



MONTCLAIR STATE UNIVERSITY

Article I - Name of Organization

The name of this organization shall be the Montclair State University Student Nurses Association (MSU-SNA).

Article II - Purpose of Function

Section 1. Purpose

- A. To assume responsibility for contributing to nursing education in order to provide the highest quality of healthcare.
- B. To provide programs representative of fundamental interest and concern to nursing students.
- C. To aid in the development of the whole person, their professional role, their responsibility for the health care of people in all walks of life.

Section 2. Function

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities towards 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 a person's 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.

Article III - Membership

Section 1. School Constituent

- A. School constituent membership is composed of active or associate members who are of the NSNA and the NJNS.
- B. MSU-SNA shall be composed of at least ten (10) members from Montclair State University, or the total school enrollment if less than ten (10). There shall be only one (1) chapter on this school campus.
- C. For yearly recognition as a constituent, an officer of the MSU-SNA shall submit annually the Official Application for NSNA Constituency status, which shall include the following areas of conformity: purpose and function, membership, dues and representation.
- D. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a two-thirds vote of the NSNA Board of Directors, provided that written notice of the proposed revocation has been given at least two (2) months prior to the vote, and the constituent association is given an opportunity to be heard.
- E. MSU-SNA is an entity separate and apart from NSNA and its administration of activities, with NSNA and NJNS exercising no supervision or control over these immediate daily and regular activities. NSNA and NJNS have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of MSU-SNA or the members thereof. In the event any legal proceedings are brought against NSNA and NJNS, MSU-SNA will indemnify and hold harmless the NSNA and NJNS from any liability.

Section 2. Categories of Constituent Membership

Members of the constituent associations shall be:

- A. Active members:
 - 1. Students enrolled in state-approved programs leading to licensure as a registered nurse.
 - 2. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
 - 3. Active members shall have all the privileges of membership.

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B. Associate members:

1. Pre Nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing, and students who are interested in pursuing a career in nursing.
2. Associate members shall have all of the privileges of membership except the right to hold office as President or Vice President at state and national levels.

C. Individual members:

1. Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available.
2. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.

Active and associate membership shall be renewable annually.

Active and associate NSNA membership may be extended six (6) months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

Article IV - Dues

Section 1.

- A. The MSU-SNA Board of Directors shall have the authority to change chapter membership dues, providing such does not exceed the amounts set in these by laws.
- B. National and state site dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect or remit school chapter dues.
- C. In the event that MSU-SNA charges chapter dues, these will be collected by the chapter treasurer and shall not be collected nor remitted by the NSNA.

Membership in NSNA is not a requirement to participate in SNA at Montclair State.

Article V - Board of Directors

Section 1. Composition

- A. The Board of Directors will consist of: President, Vice President, Secretary, Treasurer, and Class Representatives.

Section 2. Responsibilities

- A. The Board of Directors shall be responsible for:
 - 1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
 - 2. Filling vacancies in any office by a two-thirds majority vote of the Board of Directors except the office of President.
 - 3. Reviewing expenditures, revenues, policies and procedures, and any other business of the association.

Section 3. Quorum

A quorum for the board meetings shall be the President or Vice President, two (2) other board members, and one (1) faculty advisor.

Section 4. Duties of the Board of Directors

A. President

- 1. Shall preside at all meetings of this association, appoint committees as needed, perform all other duties pertaining to the office and represent this association as needed.
- 2. Shall serve as chairperson of the Board of Directors meetings.

B. Vice President

- 1. Shall assume the responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
- 2. Shall preside at meetings in the absence of the President.
- 3. Shall assist the President as needed.

C. Secretary

- 1. Shall record and distribute the minutes of all meetings.
- 2. Shall keep on file as a permanent record all reports, papers, and documents.
- 3. Assist the President with official correspondence.
- 4. Deliver to the newly elected Secretary all association papers.

D. Treasurer

- 1. Submit financial reports to the Board of Directors and membership as directed by the President.
- 2. Keep a permanent record of all dues received from members and any other income and disbursements.
- 3. Remit payment as follows:
 - I. Requests for disbursement of funds shall be made in writing to the Board of Directors.

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- II. Upon approval, the treasurer will issue checks for those requests approved.
- III. No funds will be disbursed without prior approval.
- IV. All checks must have two (2) signatures.

E. Class Representatives

- 1. Two (2) representatives from each class will be nominated
- 2. Act as a liaison between the MSU-SNA council and the students.
- 3. To attend and participate in all board meetings
- 4. Keep students updated on programs, events and scholarships offered by NSNA and MSU-SNA to encourage student involvement
- 5. Gather and post scholarship information on bulletin boards.

F. Projects Chairperson/Fundraising Director

- 1. Serves as chairperson of the Projects committee.
- 2. Attend student activities council meetings.
- 3. Be accountable to the membership for notification of pending student activities.
- 4. Coordinate MSU-SNA fundraising events.

Section 4. Absences

- A. Members of the Board of Directors who have missed more than two (2) regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a 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 two (2) weeks shall be given to the individual in question, and a special Board of Directors meeting shall be held to review the circumstances.

Article VI - Elections

Section 1. Election of Board of Directors

- A. Elections shall be held annually.
- B. All nominations shall be made from the floor.
- C. All elections shall be by secret ballot.

D. A plurality vote of the members present and entitled to vote constitute an official election.

E. In the event of a tie, a re-vote shall be held.

Article VII - Meetings

Section 1. Membership Meetings

A. Meeting dates shall be set by the Board of Directors.

B. Meeting location and time will be posted on the chapter bulletin board at least two (2) weeks before the meeting.

Article VIII - Committees

Section 1. Appointments

A. The Board of Directors shall make committee appointments.

B. Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.

Section 2. Responsibility

A. All committees shall be responsible to the Board of Directors for reporting committee activities on a regular basis and shall, upon the direction of the Board of Directors, report the same to the general membership.

Article IX - Delegates

Section 1. Purpose and Function

A. To serve as spokesperson for this association at the annual state and national conventions.

B. Present to the state and national organizations all proposed resolutions or proposed amendments to bylaws.

C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to chapter membership.

Section 2. Qualification and Appointment

A. The Board of Directors will determine qualifications to serve as a delegate.

B. The Board of Directors will appoint delegates who meet the qualifications.

Section 3. Delegate Representation

A. School Constituents

1. The school chapter, when recognized as an official NSNA constituent, shall be entitled to one (1) voting delegate and alternate at the NSNA House of Delegates, and also, shall be entitled to one (1) voting delegate and alternate for every 50 members.
2. The school chapter delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
 - I. Selection and/or election by members of the school chapter according to chapter bylaws; or
 - II. Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.
 1. School chapters shall approve the appointment.
 2. The State Board of Directors shall verify that any state-appointed alternate is a member in good standing of the NSNA and the state association.
 3. A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
 4. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
3. The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed by the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight (8) weeks before the annual meeting.

Article X - Amendments

Amendments to the Bylaws may be made with a two-thirds vote of those present and voting at a membership meeting if notice of proposed amendments has been sent to members at least four (4) weeks before the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

Article XI - Parliamentary Authority

All meetings of this association shall be conducted according to the parliamentary law as outlined in *Robert's Rules of Order Newly Revised, 12th edition* where the rules apply and are not in conflict with these bylaws.