University of Louisiana at Lafayette LHC Group– Myers School of Nursing

Student Nurses' Association Bylaws

Article I UL Student Nurses' Association

Section I

1. The name of this organization shall be the UL Student Nurses' Association (ULSNA).

Article II Purpose and Function

Section II

1. The purpose of UL Student Nurses' Association
   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, including his/her professional role and his/her responsibility for health care of people in all walks of life.
2. The function UL Student Nurses' Association
   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. Refuse to engage in, or condone, discrimination on the basis of a person's race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.
   g. To promote and encourage collaborative relationships with nursing and health related organizations.

Article III MEMBERS

Section III

1. School Constituents
    a. School constituent membership is composed of active members who are members of the National Student Nurses Association (NSNA) and the Louisiana Association of Student Nurses (LASN).
    b. UL Student Nurses' Association (ULSNA) shall be composed of at least 10 members from the University of Louisiana at Lafayette or the total school enrollment if less than 10. There shall be only one chapter on this school campus.
    c. This organization will adhere to all policies and regulations of the University of Louisiana at Lafayette and the University of Louisiana System.
2. Constituent Associations: Any school chapter or state association whose membership is composed of active or associate NSNA members and who has submitted the OfficialApplication 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.
    a. The online application must be submitted annually before the Annual Convention, and delegate credentialing process for the Annual House of Delegates meeting. For school and state associations unable to send representatives to the Annual House of Delegates meeting, the application may be submitted online no later than 10 business days after the close of the House of Delegates meeting of the same year.
    b. Recognized Constituents shall be composed of at least 10 members. 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.
    c. A state association shall be composed of at least two school chapters in any state, or only one school chapter if there is only one nursing school in the state. There shall be only one state association in any state. School chapters shall belong to their state association when one exists. The term "state" in these bylaws shall be understood to apply equally to any state in the United States of America, to the District of Columbia, or to any territory, possession, or dependency of the United States of America.
    d. For yearly recognition as a constituent, an officer of the ULSNA 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.

e. 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.

f. ULSNA is an entity separate and apart from NSNA in their administration of activities, with NSNA and LASN exercising no supervision or control over these immediate daily and regular activities. NSNA and LASN have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of ULSNA or the members thereof. In the event any legal proceedings are brought against NSNA and LASN, ULSNA will indemnify and hold harmless the NSNA and LASN from any liability.

2. Categories of Constituent Membership

a. Members of the constituent associations shall be:

i. 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.

ii. 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.

2. Active, associate and individual membership shall be renewable annually. Active, associate and individual 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. Sustaining membership shall be renewable annually.

iii. Associate members:

1. Prenursing 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

3. Active Membership

a. To remain active, each member shall attend at least 2/3 meetings each semester, and must achieve at least 1 community service point by the last day of the semester.

b. If a member does not attend 2/3 meetings and/or achieve 1 community service point by the last day of the semester, that member forfeits half of all earned points and will start over at that point total the following semester unless extenuating circumstances exist as determined by the Faculty Advisors.

c. If an active member chooses to be inactive for less than a year (e.g. sitting out a semester, financial difficulties, etc.), an email of intent must be sent to the organization. If a member does not renew their membership after one year of the date of letter of intent they will be officially removed from the club's roster and total points will be cut in half. The letter of intent needs to be sent within the two-week enrollment period at the beginning of the semester.

d. To remain active, each member shall complete the annual University-required Hazing Prevention training.

e. If a member does not complete the required Hazing Prevention training by the assigned due date, that member forfeits half of all earned points and will start over at that point total the following semester unless extenuating circumstances exist as determined by the Faculty Advisors.

f. Specifically, this organization will adhere to all policies and regulations set forth by the University of Louisiana at Lafayette, University of Louisiana System, and State legislature regarding Hazing. The policy regarding Hazing can be found here.

g. Activities that result in undue physical stress or any subtle or covert technique that will impair, make captive, or destroy an individual's freedom or thought will not be tolerated.

4. Community Service Participation

a. To achieve 1 community service point by the last day of the semester, each member shall attend a community service event for 2 or more hours.

b. If a member withdraws from a community service event 3 days prior to the scheduled event, the member's total points for the semester will be cut in half.

c. All fund raising activities shall be carried out in accordance with the rules and policies of the Office of Student Engagement and Leadership.

5. Public Representation

a. Members shall not wear ULSNA affiliated attire or paraphernalia while participating in alcohol consumption, tobacco use, or any other inappropriate behavior.

6. Graduation Representation
    a. In order to wear the officer graduation cord, a graduating senior must have served as a ULSNA/State/National officer and fulfilled the duties of that officer position for at least one full term or academic year.
    b. In order to wear the member graduation cord, a graduating senior must have earned a minimum of 10 community points by the time of graduation and have been a paid member for at least two years. Graduating seniors must be active, paid members during their graduating semester to receive their membership graduation cord.

Article IV DUES

Section IV

1. Dues
    a. The annual LASN and NSNA dues for active and associate members shall be $35 per member, plus $15 school dues, payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months.
    b. The annual LASN and NSNA dues for active, associate and individual members joining for two years shall be $70 per member, and $20 school dues, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
    c. Annual renewal of LASN and NSNA dues shall be $40 per member, plus $15 school dues, payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months.
    d. The NSNA Board of Directors and ULSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.
    e. National, state, and school dues shall be payable directly to UL Student Nurses' Association. ULSNA shall remit combined national and state dues 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.
    f. Any member who fails to pay current dues shall forfeit all privileges of membership.
    g. Membership dues renewal will be due one week after the first meeting of the semester in which the membership is set to expire.

Article V Board of Directors

Section V

1. Composition
    a. The Board of Directors will consist of: President, Vice President, Secretary, Treasurer, Community Chair, Parliamentarian, Marketing Chair, Historian, and Membership Chair.

2. Responsibilities
    a. The Board of Directors shall be responsible for:
        i. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting
        ii. Filling vacancies in any office by two-thirds majority vote of Board of Directors, except the office of President.
        iii. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.
        iv. It is mandatory for board members to attend to regularly scheduled membership meetings, with the exception of extenuating circumstances. If a board member or a member nominated for the upcoming semester knows in advance they cannot attend said meetings, then it is deemed they cannot fulfill the duties of the position. As a result, their position can be terminated, as per Section 5.05.
        v. A one year term in office. Any individual that feels as if they cannot fulfill the duties of their position or that they need to resign for personal reasons, must submit a written letter of resignation to the Board of Directors.

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

4. Duties of the Board of Directors shall consist of:
    a. President
        i. 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 Louisiana State Nurses Association – District Four, the local league for nursing, Louisiana Association of Student Nurses, National Student Nurses' Association, and other professional and student organizations.
        ii. Shall serve as chairperson of the Board of Directors

b. Vice President
    i. Shall assume responsibility of the office of President, in the event of a vacancy occurring in the office, until the next regular election.
    ii. Shall preside at meetings in the absence of the President.
    iii. Shall assist the President as delegated and act as advisor to the President.
    iv. Shall chair the designated fundraiser for the semester. Shall also appoint and chair the fundraising committee.
c. Secretary
    i. Shall record and distribute the minutes of all meetings of this association as directed by the President.
    ii. Shall keep on file as a permanent record all reports, papers and documents submitted to the Secretary.
    iii. Refer to dully appointed committees the necessary records for the completion of business.
    iv. Forward minutes to the Louisiana Association of Student Nurses Board of Directors, as well as, the names and addresses of all officers and committee chairpersons after their election or appointment.
    v. Deliver to the newly elected Secretary all association papers.
d. Treasurer
    i. Shall serve as chairperson of the budget/finance committee.
    ii. Submit financial reports to the membership as directed by President.
    iii. Prepare financial reports submitted at the monthly Board of Directors Meeting.
    iv. Money shall be deposited each week.
    v. Remit payment for approved debits according to the following:
        1. Disbursement of Funds
            a. Requests for disbursement of funds shall be made in writing to the Board of Directors.
            b. Upon approval the treasurer will issue checks for those requests approved.
            c. No funds will be disbursed without prior approval.
e. Community Chair

i. Plans and organizes community activities and serves as our official contact to community liaisons.

ii. Be accountable to the membership for notification of pending student activities, or delegate another member of the Board of Directors, if the community chair is excusably absent.

f. Parliamentarian

i. Advise the presiding officer in responding to points of order and parliamentary inquiries and generally to provide advice on conducting the meeting according to the rules.

ii. Shall be responsible for calling the meeting to order, and adjourning the meeting.

iii. Shall record and maintain all points received by each member as per Article III.

g. Marketing Chair

i. Shall be in charge of establishing a design, ordering, and distributing the semester t-shirt.

ii. Shall assist the Vice-President with semester fundraiser and any other marketing activities as needed.

iii. Shall chair the marketing committee.

h. Historian

i. Shall be in charge of documenting all meetings and events.

ii. Shall be responsible for updating organizational bulletin board as the board approves events.

iii. Documentation shall be defined as photographs, scrap booking, fliers and any other needs as defined by the board.

i. Membership Chair

i. Shall be responsible for collecting and sending membership forms and money to National Student Nurses Association.

ii. Shall keep a permanent record of all dues received from members.

iii. Shall obtain a monthly record from NSNA of all active members.

iv. Shall work in partnership with Secretary to keep record of active members.

j. Breakthrough to Nursing Director

i. Shall Chair the Breakthrough to Nursing Committee.

ii. Shall appoint Breakthrough to Nursing Committee Members each semester.

iii. Shall utilize the NSNA-BTN guidelines to aid in duties of office.

5. Absences

a. Members of the Board of Directors who have missed more than two regularly scheduled membership 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. 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 VI

1. Election of Board of Directors

a. At the first general business meeting of the current semester, the Board of Directors shall announce the positions whose term will end at the close of the semester. Elections for these positions will be held in the current semester. The officers elected will begin their term in the following semester.

b. At the second general business meeting of the semester, nominations will be accepted from the floor.

c. All nominees must:

i. Be an actively enrolled member of ULSNA for at least 1 semester.

ii. Have attended at least 50% of the meetings held the current and/or previous semester.

iii. Have earned at least 1 community point from previous semester.

iv. Submit a report of their eligibility for the position to the Board of Directors before the election.

v. Be present to accept the nomination.

d. Elections shall be held at the third general business meeting of the current semester.

i. All elections shall be by secret ballot.

ii. A plurality vote of the members actively enrolled, present, and entitled to vote and voting shall constitute an official election.

iii. In the event of a tie, a revote shall be held.

iv. Nominees must be present to be elected and may give a short speech to the members before the vote.

e. All officer positions shall be up for election every spring semester. Those elected in the spring will serve on the board for the following fall and spring semesters.

f. If an officer position becomes available at the end of a fall semester due to an officer graduating, that position shall be up for election.

g. If a member is elected for an officer position in the fall semester, they shall only serve for the following spring semester. If the elected member wishes to continue as an officer, they shall be reelected in the spring for the following two semesters.

Article VII MEETINGS

Section VII

1. Membership Meetings
   a. Meeting dates shall be set by a plurality vote of members of the Board of Directors.
   b. Meeting location and time will be voted on and approved by a plurality vote of members present and voting at each previous meeting.
   c. The President shall have the authority to convene a special meeting as is deemed necessary and shall notify the general membership of such meeting, location, and time.

Article VIII COMMITTEES

Section VIII

1. Breakthrough to Nursing Committee
    a. Shall be composed of a Chairman (Breakthrough to Nursing Director), 2-3 ULSNA members, and a faculty representative.
    b. Shall implement service projects that promote the development of skills needed to be responsible, accountable members of the nursing profession who respect the differences and similarities between people, advocates high quality care, utilizing the principles of transcultural nursing, and facilitates the development of peer support systems, which enhance recruitment and retention within the nursing profession.
    c. Shall submit service projects to National and State conventions once per year.

2. 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.
    c. The Vice President shall chair the fundraising committee, and the Vice President shall appoint each member. The committee should consist of 4-5 active members. This committee is responsible for the planning and implementation of all fundraisers.
    d. The Marketing Chair shall chair the marketing committee, and the Marketing Chair shall appoint each member. The committee should consist of 4-5 active members. The committee is responsible for the selling of merchandise, keeping inventory of merchandise, and advertising community events and fundraisers.

3. 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 it to the general membership.

Article IX DELEGATES

Section IX

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.

2. Qualification and Appointment

a. Any member who is active in UL Student Nurses 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.

3. Delegate Representation

a. School constituents:

i. The UL Student Nurses' 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.

ii. The UL Student Nurses' 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:

1. Selection and/or election by members of the school chapter according to chapter bylaws; or

2. 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 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.

iii. 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.

b. State Constituents:

i. Each state constituent shall be entitled to one voting delegate and alternate. This delegate shall be the state president. If the state president cannot serve, a designated representative and alternative shall be elected at a state meeting or by the state Board of Directors

Article X AMENDMENTS

Section X

1. 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.

2. Any major amendments shall be submitted to the UL Lafayette Organizations Committee for final approval.

Article XI PARLIAMENTARY AUTHORITY

Section XI

1. 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 XII HANDLING OF MONEY

Section XII

1. The Treasurer shall be in charge of collecting and handling all monetary transactions.
2. A receipt shall be written for every collection of money, when the collection is made.