

**STUDENT NURSES ASSOCIATION (PREVIOUSLY TITLED CALIFORNIA NURSING STUDENTS' ASSOCIATION)  
SAN DIEGO STATE UNIVERSITY  
CHAPTER BYLAWS**

**ARTICLE I. NAMES AND AUSPICES**

The name of this organization shall be the Student Nurses Association – San Diego State University, a local constituent chapter of the California Nursing Students' Association and the National Student Nurses' Association, Inc., hereinafter referred to as SNA-SDSU, CNSA, and NSNA respectively.

**ARTICLE II. OBJECTIVES AND PURPOSES**

Section 1. The purpose of the SNA-SDSU chapter shall be:

- 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 interest and concerns.
- C. To aid in the development of the whole person, their professional role, and their responsibility for the health care of people in all walks of life.

Section 2. The function of the SNA-SDSU chapter shall include the following:

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care and nursing education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities toward 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. 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.
- H. To promote and encourage collaborative relationships with other student organizations.
- I. To serve SNA-SDSU members by being a source of information, support and encouragement regarding job search, state board licensure exams and graduate education.
- J. To encourage and promote opportunities for underrepresented students in nursing and in SNA-SDSU.

**ARTICLE III. CONSISTENCY STATUS**

Section 1. For recognition as a CNSA constituent chapter and NSNA constituent chapter, SNA-SDSU shall submit annually the Official Application for CNSA constituency status and NSNA constituency status which shall include the following areas of conformity: Objectives and Purpose, Membership, and Representation

Section 2. SNA-SDSU will participate in the Membership Director-South meeting by sending at least one (1) representative.

#### **ARTICLE IV. MEMBERSHIP**

Section 1. SNA-SDSU Membership:

- A. Any student currently enrolled in the San Diego State University School of Nursing program, hereinafter referred to as SDSU-SON, leading to licensure as a registered nurse; and
- B. Any student who is a registered nurse and enrolled in the SDSU-SON program leading to a baccalaureate degree with a major in nursing is eligible for membership in SNA-SDSU.
- C. Membership in the organization shall be open to full-time and part-time students enrolled at San Diego State University.
- D. Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

Section 2. Fees, Dues, and Assessments:

- A. A member in good standing must pay annual dues in amounts fixed by NSNA as a prerequisite for membership in the SNA-SDSU chapter. Each member must pay in accordance with NSNA enrollment procedures.
- B. SNA-SDSU may charge additional chapter dues to its members, but only with a majority rule from the SNA-SDSU Board of Directors.
- C. SNA-SDSU chapter dues shall be payable directly to SNA-SDSU.
- D. National dues may be paid to SNA-SDSU or directly to NSNA.
- E. Renewal membership fees shall be payable directly to the NSNA in accordance with the renewal notifications and deadlines provided by the NSNA.
- F. Any member that meets all membership requirements are afforded all the privileges of membership in SNA-SDSU including cord point acquisition for attending SNA-SDSU produced events. Any Board of Director may accrue points, in excess of their responsibilities, towards a membership cord during their term.
- G. Any member who fails to pay annual NSNA dues shall forfeit all privileges of SNA-SDSU membership.

Section 3. Termination of Membership:

- A. The membership of any member shall terminate upon occurrence of any of the following events:
  - 1. The resignation of the member;
  - 2. The failure of a member to renew his or her membership for the following year by paying annual dues before the expiration of membership;
  - 3. The occurrence of any event which renders such member ineligible for membership, provided that termination for such cause shall take place immediately; or

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4. The determination by the Executive Board and faculty advisors to make such determination that the member has engaged in conduct materially and/or seriously prejudicial to the interest of SNA-SDSU.
- B. In case of resignation or expulsion as identified in Items 1 to 4 above, the Membership & Mentorship director(s), or other designated office, shall appropriately notify CNSA and NSNA within thirty (30) working days.

Section 4. Transfer of Membership:

- A. Membership, or any right arising from it, is not transferable to another individual for any reason per the CNSA Bylaws.
- B. An individual's membership may be transferred from one school chapter to another with the agreement that the individual pays the new chapter's dues.

**ARTICLE V. BOARD OF DIRECTORS**

Section 1. Definition and Qualifications:

- A. The governing body of SNA-SDSU shall be the elected and appointed Executive and General Board of Directors.
- B. To be eligible to serve on the Board of Directors, a person shall:
  1. Hold current membership;
  2. Be a nursing student for the entire term of office;
  3. Hold no more than one (1) voting position on the Board of Directors;
  4. Be in good academic standing in the SDSU-SON, with clearance provided by the SNA-SDSU faculty advisor on behalf of the SDSU-SON, which will include evaluation of any circumstances related to existing Student Success Plan, previous or concurrent failure of core nursing courses, or unprofessional behavior.
- C. California State University policies require that the President and Treasurer maintain a minimum overall 2.0 grade point average each term and not be on probation of any kind. The President and Treasurer must be enrolled in at least six units (three units for graduate and credential students) each semester while holding office. Undergraduate students with over 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater, or graduate and credential students with over 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater, are ineligible to hold the office of President or Treasurer.

Section 2. Composition:

- A. The Executive Board of Directors of the SNA-SDSU chapter shall be comprised of the President, Vice President, and Treasurer.
- B. The remaining General Board of Directors shall be comprised of the Secretary, Communications Director, Membership & Mentorship Director(s), Image of Nursing Director, Legislative Director(s), Breakthrough to Nursing Director(s), Fundraising Director(s), Global Initiative Director(s), and the Community Health Director(s).
- C. Appointment of a co-directorship to any General Board of Directors position will require a two-thirds (2/3) majority vote of the Board of Directors.

- D. Any Board of Directors position comprised of co-directorship shall only constitute one vote.

Section 3. Term of Office:

- A. All officers shall be elected by the members of the SNA-SDSU chapter, at the official election during the Spring semester in accordance to the election schedule.
- B. The inauguration of the elected Board of Directors must occur four (4) weeks prior to the end of the Spring semester.
- C. All elected officers shall serve a one (1) year term.
- D. Each officer shall hold his or her position from the transition meeting until the transition meeting of the following year.
- E. At the end of term, each officer will meet with the newly elected officer to go over their job description and responsibilities and handoff up-to-date binder. In addition, each officer shall act in an advisory capacity to the newly elected officer until August 31<sup>st</sup>.

Section 4. Board of Directors Meetings:

- A. The Board of Directors and Faculty Advisor(s) shall meet at a minimum of once per month during the Fall and Spring semesters and shall consist of discussion, planning, and voting on items of SNA-SDSU chapter functions.

Section 5. Executive Meetings:

- A. Executive meetings of the Executive Board of Directors may be called for any purpose by any predetermined member of the Executive Board to discuss and vote on items known to be of a sensitive or urgent nature.
- B. The faculty advisor(s) will not be excluded from any executive meetings and will have knowledge of the details related to an executive meeting.
- C. A generalized report regarding the Executive Meeting will be made to the General Board of Directors at the next scheduled Board of Directors meeting consistent with all laws, rules and regulations related to disclosure of information.

Section 6. Chapter Meetings:

- A. Chapter meetings will be open to all SDSU-SON students and designated invitees.
- B. The purpose of the chapter meeting is to discuss, share, and present information regarding chapter activities.
- C. There will be a minimum of five (5) chapter meetings per semester which will be announced at the beginning of each semester.

Section 7. Quorum:

- A. For the purpose of voting at the Board of Directors Meetings, a minimum quorum is derived from five-sixths ( $\frac{5}{6}$ ) of the Board of Directors, with co-directors serving as one (1) entity.
  - 1. For topics affecting general membership, the Board of Directors will vote by two-thirds ( $\frac{2}{3}$ ) majority to send topics to the general meeting. These items will be voted on by general members, requiring a two-thirds ( $\frac{2}{3}$ ) majority of attendance to pass.

- B. For the purpose of voting at Executive Meetings, all three (3) Executive members must be in attendance.

Section 8. Vacancies:

A. Events causing vacancies:

- 1. A vacancy or vacancies in the Board of Directors shall be deemed to exist on the resignation, removal, disqualification of membership, or loss of minimum Board of Directors qualifications.

B. Removal of a Director:

- 1. Any Director may be removed with cause by a two-thirds (2/3) agreement of the Board of Directors at any Board of Directors Meeting.

C. Resignation of a Director:

- 1. Any Director may resign, effective immediately, upon giving written notice to the President or Vice President, unless the notice specifies a later time for the resignation to become effective.

D. Replacement of a Director:

- 1. A two-thirds (2/3) majority of the Board of Directors remaining in the office may elect a successor to a vacancy, except for a vacancy in the office of the President. The Vice-President shall assume the office of the President in the event of a vacancy.
- 2. In the event that replacing a co-director is necessary, the elected successor will be determined by a two-thirds (2/3) agreement of the Board of Directors.

E. Temporary vacancy:

- 1. Should a vacancy of a position occur, any willing Board of Directors may assume the responsibility of the position until a qualified replacement can be found; however, the Board of Director will only constitute one (1) voting position.

Section 9. Attendance:

A. Attendance to the Board of Directors and chapter meetings is mandatory for all Board of Directors.

B. Attendance may be excused by contacting the President twenty-four (24) hours in advance. The President will make the sole determination of excusing the absence or can delegate this authority to the Board of Directors.

C. If a Director sustains two (2) unexcused absences in a semester, the President holds the authority to call for a vote of removal with the Board of Directors.

D. In order to receive the Board of Directors graduation cord, each Director must be in compliance with their position's responsibilities in addition to attending the following:

- 1. New Student Orientation(s), White Coat Ceremony(s), and Pinning Ceremony every year, per volunteer coordinator's staffing needs; excused absences will be considered on an individual basis.
- 2. Minimum of three (3) SNA-SDSU Chapter events.

Section 10. General Responsibilities:

A. Submit all check requests with receipts of expenditures to the Treasurer and Associated Students for reimbursement.

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- B. Any reimbursements or purchases under one hundred (100) dollars must be approved by the President AND Treasurer; any reimbursements or purchases over one hundred (100) dollars must be approved by a two-thirds ( $\frac{2}{3}$ ) agreement of the Board of Directors.
- C. Appoint a committee chairperson to a committee or create a committee as deemed necessary with a two-thirds ( $\frac{2}{3}$ ) majority approval of the Board of Directors, and serve as an ex-officio member of the committees.
- D. As appropriate, apply for all CNSA and NSNA Awards on behalf of SNA-SDSU.
- E. Perform all other duties as assigned by the President.
- F. Responsible for coordinating award nominations-presented at CNSA-Convention and NSNA Convention appropriate and relevant to events as it pertains to their position.
- G. Responsible for submitting budget requests to Treasurer at least thirty (30) days prior to event.

Section 11. Specific Responsibilities of the Board of Directors and Appointed Officers:

- A. The President shall:
  - 1. Preside at all SNA-SDSU meetings.
  - 2. Stay informed of all local, state, and national activities and report relevant information to membership at large.
  - 3. Maintain communication with CNSA and NSNA Board of Directors regarding current events, policies, and procedures.
  - 4. Renew SNA-SDSU as a Recognized Student Organization (RSO) with SDSU Student Life and Leadership (SLL) in accordance with university deadlines.
  - 5. Submit an Officer Change Form to the Student Resource Center in the event of a change of officers during the term of office.
  - 6. Approve and/or submit Associated Students checks requests for approved expenditures in coordination with the Treasurer.
  - 7. Submit the Official Application for NSNA Constituency Status as designated.
  - 8. Represent SNA-SDSU as head delegate at CNSA and NSNA conventions as budget appropriations and personal schedule allow.
  - 9. Coordinate the new officers' transition meeting per the election schedule and deadlines set forth by the SNA-SDSU Bylaws.
  - 10. Coordinate volunteers as needed for the Pinning Ceremony and White Coat Ceremony each semester.
  - 11. Perform all other duties pertaining to the office and represent SNA-SDSU in all matters relating to CNSA and NSNA.
  - 12. Approve, in collaboration with the Vice President and Secretary, the number of cord points awarded at each SNA-SDSU event per the request of the Director who is hosting the event.
  - 13. Approve purchases of one hundred (100) dollars or less.
  - 14. Approve event dates moved by any of the Board of Directors.
  - 15. Collaborate with the Communications Director regarding email blasts and updates.
  - 16. Attend or coordinate attendance of a Director at all SDSU SON faculty meetings.
  - 17. Attend or coordinate attendance of a Director at all CHHS College Council Meetings.
  - 18. Create one (1) article per semester to be published in *Vital Signs Newsletter*.

- B. The Vice President shall:

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1. Assume in rank the duties of the President in the absence, disability, or vacancy of the President.
2. Coordinate SNA-SDSU activities to include New Student Orientation(s).
3. Notify RN-BSN faculty advisor of SNA-SDSU activities and the opportunity to have RN-BSN representation at SNA-SDSU meetings.
4. Approve, in collaboration with the President and Secretary, the number of cord points awarded at each SNA-SDSU event per the request of the Director who is hosting the event.
5. Order and keep inventory of N202, N206, and N300/N354 supplies.

C. The Secretary shall:

1. Record the minutes of all meetings and reproduce copies within seventy-two (72) hours of each meeting. A copy will be sent to the Faculty Advisor, Board of Directors, and will be posted on the SNA-SDSU website.
2. Maintain permanent records of all minutes in the Secretary's file.
3. Develop and keep up-to-date a Board of Directors contact list within one (1) week of elections.
4. Compose and distribute a contact list and itinerary to SNA-SDSU attendees for CNSA and NSNA conventions.
5. Approve, in collaboration with the President and Vice President, the number of cord points awarded at each SNA-SDSU event per the request of the Director who is hosting the event.
6. Keep record of earned cord points for all active SNA-SDSU members and have them publicly accessible via the website.
7. Update NSNA with Board of Director(s) and Faculty Advisor(s) contact information annually.
8. Assist the Board of Directors with all responsibilities related to room bookings through the Aztec Student Union, such as reservations and Event Approval System forms.

D. The Treasurer shall:

1. Receive all monies, deposit funds into Associated Students, and maintain a file containing all transactions.
2. Fulfill check requests for approved funds and store all copies in the Treasurer's file.
3. Create and store reimbursement receipts when necessary.
4. Keep accurate financial records and make monthly reports of those records to be submitted to Faculty Advisor(s) and the Board of Directors.
5. Submit appropriate receipts to the Treasurer of the College of Health and Human Services Student Council for reimbursement in accordance with the budget allotted by Associated Students.
6. Develop the SNA-SDSU budget and appropriate justification for submission to the College of Health and Human Services Student Council for Associated Student funds.
7. Work with President to maintain an active Associated Students banking account.
8. Approve purchases of one hundred (100) dollars or less.
9. Coordinate CHHS Council Funds Proposals with fellow SNA-SDSU Board of Directors for submission and motion at CHHS Council Meetings.

10. At the end of term, ensure all financial business is closed. A list of items pending should be submitted along with all books of account for audit.

E. The Legislative Director(s) shall:

1. Coordinate and supervise the Board of Directors elections.
2. Coordinate and supervise Cohort Representatives and check-in once per month. Interviews will be held with two (2) other Directors.
3. Keep a current copy of Robert's Rules of Order in the Legislative Director's file.
4. Host one (1) event per semester
5. Collaborate with the Board of Directors to update the bylaws at least once per year and put revisions to a vote prior to the last meeting of the Fall semester.
6. Draft one (1) resolution for submission to the CNSA Convention, within the guidelines and timelines established by CNSA.
7. Present the SNA-SDSU resolution to the Board of Directors, publish it on the SNA-SDSU website, and address any feedback prior to CNSA Convention.
8. At least one (1) Legislative Director must be in attendance at each of the annual CNSA and NSNA conventions.
9. Select and coordinate the delegates and alternates at the CNSA and NSNA convention.
10. Create one (1) article per semester to be published in *Vital Signs Newsletter*.

F. The Communications Director shall:

1. Publish and distribute the newsletter a minimum of two (2) times per year.
2. Send articles of interest to the *Range of Motion* and *Imprint Magazine*.
3. Collaborate with the President to compose e-mail blast announcements at least twice a month.
4. Update and maintain the SNA-SDSU website at least twice a month.

G. The Image of Nursing Director shall:

1. Utilize social media to promote awareness on both public perception and media opinion of nursing among nursing students and connected members of public. Keep SNA-SDSU social media up-to-date with events and important information.
2. Participate in the recognizable campaign slogan with NSNA promoting the image of nursing that can be used in communication with media outlets and the general public to promote events.
3. Create one article per semester to be published in *Vital Signs Newsletter* on the image of nursing in the media and ways members can become involved and work in their local communities.
4. Plan Nurses Appreciation Week in May for nursing students, faculty, and nurses in the community.
5. Plan events for nursing students to help promote the positive image of nursing.
6. Update the SNA-SDSU display case once per term.
7. Display current Board of Directors' contact information once per term.
8. Plan and coordinate representation at Explore SDSU.

H. The Breakthrough to Nursing Director(s) shall:



1. Promote diversity and a positive image of nursing students through community outreach.
  2. Provide mentorship to individuals who desire a future in health care through presentations, workshops, or speakers.
  3. Serve as a Liaison between the CNSA and NSNA Breakthrough to Nursing chairpersons.
  4. Coordinate activities with the CNSA and NSNA Breakthrough to Nursing projects.
  5. Coordinate at least one (1) nursing outreach effort within the community.
- I. The Fundraising Director(s) shall:
1. Coordinate all fundraising projects.
  2. Conduct equipment and merchandise sales during throughout the semester.
  3. Order, arrange for pick-up, and distribute the equipment and merchandise; maintain accurate records of inventory, sales invoice, etc., and conduct appropriate correspondence with the participating firms.
  4. Coordinate with the Treasurer in the payment of vendors, depositing of fundraising monies and tracking of SNA-SDSU inventory on hand.
  5. Maintain record of vendor contract(s) and send copy to the President, Treasurer, and Faculty Advisor(s).
  6. Be responsible for maintenance and tidiness of SNA-SDSU storage space.
  7. Oversee opportunity drawings and merchandise giveaways.
- J. The Membership and Mentorship Director(s) Shall:
1. Coordinate the pairing of SDSU nursing student mentors and mentees.
  2. Collect proof of mentorship from each mentor monthly and compose a list of active mentors at the conclusion of the fall and spring semester.
  3. Coordinate one (1) event per semester to promote mentor and mentee bonding.
  4. Coordinate the recruitment of future and retention of past members of SNA-SDSU.
  5. Register as the Project In Touch Recruiter by-June 15th; print membership applications from NSNA website, and enter the Recruiter number in each application; participate in New Student Orientation(s) as the Project In Touch Recruiter; and forward all applications to the processing center by the fourth week of a new semester.
  6. Maintain a current SNA-SDSU membership list.
- K. The Community Health Director(s) shall:
1. Coordinate a minimum of one (1) Community Health Project per semester.
  2. Raise awareness and provide opportunities for students to get involved with key social and health issues within the community.
- L. Global Initiatives Director(s) shall:
1. Aim to increase cultural competency to help eliminate culture-related health care disparities between patient and provider.
  2. Create one (1) article a semester to be published in *Vital Signs Newsletter*
  3. Coordinate a student-led Medical Spanish class each semester.
  4. Expose students to holistic nursing options.

5. Raise awareness on volunteer opportunities that help students gain cultural awareness through other organizations.

M. Cohort Representatives shall:

1. Hold current membership;
2. Be in good academic standing in the SDSU-SON, with clearance provided by the SNA-SDSU faculty advisor on behalf of the SDSU-SON, which will include evaluation of any circumstances related to existing Student Success Plans, previous or concurrent failure of core nursing courses, or unprofessional behavior.
3. Attend each SNA-SDSU meetings as set forth by the SNA-SDSU Board of Directors and chapter bylaws.
  - a. If cohort representatives are unable to attend SNA-SDSU meetings, email legislative director 24 hours in advance to make alternate arrangements to fulfill duties.
4. All appointed cohort representatives shall serve a one (1) year term.
5. Act as the official liaison between the SNA-SDSU chapter and respective cohort.
6. Encourage SNA-SDSU membership and participation in organization events to respective cohort.
7. Promote cohort unity.
8. Attend (one) 1 SNA-SDSU event per semester.
9. Submit proof to Legislative Director once a month to show that you have communicated information to your cohort the week of meetings.
10. Arrange a meeting with the legislative director at the end of the semester for check ins.
11. If cohort representatives fail to perform their duties, SNA-SDSU holds the right to remove them from their position by a two-thirds (2/3) agreement of the Board of Directors at any Board of Director(s) Meeting.

## **ARTICLE VI. FACULTY ADVISORS**

### Section 1. Definition and Qualifications:

- A. The organization shall appoint an individual or individual(s) employed as a faculty or staff member by San Diego State University to serve as the university advisor to this organization as required by the California State University.
- B. Auxiliary staff and student assistants are not eligible to serve as advisors.
- C. The Faculty Advisor(s) shall help advise and support the Board of Directors of SNA-SDSU.
- D. The Faculty Advisor(s) shall pay no dues.

### Section 2. Term of Office:

- A. The Faculty Advisors(s) shall serve on an academic year basis or until their successor has been selected.
- B. The outgoing Board of Directors shall ensure that at least one (1) Faculty Advisor position is filled for the term of the incoming Board of Director(s), prior to the end of the Spring semester.

Section 3. Attendance and Duties:

- A. At least one (1) Faculty Advisor must be present at all SNA-SDSU meetings during the Fall and Spring semesters.
- B. The Faculty Advisor(s) shall fulfill the responsibilities specified in the *SDSU Student Organizations Handbook*.

**ARTICLE VII. AMENDMENTS**

Section 1. Process:

- A. Any Board of Director can compose and present amendments to the Bylaws at any Board of Directors meeting.
- B. After providing a copy of the proposed amendment(s) and allowing appropriate time for review, a two-thirds (2/3) vote of the Board of Directors is required to pass an amendment.
- C. An amendment to these bylaws shall become effective at the close of the meeting at which they are approved.
- D. A new set of Bylaws shall be posted to the SNA-SDSU website and submitted to the university during Recognized Student Organization Renewal.

**ARTICLE VIII. PARLIAMENTARY AUTHORITY**

Section 1. *Robert's Rules*:

- A. The most recent edition of *Robert's Rules of Order Newly Revised* governs this association in all parliamentary situations that are not provided for in applicable law, these Bylaws, or adopted standing rules of SNA-SDSU.

Section 2. Voting and Motions:

- A. The Board of Directors shall constitute the voting and motioning members on issues brought to SNA-SDSU meetings.

Section 3. Code of Conduct at NSNA Functions:

- A. All Board of Directors must wear business casual attire unless otherwise specified.
- B. All attendees must respect *Robert's Rules* and the chain of command.
- C. All attendees need to conduct themselves in a professional manner while representing SDSU-SON and SNA-SDSU.
- D. All attendees must participate in convention activities and meetings as prescribed by the SNA-SDSU itinerary.