

**DEL MAR STUDENT NURSES ASSOCIATION
B Y L A W S**

ARTICLE I. NAME

The name of this organization shall be the Del Mar Student Nurses Association, hereafter referred to as DMSNA.

ARTICLE II. PURPOSE AND FUNCTION

Section I. Purpose

Del Mar Student Nurses Association shall:

- A. Assume the responsibility for contributing to the nursing education in order to provide the highest quality of health care.
- B. Provide programs representative of fundamental and current nursing interests and concerns.
- C. Aid in the development of the whole person, his/her responsibility for the health care of the people in all walks of life, and in the practice of nursing.
- D. Foster the development and participation of the first semester student.

Section II. Function

Del Mar Student Nurses Association shall:

- A. Have direct input into standards of nursing education and influence in the educational process.
- B. Influence health care, nursing education, and practice through legislative activities as appropriate.
- C. Promote and encourage participation in community affairs and activities as appropriate.
- D. Represent nursing students to the consumer, institutions, and organizations.
- E. Promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of race, color, creed, sex, national origin, economic status, age, or lifestyle.
- F. Promote and encourage student participation in inter-disciplinary activities.
- G. Promote and encourage collaborative efforts with the National Student Nurses Association, American Nurses Association, National League for Nursing, International Council of Nurses, Texas Nurses Association, Texas League for Nursing, as well as other nursing and related health care organizations.

ARTICLE III. MEMBERS

Section I. Membership Classification and Rights

There shall be two classes of membership: Active and Associate.

- A. Active Members

- a. Students enrolled in Del Mar Associate Degree Nursing program leading to licensure as a Registered Nurse.
- b. Active members shall have all the privileges of membership and shall:
 - 1. Receive the NSNA Imprint, & and the NSNA News.
 - 2. Be eligible for appointed and elected office if enrolled in the Del Mar Nursing Program.
 - 3. Be eligible to serve in the House of Delegates as representatives to the Texas Nursing Student Association (TNSA) and National Student Nurses Association (NSNA).

B. Associate Members

- a. Pre-nursing students enrolled at Del Mar College in preparation for entrance into a program leading to an Associate Degree, Diploma, or Baccalaureate Degree in Nursing.
- b. Associate members shall have all the privileges of membership, except the right to hold office.

ARTICLE IV. CONSTITUENCY

Section I. Local Representation to TNSA Convention

- A. If DMSNA is recognized as a constituent chapter by the TNSA delegate cutoff date, the chapter will be entitled to one voting delegate and one alternate.
- B. In addition, a voting delegate and alternate shall be allowed for each ten (10) members, up to a maximum of ten (10) delegates.

Section II. Local Representation to NSNA convention.

- A. If DMSNA is recognized as a constituted chapter by the NSNA delegate cutoff date, the chapter will be entitled to one voting delegate and one alternate.
- B. In addition, a voting delegate and alternate shall be allowed for each fifty (50) members.

ARTICLE V. BOARD OF DIRECTORS/OFFICERS

Section I. Board of Directors

- A. A Board of Directors will be elected to serve DMSNA for one year. Those elected, will convene at a designated time with the Chapter Advisor to elect officers.
- B. The elected officers of DMSNA shall be President, Vice President, Secretary, Treasurer, Program Chair(s), Projects Chair(s), and Parliamentarian.
- C. Each officer shall be responsible for working within the framework as set forth in Section V of these By-Laws and shall serve as chairperson of a designated committee, as appropriate.
- D. A Board of Directors shall be elected by ballot every spring. The Board of Directors-elect will serve alongside the current officers attending board meetings and scheduled meetings. The Board of Directors-elect will have no voting power and will not take office officially until after the last official meeting in April. The officers-elect will be installed at the April meeting.

Section II. Qualifications

- A. Candidacy for the Board of Directors shall be open only to those candidates who will be active members throughout the full term of their office.
- B. In accordance with the DMC Registered Student Organization Guide, all club officers must have a 2.5 GPA or better on all work attempted and be in good academic standing.

Section III. Nominations

- A. Nominations Committee may be created/appointed by the DMSNA Executive Board if deemed necessary. Related duties may be found under "Duties of Officers."
- B. Will be taken from the floor, for the purpose of creating a ballot at a designated DMSNA meeting.
- C. No name shall be placed in nomination without consent of the nominee.
- D. Prior to seeking office, an individual will seek and obtain membership in NSNA and DMSNA at least two (2) weeks prior to the designated meeting for nominations.
- E. Only individuals who are current members of NSNA/DMSNA are eligible to make a nomination.
- F. Only one nomination per member is permitted.
- G. Any member who seconds the nomination of one candidate cannot nominate another candidate.

Section IV. Campaigning

- A. A nominee for office may not actively campaign when nominated from the floor until completion of above prerequisites.

Section V. Term of Office

- A. Officers shall assume office for a term of one (1) year, April to April. After the April meeting, all pertinent papers and/or books will be turned over to the newly installed officers within one month.

Section VI. Vacancy of Office and Unfinished Elections

- A. A vacancy in the office of President shall be filled by the Vice-President. In the event of a vacancy in any other office, this vacancy shall be filled by a vote of the Executive Board.

Section VII. Duties of the Officers

- A. The President shall:
 - 1. Be currently enrolled and in good academic standing in the Del Mar Nursing Program.
 - 2. Preside at all meetings of the association and the Executive Board except committee meetings.
 - 3. Serve as ex-officio member of all committees.

4. Appoint chairpersons of all committees, unless otherwise stated in these By-Laws, with the approval of the Executive Board. The chairperson will appoint the committee members.
5. Sign DMC vouchers with the Advisor.
6. Call any special meeting that circumstances deem necessary.
7. Represent DMSNA in all matters concerning this association.
8. Keep Officers, Advisor(s), and members informed of NSNA, TNSA and DMSNA activities and deadlines.
9. Attend Council of Schools Conference, TNSA State Convention and/or NSNA National Convention if desired, and if funding is available. Attendance at these meetings must be approved by the Executive Board. If funding is not available, the President may attend above functions at own expense if desired and as approved by the Executive Board.
10. Make timely deposits as applicable.
11. Adhere to standards of student conduct and the Code of Ethics as set forth by the national, state, and local SNA organization and respective educational institution.

B. The Vice-President shall:

1. Preside in the absence of the President.
2. Succeed to the office of President for the unexpired term in the event of a vacancy of that office.
3. Serve as Chairperson of the Membership Committee and the Nurse Practice Committee.
4. Keep the official register of DMSNA members
5. Adhere to standards of student conduct and the Code of Ethics as set forth by the national, state, and local SNA organization and respective educational institution.
6. Keep Faculty Advisor(s) informed of all activities.

C. The Secretary shall:

1. Record the proceedings of all DMSNA meetings.
2. Distribute the minutes within ten (10) days following each meeting to the DMSNA advisor(s), Student Development office, as applicable, and post a copy on the DMSNA bulletin board.
3. Maintain minutes of all meetings of the DMSNA, committee reports, and files of correspondence.
4. Handle and maintain on file all correspondence as directed by the Executive Board.
5. Adhere to standards of student conduct and the Code of Ethics as set forth by the national, state, and local SNA organization and respective educational institution.
6. Keep Faculty Advisor(s) informed of all activities.

D. The Treasurer shall:

1. Act as custodian of DMSNA funds and deposit all funds as designated by current DMC Registered Student Organization Guide.

2. Receive and pay all bills incurred by DMSNA according to proper procedure. Minutes verifying expenditures were voted on, must be attached to activity fund requisitions.
3. Keep an accurate ledger of all income and expenses, and present a report at each business meeting or upon the request of the members of the DMSNA.
4. Be responsible and accountable for all reimbursements as expenses so approved by the Executive Board.
5. Act as chair of Ways and Means Committee. Responsibilities of this position include:
 - a. Be responsible for arranging fund-raisers for the organization.
 - b. Prepare all necessary documents, with appropriate signatures as required by the office of Student Development.
 - c. Maintain itemized records related to incoming funds from fund-raisers and expenditures as applicable.
6. Adhere to standards of student conduct and the Code of Ethics as set forth by the national, state, and local SNA organization and respective educational institution.
7. Keep Faculty Advisor(s) informed of all activities.

E. The Parliamentarian shall:

1. Maintain parliamentary order at all meetings of the Del Mar Student Nurses' Association.
2. Advise on points of parliamentary procedure according to Robert's Rules of Order, Newly Revised. (latest edition).
3. Serve as chairperson of the By-Law, Policy, and Resolution Committee.
4. Adhere to standards of student conduct and the Code of Ethics as set forth by the national, state, and local SNA organization and respective educational institution.
5. Keep Faculty Advisor(s) informed of all activities.

F. The Projects Chair(s) shall:

1. Make recommendation(s) to the DMSNA Executive Board regarding proposed chapter, campus, and community service for Fall and Spring semesters. This may include but not limited to such projects as a welcome reception for incoming students, campus health information booth, and professional development education seminars. These recommendations will be voted upon and approved by the DMSNA Executive Board.
2. Prepare all necessary documents, with appropriate signatures, as required by the office of Student Development.
3. Prepare application for state and national community awards, as appropriate.
4. Adhere to standards of student conduct and the Code of Ethics as set forth by the national, state, and local SNA organization and respective educational institution.
5. Keep Faculty Advisor(s) informed of activities.

G. The Program Coordinator(s) shall:

1. Be responsible for the DMSNA monthly programs.

2. Make recommendation(s) to the DMSNA Executive Board regarding proposed monthly programs for the Fall and Spring semester. This recommendation(s) will be voted upon and approved by the DMSNA Executive Board.
3. Shall make all arrangements for each monthly meeting which shall include (but not limited to): program speaker, location, any appropriate room arrangements (as necessary), refreshments, and announcements.
4. All monthly programs must be "cleared" with the Faculty Advisors before any arrangements are made with the proposed presenting party.
5. Make appropriate meeting/room arrangements with the office of Student Development.
6. Be responsible for refreshments and door prizes at the DMSNA general membership monthly meetings.
7. Adhere to standards of student conduct and the Code of Ethics as set forth by the national, state, and local SNA organization and respective educational institution.
8. Keep Faculty Advisor(s) informed of all activities.

H. The Nomination Committee:

1. One or two current member(s) shall be appointed to this committee by the DMSNA Executive Board.
2. The Nominations Committee member(s) may attend the Executive Board meetings but shall not have voting privileges.
3. Shall receive nominations for DMSNA Board of Directors.
4. Supply ballots for the annual election.
5. Submit names for Board of Directors.
6. No name shall be placed in nomination without consent from the nominee and verification of qualifications by Faculty Advisor.
7. The report of the Committee shall be presented at a designated DMSNA meeting (for members only).
8. Shall be activated as deemed necessary by the DMSNA Executive Board.
9. Adhere to standards of student conduct and the Code of Ethics as set forth by the national, state, and local SNA organization and respective educational institution.

ARTICLE VI. EXECUTIVE BOARD

Section I. Composition

- A. The voting members of the Executive Board shall consist of all elected officers.
- B. The non-voting members are faculty advisor(s).

Section II. Duties

- A. Act as a representative body in initiating, correlating, and recommending plans or suggestions to be presented to DMSNA.
- B. Act on behalf of DMSNA on any matters of immediate concern that cannot be postponed to the next regular meeting of the association.
- C. Provide an effective means of communication between the students and the faculty relating to SNA activities.

- D. Act as custodian of the property, securities, and records of this association.
- E. Consider the approval of reimbursement for non-budgeted expenses.
- F. Approve standing committee and special committee chairpersons as recommended by the President.
- G. Have power and authority of the affairs of this organization when action of the membership is not considered feasible.

Section III. Meetings

- A. All meetings of the DMSNA Executive Board shall be open to all members of DMSNA.
- B. A majority of the members of the Executive Board shall constitute a quorum for executive board meetings, including the president or vice-president. In addition, a faculty advisor must be present.
- C. Any officer who is ABSENT TWO (2) CONSECUTIVE MEETINGS will be considered for dismissal. A unanimous affirmative vote of the other officers is required for dismissal. A written notice of dismissal will be sent to the individual and the chairperson of the Department of RN Education.
- D. If a member of the Executive Board fails to fulfill the responsibilities as defined in the By-Laws, policy manual, and standing rules, the Executive Board shall have the option of removing that committee member from the office. This action will require a unanimous affirmative vote of the Executive Board.

Section IV: Special Meetings

- A. Special meetings may be called by the President or members of the Executive Board if deemed necessary. The meeting will be confined to one or two topics of discussion.
- B. Special meetings will be closed to the general membership.

ARTICLE VII. VOTING

Section I. Voting

- A. Only individuals who are current members of NSNA/DMSNA are eligible to vote.
- B. Voting shall be by ballot at a designated location.
- C. Two (2) Tellers shall be appointed by the President to count the cast ballots. Tellers (2) will be selected from the Executive Board. One other, a staff member, who represents the Department of RN Education, shall also be appointed by the President. The Faculty Advisor(s), in conjunction with the other three, will ascertain the validity of each ballot before surrendering ballots to the tellers.
- D. If a runoff is necessary, a new ballot will be created for that purpose only.
- E. Results will be announced at installation.

ARTICLE VIII. DUES AND FINANCES

Section I. Dues

- A. The annual dues shall be \$30.00 for new members and \$40.00 for renewal members payable for the appropriate dues year. The dues year shall be a period of 12 consecutive months.

- B. Payment of NSNA, TNSA dues is a prerequisite for membership in DMSNA.
- C. Payment of NSNA/TNSA shall be payable directly to NSNA. NSNA shall remit to DMSNA the designated portion of membership dues.
- D. Payment of dues (new and renewals) will be submitted to Faculty Advisor who, will then consolidate and submit to NSNA.
- E. Any member who fails to pay current dues shall forfeit all privileges of membership.

Section II. Finances

- A. Operating monies will be passed on to the next elected board by the current board in the same amount (same balance) received or more.

Section III. Budget

- A. A proposed budget for the general account shall be prepared by the outgoing Treasurer and presented to the newly elected Treasurer and the Executive Board for their consideration.

ARTICLE IX. PARLIAMENTARY AUTHORITY

Section I.

- A. Robert's Rules of Order, Newly Revised, shall govern the proceedings of DMSNA in all cases not provided for in these By-Laws.

ARTICLE X. BYLAW AMENDMENTS

Section I.

- A. These By-Laws may be amended at a regular or a called business meeting by a two-thirds (2/3) majority vote of those present provided that notice of the proposed amendments has been posted at least 5 days prior to that meeting.

Section II.

- A. Amendments to the By-Laws of DMSNA voted on by the membership shall immediately be in effect unless otherwise designated and shall promptly be implemented.