

UNIVERSITY OF WEST GEORGIA STUDENT NURSES ASSOCIATION  
BY-LAWS

ARTICLE I

NAME

The name of this organization shall be the Student Nurses Association at University of West Georgia (SNA@UWG), a constituent of the Georgia Association of Nursing Students and the National Student Nurses Association, Inc.

ARTICLE II

PURPOSE AND FUNCTION

SECTION 1. The Purpose of SNA@UWG

- 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, and his/her responsibility for health care of people in all walks of life.
- D. To foster fellowship, unity and camaraderie amongst nursing students at UWG.
- E. To serve the community at large.
- F. To provide leadership development opportunities for the future leaders in nursing.
- G. To provide a channel for nursing student advocacy to the nursing faculty and other campus organizations.
- H. To serve as a gateway to nursing responsibilities in a professional organization in association with state and national student nurse associations.
- I. To provide beneficial programs, offerings and activities representative of fundamental interests and concerns to nursing students.
- J. To foster the development of the professional nurse and their responsibility for health care of people in all walks of life.

SECTION 2. The Functions of SNA@UWG

- A. To have a direct input into standards of nursing education and influence the education process via connection with the NSNA.
- 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, institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To refuse to engage in or condone discrimination on the basis of 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 Constituency

- A. School constituent membership is composed of active or associate members of NSNA and SNA@UWG.
- B. The SNA @UWG chapter shall be composed of at least 10 members from the University of West Georgia or the total school enrollment if less than 10. There shall be one school chapter.
- C. For yearly recognition as a constituent, an officer of SNA @UWG shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and function, membership, dues, and representation.

SECTION 2. Membership

*Active Members*

- A. Students enrolled in the University of West Georgia's Nursing Programs.
- B. Active members shall have all the privileges of membership.

*Associate Members*

- A. Students enrolled in the University of West Georgia with Nursing as a major or an interest in the profession of nursing.
- B. Associate members shall have all the privileges of membership except the right to hold office as president or vice president at the chapter, state, and national levels.

*All Members*

Active and associate SNA @UWG 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 the nursing program.

ARTICLE IV

DUES

NSNA offers active and associate memberships for 12 or 24-month periods. Dues should be submitted directly to NSNA. Information regarding rates and payment methods may be obtained from the NSNA website (NSNA.org). There are no chapter dues. NSNA shall remit to each state constituent the dues received on behalf of the constituent. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE V

OFFICERS AND DIRECTORS

SECTION I. Executive Board

The Executive Board shall consist of the elected officers and elected directors.

SECTION 2. Officers and Directors of SNA@UWG (Executive Board)

- A. President
- B. Vice President
- C. Secretary

- D. Treasurer
- E. Directors
  - 1. Breakthrough to Nursing
  - 2. Legislative/Education
  - 3. Community Service
  - 4. Public Relations

### SECTION 3. Eligibility

- A. All officers must be members of NSNA.
- B. President and Vice President must meet requirements of Article III Section 2 *Active Members*.
- C. All other officers must meet requirements of Article III Section 2 *Active Members* or *Associate Members*.
- D. No member shall be elected to more than one position at a time.

### SECTION 4. Term of Office

The term of office shall be one year.

### SECTION 5. Duties of Officers

- A. The President shall:
  - 1. Serve as the principal officer of the association, schedule and preside at all meetings of the association, and serve as Chairman of the Executive Board.
  - 2. Be responsible for seeing that the actions of the Executive Board are carried into effect and for reporting to the membership the conduct of the affairs of the association including compliance with these bylaws.
  - 3. Appoint committees and their chairpersons, subject to the approval of the Executive Board, and make other appointments as necessary.
  - 4. Serve as ex-officio (non-voting) member of all committees.

5. Represent SNA@UWG in matters relating to the association and perform other duties pertaining to the office [including participation in the Council on Student Leadership (COSL) or designation of proxy].
6. Have such powers and perform such other duties as may be assigned by the Executive Board.
7. Register SNA@UWG as an official organization with the University of West Georgia annually within one month of the first day of fall classes.
8. Ensure that state and national constituency documentation is current, complete and filed by the stated deadlines (within 10 days after the state and national conventions respectively).
9. Facilitate the succeeding officer's transition into the role of chapter president.

B. The Vice President shall:

1. Assume the duties of the President in the absence or disability of the President.
2. Preside at all meetings in the absence of the president.
3. Accede to the office of President in case of a vacancy of the office.
4. Assist with planning and execution of all major events.
5. Serve as historian and take photos at SNA@UWG activities and events.
6. Ensure that SNA@UWG electronic sites are updated regularly by maintaining communication with the webmaster.
7. Provide information and orientation to facilitate the succeeding officer's transition into the role of chapter vice president.
8. Perform other duties as assigned by the President.

C. The Secretary shall:

1. Prepare the minutes of all meetings and post a copy for each member and advisor of the chapter to view within one (1) week

after the meeting.

2. Write all letters that bear the organization's signature, with the exception of the Financial Report.
3. Hold key to campus PO Box and check for mail monthly.
4. Maintain a master record of organization's activities including reports, documents, and minutes.
5. Forward minutes to the state nursing association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
6. Deliver to the newly elected Secretary all association records (including electronic) and campus PO Box key.
7. Receive all written reports and make reports available to current and incoming officers and committee chairpersons.
8. Be responsible for maintenance of the department bulletin board.
9. Facilitate succeeding officer's transition into the role of secretary.
10. Perform other duties as assigned by the President.

D. The Treasurer shall:

1. Act as custodian of the organization's funds.
2. Be charged with the responsibility of maintaining the organization's account and keeping accurate records of the organization's finances.
3. Give a financial report of all receipts, expenditures, and outstanding bills at all meetings.
4. Deposit and withdraw money from the organization as directed by the Executive Board.

*Disbursement of Funds*

- Requests for disbursement of funds shall be made in writing to the Executive Board.

- The Executive Board must vote to approve disbursements of all funds in writing as evidenced by the Executive Board Meeting Minutes.
  - Disbursements may occur before or after the actual expenditure as needed providing requirements are met.
  - Approval of advisor must be received prior to disbursement of funds.
  - The treasurer will issue checks for approved requests.
5. Review the current monthly bank statement with the advisor.
  6. Transfers all financial information to newly elected treasurer.
  7. Perform and serve as chairperson of the Finance Committee and the Fundraising Committee when such committees are established by the Executive Board.
  8. Deliver to the newly elected Treasurer all financial reports, status of funds and work to establish a checking account for distribution of funds that utilizes two separate authorized signatures for negotiation of authorized checks.
  9. Submit any and all documentation related to the financial matters of this organization so that an annual independent audit of the financial records may be performed when requested. The independent auditor shall be chosen by a 2/3 vote of the Executive Board.
  10. Be responsible for drafting and proposing a fiscal year budget (July-June) as directed by the Board of Directors.
  11. Perform all other duties as assigned by the President.

E. The Directors shall:

1. Facilitate succeeding transition into their respective roles (which may include maintaining a list of resources that will aid in future planning and functions).
2. Perform all other duties as assigned by the Board of Directors.

F. The Director of Breakthrough to Nursing shall:

1. Serve as a resource person to provide information on membership recruitment and retention.
2. Discuss current membership recruitment/retention projects sponsored by NSNA to the membership.
3. Devise, with Executive Board approval, membership recruitment and retention projects for students in the UWG Nursing Programs and those with nursing as their major.
4. Conduct other membership recruitment and retention activities as directed by the Executive Board.
5. Ensure a current membership list as well as current contact information is maintained with advisor assistance.
6. Perform all other duties as assigned by the Executive Board.

G. The Director of Legislative/Education Affairs shall:

1. Identify 2 or 3 areas of legislative policy and regulation important to nursing and healthcare. Set a goal for each and identify a theme for the year.
2. Explore award opportunities sponsored by NSNA and the state association.
3. Publicize legislation or education activities by providing news items for school and state newsletters, web sites or School of Nursing Bulletin board and other communication sites.
4. Plan educational activities related to legislation education for students, faculty, and the community at large.
5. Communicate with national and state legislation chairs.
6. Collaborate with other campus groups and community groups that are working on the same or similar issues.
7. Consider writing a resolution to take to the state and/or national conventions.
8. Serve as a representative of/liaison to the Student Government Association of UWG.
9. Perform all other duties as assigned by the Executive Board.



- H. The Director of Public Relations shall:
  - 1. Arrange for publication and distribution of advertising materials for the organization's sponsored events and meetings (i.e. Career Fair).
  - 2. Gather a network of career contacts utilizing past resources as well as student and faculty suggestions.
  - 3. Coordinate the annual Career Fair and all associated activities when applicable; evaluate as needed.
  - 4. Perform all other duties as assigned by the Executive Board.
  
- I. The Director of Community Service shall:
  - 1. Submit suggestions for community service projects to the Executive Board and keep them informed of progress on adopted projects.
  - 2. Work to develop or participate in local, statewide, national, or international projects.
  - 3. Coordinate an annual chapter community project.
  - 4. Provide a report to the Executive Board at each meeting.
  - 5. Perform all other duties as assigned by the Executive Board.

SECTION 6. Vacancies

- A. All vacancies on the Executive Board, except the President, may be filled or responsibilities assumed by the Executive Board as deemed necessary.
- B. The candidates for a vacant office must meet all eligibility requirements.
- C. If a vacancy is filled, it shall require a 2/3 vote of the Executive Board.
- D. Any resignation from a position on the Executive Board shall be in writing and shall be effective immediately upon receipt. Resignations shall be tendered to the President. If the President resigns, he/she must tender the resignation to the Vice President.

ARTICLE VI

COMMITTEES (To be formed as needed)

SECTION 1. Nominations and Election Committee

- A. The Nominations and Election Committee shall be composed of four active or associate members appointed by the President with the approval of the Executive Board. The Chairperson shall be established by the committee.
- B. A Nominating and Election Committee member who is nominated as a candidate for an office or director shall resign from the committee.
- C. The Nominations and Election Committee shall receive names of proposed candidates submitted in writing. All applications must be received 1 week prior to the election.
- D. The committee will be responsible for verifying the membership and other credentials of each nominee.
- E. The committee will be responsible for obtaining a signed consent (willingness to serve) form from each candidate before completing the ballot.
- F. The committee shall prepare a ballot with candidates for the officers and directors. The ballot shall be submitted to the advisor to prepare and administer an electronic survey in CourseDen to members on the SNA@UWG website.

SECTION 2. Voting Procedures

- A. Voting will be done via an electronic survey in CourseDen which will be anonymous to the student membership.
- B. A plurality vote shall elect. If a tie results, a runoff election using electronic survey shall occur.
- C. The committee shall set specific dates for nominations, elections and instatement. Elections shall be held prior to the last day of the fall semester. The newly elected officers shall be instated shortly thereafter.

SECTION 3. Fundraising Committee

- A. The Fundraising Committee shall be composed of the treasurer and 3 other members appointed by the Executive Board.
- B. The treasurer will serve as the chairperson of this committee.
- C. The Fundraising Committee will sponsor a minimum of 2 fundraisers each year.
- D. The type of fundraising activities and the beneficiaries of the activities will be determined by the committee and then will be presented to the Executive Board for voting.

#### SECTION 4. Additional Committee Information

The Executive Board, at its discretion, shall establish committees deemed necessary to carry on the work of the association and determine the functions, terms and memberships of the committees (such as Fundraising and Elections).

### ARTICLE VII

#### FACULTY ADVISORS

##### SECTION 1. Faculty Advisors: Number and Term

- A. There shall be up to three faculty advisors. The advisors shall be appointed by the Dean of the School of Nursing.
- B. All advisors shall be a member of a professional nursing organization such as Georgia Nurses Association.

##### SECTION 2. Duties and Responsibilities

- A. Serve as resource persons consulting with the Executive Board and any committees.
- B. Attend SNA@UWG Meetings.
- C. Serve as a liaison between SNA@UWG and the UWG School of Nursing.
- D. Shall be familiar with *Roberts Rules of Order New Revised*, current edition and serve as a mediator at all Executive Board and general meetings.
- E. Receive current chapter bank statement and review with treasurer at meetings.

ARTICLE VIII

AMENDMENTS

These by-laws may be amended by 2/3 vote of members via CourseDen electronic survey provided one (1) week notice shall have been given.

ARTICLE IX

PARLIAMENTARY AUTHORITY

All meetings of the organization shall be conducted according to parliamentary laws set forth in *Roberts Rules of Order New Revised, current edition*.

ARTICLE X

MEETINGS

SECTION 1. Scheduled Meetings

- A. The Executive Board will meet a minimum of twice per semester to conduct organizational business.
- B. The President shall determine the dates and locations of Executive Board meetings in consultation with the faculty advisor(s).
- C. Voting shall require a quorum. A quorum shall be the majority of the members of the Executive Board including the president or vice president, with at least one faculty advisor present.
- D. The President shall also schedule a minimum of one General Membership meeting per semester in consultation with the faculty advisor.

SECTION 2. Absences and Negligence

- A. Members of the Executive Board who have missed more than two regularly scheduled meetings of any current term year without prior notification to the President and who offer no valid reason for such absences may be removed from office by a quorum vote.
- B. An officer can be removed from office if negligent of these bylaws.

1. The officer will be notified of their negligence and given a one month or one meeting probationary opportunity to improve the undesirable behavior.
2. At the end of the probationary period the Executive Board will vote to retain or remove the individual from office by a quorum vote.

## ARTICLE XI

### REPRESENTATION TO THE GANS BOARD OF DIRECTORS

#### SECTION 1. Eligibility

- A. An SNA@UWG member holding an elected position on the GANS Board of Directors (In the event there are multiple SNA@UWG members holding elected positions on the GANS Board of Directors the SNA@UWG Executive Board will appoint one representative at their first business meeting following the GANS elections).
- B. In the event that a SNA@UWG member is not serving on the GANS Board of Directors, the SNA@UWG Executive Board may appoint a member of the SNA@UWG Executive Board to serve as representative to the GANS Board.

#### SECTION 2. Roles and Responsibilities (if position filled)

- A. An SNA@UWG member elected to the GANS Board of Directors
  - 1) will assist and advise the SNA@UWG Board of Directors;
  - 2) is a voting member of the SNA@UWG Executive Board and is required to attend or send proxy to all SNA@UWG meetings; and
  - 3) will keep their school informed about the activities of the GANS Board of Directors.
- B. An SNA@UWG Executive Board Member serving as GANS representative
  - 1) will assist and advise the GANS Board of Directors;
  - 2) is a voting member of the GANS Board of Directors and required to attend or send proxy to all GANS meetings; and
  - 3) will keep their school chapter informed about the activities of the GANS Board of Directors.