

# **Bylaws**

## ***Blinn College Nursing Students' Association***

### **Article I**

The name for the organization shall be the Blinn College Nursing Students' Association, hereafter referred to as BCNSA.

### **Article II**

#### **Purpose and Function**

#### **SECTION I: PURPOSE**

BCNSA shall:

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

#### **SECTION II: FUNCTION**

BCNSA shall:

- A. Have direct input into standards of nursing educational process in conjunction with the Texas Nursing Students' Association (TNSA).
- B. Influence health care, nursing education, and practice through legislation activities as appropriate.
- C. Promote and encourage participation in community affairs and activities as appropriate.
- D. Represent nursing students to the consumer, institutions, and other 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 interdisciplinary 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 Nurse 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 four (4) classes of membership: active, associate, sustaining, and honorary.

##### **A. Constituent Membership**

###### **a. Active Members**

- i. Students enrolled in the Blinn College Associate Degree Program.
- ii. Active members shall have the privileges of membership and shall be eligible for appointed or elected office and be eligible to serve in the house of delegates as representatives.

##### **B. Non-Constituent Membership**

###### **a. Associate Members**

- i. Pre-nursing students enrolled in Blinn College as preparation for entrance into the Associated Degree Program in nursing.
- ii. Associate members are welcome at all chapter events, including voting, but may not hold the positions of office or attend state or national events.
- iii. These members are not recognized by the state and national organizations and their numbers shall not be counted towards delegate representations in such organizations.

###### **b. Sustaining Members**

- i. Subscriber membership shall be open at the chapter, state, and national level to any individual or group interested in furthering the development and growth of TNSA and NSNA.
- ii. Subscriber members shall receive literature from the state and national association and member rates to workshops, seminars and the annual convention.
- iii. Dues for sustaining members depend on the type of membership desired (individual or organization). These members should refer to the state and national organizations for due schedules.
- iv. Sustaining members are welcome at all chapter events, including voting, but may not hold the positions of office or attend state or national events.

###### **c. Honorary Members**

- i. Honorary membership may be conferred by a two-thirds (2/3) vote for the membership with the recommended of the officers upon persons who have rendered distinguished service or valuable assistance to BCNSA.
- ii. These members will not be able to vote in chapter events or run for office, however, their input is valued and will be considered by the voting members.
- iii. Honorary members are not recognized by the state and national organizations and their numbers shall not be counted towards delegate representations in such organizations.

- C. Active and associate membership shall be renewable annually.
- D. Active and associate membership may be extended six months beyond graduation from Blinn College, provided membership was renewed while the student was enrolled in Blinn College Associate Degree Nursing Program.
- E. Sustaining membership shall be renewable annually.
- F. Honorary membership may be extended indefinitely at the discretion of the officer holders and faculty advisor.

## **Article IV**

### **Officers**

#### **SECTION I: OFFICERS**

- A. The elected officers of BCNSA shall be President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Historian, Hospitality Officer, and Class Representatives (4).
- B. Officers shall be elected by a majority of those present at the first meeting of the calendar year.
- C. The President and Treasurer must co-sign all checks, and they may be the only people to incur expenses on behalf of BCNSA

#### **SECTION II: QUALIFICATIONS**

- A. Candidacy for the offices of President and Vice-President shall be open only to those candidates who will be active members throughout the full term of their offices.
- B. Candidates for all other officers shall be chosen from members who shall be Active members throughout at least one-half of that term.
- C. Members must be current on their dues by the time of elections or they will be disqualified from running.

#### **SECTION III: ELECTION PROCEDURES**

- A. Elections will be held at the first meeting of the spring semester.
- B. Officers will be elected by a majority vote of the qualifying members present, excluding the current president. In the case of a tie, the president will cast the deciding vote.
- C. If none of the candidates receive a majority vote, the two members receiving the most votes will participate in a runoff election at a special meeting, to be held one week (7 days) following the initial election.

#### **SECTION IV: TERM OF OFFICE**

- A. Unofficial terms of office will begin immediately after election results have been finalized.
  - a. The purpose of this unofficial term is to familiarize the new officers with their roles in the organization and to provide for a smooth transition with the instatement of new officials.
  - b. Elected officers are required to work with the outgoing office holders for the remainder of the spring term.
  - c. Duties of the unofficial office holders shall be determined by the outgoing officers, the faculty advisor, and the newly elected representatives.

- d. This unofficial term will end when the official term begins.
  - e. If a member is transitioning from one official position to another, this unofficial term may be eliminated at the discretion of the current office holders.
- B. The official term of office shall be one year from the last day of the spring semester in which they were elected to the last day of the following spring semester (May to May). No elected officers shall server more than two consecutive terms in the same office.

#### SECTION V: VACANCY OF OFFICE

- A. A vacancy in the office of the President shall be filled by the Vice-President.
- B. In the event of vacancy in any other office, the vacancy shall be filled, if deemed essential, by a majority vote of the members of BCNSA.
- C. Members may choose to elect officers whose official terms will begin immediately at the first meeting in the spring and/or fall to replace official positions which have been vacated due to graduation or other reasons.

#### SECTION VI: DUTIES OF THE OFFICERS

See attached copies

### **Article VI**

#### **Meetings**

- A. There shall be at least one meeting per month with the date being determined by the availability of rooms and schedules of the guest speakers.
- B. Special meetings may be called by the President or Faculty Advisor with at least seven days notification prior to the meeting.
- C. Any officer that is absent three consecutive meetings will be considered for dismissal. A unanimous affirmative vote of the other officers is required for dismissal. A written dismissal will be sent to the individual.
- D. If an officer fails to fulfill his or her responsibilities as defined in the Bylaws, the remaining officers shall have the option of removing that officer from the office. This action will require a unanimous vote of the other officers.

### **Article VII**

#### **Dues**

#### SECTION I: DUES

- A. The annual dues shall be \$10.00 (excluding the NSNA and state dues) per member. Payable for the appropriate dues year. The dues year shall be a period of twelve consecutive months.
- B. Any member who fails to pay current dues shall forfeit all privileges of membership.
- C. All active members must pay applicable state and national dues at the time of BCNSA due payments. If they apply and pay on-line, documentation should be provided to the treasurer. These organizations should be contacted for the appropriate due schedule.
- D. Associate members are responsible for the payment of chapter dues only.

- E. Sustaining members are responsible for the payment of chapter, state, and national dues. These organizations should be contacted for the appropriate due schedule.
- F. Honorary members are not responsible for any dues.
- G. Members will not be eligible to vote in elections until dues are paid in full.

**SECTION II: DUES PERIOD**

NSNA and TNSA dues shall be sent to NSNA and shall cover a period of twelve months. TNSA dues shall cover the same concurrent twelve month period as NSNA dues. BCNSA dues shall be collected at the first meeting of the calendar year with a grace period of thirty days and will cover a total of two consecutive semesters (not including summer sessions).

**Article VIII**

**Advisors**

- A. The advisor shall be a faculty member of Blinn College Associate Degree Nursing Program.
- B. The advisor shall be present at all officers meetings and all BCNSA meetings.
- C. The advisor will serve as a resource person to BCNSA in planning, deliberating, implementing and evaluating BCNSA.
- D. The advisor will stimulate the professional development and foster the leadership skills required of officers and other members of BCNSA.
- E. The advisor will facilitate discussions leading to decision making by student leaders while refraining from directing the outcomes.
- F. The advisor will facilitate the orderly transition of the outgoing and incoming members of BCNSA.
- G. The advisor will clarify functions, programs, and operations of Blinn College and adhere to ethical principles on matters of confidentiality.
- H. The advisor shall serve a resource and liaison to administration, faculty, and others as needed.

**Article IX**

**Amendments**

**SECTION I:** These bylaws may be amended at a monthly meeting by 2/3 vote of those present and voting provided that notice of the proposed amendments has been sent to the members at least 10 days prior to the meeting. All amendments to bylaws must be approved by the Blinn College Student Government Association.

**SECTION II:** These bylaws may be amended through the standing rules by a majority vote of the officers.

## **Article X**

### **Convention Delegates**

- A. Convention delegates shall be nominated and members shall be given the list of nominees at least two weeks prior to the meeting in which voting will be held. The delegate shall be elected by a majority vote of those present.
- B. Chapter delegates: One member will be asked to attend each of the Blinn Student Government Association meetings. This individual will be chosen by majority vote at the preceding monthly meeting or will be delegated by the officers if the SGA meeting occurs before the first BCNSA meeting.
- C. State delegates: An initial membership of five (5) members meets constituency requirements, which allows the chapter to have one (1) delegate and one (1) alternate. For each additional twenty (20) members that a chapter acquires, it is allowed an additional delegate and alternate.
- D. National delegates: Each school chapter that is recognized as a constituent (10 member minimum) is entitled to one (1) voting delegate and one (1) alternate, as well as an additional delegate and alternate for every 50 members.

## Duties of the Advisor and Officers

- I. Importance of defining officer roles:
  - A. Provide clear expectations for current officers and future candidates
    - i. It is important for those holding office positions to understand the scope of his or her duties, so as to determine the skills needed to appropriately fulfill the role.
    - ii. Before running for an officer position, it is advisable for the member to evaluate the time requirements to ensure that he or she will be able to complete their duties.
  - B. To hold one another accountable
    - i. Each officer and advisor in the organization is responsible for making sure all tasks are completed in a timely manner by the individual in which they are assigned.
    - ii. In the event that duties are neglected, it is the responsibility of all officers to meet as soon as possible. Two options to handle this situation are available.
      1. Duties may be temporarily reassigned to other officer holders by a majority vote of the officers and with the permission of the individual officers which will be affected by the change.
      2. The officer neglecting his or her duties may be removed from office in accordance with the chapter bylaws.
  - C. To familiarize members of the organization with the delegated duties
    - i. Each member shall have access to the officer roles, so that they may know who to direct questions and concerns towards.
    - ii. The advisor and members of the student government are to be provided with copies of the officer duties in order to hold the correct individual(s) accountable for particular organizational functions.
- II. President duties
  - A. Serves as the official representative of BCNSA to other groups.
  - B. Works with the other officers and the faculty advisor in preparing a calendar of activities and meetings.
  - C. Prepares agendas for the meeting with the assistance of the vice president.
  - D. Presides as leader and coordinator at all official chapter meetings.
  - E. Calls special meetings of officers, committees, and/or members.
  - F. Oversees the functioning of other elected positions.
  - G. Maintains contact with the associated state and national organizations.
  - H. Delegates any situational roles that may arise during his or her term(s).
  - I. Works with the faculty advisor to ensure that organizational practices are within the guidelines set forth by the student government, Blinn College, TNSA, and NSNA.
  - J. Assigns individuals to appropriate committees and committee chair positions.
  - K. Casts deciding votes in elections/decisions resulting in a tie.

III. Vice president duties

- A. Fulfills the roles of the president in his or her absence.
- B. Works with the other officers in preparing a calendar of activities and meetings.
- C. Coordinates the work of the committees.
- D. Prepares agendas for the meeting with the assistance of the president.
- E. Coordinates the organization's recruitment of new members.
- F. Organizes the elections of new officers.
- G. Acts as a mediator between other members and officers to help reconcile differences.

IV. Recording Secretary duties

- A. Works with the other officers and the faculty advisor in preparing a calendar of activities and meetings.
- B. Records meeting agendas and provides members with copies prior to each meeting; keeps permanent copies in the organization's files.
- C. Takes roll at the meetings and keeps a permanent record of attendance in the organization's files.
- D. Records the minutes of the meetings; prepares a written copy; distributes the minutes to the members and faculty advisor at the next appropriate meeting; stores a permanent copy in the organization's files.

V. Corresponding Secretary duties

- A. Works with the other officers and the faculty advisor in preparing a calendar of activities and meetings.
- B. Provides verbal and written notice of upcoming meetings.
- C. Informs the web administrator of necessary changes to the chapter web site including, but not limited to, scheduled dates, contact information, and announcements.
- D. Collects and distributes mail received by BCNSA to the appropriate officer(s).
- E. Documents and responds to all organization correspondence other than documents directed towards individual officers or members.
- F. Maintains contact information of individuals and businesses in which the organization works with.
- G. Creates and maintains a current directory of members, including their names, membership numbers, phone numbers, mailing addresses, and email addresses.

VI. Treasurer duties

- A. Works with the other officers in preparing a calendar of activities and meetings.
- B. Creates a budget with the input of the other officers.
- C. Familiarizes the organization with the school policies regarding student finances.
- D. Collects, deposits, and documents dues and money collected through fundraising activities; documents dues paid by individual members on-line.
- E. Ensures the prompt payment of state and national dues to the appropriate institutions.
- F. Prepares a monthly financial report for members to be distributed at the regularly scheduled monthly meetings.

- G. Ensures that all forms and contracts are approved and signed off on by the appropriate school and organization officials.

VII. Historian duties

- A. Works with the other officers and the faculty advisor in preparing a calendar of activities and meetings.
- B. Collects written and pictorial documentation of organization activities.
- C. Collaborates with the FRNC historians to create a slide show presentation for the graduation ceremonies occurring during his or her term in office.
- D. Maintains a permanent file of clippings, pictures, and other material associated with the organization.

VIII. Hospitality Officer duties

- A. Works with the other officers and the faculty advisor in preparing a calendar of activities and meetings.
- B. Keeps the organization's officers and members informed of special events, illness, anniversaries, and losses that may impact those involved with BCNSA.
- C. Writes thank you notes, birthday cards, and other special occasion messages to members, faculty, and administrators involved with the organization.
- D. Plans food/snack menus to be offered at official events.
- E. Arranges visits to the homes or hospital rooms of ill individuals involved with the organization when appropriate.

IX. Class Representative duties

- A. One representative will be elected from each semester class in the Blinn ADN program.
- B. Works with the other officers and the faculty advisor in preparing a calendar of activities and meetings.
- C. Acts as a liaison between the officers and the individual classes of the Blinn ADN program.
- D. Makes announcements to their class regarding upcoming organization events.
- E. Assists in dispensing club information to students and faculty involved with the Blinn ADN program.

X. Faculty advisor duties

- A. Works with the officers in preparing a calendar of activities and meetings.
- B. Assists officers in setting and working toward organizational goals.
- C. Facilitates communication between the organization and department faculty and administrators.
- D. Ensures that proper procedures are being followed by the organization so not to violate policies of the governing body, school, state, or national organizations.
- E. Provides mediation between members and officers if conflicts arise.
- F. Promotes the continuity of organizational activity during officer transitions.
- G. Attends all officer and general meetings to ensure that the appropriate procedures are followed; if attendance is not possible, another faculty member familiar with the rules of the organization must act as a substitute.

- H. Chaperones all organization trips.
- I. Provides constructive criticism to the officers regarding their leadership, organizational, and intrapersonal skills.
- J. Suggests new ideas and provides expert knowledge to officers and members.