

*The University Of Texas Medical Branch School of Nursing  
Bylaws of the Student Nurses Association*

Mission statement: We at the University Texas Medical Branch represent the Student Nurses Association with ethical practices pertaining to nursing; we hold the highest integrity to represent our chapter academically and professionally in order to grow into strong advocates for the health care profession.

**ARTICLE I: Name of the Body**

The name of this organization shall be the Student Nurses Association of the University Of Texas Medical Branch School Of Nursing at Galveston, a chapter of Texas, hereafter referred to as SNA.

**ARTICLE II: Purpose and Functions**

**Section 1: Purposes**

The purposes of the SNA are to:

1. Assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
2. Provide programs representative of fundamental and current professional interest and concerns.
3. Aid in the development of the whole person, his/her professional role, and his/her responsibility for health care of people in all walks of life.
4. Active and Associate membership will subside upon the completion of a students program in nursing.

**Section 2: Functions**

The functions of the SNA are to:

1. Have direct input into standards of nursing education and influence the education process.
2. Influence health care, nursing education and practice through legislative activities as appropriate.
3. Promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
4. Represent nursing students to the consumer, to institutions, and other organizations.
5. Promote and encourage students' participation in interdisciplinary activities.
6. Promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of person's race, color, creed, sex, lifestyle, national origin, age, or economic status.

7. Promote and encourage collaborative relationships with nursing and related health organizations.

## **ARTICLE III: Membership**

### **Section 1: Eligibility for Membership**

#### Active Members

1. Include all students enrolled at UTMB SON.
2. Students enrolled in Texas State Board of Nurse Examiners approved programs leading to licensure as a Registered Nurse.
3. Registered Nurses enrolled in program's leading to a baccalaureate degree with a major in nursing.
4. Active members shall have all the privileges of membership and shall be eligible for appointed or elected office.
5. May vote and have full voice in association business

#### Associate Members

1. Pre-nursing students, including Registered Nurses, enrolled in a college or university program designed as preparation for entrance into a program leading to an associate degree, diploma, or baccalaureate degree in nursing.
2. Associate members shall not hold elected office.

#### Sustaining Members

1. Sustaining members are individuals not eligible for Active or Associate membership and organizations interested in the development and growth of SNA.
2. Entitled to participate in deliberations of the business brought before the Association.
3. May not hold elected office.
4. Shall have no vote.

#### Faculty Members

1. Include two elected Faculty Advisors. Alternate Faculty Advisors may be appointed by the Board of Directors as needed to serve on special committees
2. The term of the position is two years with one elected in odd-numbered years and one elected in even-numbered years.
3. Entitled to participate in deliberations of the business brought before the Association
4. Shall have no vote.

#### Ex Officio Member

1. Include the Associate Dean for Student Affairs
2. Entitled to participate in deliberations of the business brought before the Association
3. Shall have no vote.

## **Section 2: Dues**

### **Proviso I:**

1. There are no dues nor will it be required to be a member of NSNA/TNSA as a prerequisite to membership in SNA.
2. Membership in NSNA and TNSA is encouraged but is completely voluntary.
3. Should officers choose to be members of TNSA/NSNA; the dues can be financed by SNA fundraising efforts.
4. Active and Associate members besides board members, who choose to be members of NSNA, TNSA, and NSA, shall pay the annual required dues. The yearly dues for members shall be a period of twelve consecutive months.
5.
  - a. NSNA dues shall be determined by the NSNA board of directors.
  - b. TNSA dues are included in the dues of NSNA.
  - c. UTMB SNA dues shall be determined by the current year's Executive Committee.
6. NSNA and TNSA dues shall be payable directly to NSNA.

## **Section 3: Rights and Responsibilities of Members**

Active and Associate Members of SNA have the following rights and responsibilities:

1. Participate in deliberations of the business brought before the Association.
2. Serve on standing and special faculty committees as elected or appointed.
3. Serve on institutional committees as appointed.
4. Review minutes of the Board of Directors and all standing or special committees of SNA.
5. Make recommendations that affect student life to be brought forward by the elected/appointed student representative of committees.
6. Only Active Members may have full voice (voting) in all Association business, and serve on Board of Directors

Faculty Members (Faculty Advisors) have the following rights:

1. Participate in deliberations of the business brought before the Association and the Board of Directors.
2. Serve as a primary resource for the Association and the Board of Directors.
3. Have full voice (non-voting) on all matters brought before the Association and the Board of Directors.

The Ex-officio Member (Associate Dean for Student Affairs) has the following rights:

1. Participate in deliberations of the business brought before the Association and the Executive Committee.
2. Serve as a resource for the Association, the Board of Directors and the Faculty Advisors.
3. Have full voice (non-voting) on all matters brought before the Association and the Board of Directors.

## **ARTICLE IV: Officers**

### **Section 1: Membership**

1. The officers of SNA shall be the chairs and chair elect president, secretary, treasurer, fundraising, community service, public relations, historical, and editorial/bylaws.

### **Section 2: Eligibility**

1. Only members who shall be nursing students throughout the full term of office, 1 1/2 academic years or have the privileges of active membership shall be eligible for holding office.
2. Officers and Committee Chairs/Chair Elects must have a minimum of a 3.0 GPA on a 4.0 scale for nursing courses (seniors) or for prerequisite courses (juniors) to be placed on the ballot.
3. A student who fails a nursing course while in office must resign that position, but will be eligible for future elections if the required GPA is met.

### **Section 3: Term of Office**

Officers and committee chairs will be elected each September. During the fall, the positions-elect will shadow the current officers. The positions-elect will assume their respective jobs in January, and their tenure will be completed one year from that date.

### **Section 4: Commitment to Serve**

1. Each officer shall sign a contract of commitment stating that they will perform the duties of their position.
2. It shall be the responsibility of each officer to maintain records of contacts, receipts, etc. which shall be passed to incoming officers after each election.
3. If an officer's performance is questionable (i.e. inactivity, unexcused absence from meetings), the Board of Directors (SNA Officers, Committee Chairs/Chair Elects, SON SGA Senators, Faculty Advisors, and the Associate Dean of Student Affairs) will hold a special meeting to review the matter. The officer in question will be allowed to be present at the meeting.
4. An elected SNA Officer, Committee Chair or Chair Elect may be removed for cause by a majority of the Board of Directors. Faculty Advisors and the Associate Dean for Student Affairs must be present.

## **ARTICLE V: Duties of SNA Officers**

### **Section 1: Officers**

The President shall:

1. Preside at all meetings or designate another member of the Board of Directors to preside at all meetings of the Association.
2. Preside at all meetings of the Board of Directors.
3. Appoint special committees with the approval of the Board of Directors.
4. Initiate new programs or changes in the bylaws to be voted upon and enacted by majority vote.
5. Serve as ex-officio member of all committees except the Nominating Committee.

6. Represent SNA in matters relating to the Association and perform all other duties pertaining to the office.
7. Sign checks for monetary disbursements as stated by the guidelines in the Bylaws with co-signature approved by the Treasure.
8. Be classified as a junior student at the time of election in the School of Nursing at UTMB.
9. Be responsible for review and approval of all correspondence representing UTMB-SNA.
10. Attend the TNSA conference during the spring semester of their term.
11. Keep the information binder for their position up-to-date.
12. Will attend all officer meetings and general meetings. For more than two unexcused absences, the officer will be placed under a board review.

**The Secretary shall:**

1. Attend all meetings unless the President grants a pre-approved absence.
2. Prepare the minutes of all business meetings of the association and Board of Directors and distribute them within 15 days to the Board of Directors for accuracy and approval. (The minutes should include attendance/absence, topics, votes, goals, etc.).
3. Inform TNSA/NSNA of all programs and activities in which the Association is participating or initiating, and provide up-to-date names and addresses of officers.
4. Review the policies and be responsible for recommendations of policy changes.
5. Complete correspondence not clearly the responsibility of the President (thank-you notes, class phone rosters, birthday lists, etc).
6. Perform all other duties assigned by the President.
7. Keep official registration of TNSA members at UTMB.
8. Inform NSNA and other state association, when appropriate, of current programs and activities of UTMB-SNA.
9. Attend the TNSA conference during the spring semester of their term, if finances allow.
10. Keep the information binder for their position up-to-date.
11. Attend all officer meetings and general meetings. For more than two unexcused absences, the officer will be placed under a board review.

**The Treasurer shall:**

1. Attend all meetings unless the President grants a pre-approved absence.
2. Act as custodian of Association funds.
3. Sign checks for monetary disbursements as stated by the guidelines in the Bylaws.
4. Provide a financial report at the Board of Director meetings and Association meeting.
5. Perform all other duties assigned by the President.
6. Attend the TNSA conference during the spring semester of their term, if finances allow.

7. Keep the information binder for their position up-to-date.
8. Attend all officer meetings and general meetings. For more than two unexcused absences, the officer will be placed under a board review.

## **Section 2: Committee Chairs**

### **The Fundraising Chair:**

1. Attend all meetings unless the President grants a pre-approved absence.
2. Assume responsibility for organizing a committee to plan fundraising projects.
3. Maintain on-going fundraising projects.
4. Coordinate fundraising activities with the treasurer based on budgets and needs.
5. Obtain approval via a majority vote from the Board of Directors prior to the expenditure of funds related to fundraising projects.
6. Perform all other duties as assigned by the President.
7. Attend the TNSA conference during the spring semester of their term, if finances allow.
8. Keep the information binder for their respective up-to-date.
9. Attend all officer meetings and general meetings. For more than two unexcused absences, the officer will be placed under a board review.

### **The Community Service Chair:**

1. Attend all meetings unless the President grants a pre-approved absence.
2. Assume responsibility for organizing a committee to plan community service projects.
3. Organize at least one community service project per month and one major project annually.
4. Maintain on-going projects as needed.
5. Obtain approval via a majority vote from the Board of Directors prior to the expenditure of funds related to community service expenditures or other related expenses.
6. Perform all other duties as assigned by the President.
7. Attend the TNSA conference during the spring semester of their term, if finances allow.
8. Keep the information binder for their respective up-to-date.
9. Attend all officer meetings and general meetings. For more than two unexcused absences, the officer will be placed under a board review.

### **The Public Relations Chair:**

1. Attend all meetings unless the President grants a pre-approved absence.
2. Assume responsibility for organizing social functions on an as-needed or requested basis.

3. Obtain approval via a majority vote from the Board of Directors prior to the expenditure of funds related to social event expenditures or other related expenses.
4. Promote, advertise, and participate in UTMB TGIT/TGIF when possible.
5. Promote, advertise, and participate in social and other events as needed.
6. Perform all other duties as assigned by the President.
7. Keep the local UTMB-SNA website current with important activities and other pertinent information.
8. Attend the TNSA conference during the spring semester of their term, if finances allow.
9. Keep the information binder for their position up-to-date.
10. Attend all officer meetings and general meetings. For more than two unexcused absences, the officer will be placed under a board review.

#### The Historical Chair:

1. Attend all meetings unless the President grants a pre-approved absence.
2. Assume responsibility for gathering pictures of members and activities throughout the year.
3. Organize a scrapbook detailing the history of the year's events. To be presented at TSNA conference.
4. Have a set budget as determined by the money used the year before, then voted on by majority rule of the board.
5. Act as liaison and coordinator between SNA and the staff of the Syndrome supplying the Syndrome with photographs and information related to the SON students and activities.
6. Collaborate with the Editorial/Bylaws Committee by providing photographs and information related to the SON students and activities to be included in *Primary Line*.
7. Perform all other duties as assigned by the President.
8. Attend the TNSA conference during the spring semester of their term
9. Keep the information binder for their position up-to-date.
10. Attend all officer meetings and general meetings. For more than two unexcused absences, the officer will be placed under a board review.

#### The Editorial/Bylaws Chair:

1. Attend all meetings unless the President grants a pre-approved absence.
2. Solicit contributions to *Primary Line*, the online student newsletter.
3. Participate in final preparation of *Primary Line*.
4. Review SNA Bylaws annually and recommend changes when appropriate.
5. Perform all other duties as assigned by the President.
6. Attend the TNSA conference during the spring semester of their term
7. Keep the information binder for their position up-to-date.
8. Attend all officer meetings and general meetings. For more than two unexcused absences, the officer will be placed under a board review.

## **ARTICLE VI: Nominations and Elections**

### **Section 1: Nominations for State and National Office**

- a. Nominees shall be an active member in UTMB-SNA
- b. Nominee must be in good academic standing with a GPA of 3.0 or higher, in the School of Nursing.
- c. All officer elects will be elected each September

### **Section 2: Nominations for Galveston Chapter**

1. The junior officers (President Chair Elect, Secretary Chair Elect, Treasurer Chair Elect, Fundraising Chair Elect, Community Service Chair Elect, Public Relations Chair Elect, Historical Chair Elect, and Editorial/Bylaws Chair Elect) shall be nominated in the fall meeting in September.
2. TNSA House of Delegates, nominations and elections will take place in the February of each year if.

### **Section 3: Elections**

1. Students who desire to run for office should submit their names and applications to the board to be posted online for other students to read.
2. Once the applicants are examined to ensure that they fit the laws to run for office, their applications will be posted online.
3. The ballot will be available online for 3 days.
4. A voting student will have but one vote in any election or question.
5. If a Board member were to be removed or resigns from office, the next runner up during the previous election may take his/her place by a 2/3 majority vote of the current members of the Board. If he/she is not elected by the Board, a new election process will take place including voting procedures for the replacement of that office.

## **ARTICLE VII: Membership Meetings & Quorums**

### **Section 1: General Meetings**

1. General meetings shall be held each month, date and time determined by the Board, for the student body at large
2. Agenda items may be submitted to the President a week prior to the scheduled meeting.
3. The **quorum** shall be those present and voting and at least two members of the Board of Directors including the President.

### **Section 2: Special Meetings**

1. A special meeting may be called by the Board of Directors



2. Or, the President upon written request of 5 or more members may call a special meeting.
3. Notice of time, place, and purpose of the meeting shall be sent to all members not less than 5 days prior to meeting.
4. The **quorum** shall be those present and voting and at least two members of the Board of Directors including the President.

### **Section 3: Attendance**

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

## **ARTICLE VIII: Board of Directors**

### **Section 1: Membership**

1. Voting members include SNA Officers, Committee Chairs and Chair Elects.
2. Non-voting members include SON SGA Senators, Faculty Advisors, and Associate Dean for Student Affairs, TNSA officers, NSNA officers and Alumni Board Representative.

### **Section 2: Powers**

All the powers of the Association are vested in and shall be exercised by the Board of Directors.

### **Section 3: Liability**

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 Board of Directors duly authorized the same in writing.

### **Section 4: Duties**

The Board of Directors shall:

1. Attend all meetings unless the President grants a pre-approved absence.
2. Set the agenda for the General Meetings considering requests by members.
3. Be knowledgeable of the duties of all officers of the Association.
4. Prepare ballots, and confirm election results in conjunction with the SON Office of Student Affairs.
5. Shall decide via majority vote on all matters relating to budgets, the formation of committees, filling office vacancies, and the formation/funding of scholarships and awards.
6. Review and approve any commitment in the form of action, statement of policy or position, or financial obligations involved in SNA relationships with other organizations.
7. Approve the annual audit of accounts at the close of the fiscal year.
8. Have the power to fill vacancies for the unexpired term, unless otherwise specified in these bylaws.
9. Have the power by  $\frac{3}{4}$  votes to declare an office vacant.
10. In case of an emergency, the Board of Directors, provided the material is sent in the same words to each member, may take votes by referendum.

### **Section 5: Board Meetings**

1. A board meeting will be held before and after each general meeting. The president shall determine the date and place of meetings.
2. A quorum shall be a majority of the voting members of the Board of Directors including the president or vice president and one other officer.
3. An agenda for each meeting will be presented by the president.
4. Information and topics to be in the agenda can be presented by any board member up to 2 days before the board meeting.
5. Robert's Rules of Order will be instituted and used at each board meeting.

### **Section 6: TNSA Delegate Representation**

1. The voting body consists of present members and elected officers. Representation to the annual meeting of the state association shall be in accordance with stated bylaws
2. All meetings of the association shall be open unless otherwise specified.
3. Representation to the NSNA annual meeting shall be in accordance with NSNA bylaws.
4. Delegates to the State and National convention shall be elected in February at the general meeting.
5. Delegates to the State and National convention must be members of UTMB-SNA and in good academic standing in the School of Nursing.
6. A voting member shall have but one vote on any election or on any question.

## **ARTICLE IX: Faculty Organization and Program Committees**

### **Section 1: Faculty Assembly Standing Committees**

Students shall be elected members of the following standing committees of the Faculty Assembly of the University Of Texas School Of Nursing at Galveston including but not limited to:

1. Academic Mission Committee
2. Student Scholarship and Award Committee

### **Section 2: Faculty Committees related to Programs**

Students shall be elected members of the following faculty committees related to academic programs including but not limited to:

1. Curriculum Committee
2. Admissions and Progression Committee

### **Section 3: Special Faculty Committees and Task Forces**

Students may be appointed as members of other faculty committees and task forces of the University of Texas School of Nursing at Galveston as appropriate.

### **Section 4: Duties**

1. Attend meetings when possible.
2. Participate in business related to policy matters only.

3. Student members are excused from all business related to student issues in order to preserve confidentiality.

### **Section 5: Vote**

Students have full voice and no vote.

### **Section 6: Membership**

1. Faculty Assembly and Program Bylaws shall determine the numbers of student members.
2. For elected positions, students may self nominate or be nominated by peers prior to the fall election of SNA officers.
3. For elected positions, nominees will be included on the SNA ballot
4. For appointed positions, the Associate Dean of Student Affairs will solicit interest as opportunities become available and make appointments from volunteers.

## **ARTICLE X: Awards and Scholarships**

1. The SNA Excellence Award shall be given to a graduating SNA officer at commencement along with any gift that the Board of Directors agrees by majority vote.
2. The SNA Outstanding Faculty Awards shall be given at commencement along with any gift that the Board of Directors agrees by majority vote.
3. The Board of Directors shall be responsible for updating the names to be engraved of the winners of this award (in all three programs) on the formal plaque prior to commencement.

## **ARTICLE XI: Procedural Rules of the SNA**

The Robert's Rules of Order, Newly Revised, shall govern all regular and special meetings of the SNA to which they are applicable and in which they are not inconsistent with the Rules of Procedures of the SNA. A parliamentarian, appointed by the President, shall be final arbitrator of the Rules. Suspension of the Rules of Order requires a 2/3 vote of those present.

## **ARTICLE XII: Amendments**

### **Section 1: Submission**

1. Proper amendments shall be submitted in writing, carrying proponent's signature to the Board of Directors for review at least two weeks prior to the annual meeting.
2. Only the Board of Directors, a SNA committee, or member may submit proposed amendments.

### **Section 2: Notice**

Notice of the proposed amendments must be sent to the members at two weeks prior to the meeting.

**Section 3: Approval**

These bylaws may be amended at the board meeting by a  $\frac{3}{4}$  vote of those present and voting.

Reviewed & Revised by Royal Millen March 19, 2007