

## ARTICLE I – NAME

### Section 1. Name

- A. The name of this organization shall be the University of Dubuque Nursing Association hereinafter referred to as UDSNA.

## 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, 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 the 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 resolutions 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, gender, sexual orientation, national origin, age, 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 part of the National Student Nursing Association (NSNA) and Iowa Associations of Nursing Students (IANS).
- B. To be recognized as a constituent of NSNA a school chapter shall be composed of at least ten members from University of Dubuque Nursing Program or the total school enrollment if less than ten. There shall be only one chapter on this school campus.
- C. For yearly recognition as a constituent, an officer of the UDSNA 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 Board of Directors, provided that written notice of the proposed revocations has been given at least two month prior to the vote and the constituent associations is given an opportunity to be heard.
- E. UDSNA is an entity separate and apart from NSNA and its administration of activities, with NSNA and IANS exercising no supervision or control over these immediate daily and regular activities. NSNA and IANS have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of UDSNA or the members thereof. In the event any legal proceedings are brought against NSNA and IANS, UDSNA will indemnify and hold harmless the NSNA and IANS from any liability.

## Section 2. Categories of Constituent Membership

### 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 preside or vice preside 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. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.

### D. Active and associate membership shall be renewable annually.

## Section 3.

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

#### Section 4. Quorum

- A. A quorum for the board meetings shall be the president or vice president, and at least two other board members.

#### Section 5. Duties of the Board of Directors and Representatives.

##### 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 organization.
2. Shall serve as chairperson of the Board of Directors.
3. Must be a first or second year nursing student in the program.
4. Attend faculty meetings reporting SNA information to faculty.
5. Attend faculty meetings to participate in curriculum review/revision.
6. **Give speech at Pinning ceremony year of graduation.**

*Present SNA scholarship*

##### 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 the meetings in the absence of the President.
3. Shall assist the President as delegated and act as advisor to the President.
4. Must be a first or second year nursing student in the program.

##### 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 dually 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 the newly elected Secretary all association papers.
6. Can be a sophomore, junior, or senior in the nursing program.

## ARTICLE IV – Dues

### Sections 1.

- A. The UDSNA annual dues for active and associate members shall be \$one.00 per member, payable for the appropriate dues year. The dues for membership shall be a period for the academic year.
- B. The UDSNA Board of Directors shall have the authority to change membership dues.
- C. Payment of NSNA, IANS, and UDSNA dues is prerequisite for active membership in UDSNA. Those unable to pay membership dues for NSNA and IANS will be awarded associate membership status only within UDSNA local chapter.
- D. NSNA and IANS dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. Local dues shall not be submitted to NSNA.
- 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 President Elect.

### Section 2. Eligibility

- A. Only members who hold an active membership within NSNA, IANS, and UDSNA shall be eligible for the offices of President, Vice President, President – Elect, Secretary, and Treasurer.
- B. Only active members starting into their junior or senior year within the nursing program are eligible for offices of President or Vice President.
- C. Only active members starting into their junior year within the nursing program are eligible for position as an officer.
- D. All active members are eligible for offices of Secretary and Treasurer.
- E. Only members maintaining a C average or above in nursing courses are eligible for position as an office.

### Section 3. Responsibilities

- A. The Board of Directors shall be responsible for:
  - 1. Transacting business of the association between membership meeting and shall report such transactions at the next regularly scheduled membership meeting.
  - 2. Filling vacancies in any office by 2/3 majority vote of Board of Directors except the office of President and President-Elect.
  - 3. Reviewing monetary disbursements, acquisitions, and fund-raising activities shall be responsible for procuring persons for audit of all accounts on an annual basis.

#### D. Treasurer

1. Shall serve as chairperson of the Finance/Fundraising Committee.
2. Submit financial reports submitted at the monthly Board of Directors meeting.
3. Prepare financial reports at the monthly Board of Directors meeting.
4. Keep a permanent record of all dues received from members and any other income and disbursements.
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. The Board of Directors may approve disbursements of funds up to \$250.00.
    - 2) Present to the faculty advisor all requests over \$250.00 for approval.
    - 3) Upon approval the treasurer will begin the process for a check request or purchase request per the University of Dubuque Student Activities protocol.
    - 4) No funds will be disbursed without prior approval.

#### E. President Elect

1. This position is to observe the duties and responsibilities of the president (in preparation for a future position as President).
2. This position will be available for a sophomore or junior in the nursing program.
3. This position will automatically assume the position of president the following year.

#### 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.
- 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 officer as stated in these bylaws.
- C. Prior notification of one week shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances.

#### Article VI – REPRESENTATIVE

##### Section 1. Eligibility

- A. Any active or associate member is eligible for the position of representative.

- B. The nominated member must preside within the class he/she is nominated to represent.
- C. Must maintain a C average or above in all courses are allowed to hold a position.

## Section 2. Class Representatives

### A. Duties

1. Shall serve as a representative for his/her classmates at all UDSNA meetings.
2. One representative shall exist for freshmen, sophomore, junior, and senior class.
3. Each class representative is required to collect student issues and concerns before each regularly scheduled UDSNA meeting.
4. First and second year nursing students are required at all UD Nursing Faculty meetings (curriculum portion only). Representatives also required to collect student issues and concerns prior to each curriculum meeting. Representatives are then required to provide a meeting summary to their classmates.

## Section 3. Absences

- A. All officer positions are required to adhere to the absenteeism guidelines as mentioned in the bylaws, Article V, Section 4. Parts B-C, as they apply to the officer position.

## Article VII – MEETINGS

### Section 1. Membership meetings

- A. Meeting date shall be set by a plurality vote of members present at each previous meeting.
- B. A general membership meeting shall be held at least once a month. The Board of Directors shall meet at least once a month.
- 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 VIII – COMMITTEES

### Section 1. Finance/Fundraising Committee

- A. The Finance/Fundraising Committee shall be composed of the Treasurer and volunteers of active or associate member in UDSNA. The Treasurer will reside as

chair of the committee. The committee will act under the leadership of the Treasurer to organize, plan and support all fundraising activities of UDSNA.

#### Section 2. Newsletter Committee

- A. The Newsletter committee shall be composed of a committee chair and four committee members, who will be responsible to collect, edit and write articles to be published in the Newsletter of UDSNA entitled The Lantern. The newsletter will be distributed quarterly.

#### Section 3. Breakthrough to Nursing Committee

- A. The Breakthrough to Nursing Committee shall be composed of a committee chair and volunteers of active or associate members of UDSNA. The Breakthrough to Nursing committee will work to promote the nursing profession on campus and within the community. The committee will work to support all UD Nursing and pre-nursing majors through social and mentoring programs.

#### Section 4. Appointment

- A. Committee chair appointments shall be made by the Board of Directors and shall be deemed standing committees unless otherwise stated at the 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 5. 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.

### Article IX – DELEGATES

#### Section 1. Purpose and Function

- A. To serve as spokes persons for this association at the annual state and national conventions.
- B. Present to the state and national organizations all proposed resolutions or amendment 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. Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

## Section 2. Qualifications and Appointment

- A. Any active member maintaining a grade level of C or above and is in good standing with UDSNA with attendance at all but two membership meetings, and with active involvement in one committee of UDSNA is eligible to hold position of delegate for UDSNA
- B. Appointment shall be 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 of Representation

### A. School Constituents

- 1. UDSNA, 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 UDSNA 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 and 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 is a member in good standing of the NSNA and the state association.
    - 1. School chapters shall approve the appointment.
    - 2. State Board of Directs shall verify that any state appointed alternate is a member in good standing of the NSNA and 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.
- 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 at least two weeks prior to meetings.

## Article X – 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 two weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

**Article XI – PARLIAMENTARY AUTHORITY**

- A. All meetings of this association shall be conducted according to the parliamentary law as forth in Robert's Rules of Order Newly Revised where rules apply and are in conflict with these bylaws.**