

## Colorado Mesa University Student Nurses Association

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### PREAMBLE

The student nurses association is committed to providing a forum for nursing and pre-nursing students to gather and network, to serve the greater community through volunteering, and to raise awareness about the world of nurses and all that it is.

### ARTICLE I: Name

Colorado Mesa Student Nurses Association

### ARTICLE II: Membership

#### Section A. Types of Membership

- Pre-Nursing Students
- Nursing Students
- Active Members
- Board Members
  - President, Vice President, Secretary, Treasurer, Club Advisory Board Representative, Lunch and Learn Coordinator, and Fundraising Coordinator.

#### Section B. Membership Qualifications

- 1- Pre-Nursing Students
  - a. Pre-nursing students are considered associate members as designated by the National Student Nurses Association (NSNA). The associate member will have the privileges as active members but cannot hold a board member position.
- 2- Nursing Students
  - a. Any student in the Nursing program at CMU is considered a member. If they do not attend meetings or volunteer events they will be considered a non-active member.
- 3- Active Members
  - a. Any nursing student who meets the three qualifications, 1-attend all meetings unless absence is excused, 2- attend all volunteer events with one absence being excused, 3- have paid for or received a scholarship for the National Student Nurses Association (NSNA).
- 4- Board Members
  - a. Board members will be elected by the active Student Nurses Association Members. They will hold an office for 1 year and have meet all requirements stated for active membership.

### Section C. Voting Privileges

All active members may have one vote and must be present at meetings to vote. The elections will be posted with date and time one month in advance in order to accommodate a majority of the members. Elections will be held during one regular meeting time. Voting on events and times will also happen during scheduled meeting times.

## **ARTICLE III: Officers & Advisor(s)**

### Section A. Elected Officers

- President- Calls meetings to order, helps facilitate teamwork, makes sure that what the group has voted on is carried out, and serves as a communicator with the NSNA.
- Vice President- Calls meetings to order when the president is absent, and performs tasks as assigned by the president and/or group.
- Secretary- Responsible for typing up the minutes of each meeting and emailing them to the group or posting to website and keeps a record of attendance.
- Treasurer-Responsible for managing all finances, keeps a record of all expenses and donations, and assists with the financial aspect of any and all events.
- Club Advisory Board Representative- Attends all CAB meetings, relays all information back to the group, and manages all paperwork as required by CAB.
- Lunch and Learn Coordinator- Responsible for taking the issues as voted on by the group and finding appropriate speakers, plans the lunch to be served, establishes a room and time, and advertises on the website as well as campus.
- Fundraising Coordinator-establishes fundraising events for SNA to participate in and collects all funds to be delivered to the treasurer. There should be 2 (two) events a semester at minimum.

### Section B. Advisors

There will be 2 (two) advisors within the nursing program at CMU. The advisors are required to serve for a one (1) year term and may serve for more. They are the groups' professional contact with groups within the community.

### Section C. Qualifications for Holding Office

Officers must be currently enrolled CMU students with a minimum GPA of 2.0 as stated by CMU CAB. The officer must be an active member meeting all above qualifications, must serve a one year term, and pass on all information to their replacement prior to exiting their position.

### Section D. Selection of Officers

The nominations will take place at the March meeting. The elections will take place at the April meeting. All outgoing officers are required to meet with the incoming officers prior to the final May meeting. At the May meeting the newly elected officers are to take up their new positions and lead the meeting.

#### Section E. Filling Vacancies

In case of a vacancy of the president the vice president will take the president's position. The vacancy of the vice president will be voted on and filled accordingly.

#### Section F. Recall of Officers

The conditions for removal, such as failure to perform duties or excessive absenteeism will be voted on in a procedure of impeachment. The president will call for a vote of impeachment with the vice president giving a second in approval. The impeachment shall occur with a large majority vote (2/3 or more). Final action will be delayed until next regular meeting as established by CAB.

### **ARTICLE IV: Finances**

#### Section A. On-campus Accounts

The organization will follow and be subject to all University policies, procedures, and practices regarding student organization accounts and finances. (If the organization disbands, by policy all CMU funds in your University account will go into a dormant status and eventually be disbursed back into the CAB budget).

#### Section B. Dues, Assessments, or Initiation Fees

Students may not be charged for general membership as a non-active member. To be an active member and obtain a board position, a member must pay \$35 due to the NSNA at the beginning of the semester. If a student wishes to become a board member, but has not paid the \$35 to the NSNA, a board position is up to the discretion of the board of directors. A student will pay these dues out of pocket or show financial need to earn a scholarship in the amount of membership.

#### Section C. Association Funded Travel

Association funds for travel requires a vote of approval by 2/3 active members at a regular scheduled meeting. Requests for funding shall be submitted in writing at least 30 days prior to travel.

Members who have been active for at least one semester prior to travel are eligible to receive association funds.

Any members awarded SNA funds or funds from other CMU related funding sources for approved travel shall, within a reasonable time after the funded travel, report in writings and verbally about program for which funding was received. The verbal presentation should take place at the next regularly scheduled club meeting following travel.

- a) If by end of semester in which travel took place, the student who received funds for travel fails to report verbally and in writing, as described above, the student shall be individually and collectively obligated to repay to the funding sources all monies received for the travel.

#### **Fundraising**

There shall be a minimum of two (2) fundraisers per semester as coordinated by the fundraising coordinator. All active members will attend at least one (1) fundraiser per semester. All fundraising money and/or checks shall be deposited and collected by the treasurer to accounts on CMU campus.

### **Scholarship**

Three (3) scholarships will be given to three (3) members per semester or at the discretion of the treasurer. A scholarship includes one (1) NSNA 1 year membership. The student must complete (5) hours of SNA community service within one (1) semester. If the student fails to complete community service, they will be required to pay the SNA the \$35 owed.

### **ARTICLE V: Statement of Compliance**

The club/organization will comply with all University policies, procedures, and practices and all local, state, and federal laws.

### **ARTICLE VI: Meetings**

#### Section A. Frequency of Meetings

Meetings will be held as decided by the group. Once to twice a month as voted.

#### Section B. Special Meetings

Under the category of special meetings, Lunch and Learns are included. All members are expected and highly encouraged to attend the Lunch and Learns. One (1) Lunch and Learn attendance is required per semester or at the discretion of the board. Also under special meetings are volunteer events and fundraising events. All members who wish to be active members must attend all volunteer and fundraising events with one (1) excused absence per each event. The active member is required to notify the coordinator of the any event of any absence for it to be considered excused. The coordinator will be established at the time the member signs up to attend.

#### **Board Meetings**

Board meetings may be called by any board member or advisor at any time. A time shall be selected by the board members and all board members are required to attend.

#### **Student to Student Advice Sessions**

Student to student advice sessions fall under the category of special meetings. All members and public are encouraged to attend but attendance is not mandatory.

#### Section C. Quorum

The percentage of active members needed for a quorum order to conduct business is 2/3 vote of active members present at the time of voting.

#### Section D. Parliamentary Authority

This organization will operate under Robert's Rules of Order during election and voting procedures.

### **ARTICLE VII: Amendments**

#### Section A. Constitution

Any active member may propose an amendment. The active member must ask for a motion to consider an amendment and receive a second, describe the amendment, and call for a vote. The president will then call for an all those in favor/opposed. In order for the amendment to pass there must be a 2/3 vote by active members.

#### **ARTICLE VIII: Bylaws**

- To have direct input into the standards of nursing education and to influence the educational process
- To influence health care, nursing education, and practice through legislative activities as appropriate
- To promote and encourage participation in community affairs and activities towards improved health care and resolution of related social issues.
- To represent a positive image of nursing students to the consumer, institutions, and other organizations.
- To promote and encourage recruitment efforts, participation in student activities, and educational opportunities.
- To promote and encourage student's participation in interdisciplinary activities
- To promote and encourage collaborative relationships with the National Student Nurses Association (NSNA), the Colorado Student Nurses Association (CSNA), as other nursing related organizations.

#### *Rights/Responsibilities*

Student Nursing Association members have the right and responsibility to

- serve our community
- to have an objective faculty advisor for all educational, pre-professional, and professional activities and/or questions
  - raise funds for continuing education events
  - have self-governance
- to organize/participate in an organization aimed at achieving networking and to better the community
  - gathering to exploring professional issues and concerns and engage in healthy debate

Colorado Mesa University Student Nurses Association

\_\_\_\_\_, Advisor \_\_\_\_\_, President

\_\_\_\_\_, Vice President \_\_\_\_\_, Treasurer

\_\_\_\_\_, Secretary \_\_\_\_\_, CAB Rep.