

MINOT STATE UNIVERSITY SCHOOL OF NURSING BYLAWS

ARTICLE I – Minot State University Nurses’ Association

Section 1. The name of this organization shall be the Minot State University Nurses’ Student Association (MSU-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 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 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 members of the NSNA and the state association when one exists.

B. MSU-NSA shall be composed of at least 10 members from MSU 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 MSU-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 that 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 revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

E. MSU-NSA is an entity separate and apart from NSNA and its administration of activities, with NSNA and (state association) exercising no supervision or control over these immediate daily and regular activities. NSNA and (state) have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of (school association) or the members thereof. In the event any legal proceedings are brought against NSNA and (state association), (school association) will indemnify and hold harmless the NSNA and (state association) 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. 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.

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 follow current dues schedule, 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 follow current dues schedule. 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 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.

F. The chapter dues will be \$5 per semester. The dues semester for local membership shall be the 16-week period in each fall and spring semester.

G. Pinning Ceremony Money Requirements

I. NSA funds will be given to Semester 5 students for their pinning ceremony according to the following stipulations:

1. NSA Membership:
 - A. \$25 will be given for each S5 nursing student that has been a dues-paying member of NSA for at least 3 semesters.
 - B. It will be the S5 students' responsibility to keep track of membership and NSA funds eligibility. This information will be cross-referenced with official records of membership.
2. No more than \$300 shall be given to a single class.
3. NSA reserves the final vote on funds allotted to each S5 class.
4. This protocol shall take effect beginning with the Fall 2017 S1 class (S5 Fall 2019). Funds for all previous classes will be dispersed on a case-by-case basis.
5. Each semester, the SNOY and Breakthrough to Nursing director will give a short talk to both S1 and S2 classes to promote NSA as well as inform the students of the pinning ceremony funds policy.
6. The Treasurer shall keep track of all dues paying members.

ARTICLE V. - Board of Directors

Section 1. Composition

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

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. A quorum for the board meetings shall be the president, vice president, three other board members and one faculty advisor.

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

President:

- 1) Shall preside at all meetings of the association, appoint special committees as needed, perform all other duties pertaining to the office and represent this association in all matters to the local state nurses' association (NSAND), the local league of nursing, state nursing association, National State Nurses' Association and other professional and student organizations.
- 2) Shall serve as chairperson of the board of directors.
- 3) Shall oversee the local Nurse Educator of the Year (NEDY) nominee selection.

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 meeting in the absence of the president.
- 3) Shall assist the president as delegated and act as an advisor to the president.
- 4) Shall work on membership in collaboration with the SNOY and Breakthrough to Nursing Director.
- 5) Shall coordinate collection of information for NSAND Convention.
- 6) Shall act as chief parliamentarian at meetings.
- 7) Be responsible for and work in collaboration with the Board of Directors in drafting and revising resolutions and bylaws and shall serve as a contact person to members wishing to make amendments to bylaws and/or draft resolutions. Keep all current resolutions/bylaws on. Make a copy of the current bylaws for the President and Secretary.

Secretary

- 1) Shall record and distribute the minutes of all meetings of this association and as directed by the president within two (2) weeks after the meeting date.
- 2) Shall keep on file as a permanent record all reports, papers, and documents submitted to the secretary from a minimum of two (2) years.
- 3) Shall refer to duly appointed committees the necessary records for the completion of business.
- 4) Shall forward the names, address and contact information of all officers and committee chairpersons after their election or appointment.
- 5) Shall deliver all association papers to the newly elected secretary.
- 6) Shall perform all other duties assigned by the president.

Treasurer

- 1) Shall act as a custodian of organization funds.
- 2) Shall serve as chairperson of budget/ finance committee
- 3) Shall submit financial reports to the membership as directed by the President.
- 4) Shall prepare financial reports submitted at the monthly Board of Directors meeting.
- 5) Shall keep a permanent record of all dues received from members any other income and expenses.
- 6) Shall remit payment of approved debits according to the following:
 - a. Disbursement of funds
 - i. Requests for disbursement of funds shall be made in writing to the Board of Directors.
 - ii. Upon approval the treasurer will issue checks for those approved.
 - iii. No funds will be disbursed without prior approval.
- 7) Shall work in collaboration with Director of Funds and Break through to Nursing Director in fundraising and recruitment efforts.
- 8) Shall prepare University CSO request for funds report.
- 9) Shall provide an annual budget at the first regular meeting of the newly elected Board of Directors.
- 10) Shall perform all other duties as assigned by the President.

Directors of Publicity, Communications and Funds (2)

- 1) Shall oversee website editor
- 2) Shall be responsible for updating bulletin board, MSU NSA Facebook page and Website.
- 3) Shall chair the State Convention Scrapbook committee and be responsible for completion and submission.
- 4) Shall submit association activities to school publications.
- 5) Shall plan and implement fundraising activities in collaboration with the Treasurer and Community Health Director.
- 6) Shall submit to the Treasurer a report of total costs, revenues and profits from each fundraiser following the completion of the fundraising event.

- 7) Shall serve as the contact person to members planning and participating in fundraising events.
- 8) Shall perform all other duties as assigned by the president.

Legislative Education Director

- 1) Shall keep the association informed of relevant issues concerning members.
- 2) Shall maintain contact with NSAND and local legislators regarding issues pertinent to NSNA and act as a liaison between MSU NSA and NSAND.
- 3) Shall maintain contact with MSU Nursing Department leadership regarding pertinent issues.
- 4) Perform all other duties as assigned by the President.

Director of Community Health

- 1) Shall encourage implementation of community health projects and provide a monthly calendar of events.
- 2) Shall serve as the contact person for community health activities.
- 3) Shall actively look for new ideas for community health projects.
- 4) Shall keep a record of each chapter's community health projects.
- 5) Shall communicate with the NSNA Community Health Director.
- 6) Shall perform other duties assigned by the President.

Break Through to Nursing Director

Shall communicate with school counselors in the local area concerning nursing career opportunities.
Act as a liaison and information source for area hospitals and high schools

Section 5. Absences

- A. Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current semester 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 for the following school year shall be held at the final meeting of the spring semester.
- B. All elections shall be by secret ballot.
- C. A plurality vote of the members present 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 VII - MEETINGS

Section 1. Membership Meetings

- A. Meeting dates shall be held on the first Monday of each month at the direction of the President.
- B. Meeting location and time will at the direction of the President.
- 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. 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.
- 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 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 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 members 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 (school 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

- A. **School constituents:**
(School 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.
The (school 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. 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.
 School chapters shall approve the appointment.
 The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA a 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.

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 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 prior to 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 set forth in *Robert's Rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.

ADDENDUM

- Section 1. A new board will take office as currently scheduled in Aug. 2015. This board will only serve a term of one semester and a new board vote will take place Dec. 2015. At that time, a new board will take office and will continue with current traditional 1-year term (Jan.-Dec.).
- Section 2. The position of community health director shall consist of two positions as of 3 December 2018.
- Section 3. The position of Breakthrough to Nursing director shall consist of two positions as of 2 December 2019.
- Section 4. Honor cords will be provided to graduates of the nursing program deemed to be active members of NSA for the course of at least three semesters including at least one meeting and one event per semester.