

# **SNA Bylaws**

Bylaws of the  
Student Nurses' Association of  
Northern Arizona University

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### **Article I: Name**

The name of the organization shall be Student Nurses' Association of Northern Arizona University, hereafter referred to as the SNA of NAU.

### **Article II: Purpose/Function**

It shall be the purpose of the SNA of NAU to:

1. Assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
2. Provide programs representative of fundamental and current professional interest and concerns.
3. Aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in diverse communities.

The function of SNA of NAU shall include the following:

1. To have direct input into standards of nursing education and influence the education process.
2. To influence health care, nursing education and practice through legislative activities as appropriate.
3. To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
4. To represent nursing students to the consumer, to institutions, and other organizations.
5. To promote and encourage student's participation in interdisciplinary activities.
6. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of person's race, color, creed, sex, lifestyle, national origin, age, or economic status.
7. To promote and encourage collaborative relationships with nursing and related health organizations.
8. To initiate changes in color, fabrics, or style of nursing uniforms.

### **Article III: Members**

**Section A:** Membership is open to any enrolled student at Northern Arizona University who may be:

1. Active members:
  1. Students enrolled in the nursing professional educational program at Northern Arizona University leading to licensure as a registered nurse.
  2. Registered nurses enrolled in Northern Arizona University's RN to BSN articulation program.
  3. Active members must attend a minimum of one general meeting per semester until graduation.
  4. Active members shall have all the privileges of membership.
2. Associate members:
  1. Pre-nursing students, including registered nurses, enrolled at Northern Arizona University pre-nursing program designed as preparation for the entrance into the nursing program at Northern Arizona University.

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.

**Section B:** The fiscal year of the SNA of NAU shall be from July 1 to July 1. Dues shall not be required except for students desiring individual membership in the National Student Nurses' Association (NSNA).

#### **Article IV: Voting**

**Section A:** A quorum will be attendance of voting of ten (10) members.

**Section B:** Each member in good standing may vote.

**Section C:** Proxy votes are allowed. The proxy vote must be submitted to the Vice President by the specified voting deadline.

**Section D:** All expenditures of \$200.00 or more must be approved by the voting membership.

**Section E:** Legislation, bills, proposals, position statements, etc. must also be approved by the voting membership. A majority vote is needed for approval to take place. The method of voting shall be decided by the membership.

**Section F:** The President has the right to veto any vote made by the membership. A two-thirds (2/3) vote by the membership is needed to override said veto.

#### **Article V: Officers**

**Section A:** The SNA of NAU shall have a President, Vice President, Secretary, Treasurer, \*Newsletter Editor, \*Historian, and a Faculty Advisor.

**Section B:** Additional positions of Members at Large may be filled by the voting process.

**Section C:** All officers must be members of the SNA of NAU and the National Student Nurses' Association (NSNA).

**Section D:** All officers must be currently enrolled students at Northern Arizona University in the nursing program and must be registered for a minimum of seven (7) credit hours.

**Section E:** The term of President, Secretary, Treasurer, Historian, and Members at Large shall be from \*April to April, prior to Reading Week and/or Finals week.

**Section F:** The term of Vice President is from April to April for 2 years, assuming the office of President from April to April the second year.

**Section G:** Election of officers shall be held annually in \*April, and the new officers will assume office at the time of election. At least two (2) weeks notice shall be given before the election meeting. Nominations shall be initiated from the floor or ballot. Elections will be done by ballot. The person receiving the majority vote will be elected.

**Section H:** To promote representation from each class, the officers may be enrolled in different semesters of the nursing program.

**Section H:** Any officer may be removed from office in the SNA of NAU by two-thirds (2/3) vote of membership. A written notice of charges must be presented to said officer prior to a vote of the membership. An opportunity must be provided to the officer for rebuttal of said charges. Any officer removed may appeal to the membership. Said officer shall be considered reinstated with two-thirds (2/3) approval of the members of the SNA of NAU.

**Section I:** Resigning officers must submit a written resignation letter to the Executive Board for approval. The President will then appoint a member in good standing to replace the resigning official with the approval of the Executive Board.

#### **Article VI: Duties of Officers**

##### **Section A: President**

The President shall:

1. Serve as the Chief Executive officer of the SNA of NAU and preside at all meetings of the association;
2. Coordinate all committee activity and appoint all committee chairs with the approval of the Executive Board of SNA of NAU;
3. Prepare agendas for all Executive Board meetings \*and association meetings and provide these agendas to the Secretary prior to the meeting(s) of SNA of NAU.
4. Direct the budget to the SNA of NAU with the approval of the Executive Board;
5. Be ex-officio member of all committees except the nominating and election committee;
6. \*Work with Student Life and ASNAU;
7. \*Act as a contact person for the National Student Nurses' Association (NSNA) and the Student Nurses' Association of Arizona (SNAAz).

### **Section B: Vice President**

The Vice President shall:

1. Serve as the parliamentarian for the SNA of NAU;
2. Assume the duties of the President should the office become vacant or in the absence of the President;
3. Assume the duties of President after serving one year in the Vice President position
4. Maintain the Constitution and its Bylaws and keep them current;
5. \*Share the responsibility for responding to SNA of NAU emails.

### **Section C: Secretary**

The Secretary shall:

1. Be responsible for keeping minutes of all meetings and the meetings of the Executive Board;
2. Provide a copy of the minutes for each officer, \*for the association at the next meeting, and for the SNA of NAU file, and websites;
3. Maintain a complete and accurate account and file of all SNA of NAU activities;
4. \*Be responsible for posting notices of upcoming meetings or events;
5. \*Writes in collaboration with the Executive Board all correspondence between the association and other groups and/or individuals
6. Share responsibility for responding to SNA emails

### **Section D: Treasurer**

The Treasurer shall:

1. Make a monthly report containing a list of all receipts and disbursements and the location of property represented in the figures;
2. Present financial information/bank summary to the general members at each general meeting;
3. Maintain a current record of all financial transactions of SNA of NAU;
4. Maintain a budget and a permanent record to be kept in the file of SNA of NAU;
5. Serve as the fundraising committee chair, and share responsibility for the setting up of fundraising activities;
6. \*Reimburses members/officers with a receipt or some evidence of purchase for approved SNA of NAU activities
7. Maintains SNA of NAU checkbook, deposits, cash and checks in a safe manner.

### **Section E: \*Historian**

The Historian shall:

1. Be responsible for taking pictures, collecting brochures, flyers, and evidence of various SNA activities.
2. Maintain a record of SNA of NAU activities for the members and SNA Advisor (newspaper clippings, photos, website, etc.)

## **Section F: Advisor**

The Advisor shall:

1. Assist the group in their execution of roles and responsibilities;
2. Provide feedback to the organization regarding its operation and functioning;
3. Serve as resource for alternatives with regards to decision making of ideas;
4. Be aware of any and all procedures and regulations affecting the group and assist the organization in adhering to them;
5. Provide advice upon request and share knowledge, expertise, and experience with the group;
6. Be a non-voting member of the Executive Committee, but should attend the meetings of the organization.
7. Assist the Executive Board members in maintaining records for NAU SON accreditation.

## **Section G: Delegate**

It shall be the responsibility of the Executive Board to maintain one delegate at all ASNAU meetings that are required in order to be eligible to receive the allotted money from ASNAU. A delegate may be invited to attend Nursing Faculty meetings.

## **Article VII: Committees**

**Section A:** The Nomination and Election committee chair shall be a general member of SNA of NAU not currently an Executive officer and will not be eligible to run for office. The Nomination and Election committee chair shall be appointed approximately one month prior to elections by the Executive Board.

**Section B:** The Nomination and Election committee will collect and confirm ballots, administer elections, count ballots, and present the results to the general membership immediately after the election.

**Section C:** The Program committee shall be chaired by the President or Vice President of SNA of NAU. The committee shall be responsible for planning events for general membership meetings and other SNA of NAU activities such as community services and social events.

**Section D:** The Fundraising committee shall be chaired by the Treasurer of SNA of NAU. The committee shall be responsible for organizing and directing fundraising activities to keep a minimum balance of \$200.00.

**Section E:** The committee chairs will take volunteers or appoint committee members as necessary.

**Section F:** Additional committees will be established by the membership and Executive Board as deemed necessary to carry on the work of the association.

## **Article VIII: Meetings**

**Section A:** General membership meetings shall be held monthly.

**Section B:** At least seven (7) days notice shall be given for each general membership meeting of the organization.

**Section C:** Special or emergency meetings may be called with less than three (3) days notice by the Executive Board.

**Section D:** The meetings shall include a quorum, order of business, and disposition of minutes.

\* Subject to change, or omitted