

**STUDENT NURSES ORGANIZATION AT THE UNIVERSITY OF DELAWARE**  
**Bylaws**

**Organized April 19, 1977**  
**Amended November 15, 2003**

**ARTICLE I – NAME OF ORGANIZATION**

Section 1. The name of this organization shall be the Student Nurses Organization at the University of Delaware.

**ARTICLE II – purpose of function**

**Section 1. Purpose**

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care;
- B. To provide programs representative of fundamental and current professional interests and concerns, and
- C. To aid in the development of the whole person, and his/her professional role, and his/her responsibility for the 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 improved 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 person's race, color, creed, sex, age, lifestyle, national origin, or economic status;
- G. To promote and encourage collaborative relationships with the Delaware Student Nurses Organization, the National Student Nurses Organization, as well as the other nursing and related health organizations.

**Article III - MEMBERS**

**Section 1. School Constituent**

- A. School constituent membership is composed of active or associate members who are of the NSNA and the state association when one exists.
- B. SNO shall be composed of at least 10 members from the University of Delaware 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 SNO 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 revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

f) SNO is an entity separate and apart from NSNA in their administration of activities, with NSNA and DSNA exercising no supervision or control over these immediate daily and regular activities. NSNA and DSNA have no liability for any loss, damages, or injuries sustained by third parties as result of the negligence or acts of school chapters or state associations, or the members thereof. In the event any legal proceeding is brought against NSNA and DSNA as result of such acts of omission or commission by a school chapter or state association, said school chapter or state association will indemnify and hold harmless the NSNA 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 to a baccalaureate degree with a major in nursing.
3. Active members shall have all the privileges of membership.

### **B. Associate members:**

1. Prenursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into 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.

### **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 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**

A. The annual NSNA dues for active and associate members shall be \$30 per member, plus \$5 state dues, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.

B. The annual NSNA dues for active and associate members joining for two years shall be \$50 per member, plus \$10 state dues payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.

C. SNO 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 in 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.

## **Article V – BOARD OF DIRECTORS**

### **Section 1. Composition**

A. The Board of Directors will consist of: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

### **Section 2. Responsibilities**

A. The Board of Directors shall be responsible for:

1. Transacting business of SNO between membership meetings 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
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:**

#### **A. President**

1. Shall preside at all meetings of the organization, appoint special committee as needed, perform all other duties pertaining to the office and representation of SNO in all matters to DNA, the local league for nursing, DSNA, NSNA, and other professional and student organizations.
2. Shall serve as chairpersons of the Board of Directors.
3. Serve as ex-officio member of all committees except the nominating and elections committee.
4. Have such other powers and perform such other duties as may be assigned by the Board of Directors.

#### **B. Vice President**

1. Shall assume responsibility of the office of President in the absence or disability of the president,
2. Shall preside at all meetings in the absence of the President
3. Accede to the office of president in case of vacancy in the office until the next regular election.
4. Shall assist the President as delegated and act as advisor to the President.
5. The vice president shall be responsible for review and recommendations for change in bylaws.
6. Perform other duties as assigned by the president.

#### **C. Recording secretary**

1. Record the minutes of all meetings of the board of directors and of SNO and get them out to all of the nursing students via e-mail or otherwise, as directed by the President.

2. Review the minutes of all meetings of SNO and board of directors and insure accuracy prior to distribution to the nursing students.
3. Keep on file as a permanent record all reports, papers, and documents submitted to the Secretary.
4. Refer to duly appointed committees the necessary records for the completion of business.
5. Sign with the president such organization papers as come into their executive and administrative sphere.
6. Keep a register of all members
7. Annually compile a chapter of current activities and accomplishments of the SNO to be added to the history of this organization.
8. Serve as an ex-officio member of the publicity committee.
9. Review the policies and be responsible for recommendations of policy changes.
10. Perform other duties as assigned by the president

**D. Corresponding secretary**

1. Keep on file a register of the all the names and addresses of all members of this organization.
2. Serve as ex-officio member of the membership committee.
3. Notify all members of the time and place of meetings of the organization.
4. Conduct general correspondence of the organization as requested by the president of the organization.
5. Send to the headquarters of the NSNA, Inc., the names and addresses of all officers and committee chairmen of the association immediately after their election or appointment.
6. Perform other duties as assigned by the president.

**E. Treasurer**

1. Shall serve as chairperson of the budget committee.
2. Submit financial reports to the membership as directed by the President.
3. Prepare financial reports submitted 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)
  - a) Act as a custodian of organization funds.
  - b) Sign checks and make sure that they are properly co-signed.
  - c) See that the system of collecting dues is provided.
  - d) Serve as an ex-officio member of the finance committee.
6. **Chairpersons shall** perform such duties as assigned by the president in accordance with the priorities and needs of the organization.

**Section 5. Vacancies**

- a) A vacancy on the Executive Board, other than the president, shall be filled, if deemed essential, by the Executive Board.
- b) The candidates for the vacant office must meet all eligibility requirements.
- c) Providing a vacancy shall be filled, it shall require a 2/3 vote from the Executive Board.

- d) Any resignation from a position on the Executive Board shall be in writing and shall be effective immediately upon receipt.
- e) In the event that a verbal resignation is tendered without written confirmation as stated in Section 6 d) above, then the Executive Board shall consider the removal of the individual by declaring the office vacant by  $\frac{3}{4}$  vote.
- f) Verbal resignations shall be tendered to the President and another board member. In the case that the President is verbally resigning, the President shall tender the resignation to the Vice President and another board member.

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**Bylaws**

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**Amended November 15, 2003**

**Preamble:**

We, the students of nursing at the University of Delaware, do hereby form an organization known as the Student Nurses Organization at the University of Delaware for the purpose of preparing student nurses for the initial licensure as registered nurses, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing.

We believe every citizen has a right to the highest quality of health care.

We believe in the development of the whole person toward higher professional role with the rights, responsibilities and ideals.

We believe every right bears inherent responsibility.

We believe responsibilities are participatory, not purely philosophical or ideological, and

We believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

**Rights/Responsibilities**

Students have a right to and a responsibility for:

- having a creative sound education opportunity;
- having the highest quality practitioner-teacher;
- achieving input into curriculum planning;
- achieving self-directed learning;
- achieving equal participation in all areas of clinical practice;
- participating in interdisciplinary activities;
- due process;
- insuring peer review and self-evaluation;
- the privileges of internal governance;
- organizing and participating in an organization directed toward achieving professional goals;
- facilitating change in health care delivery through various channels;
- assembling and exploring fundamental and current professional issues and concerns;
- organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- fostering a better correlation between nursing education practice.

**ARTICLE I.**

The name of this organization shall be the Student Nurses Organization at the University of Delaware; a constituent of the Delaware Student Nurses Organization and the National Student Nurses Association, Inc. hereinafter referred to as SNO.

## **ARTICLE II. PRINCIPAL OFFICE**

### **Section 1. Principle Office:**

The principal office of the organization shall be located at the University of Delaware, 306 McDowell Hall, Newark, DE 19717.

## **ARTICLE III. PURPOSE AND FUNCTIONS**

### **The purpose of SNO is:**

- a) To assume responsibility for contributing to nursing education in order to provide for the highest quality health care;
- b) To provide programs representative of fundamental and current professional interests and concerns, and
- c) To aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in all walks of life.

### **The function of SNO shall include the following:**

- 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 improved 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 person's race, color, creed, sex, age, lifestyle, national origin, or economic status;
- g) To promote and encourage collaborative relationships with the Delaware Student Nurses Organization, the National Student Nurses Organization, as well as the other nursing and related health organizations.

## **ARTICLE IV. MEMBERS**

### **Section 1. Constituent Associations:**

- a) Any school chapter or state association whose membership is composed of active or association NSNA members and who has submitted the Official Application 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. The Application must be submitted annually and can be submitted at the

Annual Convention site during the delegate credentialing process for the Annual House of Delegates meeting. The Application may be sent to NSNA on a date postmarked no later than 10 working 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 from a school, or the total school enrollment if less than 10. This 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 any territory, possession, or dependency of the United States of America.

d) For yearly recognition as a constituent, constituent associations shall be required to submit annually the Application which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.

e) 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 revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

f) School chapters and state associations are entities separate and apart from NSNA in their administration of activities, with NSNA exercising no supervision or control over these immediate daily and regular activities. NSNA has no liability for any loss, damages, or injuries sustained by third parties as result of the negligence or acts of school chapters or state associations, or the members thereof. In the event any legal proceeding is brought against NSNA as result of such acts of omission or commission by a school chapter or state association, said school chapter or state association will indemnify and hold harmless the NSNA from any liability.

**Section 2. Categories of Constituent Membership:** Members of the constituent associations shall be:

Members of the constituent associations shall be:

**1. Active Members:**

- a) Students enrolled in state approved programs leading to licensure as a registered nurse.
- b) Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
- c) Active members shall have all the privileges of membership.

**2. Associate members:**

- a) Prenursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into program leading to an associate degree, diploma or baccalaureate degree in nursing.
- b) 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. 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 Article IV, Section 2, items 1 and 2. 4. Active, associate and individual membership shall be renewable annually.

**Section 4.** Active, associate and individual 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.

**Section 5. Dues:**

- a) The annual NSNA dues for active, associate, and individual members shall be \$30 per member, plus \$5 state dues, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.
- b) The annual NSNA dues for active, associate, and individual members joining for two years shall be \$50 per member, plus \$10 state dues payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- c) The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received in behalf of the constituent.
- d) Any member who fails to pay current dues shall forfeit all privileges of membership.

## **ARTICLE V. OFFICERS AND DIRECTORS**

**Section 1.** Officers of SNO shall be president, vice president, recording secretary, corresponding secretary, and treasurer.

**Section 2. Eligibility:**

- a) Only members who shall be nursing students throughout the full term of office and have the privileges of active membership shall be eligible for the offices of president or vice president.
- b) Only members who shall be nursing students thought at least  $\frac{3}{4}$  of a term of office shall be eligible for the office of recording secretary, corresponding secretary, or treasurer.
- c) No member shall hold more than one elected position at one time.

**Section 3. Term of Office:**

The term of office shall be one year from the adjournment of the annual meeting at which officers are elected to adjournment of the meeting at which their successors are elected.

**Section 4. Duties of Officers:**

The officers shall perform the duties prescribed by the parliamentary authority, and more specifically shall include:

**1. The president shall:**

- a) Serve as the principal officer of the organization and preside at all meetings of the organization, the Executive Board
- b) Appoint committees and their chairpersons, subject to approval of the Executive Board, and make other appointments as necessary.

c) Serve as ex-officio member of all committees except the nominating and elections committee.

d) Represent SNO in matters relating to the organization and perform all other duties pertaining to the office

e) Have such other powers and perform such other duties as may be assigned by the Board of Directors.

**2. The vice president shall:**

a) Assume the duties of the president in the absence or disability of the president,

b) Accede to the office of president in case of vacancy in the office.

c) The vice president shall be responsible for program of meetings of the organization.

d) The vice president shall be responsible for review and recommendations for change in bylaws.

e) Perform other duties as assigned by the president.

**3. The recording secretary shall:**

a) Record the minutes of all meetings of the executive board and of this organization and get them out to all of the nursing students via e-mail or otherwise.

b) Review the minutes of all meetings of the organization and executive board and insure accuracy prior to distribution to the nursing students.

c) Keep on file as a permanent record all reports, papers, and documents submitted to him/her.

d) Refer to duly appointed committees the necessary records for the proper performance of their duties.

e) Sign with the president such organization papers as come into their executive and administrative sphere.

f) Keep a register of all members

g) Annually compile a chapter of current activities and accomplishments of the SNO to be added to the history of this organization.

h) Serve as an ex-officio member of the publicity committee.

i) Review the policies and be responsible for recommendations of policy changes.

j) Perform other duties as assigned by the president

**4. The corresponding secretary shall:**

a) Keep on file a register of the all the names and addresses of all members of this organization.

b) Serve as ex-officio member of the membership committee.

c) Notify all members of the time and place of meetings of the organization.

d) Conduct general correspondence of the organization as requested by the president of the organization.

e) Send to the headquarters of the NSNA, Inc., the names and addresses of all officers and committee chairmen of the association immediately after their election or appointment.

f) Perform other duties as assigned by the president.

**5. The treasurer shall:**

a) Act as a custodian of organization funds.

b) Sign checks and make sure that they are properly co-signed.

c) See that the system of collecting dues is provided.

d) Serve as an ex-officio member of the finance committee.

6. **Chairpersons shall** perform such duties as assigned by the president in accordance with the priorities and needs of the organization.

**Section 5. Vacancies**

- a) A vacancy on the Executive Board, other than the president, shall be filled, if deemed essential, by the Executive Board.
- b) The candidates for the vacant office must meet all eligibility requirements.
- c) Providing a vacancy shall be filled, it shall require a 2/3 vote from the Executive Board.
- d) Any resignation from a position on the Executive Board shall be in writing and shall be effective immediately upon receipt.
- e) In the event that a verbal resignation is tendered without written confirmation as stated in Section 6 d) above, then the Executive Board shall consider the removal of the individual by declaring the office vacant by  $\frac{3}{4}$  vote.
- f) Verbal resignations shall be tendered to the President and another board member. In the case that the President is verbally resigning, the President shall tender the resignation to the Vice President and another board member.

**ARTICLE VI.  
NSNA MEETINGS**

**Section 1.** The annual meeting of the association shall be held at such a time and place as shall be determined by the Board of Directors . The annual meeting shall be for the purpose of holding an election, receiving reports and conducting such other business as may properly come before the House of Delegates. Notice of the meeting shall be sent to the president of each constituent association and other members of the voting body.

**Section 2.** The House of Delegates shall be the governing and voting body of the association and shall be composed of delegates from the constituent associations and members of the NSNA Board of Directors. Members of the Nominating and Elections Committee shall be given special delegate status which allows them all the privileges of a voting delegate, except that they will not be allowed to vote for officers, directors and Nominating and Elections Committee. The business of the annual meeting shall be conducted by the House of Delegates.

**Section 3. Delegate Representation:**

**a) School constituents:**

- 1. Each school chapter that is recognized constituency, as determined by these bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
- 2. The school chapter delegate(s) shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter according to chapter bylaws. The school chapter 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.
    - 1. School chapters shall approve the appointment.

2. 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.

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.

4. All alternates, whether school selected or state appointed, shall have the same privileges as an elected delegate when seated in the House.

5. Each school constituent 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:**

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 alternate shall be elected at a state meeting or by the state Board of Directors.

**Section 4. The privilege of making motions and voting** shall be limited to the voting body. A voting member shall have but one vote in any elections or on any questions. This vote must be exercised in person by the delegate or alternate, and in their absence may not be assigned to, or exercised by, any other delegate or individual by means of a proxy or other written or oral assignments.

**Section 5. All meetings of the association shall be open** unless voted otherwise by the House of Delegates. Student members, other than voting delegates, may attend the annual meeting but shall not be seated with the delegate body and may speak once on each issue before the House.

**Section 6. Quorum:**

The quorum for the annual meeting shall consist of delegates from at least 51% of the total number of delegates credentialed at the annual meeting and which represent at least 2/3 of the states having delegates credentialed at the annual meeting, and at least four members of the Board of Directors, including the president or the vice president.

**Section 7. Special Meetings:**

a) A special meeting may be called by the Board of Directors and shall be called by the president upon written request of 1/3 or more of the constituent associations. Notice of time, place, and purpose of the meeting shall be sent to all constituent associations not less than five days prior to the meeting.

b) The voting body shall be the same, insofar as possible, as that in the annual meeting. Other members may attend and shall have only the privilege to speak once to each issue.

c) The quorum shall be 1/3 of the state constituent associations from each election area and at least four members of the Board of Directors including the president or vice president.

**ARTICLE VIII.  
BOARD OF DIRECTORS**

**ARTICLE IX.  
CONSULTANTS**

**ARTICLE X.  
COMMITTEES**

**ARTICLE XI.  
OFFICIAL PUBLICATION**

**ARTICLE XII.  
PARLIAMENTARY AUTHORITY**

**ARTICLE XIII.  
AMENDMENTS**

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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 any territory, possession, or dependency of the United States of America.

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- a) Students enrolled in state approved programs leading to licensure as a registered nurse.
- b) Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
- c) Active members shall have all the privileges of membership.

**2. Associate members:**

- a) Prenursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into program leading to an associate degree, diploma or baccalaureate degree in nursing.
- b) 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. 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 Article IV, Section 2, items 1 and 2. 4. Active, associate and individual membership shall be renewable annually.

**Section 4.** Active, associate and individual 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.

**Section 5. Dues:**

- a) The annual NSNA dues for active, associate, and individual members shall be \$30 per member, plus \$5 state dues, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.
- b) The annual NSNA dues for active, associate, and individual members joining for two years shall be \$50 per member, plus \$10 state dues payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- c) The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received in behalf of the constituent.
- d) Any member who fails to pay current dues shall forfeit all privileges of membership.

## **ARTICLE V. OFFICERS AND DIRECTORS**

**Section 1.** Officers of SNO shall be president, vice president, recording secretary, corresponding secretary, and treasurer.

**Section 2. Eligibility:**

- a) Only members who shall be nursing students throughout the full term of office and have the privileges of active membership shall be eligible for the offices of president or vice president.
- b) Only members who shall be nursing students throughout at least  $\frac{3}{4}$  of a term of office shall be eligible for the office of recording secretary, corresponding secretary, or treasurer.
- c) No member shall hold more than one elected position at one time.

**Section 3. Term of Office:**

The term of office shall be one year from the adjournment of the annual meeting at which officers are elected to adjournment of the meeting at which their successors are elected.

**Section 4. Duties of Officers:**

The officers shall perform the duties prescribed by the parliamentary authority, and more specifically shall include:

**1. The president shall:**

- a) Serve as the principal officer of the organization and preside at all meetings of the organization, the Executive Board
- b) Appoint committees and their chairpersons, subject to approval of the Executive Board, and make other appointments as necessary.

c) Serve as ex-officio member of all committees except the nominating and elections committee.

d) Represent SNO in matters relating to the organization and perform all other duties pertaining to the office

e) Have such other powers and perform such other duties as may be assigned by the Board of Directors.

**2. The vice president shall:**

a) Assume the duties of the president in the absence or disability of the president,

b) Accede to the office of president in case of vacancy in the office.

c) The vice president shall be responsible for program of meetings of the organization.

d) The vice president shall be responsible for review and recommendations for change in bylaws.

e) Perform other duties as assigned by the president.

**3. The recording secretary shall:**

a) Record the minutes of all meetings of the executive board and of this organization and get them out to all of the nursing students via e-mail or otherwise.

b) Review the minutes of all meetings of the organization and executive board and insure accuracy prior to distribution to the nursing students.

c) Keep on file as a permanent record all reports, papers, and documents submitted to him/her.

d) Refer to duly appointed committees the necessary records for the proper performance of their duties.

e) Sign with the president such organization papers as come into their executive and administrative sphere.

f) Keep a register of all members

g) Annually compile a chapter of current activities and accomplishments of the SNO to be added to the history of this organization.

h) Serve as an ex-officio member of the publicity committee.

i) Review the policies and be responsible for recommendations of policy changes.

j) Perform other duties as assigned by the president

**4. The corresponding secretary shall:**

a) Keep on file a register of the all the names and addresses of all members of this organization.

b) Serve as ex-officio member of the membership committee.

c) Notify all members of the time and place of meetings of the organization.

d) Conduct general correspondence of the organization as requested by the president of the organization.

e) Send to the headquarters of the NSNA, Inc., the names and addresses of all officers and committee chairmen of the association immediately after their election or appointment.

f) Perform other duties as assigned by the president.

**5. The treasurer shall:**

a) Act as a custodian of organization funds.

b) Sign checks and make sure that they are properly co-signed.

c) See that the system of collecting dues is provided.

d) Serve as an ex-officio member of the finance committee.

6. **Chairpersons shall** perform such duties as assigned by the president in accordance with the priorities and needs of the organization.

**Section 5. Vacancies**

a) A vacancy on the Executive Board, other than the president, shall be filled, if deemed essential, by the Executive Board.

b) The candidates for the vacant office must meet all eligibility requirements.

c) Providing a vacancy shall be filled, it shall require a 2/3 vote from the Executive Board.

d) Any resignation from a position on the Executive Board shall be in writing and shall be effective immediately upon receipt.

e) In the event that a verbal resignation is tendered without written confirmation as stated in Section 6 d) above, then the Executive Board shall consider the removal of the individual by declaring the office vacant by  $\frac{3}{4}$  vote.

f) Verbal resignations shall be tendered to the President and another board member. In the case that the President is verbally resigning, the President shall tender the resignation to the Vice President and another board member.

**ARTICLE VI.  
NSNA MEETINGS**

**Section 1.** The annual meeting of the association shall be held at such a time and place as shall be determined by the Board of Directors . The annual meeting shall be for the purpose of holding an election, receiving reports and conducting such other business as may properly come before the House of Delegates. Notice of the meeting shall be sent to the president of each constituent association and other members of the voting body.

**Section 2.** The House of Delegates shall be the governing and voting body of the association and shall be composed of delegates from the constituent associations and members of the NSNA Board of Directors. Members of the Nominating and Elections Committee shall be given special delegate status which allows them all the privileges of a voting delegate, except that they will not be allowed to vote for officers, directors and Nominating and Elections Committee. The business of the annual meeting shall be conducted by the House of Delegates.

**Section 3. Delegate Representation:**

**a) School constituents:**

1. Each school chapter that is recognized constituency, as determined by these bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.

2. The school chapter delegate(s) shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter according to chapter bylaws. The school chapter 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.

1. School chapters shall approve the appointment.

2. 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.
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.
4. All alternates, whether school selected or state appointed, shall have the same privileges as an elected delegate when seated in the House.
5. Each school constituent 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:**

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 alternate shall be elected at a state meeting or by the state Board of Directors.

**Section 4. The privilege of making motions and voting** shall be limited to the voting body. A voting member shall have but one vote in any elections or on any questions. This vote must be exercised in person by the delegate or alternate, and in their absence may not be assigned to, or exercised by, any other delegate or individual by means of a proxy or other written or oral assignments.

**Section 5. All meetings of the association shall be open** unless voted otherwise by the House of Delegates. Student members, other than voting delegates, may attend the annual meeting but shall not be seated with the delegate body and may speak once on each issue before the House.

**Section 6. Quorum:**

The quorum for the annual meeting shall consist of delegates from at least 51% of the total number of delegates credentialed at the annual meeting and which represent at least 2/3 of the states having delegates credentialed at the annual meeting, and at least four members of the Board of Directors, including the president or the vice president.

**Section 7. Special Meetings:**

- a) A special meeting may be called by the Board of Directors and shall be called by the president upon written request of 1/3 or more of the constituent associations. Notice of time, place, and purpose of the meeting shall be sent to all constituent associations not less than five days prior to the meeting.
- b) The voting body shall be the same, insofar as possible, as that in the annual meeting. Other members may attend and shall have only the privilege to speak once to each issue.
- c) The quorum shall be 1/3 of the state constituent associations from each election area and at least four members of the Board of Directors including the president or vice president.

**ARTICLE VIII.  
BOARD OF DIRECTORS**

**ARTICLE IX.  
CONSULTANTS**

**ARTICLE X.  
COMMITTEES**

**ARTICLE XI.  
OFFICIAL PUBLICATION**

**ARTICLE XII.  
PARLIAMENTARY AUTHORITY**

**ARTICLE XIII.  
AMENDMENTS**