

WRIGHT STATE UNIVERSITY
School of Nursing
Organization of Students

Date Organized: January 1976

Date Bylaws last amended: September 2010

BYLAWS

Article I – Name

The name of this organization shall be the Wright State Student Nurses' Association, a constituent of the Ohio Nursing Students' Association and the National Student Nurses' Association, Inc., hereinafter referred to as WSSNA.

Article II – Purpose and Function

The purpose of WSSNA:

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

The function of the WSSNA shall include the following:

- a) To have direct input into standards of nursing education and influence the educational 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 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) 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.

Article III – Members

Section I – Constituent Associations

- a) The WSSNA shall be composed of at least 15 members.
- b) For initial recognition as a WSSNA constituent, constituent associations shall be required to submit their bylaws which shall include the following areas of conformity for active and associate member: purpose and function, membership, dues, and representation. Subsequently, constituents shall be required to reaffirm the areas of conformity annually.

Section II – Categories of Constituent Membership

- a) Active members:
 - 1. Undergraduate students enrolled in state approved programs to licensure as a registered nurse.
 - 2. Registered nurses enrolled in an undergraduate program 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 an undergraduate program leading to an degree in nursing.
2. Associate members shall have all the privileges of membership, except the right to hold office as president or vice president at state and national levels.

Section III – Categories of Non–Constituent Memberships

- a) Sustaining members:
 1. Sustaining membership shall be open to WSSNA to any individual or organization interested in furthering the development and growth of WSSNA upon approval of the Board of Directors. Sustaining members shall receive literature and other information from WSSNA secretary. This membership is not open to those eligible for active or associate membership.
- b) Honorary members:
 1. Honorary members may be conferred by 2/3 vote of the Board of Directors upon persons who have rendered distinguished service or valuable assistance to WSSNA. Honorary members shall have none of the obligations or privileges of membership.
- c) Local members:
 1. Local membership shall be open to WSSNA to any individual who fulfills requirements for active membership under Article III, Section II, but does not wish to be a constituent of NSNA. Local members shall have all the privileges and obligations of membership except the right to hold office in WSSNA, or at state and national levels. Local members are not recognized by the national or state associations.

Section IV

Active and associate membership may be extended beyond completion of a student's program in nursing. Sustaining and local membership shall be renewable annually.

Section V – Dues

a) The annual dues shall be at current rates per member payable for appropriate dues year. The dues year shall be a period of 12 consecutive months.

b) Payment is a prerequisite for active membership:

NSNA dues shall be at current rates.

OSNA dues shall be at current rates.

WSSNA dues shall be \$10.00 per member.

c) NSNA and ONSA dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent.

d) Dues of the local membership to WSSNA shall be \$10.00 per year, payable to WSSNA. The membership shall be renewable annually.

e) The annual dues for sustaining members shall be established by the Board of Directors.

f) Any member who fails to pay current dues shall forfeit all privileges of membership.

Article IV – Officers and Directors

Section I

The officers of WSSNA shall be the president, vice president, secretary, and treasurer.

Section II – Eligibility

- a) Only members who shall be nursing students throughout the full term of office and have the privilege of active membership shall be eligible for the offices of president and vice president.
- b) Only members who shall be nursing students throughout at least 3/4 of a term of office shall be eligible for the office of secretary and treasurer.
- c) Local members shall be ineligible to hold an office. If a local member wishes to become a board member they have 2 months to pay NSNA membership dues.
- d) No member shall hold more than one position of office at any one time.
- e) No member shall serve more than two terms on the Board of Directors.

Section III – Term of Office

The term of office shall be one year from the September monthly meeting where officers are installed until installation of officers the following September.

Section IV – Duties of Officers

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

- a) The president shall:
 - 1. Preside at all meetings of the association, the Board of Directors, and all executive committees.
 - 2. Appoint special committees with the approval of the Board of Directors.

3. Serve as ex-officio member on all committees except the nominating committee.
 4. Represent WSSNA in matters relating to the association and perform all duties pertaining to the office.
 5. Approve all expenditures as submitted by the treasurer and authorized by the Board of Directors.
 6. Have the power to call organization and Board meetings.
 7. Have voice and vote in Board of Directors meetings but vote only in the event of a tie at meetings of the association.
 8. Serve on the Student Affairs committee within the School of Nursing.
 9. Prepare an agenda for each Board meeting and member meeting to be provided to secretary for copies no later than 3 days prior to meeting date for distribution.
- b) The vice president shall:
1. Assume the responsibilities of the president in the absence or disability of the president.
 2. In the event of a vacancy occurring in the office of president, the vice president shall assume the duties of the president.
 3. The vice president shall be responsible for the review and recommendations for change in bylaws.
 4. Perform all other duties assigned by the president and/or Board of Directors.
 5. Serve as delegate to the House of Representatives.
- c) The secretary shall:
1. Keep records of all organizational correspondence, reports and meeting minutes in a secretary's binder that is to be left in the WSSNA office.
 2. Conduct the general correspondence of the organization as requested by the chairperson or the Board of Directors.

3. Assist the organization in the review of policies and the recommendations of policy changes.
4. Perform all other duties assigned by the president or as usual to this office.
5. Calling roll and determining whether or not a quorum is present.
6. Record the minutes of all organizational meetings, including the Board of Directors.
7. Be responsible for posting a copy of meeting minutes to be available to all members.
8. Refer to duly appointed committees the necessary records for the proper performance of their duties.
9. Sign with the president such organization papers as come within their executive and administrative spheres.
10. Prepare for the file a list of member of the Board of Directors and committees.
11. In the event the president and vice presidents are absent, secretary will call meeting to order and preside at the election of a chairman pro tem.

e) The treasurer shall:

1. Plan and submit the budget to the Board of Directors.
2. Act as the custodian of the funds of this organization.
3. Make monetary disbursements as the bylaws provide.
4. Keep accurate entries of acquisitions and disbursements of organizational funds.
5. Prepare a report of the transactions of the treasurer's office to be submitted at the monthly meeting.
6. Ensure that dues are collected from members and update membership list accordingly.
7. Submit a financial report to the members of the Board of Directors when requested to do so by members of the Board.

8. At the close of the term of office, submit all books of accounts for audit as specified by the Board of Directors.
- f) Each officer shall keep a file, including copies of correspondence, minutes of committee meetings, and other data as sufficient to the office.

Section V – Vacancies

A vacancy on the Board of Directors other than president shall be filled by the Board of Directors.

Section VI – Non-functioning Officers

- a) In the event of three invalid absences from either Board meetings or monthly Organization meetings, (valid absences shall be those of an unavoidable nature which are reported to the Board of Directors) and failure to fulfill the responsibilities of an office as specified by the bylaws and policies of the organization, the officer shall be subject to review and possible impeachment plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- b) An officer may also be removed from office by a plurality vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.
- c) Prior notification of 2 weeks shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances.
- d) Impeachment proceedings can also be initiated by petition signed by ten (10%) percent of active members of this organization. Removal from office shall be determined by organizational majority vote of those casting ballots.

Article V – Nominations and Elections

Section I – Elections Committee

- a) Elections committee: an elections committee shall consist of any 3 members not presently holding office or nominated as a candidate for office.
- b) Election committee members should be volunteers from the membership.
- c) The elections committee will conduct elections as specified under Section II – elections.

Section II – Elections

- a) The officers shall be elected by the members. After open nominations from the floor at the September meeting, the elections shall be by ballot. A plurality vote shall elect. Tie vote shall be decided first by revote, and if necessary, then by casting a lot.
- b) Elections are to be held annually for this organization during the last week of September.
- c) All paid members are eligible to vote.
- d) All elections shall be by secret ballot or online and be held for a period of at least three days at a time designated by the Elections Committee.
- e) The Elections Committee shall notify all candidates of the results one day before public announcement.
- f) Ballots or online poll shall be kept until the next monthly meeting, where disposal of ballots will be determined.
- g) Following installation, the outgoing and newly installed officers shall work cooperatively to provide a smooth transition period.
- h) Elected officers shall be installed at the October meeting.

Section III – Nominations

- a) Candidates for office will submit their names, qualifications, and platform, in paragraph form, to the Elections Committee.
- b) An e-mail will be prepared and made available to all members by the election committee. This e-mail will contain the aforementioned paragraphs submitted by candidates. Submission date is no later than one week prior to election. Proposals received after the deadline will not be considered.

Article VI – Meetings

Section I

Meetings of this organization shall be scheduled monthly during the school year. Monthly meeting dates should be set at the first meeting of a quarter for the entire quarter for both the Board and membership. Monthly Board meetings should be no more than 1 week prior to membership meetings.

Section II

The student body shall be the governing voting body of the association and shall be composed of members of the association and members of the Board of Directors. The business of the meetings shall be conducted by the Board of Directors.

Section III

- a) The voting body at meetings of the association shall consist of the elected officers, and those members present and voting.
- b) The voting body shall be the same, insofar as possible as that in meeting.
- c) Representation to the NSNA annual meeting:

1. School constituents:
 - a) Each school chapter shall be entitled to one voting delegate and one alternated for each 50 members.
 - b) Each school chapter shall be entitled to one additional voting delegate and one alternate for each 50 members.
 - c) A school chapter whose membership is composed solely of associate members and a specific potential membership cannot be determined; the Board of Directors of NSNA shall decide the appropriate delegate and alternate representation.
2. The school chapter delegate and alternate shall be members in good standing in the chapter and shall be selected by members of the school chapter at a proper meeting.
3. Delegates shall be computed on the basis of the number of members as evidenced by the annual dues received by NSNA postmarked by a date eight weeks prior to the national annual meeting and provided that the school chapter's bylaws are in conformity by that date.

Section IV

The privileges 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 question. The voting member must be present.

Section V

All meetings of the association shall be open unless voted otherwise.

Section VI – Quorum

A quorum at meetings shall consist of the president or vice president and one other officer and all those present and voting.

Section VII – 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 5 or more members. Notice of time, place, and purpose of the meeting shall be posted 5 days prior to the meeting.
- b) The voting body shall be the same, insofar as possible, as that in meeting.
- c) The quorum shall be those present and voting, and at least two members of the Board of Directors including the president and vice president.

Article VII – Board of Directors

Section I

The Board of Directors shall consist of the elected officers. The consultant shall serve as a member with voice.

Section II

All the powers of the association are vested in and shall be exercised by the Board of Directors during the interim between meetings of the association, except that the Board shall not nullify nor modify any action taken by the student body in convention, and subject to the provisions of these bylaws.

Section III

The Board of Directors shall not be responsible for any contract, claim, or obligation of any kind incurred or for any position taken by any officer or member of constituent unless the same was duly authorized in writing by the Board of Directors.

Section IV

Management by the Board of Directors shall include the following duties:

- a) Review and approve the terms of official relationship established with other organizations singly or in coalition.
- b) Approve any commitment in the form of action statement of policy or position, financial obligations involved in WSSNA relationships with other organizations.
- c) Approve a budget and provide the annual audit of accounts at the close of the fiscal year currently June 30.
- d) Have the power to fill vacancies for an unexpired term, unless otherwise specified in these bylaws.
- e) In case of an emergency, votes by referendum may be taken by the Board of Directors, provided the material is sent in the same words to each member.
- f) Approve proposed bylaw amendments.

Article VIII – Consultant

Section I

There shall be 2 consultants. One consultant shall be a member of the faculty. The other consultant shall be the former president of the Board of Directors, having full voice. The person shall be appointed to serve for the year, or until a successor is appointed.

Section II

The faculty consultant shall:

- a) Be responsible for providing for the interchange of information between the Board of Directors and the faculty.
- b) Serve as a resource/advisor consulting with the Board of Directors, members and staff.
- c) Attend meetings of WSSNA.
- d) Have full voice.

Section III

The former president of the Board of Directors shall:

- a) Assist in the interchange of information between the current Board of Directors and previous Board of Directors.
- b) Attend meetings of WSSNA when available.
- c) Have full voice and vote.

Article IX – Committees

Section I

The Board of Directors, at its discretion, shall establish committees deemed necessary to carry on the work of the association and determine the functions, terms, and membership of the committees according to bylaws. A quorum for committee meetings shall be a majority of the members.

Section II – Standing Committees

- a) Standing committees shall be composed of members of WSSNA and shall assume such duties as are designated by the membership and specified by the bylaws.

- b) Chairpersons of all committees shall be determined by that committee.
- c) There shall be the following standing committees which shall consist of a chairperson and at least 2 other members not on the Board of Directors:
 - 1. Social Activities – responsible for the newsletter, historical scrapbook and website updates.
 - 2. Fundraising, as specified under Article XII, Section IV.
 - 3. Elections, as specified under Article V, Section I.

Section III

All activities of committees are to be reported to the Board of Directors.

Article X – Parliamentary Authority

All meeting of this association shall be conducted according to parliamentary law as set forth in Roberts’ Rules of Order Newly Revised where the rules apply and are not in conflict with these bylaws.

Article XI – Amendments

Section I

These bylaws may be amended at any meeting by a majority vote of those present and voting provided that notice of the proposed amendments have been given at a previous meeting and posted on WSSNA website.

Section II

Proper amendments shall be submitted in writing, carrying proponent’s signature, to the Board of Directors for review at least 2 weeks prior to a

meeting. Proposed amendments may be submitted by any member of WSSNA.

Section III

Amendments to the bylaws of NSNA adopted annually at the annual meeting which directly relate to the business of the constituent association in the areas of conformity of NSNA shall automatically and immediately effect the necessary amendments to the bylaws of the constituent associations and shall promptly be incorporated into their bylaws.

Section IV

All proposed amendments which would change the character of the organization must be submitted to the Office of Student Activities.

Section V

Amendments become effective immediately upon their passage by the voting body of this association.

Article XII – Scholarship

Section I – Criteria for eligibility

- a) Minimum GPA of 2.7.
- b) Not based on financial need.
- c) Gained admittance to the School of Nursing.
- d) Be a local member of WSSNA.
 1. attend 70% of scheduled meetings
 2. participate in at least three WSSNA events per election year
 3. helps plan and organize at least one event
 4. shows leadership and initiative in WSSNA

Section II – Scholarship Review Committee

- a) Will consist of 6 members:
 - Faculty advisor/faculty member (2)
 - Dean or Director of Student Affairs (1)
 - Past president/officer of WSSNA (1)
 - Current WSSNA member and officer (2)

- b) WSSNA officer or the member will serve as committee chairman and vote only in the case of a tie vote.

Section III – Scholarship Application and Award Procedure

- a) Application:
 - 1. Applications will be accepted during Spring quarter of each year.

- b) Award:
 - 1. Scholarship will be awarded in the Spring for the following Fall quarter.
 - 2. A monetary award not less than \$200.00 will be awarded. This will be awarded through the financial aid office.
 - 3. On a funds-available basis additional scholarships may be awarded.

Section IV – Fundraising Events

There will be at least two fundraisers each year. Proceeds of these fundraisers are to be used for the scholarship as outlined in Section III (b).