

Constitution- Nursing Student Association

Article I – Name:

The name of the organization shall be the Eastern Mennonite University Nursing Student Association, hereinafter referred to as NSA.

Article II – Purpose:

Section 1. The purpose of the NSA is:

- 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 professional interests and concerns, and
- C. To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

Section 2. The function of the NSA shall include the following:

- 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 towards improved 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, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.
- G. To promote service and holistic care to those in the community while adopting a Christian approach.
- H. To promote and encourage collaborative relationships with 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 – Membership

Section 1. School Constituency:

- A. EMU does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, gender identity or any legally protected status in any of its school administered programs.
- B. School constituent membership is composed of active or associate members who are members of the NSNA and the state association when one exists.
- C. EMU NSA shall be composed of at least 10 members from EMU or the total school enrollment if less than 10. There shall be only one chapter on this school campus.
- D. For yearly recognition as a constituent, an officer of the EMU NSA shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
- E. A constituent association that fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a $\frac{2}{3}$ vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

- F. EMU is an entity separate and apart from NSNA and its administration of activities, with NSNA and Virginia exercising no supervision or control over these immediate daily and regular activities. NSNA and Virginia have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of EMU or the members thereof. In the event any legal proceedings are brought against NSNA and Virginia, EMU will indemnify and hold harmless the NSNA and Virginia 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 of the privileges of membership.
- B. Associate Members:
1. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as a preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree 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.

Article IV – Officers:

Section 1. Officers of NSA shall be president, vice president, secretary, treasurer, communications, and development.

Section 2. There shall be two directors. Both nursing faculty.

Section 3. Eligibility:

- A. Members who shall be nursing students beyond the first semester Level 2 and have the privileges of active membership shall be eligible for the offices of president and vice president.
- B. Members who shall be nursing students beyond Level 1 shall be eligible for the offices of secretary, treasurer, communications, or development.
- C. No member shall hold more than one elected position at any time.

Section 4. Term of Office shall be one semester in length.

Section 5. Duties of Officers and Directors:

- A. The officers shall perform the duties prescribed by the parliamentary authority.
- B. The president shall:
1. Serve as the principal officer of the association and preside at all meetings of the association.
 2. Shall be responsible for seeing that lines of direction given are carried into effect and for reporting to the Board of Directors on the conduct of the affairs of the association.
 3. Have such other powers and perform such other duties as may be assigned by the Board of Directors.
 4. The president shall serve as representative to other organizations.
- C. The vice president shall:
1. Assume the duties of the president in the absence or disability of the president.
 2. Accede to the office of president in case of a vacancy in the office.
 3. Perform other duties as assigned by the president.
- D. The secretary shall:
1. Record and Review the minutes of all business meetings of the association.
 2. Perform other duties as assigned by the president.
- E. The treasurer shall:
1. Act as custodian of organization funds
 2. Perform other duties as assigned by the president.

- F. The communications officer shall:
 - 1. Relay information to current nursing students, as well as future nursing students
 - 2. Assist in upcoming events hosted by the NSA through advertising with emails and posters
 - 3. Send out a monthly newsletter in advertising upcoming events and other pertinent information.
 - 4. Perform other duties as assigned by the president.
- G. The development officer shall:
 - 1. Oversee and coordinate both the semester clothing drive and blood drive.
 - 2. Encourage involvement and relationships with nursing majors not yet in the program.
 - 3. Perform other duties as assigned by the president.
- H. Special Projects officer shall:
 - 1. Be a Level 1 or first-semester Level 2 with the willingness to continue officership as development officer the next semester.
 - 2. Work alongside the development officer to coordinate blood drives and clothing drives.
 - 3. Assist officer with projects throughout the semester as needed.
- I. Directors shall:
 - 1. Perform such duties as assigned by the president in accordance with the priorities and needs of the association.

Section 6. Vacancies:

- A. A vacancy on the Board of Directors, other than president, shall be filled, if deemed essential, by the Board of Directors. In any case, a written explanation must be provided.
- B. The candidates for a vacant office must meet all eligibility requirements.

Section 7. Absences:

- A. Members of the Board of Directors who have missed more than two 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 weeks shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances.

Article V – Elections:

Section 1. Election of Board of Directors

- A. Nominations will be made at the end of level party each semester.
- B. All elections shall be by Survey Monkey.
- C. A plurality vote of the members present and entitled to vote, and voting shall constitute an official election.
- D. In the event of a tie, a revote shall be held.
- E. All nominations shall be made from the floor or from a gathering designated by the Board of Directors with a seven-day notice to all members

Article VI – Meetings:

- A. Organization final decisions will be made by the Co-Presidents and the supervising faculty with input from the executive officers.
- B. The executive officers, unless stated otherwise, along with the supervising staff are eligible to vote.
- C. The meetings will be held weekly or bi-weekly, on the chosen date established by the executive officers. The president/co-presidents will present an agenda to officers at the start of the meeting, which will cover all of the topics to be discussed at the designated time. Meeting time is between 30min-1hour. Time frame may vary.

Section 1. Membership Meetings:

- A. Meeting dates shall be set by a plurality vote of members present at each previous meeting.
- B. Meeting location and time will be voted on and approved by a plurality vote of members present and voting at each previous meeting.
- C. The President shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.

Section 2. Board of Directors Meetings:

- A. Meeting dates shall be set by the plurality of the Board of Directors at the previous meeting of the board.
- B. Meeting location and time will be voted on and approved by the plurality of the members present from the Board of Directors.
- C. The President or Faculty Advisors shall have the authority to convene a special meeting as deemed necessary and shall give notification to the Board of Directors of meeting location, and time.
- D. In the event of a meeting called by the President or Faculty Advisors the Board of Directors shall notify the Secretary if the member of the Board is unable to attend three days prior to the called meeting.

Article VII – Finances:

- A. The executive officers will discuss fundraising goals and budgeting for the semester at the time of our first meeting at the beginning of the new semester.
- B. NSA has a designated treasurer who is responsible for keeping track of our fundraising and spending. The treasurer relays this information to the executive officers and president/co-presidents to then decide on future activities after the budget has been set.
- C. Activities will be financed based on the outcome of fundraisers held.
- D. As a membership limited organization, NSA is not eligible for a budget through the EMU SGA
- E. The treasurer will be responsible for updating the financial records throughout the semester.
- F. The budget will be determined through joint efforts of all of the executive officers. The treasurer will be responsible for documenting the decided budget into the designated financial record binder.
- G. There is an automatic due of \$5 that will be added to all nursing students' tuition at the beginning of each semester they are in the program. This is because once a student is accepted into EMU's nursing program, they automatically become club members of EMU's NSA. The money is transferred directly from the student's account into NSA's bank account. Students are informed and educated about this upon entering the Nursing Program.
- H. The designated treasurer is responsible for collection and disbursement of funds with the help of the president/co-president and supervising faculty.
- I. Supervising faculty will authorize expenditures.

Article VIII – Advisor:

- A. The advisor's role in NSA is to oversee the executive officers and their efforts in fundraising and serving, as well as help guide the club to move forward with new events and future affiliation with potential local, state, and national organizations.
- B. When open positions become available for NSA faculty supervision, the position is offered to the nursing faculty, and the staff that shows interest will volunteer their time to fill the available position until they are no longer available to further oversee NSA activities, in which case, new volunteers shall be appointed.
- C. NSA's expectations of the advisor/s is/are to oversee the work in fundraising, community service, and all other NSA activities. This is carried through by offering suggestions to the president/co-president, and by guiding the club's potential movement toward local, state, and national organizations in the future.

Article IX – Committees:

Section 1. Appointments

- A. Blood Drive (shall consist of 5 members)
- B. Clothing Drive (shall consist of 5 members)
- C. All members of subcommittees will be determined by the first 5 email responses received expressing interest.

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 direction of the Board of Directors, report the same to the general membership.

Article X – Affiliations:

- A. NSA does not affiliate with any local, state, national, or international organizations.

Article XI – Amendments:

- A. Amendments to the Bylaws may be made with a $\frac{2}{3}$ vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least four weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

Article XII – Constitutional Ratification:

- A. All members and advisors of NSA shall be present when approving the Constitution.
- B. The executive officers and the advisors shall set a specific time and place to approve the Constitution.
- C. Voting shall take place to approve or not approve the Constitution. The voting shall happen with a question to adopt the Constitution as our own in the following way: "All those in favor say aye, and all of those who oppose say nay."
- D. The constitution will be approved with a 100% aye voice vote.