

Student Nurses Association By-Laws
(Oklahoma City University Constituency Chapter of the Oklahoma Student Nurses Association
and National Student Nurses Association)

ARTICLE I

Name

The name of this organization shall be the Oklahoma City University Chapter of the Oklahoma Student Nurses Association (OCUSNA).

ARTICLE II

Purpose and Function

- Section 1. The purpose of this organization 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 professionals' interest and concerns.
 - C. To aid in the development of the whole person, his/her responsibility for the health care of people in all walks of life.
- Section 2. The function of this organization shall be:
- 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 resolution of related social issues.
 - D. To represent nursing students to the consumer, to institutions, and to other organizations.
 - E. To promote and encourage students' participation in interdisciplinary activities.
 - F. To promote and encourage recruitment efforts, participation in student activities, and education opportunities regardless of a person's race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status or personal attributes.
 - G. To promote and encourage collaborative relationships with Oklahoma Nurses Association, the American Nurses Association, The National League for Nursing, the International Council of Nurses, as well as the other nursing and related health organizations.

ARTICLE III

Members

- Section 1. This chapter shall be composed of at least 10 members.
- Section 2. Categories of members
- A. Active Members
 - 1. Shall be all undergraduate nursing students enrolled at OCU.
 - 2. Registered nurses enrolled in undergraduate programs leading to a baccalaureate degree with a major in nursing.
 - 3. Shall have all privileges of membership
- Section 3. Active membership may be extended six months beyond completion of a Bachelor of Science Degree in Nursing. Sustaining membership will be renewed annually.
- Section 4. Dues
- A. The annual dues for each member shall include membership in the Oklahoma Student Nurses Association (OSNA), NSNA, and OCUSNA chapters. The dues year shall be a period of 12 consecutive months.
 - B. Payment of NSNA, OSNA, and OCUSNA dues are collected with fees at OCU. Fee payment is required for membership in this chapter.
 - C. Dues shall be payable directly to NSNA. NSNA shall remit to each state constituent to dues received on behalf of that chapter

ARTICLE IV

Officers

- Section 1. Definitions
- A. The Board of Directors of this Chapter shall consist of those persons holding the office of President, Vice-President, Director of Membership, Marketing and Fundraising, Community Project Director, Secretary, Treasurer, Public Relations Director, Historian,
 - B. The Executive Board of this chapter shall consist of the officers listed above, in addition to the committee chairpersons and faculty consultant(s).
- Section 2. Qualifications
- A. Candidates for office shall be nominated by members of this chapter. The term of office shall be for at least two semesters (summer included).
 - B. The outgoing officers shall remain in an advisory capacity for 6 months, except for the President and Vice-President who shall remain in an advisory capacity for 6 months.
- Section 3. Terms of office

- A. Candidates for office shall be chosen by members of this chapter who shall be nursing students throughout the term of office
- B. Candidates for president, vice-president must be active members as set forth in Article III
- C. Candidates must be conscientious, objective persons, who will work for the best interest of this chapter.

Section 4. Duties of the officers:

- A. The President shall:
 - i. Preside at all meetings of the association and the Board of Directors.
 - ii. Appoint special committees with the approval of the Board of Directors
 - iii. Approve expenditures as submitted by the treasurer and authorized by Board of Directors
 - iv. Serve as an ex-officio member of all committees
 - v. Be bonded along with the vice-president and treasurer
 - vi. Perform all other duties pertaining to office and shall represent chapter in all matters of concern
 - vii. Be responsible for posting the agenda for the chapter and Board of executives
- B. The Vice President shall:
 - i. Assume the duties of the president in the absence of the president
 - ii. In the event of a vacancy occurring in the office of president, accede and assume the duties of president
 - iii. Be bonded along with president and treasurer
 - iv. Be responsible for reviews and recommendations for changes in the bylaws and policies
 - v. Shall perform such duties as assigned by the president in accordance with the priorities and needs of the association
- C. The Secretary shall:
 - i. Record the minutes of all meetings of this association and the Board of Directors
 - ii. Keep on file as a permanent record, all reports, papers, documents, and correspondence submitted to the secretary
 - iii. Refer to duly appointed committees the necessary records for the proper performance of their duties
 - iv. Notify all constituent association of the time and place of all meetings of this association
 - v. Perform such duties as assigned by the president in accordance with the priorities and needs of the association
 - vi. Serve a chairperson of the Bake Sale committee
- D. The Treasurer shall:

- i. Submit the funds to the Operations Manager for deposit through OCU.
 - ii. Prepare a budget and make money disbursement with the approval of president as authorized by the Board of Directors
 - iii. Keep accurate entries of acquisitions and disbursements of organizational funds
 - iv. Prepare a report of the transactions of the treasurer's office to be available to each constituent organization upon request
 - v. Submit a financial report at all official meetings of this organization
 - vi. Be bonded along with president and vice-president
 - vii. Shall perform such duties as assigned by the president in accordance to the priorities and needs of the association
- E. Community Project Director shall:
- i. Serve as chairperson of the community projects committee
 - ii. Work with chapter in developing local community projects as well as promoting local chapter participation in statewide projects
 - iii. Shall perform such duties as assigned by the president in accordance to the priorities and needs of the association
 - iv. Organize and recruit volunteers for the Blood Drive that is held every semester
- F. The Public Relations Director shall:
- i. Shall send out flyers about all official meetings to the chapter
 - ii. Shall perform such duties as assigned by the president in accordance to rule priorities and needs of the association
 - iii. Keep the chapter up to date about meetings, community service opportunities and any other events that pertain to this organization
- G. The Marketing/Fundraising Director shall:
- i. Be responsible for ensuring payment from vendors
 - ii. Be responsible for designs and communication via social media or written documents representing ONSA
 - iii. Be responsible for establishing new contracts as potential vendors
 - iv. Serve as chairperson of the T-shirt Design committee
 - v. Shall perform such duties as assigned by the president in accordance to the priorities and needs of the association
- H. The Historian shall:
- i. Shall take photos at OCUSNA events and meetings
 - ii. Keep documentation of students and activities to include in a scrapbook
 - iii. Assist Public Relations and Community Projects Director with bulletin boards and newsletters
 - iv. Keep the social media websites up to date with current pictures of meetings and gatherings

- I. The Membership Director shall:
 - i. Serve as the chairperson of the Nominations and Election Committee (NEC)
 - ii. Keep on file an accurate list of chapter (OCUSNA) members
 - iii. Take role at every chapter meeting of who is present and put in records
 - iv. Shall perform such duties as assigned by the president in accordance with the priorities and needs of the association

Section 5

- A. All officers shall submit to the treasurer a proposed budget for their office at the second board meeting
- B. The officers shall submit to the treasurer their expenses with receipts for reimbursements of expenditures monthly

Section 6

All officers shall deliver to their successors all records, papers, or other properties belonging to the association within 30 days upon termination of their office

Section 7

- A. All officers shall submit to the Treasurer their expenses with original receipts for reimbursement
- B. The chapter shall pay the attendance registration fees for the President and Vice-President to attend the NSNA and OSNA conventions and the Fall and Spring workshops. These students must be in good standing at OCU and the fee must not be otherwise reimbursed by state or national associations.

Section 8

- A. Any officer missing 2 consecutive meetings, or a total of 3 meetings, shall have their office declared vacant and shall return all books, paper, property, etc, of OCUSNA within 3 weeks of the last meeting. The officer can send a written request to be reinstated if he/she can show just cause for remaining in office. The Board of Directors shall consider the petition and shall have the right to reinstate the officer by a majority vote.
- B. The Board of Directors shall have the power by 2/3 vote to declare an office vacant upon refusal or neglect of any member of the board to perform the duties of the office. Written notification to appear at the next board meeting and to show cause why they should not be removed from office should be sent to the negligent officer. If not responded to within 2 weeks, their post will be declared vacant. If any officer of the Board of Directors shall resign, said officer shall have 10 days to return all materials pertaining to their position.

ARTICLE V
Nominating and Election Committee

- Section 1. Nominating and Elections Committee
- A. Nominating and Elections Committee shall be composed of 4 members. These members shall meet the same eligibility criteria as other candidates. They will be nominated and appointed by the Board of Directors. The term of office shall be one year from the time they are appointed. The chairperson of the committee shall be the Membership Director.
 - B. A vacancy on the Nominating and Elections Committee shall be nominated by the Membership Director and confirmed by the Board of Directors. In case a member fails to perform his/her duties the Board of Directors shall declare the position vacant and shall fill the vacancy.
- Section 2. Duties of the Nominating and Elections Committee
- A. The Nominating and Elections Committee shall determine the eligibility of these candidates based on the guideline set forth in Article IV of the bylaws. The consent of all proposed candidates shall be obtained in writing before placing their names on the ballot
 - B. Oversee and regulate the campaign and election process at the chapter meeting
 - C. Tally votes at close of voting period
 - D. Nominations are made at the beginning of the last meeting provided that the eligibility of the individual can be established at a designated time declared by the Membership Director. Verbal acceptance by such individual will secure the nomination. If eligibility and qualifications for candidacy are not met by the designated time, the nomination will be declared void by the Membership Director.

ARTICLE VI
Elections

- Section 1. The officer of this association shall be elected at the OCUSNA meeting in April and serve until the following May.
- Section 2. Elections shall be by secret ballot. Written ballots shall be used. A declared majority vote shall elect. A plurality vote shall decide elections in the event of three or more candidates vying for the same position. A tie shall be decided first by a revote, and, if necessary, then by casting lots.

- Section 3. The officers of the association shall be elected by the chapter members present and the members of the current Board of Directors.
- Section 4. The votes will be tallied by the Nominations and Elections Committee and then announced at the end of the final meeting.
- Section 5. Current officers and the faculty consultant(s) will conduct a meeting prior to the last day of classes with newly elected officers to pass on any needed documentation and information to carry out duties and any unfinished projects

ARTICLE VII

Meetings

- Section 1. Meetings of this chapter shall be held monthly at the time and place designated by the Board of Directors.
- Section 2. Honorary recognition may be granted at the last meeting of Spring semester to members and to persons for services rendered to the chapter by members of the chapter.
- Section 3. Special meetings of this association may be called by the Board of Directors and/or shall be called by the president
- Section 4. All meetings of this association will be open unless voted otherwise by the voting body of the association. If the meeting is closed, public notice shall be given
- Section 5. Each meeting shall be kept on file for a period of no less than three years of all minutes of every meeting which will be done by the Secretary

ARTICLE VIII

Board of Directors

- Section 1. The Board of Directors shall consist of the officers and consultant(s) of this association
- Section 2. The Board of Directors shall:
- A. Transact business of this association between meetings and report such transactions at the next meeting of the association
 - B. Have the power to fill vacancies in any office

- C. Approve the budget, authorize the monetary disbursements, provide for the annual audit of accounts at the close of the fiscal year
- D. Any member of the Board of Directors who is unable to attend a scheduled meeting of the Board of Directors shall notify the President or in the event that the President is unavailable, the Vice President prior to that scheduled meeting.

ARTICLE IX
Consultant(S)

- Section 1. The consultant(s) shall consist of at least one KSN Faculty member
- Section 2. The consultants shall be selected by a simple majority vote of the membership of OCUSNA. In the event of a tie, a runoff election will be held
- Section 3. Should a consultant vacancy occur, a new consultant shall be selected by a simple majority vote of the Board of Directors
- Section 4. The consultants shall:
 - A. Serve as resource persons consulting with the Board of Directors and members of the chapter
 - B. Attend meetings of the Board of Directors and chapter meetings
 - C. Serve as non-voting members of the Board of Directors
 - D. Counsel and advise officers and members of the chapter as the need arises

ARTICLE X
Committees

- Section 1. The Board of Directors shall, at its discretion, establish committees, and determine the function, terms, and membership of these committees.

ARTICLE XI
Fiscal Year

The fiscal year of the chapter shall be July 1 to June 30 of the following calendar year.

ARTICLE XII
Quorum

- Section 1. Two officers of this chapter and 10 members shall constitute a quorum at chapter meetings, provided that one of the officers is the President or Vice-President
- Section 2. A majority of the officers and one consultant shall constitute a quorum at any meeting of the Board of Directors

Section 3. At special committee meetings, a majority of committee members and the chairpersons shall constitute a quorum

ARTICLE XIII

Amendments

Section 1. These bylaws may be amended at any given meeting of this chapter by two thirds vote of the voting body, provided that due notice has been given

Section 2. All proposed amendments shall be presented to the Board of Directors on the week prior to presentation to the members

Section 3. An amendment to these bylaws shall become effective immediately upon its approval at the chapter meeting, unless it is specified otherwise