout the year and make a copy available on Shared Google Drive.**

Section 5. Duties of the Board of Directors

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 schedule and serve as chairperson of the Board of Directors meetings.
3. Shall schedule and facilitate general membership meetings.
4. Shall complete the annual Club Recognition Packet for SDCC NSA with City College Student Affairs prior to the deadline.
5. Shall appoint new directors and/or special committees as needed.
6. Shall approve expenditures and co-sign approved checks.

7. Shall represent SDCC NSA as head delegate at state and national conventions as budget appropriations and personal schedule allow.
- ~~8. Shall submit the Official Application for CNSA Constituency Status by January 18, or as otherwise designated.~~
9. Shall submit the Official Application for NSNA Constituency Status by **annual Spring deadline (2018: February 21).**
10. Shall notify CNSA organization of local events such as career fairs, speaking engagements, and other events in order to encourage the participation of other local Student Nurses' Association chapters, as deemed appropriate.
11. Shall organize orientation leadership meeting for the new Board of Directors before the start of the summer session.
12. **Shall serve as a member of the Pinning Ceremony Committee.**
13. **Shall coordinate annual elections.**

B. Vice President

1. Shall assume responsibility of the office of President in the event of 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.
4. Shall serve as chairperson of the Pinning Ceremony Committee.
5. Shall be responsible for recruiting and selecting members to serve as delegates at conventions.
- ~~6. Shall coordinate annual elections.~~
- ~~7. Shall serve as co-chair of Bylaws Committee and be responsible for updating, reviewing and recommending changes in the Bylaws on an as-needed basis.~~
8. Shall co-sign checks for approved expenses in the absence of the President.

C. Secretary

1. Shall produce an agenda for each meeting, made available on shared drive forty-eight hours (48) hours prior to meeting scheduled time.
2. Shall record the minutes of all meetings and **post to shared drive** seventy-two (72) hours after the meeting. A copy must be sent to the Faculty Advisor and the Board of Directors. **Communications director must be notified for posting on SDCC NSA website within seventy-two (72) hours.**
3. Shall keep on file as a permanent record all minutes, reports, papers and documents.
4. Shall assist the Communications Director with official correspondence.
5. Shall maintain accurate files of names, phone numbers and email addresses of all student body members.
6. Shall reserve rooms for all SDCC NSA meetings and events per the request of the Board of Directors.
7. Shall update NSNA with Board of Directors' and Faculty Advisors' contact information annually.

8. Shall attend weekly Inter Club Council Meetings or coordinate an alternate and report updates to BOD.
9. Shall manage the organization of SDCC NSA booth at campus Club Rush each semester.
10. Shall serve as a member of the Pinning Ceremony Committee.

D. Treasurer

1. Shall act as custodian of all SDCC NSA funds.
2. Shall be responsible for collecting dues from student body.
3. Shall recruit and appoint first-year liaison.
4. Shall deposit \$1500.00 each semester from annual student dues into first-year cohort account to be safeguarded as pinning ceremony funds for first-year class.
5. Shall be required to keep a permanent record of all dues received from members and any other income and disbursements.
6. Shall make all approved monetary disbursements with the co-signature of the President or Vice-President (prior approval by the president is required).
7. Shall bring requests for reimbursement before the SDCC NSA board for approval.
8. Shall ensure that all expenses and reimbursements are accompanied by appropriate receipts, and store the receipts in the Treasurer's box.
9. Shall maintain accountability for all SDCC NSA assets.
10. Shall keep accurate financial records of acquisitions, reimbursements, expenses, and disbursements, and make monthly reports of those records to be submitted to Faculty Advisor and President.
11. Shall collect and deposit all monies generated by fundraising activities.
12. ~~Shall complete Tax ID Receipt Letter for all donating vendors.~~
13. Shall ensure all financial business (reimbursements, deposits, etc.) is closed at the close of the term of office. A list of items pending should be submitted along with all books of account for audit as specified by the Executive Board.
14. Shall continually update the budget by stating the current balance, and future expenditures that can be expected at each open meeting.
15. Shall submit financial reports to the Board of Directors and membership as directed by President.
16. Shall serve as a member of the Pinning Ceremony Committee.

E. Communications Director

1. Shall serve as chairperson of the Communications Committee.
2. Shall manage social media accounts (Instagram and Facebook) and website.
3. Compile and distribute email communication with student body regarding upcoming ~~scholarship opportunities~~, events and other relevant material at regular intervals as determined by Board of Directors.

- ~~4. Shall promote SDCC NSA events to surrounding schools and CNSA chapters.~~
5. Shall be responsible for updating SDCC NSA on-campus events calendar on a ~~monthly~~ weekly basis.
6. Shall compose quarterly newsletter to be distributed to the student body, staff and alumni.
7. Shall compile record of photographs of hosted events, student body members and other relevant historical documentation for use in pinning ceremonies, newsletters, website and social media accounts.
8. Shall make available upcoming agenda on SDCC NSA website twenty-four (24) hours prior to meeting scheduled time.
9. Shall publish meeting minutes to SDCC NSA website within seventy-two (72) hours of meeting end.

F. Community Health Director

1. Shall serve as chairperson of the Community Health Committee.
2. Shall develop community outreach programs and advertise events to encourage student involvement.
3. Shall be responsible for arranging community service events, as voted on annually by the Board of Directors, meeting a minimum of at least two (2) health-related ~~oriented~~ events per semester.
4. Shall organize a minimum of one chapter community outreach event that is in alignment with a CNSA Monthly Health Observance Toolkit, ~~available at <http://www.cnsa.org/community-health-resources>.~~
5. Shall maintain a list of community contacts to pass on to future chapter members.
6. Shall apply for the annual CNSA Community Health Award.
7. Shall provide all students access to the Volunteer Verification form.

G. Membership Director

1. Shall serve as chairperson of the Membership Committee.
2. Shall inform student body about benefits of CNSA involvement with the goal of recruitment.
3. Shall maintain accurate files of names, membership numbers and membership expiration dates, ~~phone numbers and email addresses~~ of all SDCC NSA members.
4. Shall be responsible for tracking, encouraging and facilitating member participation in all committees, meetings and events.
5. Shall post a non-editable copy of the points tracking spreadsheet every eight (8) weeks for cohort review.
6. Shall approve the number of cord points each event is worth per the request of the Board of Director who is hosting the event.
7. Shall be responsible for presenting informative presentation to incoming students during Nursing Student Success course.

8. Shall be responsible for arranging as many fellowship events as voted on annually by the Board of Directors, meeting a minimum of at least two (2) events ~~per year~~ **per semester**.

H. Breakthrough to Nursing Director

1. Shall serve as chairperson of the Breakthrough to Nursing Committee.
2. Shall organize nursing outreach efforts within the community to increase the number of minorities interested in the profession of nursing and promote a positive image of nursing.
3. Shall be responsible for arranging as many breakthrough to nursing events as voted on annually by the Board of Directors, meeting a minimum of at least two (2) events per year.
4. Shall be responsible for promoting and pairing students interested in Mentor and Mentee program.

I. Fundraising Director

1. Shall serve as chairperson of Fundraising Committee.
2. Shall establish a list of fundraising activities for the semester by the first ~~membership open~~ meeting of the semester.
3. Shall coordinate with the Treasurer in the payment of vendors, depositing of fundraising monies and tracking of SDCC NSA inventory on hand.
4. **Shall contact the Student Affairs Fundraising Supervisor, Lori Oldham, at the beginning of each semester to gain approval for tentative fundraising events and for use of 501c3 tax exemption code.**
5. Shall be responsible for working with vendors ~~and Treasurer~~ to **submit complete** Tax ID Receipt letter for all donations ~~ng vendors~~.
6. Shall inform all students of items for sale and method of ordering.
7. Shall be responsible for arranging as many fundraising events as voted on annually by the Board of Directors, meeting a minimum of at least two (2) events per semester.
8. **Shall be responsible for coordinating with the Communications Committee to create and distribute advertisements for fundraising events.**

J. Legislative Director

1. Shall serve as chairperson of Legislative/Resolution Committee.
2. Shall prepare and work with the Communications Committee to disseminate information regarding current legislation related to the field of nursing.
3. ~~Shall disseminate information regarding Nursing Students in Sacramento Internship (NSSI).~~
4. Collaborate with faculty and authors (committee members) to provide information and resources to the CNSA constituency for developing a resolution. First draft of proposed resolution due **in August**.

5. Assist authors with the preparation and submission of resolutions to the CNSA House of Delegates. Final draft of proposed resolution due in September 19.
6. Preside at the resolutions hearing at the annual convention and conference. Present proposed resolution at CNSA State Convention.
- ~~7. Utilize CNSA's Toolkit to guide drafting and presenting resolution:
<http://www.cnsa.org/2016-resolutions-toolkit>~~
8. Shall serve as chairperson of Bylaws Committee and be responsible for updating, reviewing and recommending changes in the Bylaws on an as-needed basis.

Section 6. Removal from Office

- 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. If an officer is placed on a Student Success Plan for Unprofessionalism, they will be required to step down from their position.
- D. Prior notification of ~~two~~ one (1) weeks shall be given to the individual in question and a 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 during the Spring semester and must occur two (2) weeks prior to the end of the semester.
- B. A student shall be eligible for election only if he or she is a nursing student with one (1) academic year remaining, is in good academic standing, and is not on a Student Success Plan for Unprofessionalism.
- C. Students who will be joining the second year class in fall from the LVN Step-up Program or other re-entry, can be eligible to run for any position except President and Vice President.

- D. Candidates will submit written platforms of intention to the **SDCC NSA President. The President will collaborate** with Faculty Advisor, Student Success Advisor or other faculty designee, as well as to the current Executive Board of Directors. **Platforms will be made available** for viewing by all student body members.
- E. Nursing students with one (1) academic year remaining are entitled to vote upon attendance to election meeting.
- F. All elections shall be by secret ballot.
- G. A plurality vote of those entitled to vote constitutes an official election. In the event of a tie, a re-vote shall be held.

ARTICLE VII - Appointments

- A. Appointments may be made to fill vacant positions of the Executive Board, Directorship and Co-Directorship.
- B. Students eligible for appointment to the Board or a Co-Director position, must be nursing students in good academic standing and without a Student Success Plan for Unprofessionalism.
- C. The President must bring potential appointments to the Board of Directors who can approve the appointment with a plurality vote of all voting members or by a vote at a Board meeting in which quorum has been established.
- D. Members appointed to a position will serve in their role in a probationary capacity for two weeks, during which they may be dismissed summarily at the discretion of the Board of Directors. After this probationary period, removal from office will be the same as for elected positions.

ARTICLE VIII - MEETINGS

Section 1. Membership Meetings

- A. Meeting dates and times shall be set by the Board of Directors.
- B. Membership meetings shall be held at minimum four times per semester and shall be open to active and associate members.
- C. Meeting location and time will be posted on the chapter bulletin board and website at least two weeks prior to the meeting.

Section 2. Board of Directors Meetings

- A. Meeting dates and times shall be set by the Board of Directors.
- B. Board of Directors Meetings shall be open or closed to the public as determined by the Board of Directors.
- C. Minutes of the Board of Directors Meetings shall be made available to the membership within 48 hours.

Section 3. Quorum

- A. A quorum for board meetings shall consist of two-thirds ($\frac{2}{3}$) of the board and must include either the President or Vice President.
- B. A quorum at general meetings shall consist of the President or Vice President and ten other members.

ARTICLE IX - COMMITTEES

Section 1. Appointments

- A. Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.

Section 2. Responsibilities

- 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 the same to the general membership.

Section 3. Composition

- A. All committees are required to have a minimum of one (1) first-year student member.

ARTICLE X - APPROPRIATION OF FUNDS

- A. Appropriation of funds shall be approved with a plurality vote of the Board of Directors once a Board of Directors meeting quorum is established.
- B. Appropriation of funds may also be approved with a plurality vote of the general membership once a membership meeting quorum is established.

- C. Individual expenditures in excess of \$500 must be voted on in a Board of Directors meeting made open to the membership or in a general membership meeting.
- D. Individual expenditures in excess of \$500 may not be approved by a vote unless the vote is published on the meeting agenda, and the agenda is made available to the membership 48 hours in advance of the meeting.
- E. Approved expenditures must be noted in the minutes of the meeting in which they were approved. Those minutes must then be approved at a second meeting. The submission of both the minutes which include the expenditure vote and the minutes which include the approval of the first minutes, must be submitted to the accounting office to make withdrawals.
- F. The Treasurer may determine the method of distribution of funds in approved expenditures.

ARTICLE XI - 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. Qualifications to serve as delegate will be determined by the Board of Directors.
- 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 in addition, 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/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.
 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 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 XII - 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 ten (10) days 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.

ARTICLE XIV - ADVISORS

This local chapter shall have one or two advisors who are faculty members of the Associate Degree Nursing Program who shall counsel as the need arises.

***Note: Areas of conformity with NSNA Bylaws are in BOLD print.**

These **bolded** areas must be in school chapter bylaws in order to be a NSNA chapter.