

**CALIFORNIA NURSING STUDENTS' ASSOCIATION
SAN DIEGO STATE UNIVERSITY**

CHAPTER BYLAWS

ARTICLE I. NAMES AND AUSPICES

The name of this organization shall be the California Nursing Students' 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 CNSA-SDSU, CNSA, and NSNA respectively.

ARTICLE II. OBJECTIVES AND PURPOSES

Section 1. The purpose of the CNSA-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, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

Section 2. The function of the CNSA-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 the American Nurses' Association/California as well as other nursing and health-related organizations.
- H. To promote and encourage collaborative relationships with other student organizations.
- I. To serve CNSA-SDSU members as 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 CNSA.

ARTICLE III. CONSISTENCY STATUS

Section 1.

For recognition as a CNSA constituent chapter and NSNA constituent chapter, CNSA-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.

CNSA-SDSU will participate in the Membership Director-South meetings according to State Bylaws by sending at least one (1) representative. For an explanation and definition of the structure of State Membership Director-South, see CNSA Bylaws (Article VI, Section 2).

ARTICLE IV. MEMBERSHIP

Section 1. CNSA-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
- K. 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 CNSA-SDSU.
- L. 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 CNSA-SDSU chapter. Each member must pay in accordance with NSNA enrollment procedures.
- B. Initial dues shall be payable directly to CNSA-SDSU which will then remit to the national dues collected on behalf of the constituent.
- C. Renewal membership fees shall be payable directly to the NSNA in accordance with the renewal notifications and deadlines provided by the NSNA.
- D. CNSA-SDSU may charge additional chapter dues to its members, but only with a majority rule from the CNSA-SDSU Board of Directors.
- E. Any member that meets all membership requirements are afforded all the privileges of membership in CNSA-SDSU including cord point acquisition and volunteering at CNSA-SDSU produced events.

- F. Any member who fails to pay annual NSNA dues shall forfeit all privileges of CNSA-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
 - 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 CNSA-SDSU.
- B. In case of resignation or expulsion as identified in Items 1 to 4 above, the Legislative Director, 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 for any reason per the CNSA Bylaws.

ARTICLE V. BOARD OF DIRECTORS

Section 1. Definition and Qualifications:

- A. The governing body of CNSA-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 CNSA-SDSU faculty advisor on behalf of the SDSU-SON, which will include evaluation of any circumstances related to existing learning contracts, previous or concurrent failure of core nursing courses, or unprofessional behavior.

Section 2. Composition:

- A. The Executive Board of Directors of the CNSA-SDSU chapter shall be comprised of the President, Vice President, and Treasurer.
- G. The remaining General Board of Directors shall be comprised of the Secretary, Communications Director, Mentorship Director, Image of Nursing Director, Legislative

Director(s), Breakthrough to Nursing Director(s), Fundraising Director(s), and the Community Health Director(s).

- H. The President has the authority to appoint Co-directorship to any Board position if deemed necessary with a two-thirds (2/3) majority vote of the Board of Directors.
- I. Any Board of Director 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 CNSA-SDSU chapter, at the official election during the Spring semester in accordance to the election schedule.
- J. The inauguration of the elected Board of Directors must occur four (4) weeks prior to the end of the semester.
- K. All elected officers shall serve a one-year term.
- L. Each officer shall hold his or her position from the transition meeting until the transition meeting of the following year.
- M. 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 31st.

Section 4. Board of Director 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 CNSA-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.
- N. The faculty advisor(s) will not be excluded from any executive meetings and will have knowledge of the details related to an executive meeting.
- O. A generalized report regarding the Executive Meeting will be made to the General Board of Directors at the next scheduled Board of Director meeting consistent with all laws, rules and regulations related to disclosure of information.

Section 6. Membership Meetings:

- A. Membership meetings will be open to all SDSU-SON students and designated invitees.
- P. The purpose of the membership meeting is to discuss, share, and present information regarding chapter activities.
- Q. There will be a minimum of five (5) membership meetings per semester and all members will be notified in advance of the meeting.

Section 7. Quorum:

- A. For the purpose of voting at the Board of Director Meetings, a minimum quorum is derived from ten (10) of the twelve (12) Directors, with co-directors serving as one (1) entity.
 - i. For topics affecting general membership, the Board of Directors will vote by 2/3 majority to send topics to the general meeting. These items will be voted on by general members, requiring a 2/3 majority of attendance to pass.
- A. 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 Director qualifications.
- B. Removal of Directors:
 - 1. Any Director may be removed with cause by a two-thirds (2/3) agreement of the Board of Directors at any Board of Director Meeting.
- C. Resignation of Directors:
 - 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 Directors:
 - 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 of replacing a Co-director, the remaining Co-director has the final determination of the elected successor.
- E. Temporary vacancy:
 - 1. Should a vacancy of a position occur, any willing Board of Director 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 Director and Membership 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 Board Member sustains two (2) excused or 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 Director graduation cord, each Board of Director must attend 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) CNSA-SDSU Chapter events.

Section 10. General Responsibilities:

- R. Submit all check requests with receipts of expenditures to the Treasurer and Associated Students for reimbursement.
- S. Any reimbursements or purchases over one hundred \$100 must be approved by the President AND Treasurer.
- T. Upon request by the Communications Director, publish an article(s) for each issue of *Vital Signs*.
- U. Appoint a committee chairperson to a committee or create a committee as deemed necessary with a two-thirds (2/3) majority approval of the Board of Directors, and serve as an ex-officio member of the committees.
- V. As appropriate, apply for all CNSA and NSNA Awards on behalf of CNSA-SDSU.
- W. Perform all other duties as assigned by the President.
- X. Responsible for coordinating nominations of individuals for awards presented at CNSA state convention and NSNA national convention appropriate and relevant to events as it pertains to their position.
- Y. Responsible for submitting budget requests to Treasurer 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 CNSA-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 CNSA-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. Sign Associated Students checks requests for approved expenditures.
7. Submit the Official Application for NSNA Constituency Status as designated
8. Represent CNSA-SDSU as head delegate at state and national 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 CNSA-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 CNSA-SDSU in all matters relating to CNSA and NSNA.
12. Approve the number of cord points awarded at each CNSA-SDSU event.

13. Approve purchases of one hundred (100) dollars or more.
14. Approve event dates moved by any of the Board of Directors.
15. Collaborate with the Communications director regarding email blasts and updates.
16. Collaborate with the Legislative Director at least once a year to revise the chapter bylaws.
17. Attend or coordinate attendance of a BOD member at all SDSU SON faculty meetings.
18. Attend or coordinate attendance of a representative at all CHHS College Council Meetings.

B. The Vice President shall:

1. Assume in rank the duties of the President in the absence, disability, or vacancy of the President.
2. Coordinate CNSA-SDSU activities to include New Student Orientation(s).
3. Notify RN-BSN faculty advisor of CNSA activities and the opportunity to have RN-BSN representation at CNSA meetings.
4. Approve the number of cord points each CNSA-SDSU event is worth per the request of the Board of 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 CNSA-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 CNSA-SDSU attendees for the state and national conventions.
5. Collaborate with the Communications Director to keep CNSA-SDSU social media up-to-date with events and important information.
6. Approve the number of cord points each CNSA-SDSU event is worth per the request of the Board of Director who is hosting the event.
7. Keep record of earned cord points for all active CNSA members and have them publicly accessible via the website.
8. Update NSNA with Board of Director(s) and Faculty Advisor(s) contact information annually.
9. Assist BOD 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 President.
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 CNSA-SDSU budget and appropriate justification for submission to the College of Health and Human Services Student Council for Associated Student funds.
7. 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.
8. Work with President to maintain active Associated Students banking account.
9. Approve purchases of one hundred (100) dollars or more.
10. Coordinate CHHS Council Funds Proposals with fellow CNSA-SDSU Board Members for submission and motion at CHHS Council Meetings.

E. The Legislative Director shall:

1. Hold Board Members accountable to the bylaws.
2. Coordinate and supervise the new officer elections.
3. Coordinate and supervise Cohort Representatives and hold a brief check-in session once per month. Interviews will be held with two (2) other board members.
4. Keep a current copy of Robert's Rules of Order in the Legislative Director's file.
5. Host *Speaking of Nursing* events (one each semester) to help students further develop professional skills tailored to today's job market.
6. Collaborate with the President to update the bylaws at least once per year and put revisions to a vote prior to the last meeting of the fall semester and prior to NSNA Convention.
7. Draft one (1) resolution for submission to the State Convention, within the guidelines and timelines established by CNSA.
8. Present the CNSA-SDSU resolution to the Board of Directors, publish it on the CNSA-SDSU website, and address any feedback prior to convention.
9. At least one (1) Legislative Director must be in attendance at each of the annual CNSA and NSNA conventions.
10. Select and coordinate the delegates and alternates at the CNSA and NSNA convention.

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 twice a month.
4. Update and maintain the CNSA-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.
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 students, faculty, and nurses in the community.
5. Plan events for nursing students to help promote the positive image of nursing.
6. Update the CNSA display case across from Adams Humanities 3138 once per term.
7. Update poster in media lab with current board of directors' contact information once per term.

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. Identify and compile a listing of state and national financial aid resources for nursing students.

I. The Fundraising Director(s) shall:

1. Coordinate all fundraising projects.
2. Conduct equipment and merchandise sales during the New Student Orientation(s), White Coat Ceremony(s), Pinning Ceremony(s), and any other special sales 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 CNSA-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 black cabinets in Skills Lab.

J. The Membership and Mentorship Director Shall:

1. Coordinate the pairing of mentors and mentees.
2. Collect proof of mentorship from each mentor monthly and compose a list of active mentors at the conclusion of the semester.

3. Coordinate one event per semester to promote mentor and mentee bonding.
4. Coordinate the recruitment of future and retention of past members of CNSA-SDSU.
5. Register as the Project In Touch Recruiter by June 15th; order membership applications from NSNA, and enter the Recruiter number in each application; participate in new student orientation 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 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 shall:

1. Aim to increase cultural competency to help eliminate culture-related health care disparities between patient and provider.
2. Create one article a semester to be published in *Vital Signs Newsletter*
3. Coordinate a student-led Medical Spanish class.
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

1. Attend each CNSA-SDSU meetings as set forth by the CNSA-SDSU Board of Directors and chapter bylaws.
2. Remain in good academic standing.
3. Act as the official liaison between the CNSA-SDSU chapter and your respective cohort.
4. Encourage CNSA-SDSU membership and participation in organization events to your respective cohort.
5. Promote cohort unity.

ARTICLE VI. FACULTY ADVISORS

Section 1. Definition and Qualifications:

- A. The organization shall appoint an 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 CNSA-SDSU.
- D. They shall pay no dues.

Section 2. Term of Office:

- A. Advisors shall serve on an academic year basis or until their successor has been selected.
- E. The outgoing Board of Directors shall ensure that at least one (1) Faculty Advisor position is filled for the term of the incoming Board, 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 CNSA-SDSU meetings during the Fall and Spring semesters.
- F. The advisor 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 Director meeting.
- G. 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.
- H. An amendment to these bylaws shall become effective at the close of the meeting at which they are approved.
- I. A new set of Bylaws shall be posted to the CNSA-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 CNSA-SDSU.

Section 2. Voting and Motions:

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

Section 3. Code of Conduct at NSNA Functions:

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