



UNFTM

University of North Florida
Student Nurses' Association
2015-2016

TABLE OF CONTENTS

ARTICLE I	Name.....	3
ARTICLE II	Purpose and Functions.....	3
ARTICLE III	Constituent Association.....	4
ARTICLE IV	Chapter Membership.....	5
ARTICLE V	Executive Board.....	6
ARTICLE VI	Standing Committees and Committee Board.....	8
ARTICLE VII	Elections.....	11
ARTICLE VIII	Meetings.....	12
ARTICLE IX	Representation.....	13
ARTICLE X	Consultants.....	14
ARTICLE XI	Fiscal Year.....	14
ARTICLE XII	Quorum.....	15
ARTICLE XIII	Parliamentary Authority.....	15
ARTICLE XIV	Amendments.....	15

UNIVERSITY OF NORTH FLORIDA
BYLAWS | 2015-2016

ARTICLE I – NAME

The name of this organization shall be “University of North Florida’s Student Nurses’ Association,” as a constituent of the Florida Nursing Students Association and the National Student Nurses’ Association, Inc., herein and after referred to as UNF SNA.

ARTICLE II – PURPOSE AND FUNCTIONS

Section 1

The purpose of UNF SNA is:

- (a) To aid in the preparation of nursing students for the assumption of professional responsibilities.
- (b) To aid in the development of the whole person, his/her professional role, and his/her responsibility for the healthcare of people in all walks of life.
- (c) To provide programs representative of fundamental and current professional interests and concerns.

Section 2

The functions of UNF SNA shall include the following:

- (a) To provide a professional organization at the local level to nursing students and to encourage participation in meetings and activities of the association.
- (b) To promote collaborative relationships with the American Nurses Association, the National League for Nursing, the International Council of Nurses, and their constituents, as well as with other nursing and student nursing related health organizations.
- (c) To stimulate interest in and an understanding of the Florida Nurses Association, Florida League of Nursing, Florida Board of Nursing, Florida Center for Nursing, QUIN Council, Florida Healthcare Simulation Alliance, Florida Nurses Political Action Committee, as well as with other Florida state nursing and student nursing related health organizations.
- (d) To serve as a channel of communication between the nursing students’ organization and the various state and district units of the graduate professional nurses’ organization.
- (e) To participate as an active constituent of the National Student Nurses’ Association, Inc., (NSNA) and the Florida Nursing Students’ Association (FNSA) through duly elected representatives.
- (f) To promote and encourage participation in community affairs and activities toward improved healthcare and the resolution of related social issues.
- (g) To speak for nursing students to the public, institutions, and governmental bodies, and to influence healthcare, nursing education and practice through appropriate legislative activities.

- (h) To promote and encourage student participation in interdisciplinary activities.
- (i) To have direct input into standards of nursing education and influence on the educational process.
- (j) To promote and encourage the nursing profession to potential students as well as participation in student activities and educational opportunities regardless of an individual's race, color, creed, sex, lifestyle, national origin, age and/or economic status.

ARTICLE III – CONSTITUENT ASSOCIATION

Section 1

UNF SNA may upon request and by a majority vote of FNSA, be recognized as constituents of FNSA, provided they have met the following criteria:

- (a) The chapter consists of a minimum of fifteen (15) members or the total school enrollment if less than fifteen (15).
- (b) The dues of these members have been remitted to NSNA.
- (c) Any school chapter or state association whose membership is composed of active or associate NSNA members and has submitted the Official Application for NSNA Constituency Status (the application) containing the areas of conformity, and upon meeting such other policies as the Board of Directors may determine, shall be recognized as a constituent. The application must be submitted annually and can be submitted at the Annual Convention site during the delegate credentialing process for the Annual House of Delegates meeting. For those school and state associations unable to send representatives to the Annual House of Delegates meeting, the application may be sent to the NSNA on a date postmarked no later than ten (10) working days after the close of the House of Delegates meeting of the same year.
- (d) The chapter has submitted an Official Application for FNSA status. The FNSA application must be submitted annually, 2 weeks prior to FNSA's Annual Convention and can be submitted at the Annual Convention site during the delegates credentialing process for the Annual House of Delegates meeting. For those schools unable to attend the FNSA State Convention, the application may be sent to the FNSA's First Vice- President no later than ten (10) working days after the House of Delegates meeting of the same year.
- (e) UNF SNA is responsible for creating and maintaining their own bylaws that are in compliance with State and National bylaws.

Section 2

The boundaries of UNF SNA shall be:

- (a) Clearly defined and recorded by the Board.
- (b) Up to UNF SNA to determine.

Section 3

As a constituent association, UNF SNA must comply to FNSA bylaws.

- (a) By not complying with FNSA bylaws, UNF SNA may be removed from membership in FNSA by a two-thirds (2/3) vote of their Executive Board, provided due notice has been given to UNF SNA at least two months before the vote is taken.

Section 4

UNF SNA is a School chapter and therefore an entity separate and apart from FNSA in their administration or activities.

- (a) FNSA exercises no supervision or control over these immediate daily and regular activities.
- (b) FNSA will not be held liable for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters or the members thereof.
- (c) In the event any legal proceeding is brought against FNSA as a result of such acts of omission or commission by UNF SNA, UNF SNA will indemnify and hold harmless the FNSA from any liability.

Section 5

FNSA is an entity separate and apart from NSNA in its administration of activities.

- (a) NSNA exercises no supervision or control over these immediate daily and regular activities.
- (b) NSNA will not be held liable for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of FNSA, or the members thereof.
- (c) In the event any legal proceeding is brought against NSNA as a result of such acts of omission or commission by FNSA, said state association will indemnify and hold harmless the NSNA from any liability.

ARTICLE IV – CHAPTER MEMBERSHIP

Section 1

Active members shall consist of:

- (a) Students enrolled in the University of North Florida School of Nursing's regular pre-licensure program leading to a baccalaureate degree in nursing.
- (b) Registered nurses enrolled in the University of North Florida School of Nursing's RN-BSN program leading to a baccalaureate degree in nursing.
- (c) Students enrolled in the University of North Florida School of Nursing's accelerated pre-licensure program leading to a baccalaureate degree in nursing.
- (d) Active members shall have all the privileges of membership.

Section 2

Associate members shall consist of:

- (a) Pre-nursing students enrolled in college or university programs designed as a preparation for entrance into a program leading to a baccalaureate degree in nursing.
- (b) Associate members shall have all the privileges of membership except the right to hold any Executive or Committee Board positions. Associate members may be committee members, but not Committee Chairs.
- (c) Associate members shall have all the privileges of membership except the right to hold the offices of President and First Vice-President at the state level and the offices of the President and Vice-President at the national level.

- (d) Pre-nursing students must be currently enrolled in or have completed nine credit hours of nursing prerequisites, must be actively taking prerequisites, or must be identified as such by the Dean/Director of the University of North Florida School of Nursing.

Section 3

No local chapter dues are required for membership.

- (a) Joining the National Student Nurses' Association, which is encouraged, can be accessed at www.nсна.org. Enlisting as a national member entitles you to state level benefits as well.
- (b) Dues must be paid in full. The options for payments are:
 - a. Option 1: One-year membership paid in full, thirty-five dollars (\$35.00).
 - b. Option 2: One-year membership renewal paid in full, forty dollars (\$40.00).
 - c. Option 3: Two-year membership paid in full, seventy dollars (\$70.00).
- (c) Such dues are directly payable to NSNA, which shall in turn remit to each state constituent.
- (d) Any member who fails to pay annual dues in a timely manner shall forfeit all the privileges of National membership.

ARTICLE V – EXECUTIVE BOARD

Section 1

The Executive Board of UNF SNA shall consist of a President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2

- (a) The term of office shall be one (1) year from the meeting in which officers are elected.
- (b) Only members who will be nursing students throughout the full term of office and have the privileges of active membership shall be eligible for said offices.
- (c) Associate members may not hold Executive Board positions.

Section 3

The President shall:

- (a) Preside at all general and Executive Board meetings of UNF SNA.
- (b) Appoint special committees with the approval of the Executive Board.
- (c) Serve as ex-officio member of all committees.
- (d) Represent UNF SNA in professional matters to other organizations as well as all other official relationships.
- (e) Function as the resource person for the Committee Chairs.
- (f) Shall review applicants for any positions, and orchestrate elections as defined in ARTICLE VII.
- (g) Perform all other duties pertaining to this office.

Section 4

The First Vice-President shall:

- (a) Assist the chairperson of Legislative Committee who will make revisions to UNF SNA bylaws, as necessary.
- (b) Submit a set of revised UNF SNA bylaws to FNSA. Set a deadline date for submitting revised UNF SNA bylaws to be the same as the cut-off date for FNSA constituency.
- (c) Submit the official application of constituency to NSNA by the deadline date.
- (d) Preside as chair of the Convention Committee, and make necessary arrangements for UNF SNA chapter as it relates to Conventions.
- (e) Decide state and national representation objectively, as outlined in ARTICLE IX.
- (f) Maintain a historical archive of past Convention activities and achievements.
- (g) Assist the President.
- (h) Shall preside at meetings in the absence of the President.
- (i) In the event of a vacancy occurring in the office of the President, the First Vice-President shall assume the duties of the President. In the event of a vacancy in the office of First Vice-President, the vacancy would be filled by presidential appointment with the advice of the Executive Board.
- (j) Perform all other duties pertaining to the office.

Section 5

The Second Vice-President shall:

- (a) Be in charge of organizing and managing Taking Flight, the new student orientation.
- (b) Assist the President.
- (c) Assist First Vice-President with Convention planning.
- (d) In the event that First Vice-President is unable to run Convention, Second Vice-President will assume the responsibility.
- (e) In the event of vacancy occurring in the office of First Vice-President, Second Vice-President shall assume the duties of Vice President.
- (e) Perform all other duties pertaining to the office.

Section 6

The Recording Secretary shall:

- (a) Prepare the minutes of all general and executive meetings of UNF SNA. Minutes shall include attendance, quorum, committee reports, old business, new business, announcements, assignments, and the date of the next board meeting.
- (b) Make UNF SNA's Executive Board minutes available to Board Members and consultants within 3 days after a meeting.
- (c) Read the previous meeting's minutes at each meeting.
- (d) Keep attendance records.
- (e) Perform all other duties pertaining to this office.

Section 7

The Corresponding Secretary shall:

- (a) Maintain all official correspondence for UNF SNA, which includes drafting letters for the executive board and retaining permanent records of all correspondence.

- (b) Work to increase the public presentation of nurses as professionals in order to promote a positive image of nurses and of the profession itself.
- (c) Keep UNF SNA updated on current programs and activities being implemented at the state (FNSA) and national (NSNA) level.
- (d) Provide up-to-date names and addresses of chapter officers to the FNSA.
- (e) Perform all other duties pertaining to this office.

Section 8

The Treasurer shall:

- (a) Be responsible and accountable for maintenance of UNF chapter funds.
- (b) Have the ability to draw on no more than \$20.00 per month for operational costs, with the approval of the Executive Board, and without the approval of UNF SNA members.
- (c) Prepare an estimated annual budget.
- (d) Have the authority to spend designated pre-approved amounts on the line items within the budget.
- (e) Write requisitions for monetary disbursements and reimbursements and submit to the President. Disbursements and reimbursements shall occur after approval by the President and a Consultant.
- (f) Upon approval by both the President and a Consultant, the treasurer will issue checks for those requests.
- (g) No funds shall be disbursed without prior approval by the President or a Consultant.
- (h) Work with the Membership Chair to maintain a permanent record of all dues received from members and any other income and expenses.
- (h) Make available an annual report to the general members.
- (i) Assist the chairperson of the Committee on Fundraising.
- (j) Co-sign with the President, when need arises, all documents concerning UNF SNA business.
- (k) Perform all other duties pertaining to this office.

ARTICLE VI –STANDING COMMITTEES AND COMMITTEE BOARD

Section 1

Standing Committees shall be composed of members of UNF SNA and shall assume duties that are assigned by the President and specified by the bylaws.

Section 2

The Standing Committees shall report to the President on what is being presented at the general meeting during the Board meeting proceeding it.

Section 3

There shall be the following Standing Committees:

- (a) Legislative Committee
- (b) Committee on Membership
- (c) Committee on Fundraising

- (d) Convention Committee
- (e) Committee on Public Relations
- (f) Breakthrough to Nursing Committee (BTN)
- (g) Committee on Accelerated Program Students
- (h) Committee on Registered Nurse to Bachelor of Science in Nursing (RN-BSN) Students
- (i) Committee on SNA Store Coordination

Section 4

- (a) Each active Standing Committee shall consist of a Committee Chair (chairperson) and UNF SNA members who choose to join the committee.
- (b) The chairpersons of all active Standing Committees shall constitute the Committee Board.
- (c) Committee Chairs shall be elected in the same manner as the members of the Executive Board, as defined in ARTICLE VII.

Section 5

The Legislative Committee shall:

- (a) Consist of a chairperson who shall be directly responsible to the Executive Board and UNF SNA members.
- (b) Receive suggestions for amendments to these bylaws.
- (c) Propose amendments to UNF SNA bylaws according to updated FNSA and NSNA standards, while reflecting the reality of UNF SNA's processes.
- (d) Submit all proposed amendments to the Executive Board and UNF SNA for review and approval by majority vote of the chapter.
- (e) Ensure the up-to-date UNF SNA bylaws are accessible to all members.

Section 6

The Committee on Membership shall:

- (a) Consist of a chairperson who shall be directly responsible to the Executive Board and UNF SNA members.
- (b) Shall obtain and maintain an updated list of current UNF SNA members from NSNA.
- (c) Be responsible for enrolling new members during Taking Flight.
- (d) Contact members with expiring memberships and assist them with renewing their membership.
- (e) Promote and encourage recruiting efforts, participation in student activities, and educational opportunities.

Section 7

The Committee on Fundraising shall:

- (a) Consist of a chairperson who shall be directly responsible to the Executive Board and UNF SNA members.
- (b) Discuss the financial needs of the chapter with the Treasurer in order to quantify the fundraising goals of the committee and chapter.
- (c) Formulate, organize, initiate, and implement fundraising activities with the approval of the Executive Board.
- (d) Report all funds collected to the Treasurer.

Section 8

The Convention Committee shall:

- (a) Consist of the First Vice-President as chairperson who shall be directly responsible to the Executive Board and UNF SNA members.
- (b) Plan, coordinate and execute UNF SNA attendance at all relevant Conventions.
- (c) Ensure UNF SNA has applied for all applicable awards given at the respective Conventions.
- (d) All UNF SNA members interested in attending Conventions are encouraged to be a part of the Convention Committee.

Section 9

The Committee on Public Relations shall:

- (a) Consist of a chairperson who shall be directly responsible to the Executive Board and UNF SNA members.
- (b) Take photographs of and document all association events.
- (c) Utilize the media to inform the public of association activities, which may include writing articles for magazines and newspapers, and calling television and radio stations with information.
- (d) Manage UNF SNA website (unfsna.org) and social media platforms.

Section 10

The Breakthrough to Nursing Committee shall:

- (a) Explore and collaborate with organizations to encourage nursing school enrollment by reaching out to target populations in the community.
- (b) Find ways to reduce all stereotypes related to the nursing profession.
- (c) Encourage involvement in Mentor Programs through High Schools and Junior Colleges and other educational establishments.
- (d) Promote involvement of pre-nursing students in UNF SNA.
- (e) Help educate potential future nursing students on how to be accepted into the UNF nursing program and how to uphold key ideals and roles of the nursing profession.

Section 11

The Committee on Accelerated Program Students shall:

- (a) Consist of a chairperson enrolled in the Accelerated Program who shall be directly responsible to the Executive Board and UNF SNA members.
- (b) Provide UNF SNA information to other Accelerated Program students.
- (c) Solicit suggestions and ideas from other Accelerated Program students.

Section 12

The Committee on Registered Nurse to Bachelor of Science in Nursing (RN-BSN) Students shall:

- (a) Consist of a chairperson enrolled in the RN-BSN Program who shall be directly responsible to the Executive Board and UNF SNA members.
- (b) Relay UNF SNA information to other RN-BSN students.
- (c) Solicit suggestions and ideas from other RN-BSN Program students.

Section 13

The Committee on SNA Store Coordination shall:

- (a) Consist of a chairperson or co-chairs who shall be directly responsible to the Executive Board and UNF SNA members.
- (b) Store Coordinator(s) will manage store inventory, explore new items for sale, and record and report all funds collected to Treasurer. All items for sale in the store are subject to prior Executive Board approval.
- (c) Decide which items will be sold at events and receive approval from the Executive Board to sell specified items at events including but not limited to: UNF events, community activities and nursing student conventions

Section 14

The Executive Board, at its discretion, shall establish any other committees deemed necessary to carry on the work of UNF SNA, and determine the functions, aims, and membership of such committees.

- (a) Not all committees need to be functional each year.
- (b) A new standing committee can be proposed by any UNF SNA member.
- (c) Determination of need for committees is agreed upon by Executive Board.
- (d) Committees may be altered, changed or added to in the same manner amendments are made, as defined in ARTICLE XIV.

ARTICLE VII – ELECTIONS

Section 1

Any member who wishes to run shall be eligible to be a candidate for office, subject to the requirements of the following:

- (a) Candidates shall be members in good standing with the University of North Florida.
- (b) Candidates must submit a letter of intent for the desired position.
- (c) All candidates must have timely access to a computer and E-mail and be knowledgeable or be willing to become knowledgeable in their operation.
- (d) In the event there are no qualified candidates who meet the above criteria, any member may be considered at the discretion of the current Executive Board.

Section 2

- (a) The Executive and Committee Board shall be elected in March, with the turnover meeting held in April.
- (b) All elections shall be decided by ballot. A plurality vote shall elect, a tie vote shall be decided by a revote, and then, if necessary, by casting a ballot.
- (c) All Board members shall deliver to their successors all records, papers, or property belonging to UNF SNA, in proper order, no later than the close of the turnover meeting.

Section 3

- (a) In the event that an Executive Board member or Committee Chair fails to satisfactorily perform his/her duties and uphold his/her responsibilities in UNF SNA or is resigning from office, except the President, the remaining Executive Board members may vote to remove said individual from the position by a

majority vote of the Executive Board. The President shall serve as the tiebreaker.

The following shall be considered failure to perform duties:

1. Two unexcused meeting absences. President must approve absence for extreme extenuating circumstances prior to the meeting.
 2. Failure to perform duties for office/position as outlined in these bylaws.
- (b) In the event that a member fails to uphold the values of UNF SNA and does not represent the organization in a professional manner, the Executive Board members may vote to remove said individual from membership by a majority vote of the Executive Board. The President shall serve as the tiebreaker.
- (c) If the majority vote is in the affirmative to remove said member in either circumstances, the following will take place:
1. The President will notify said member in writing. If in the case it is the President that is being removed from office, the First Vice-President will notify the individual in writing.
 2. In the case of the President being removed from office, the First Vice-President then steps into the position of President. The office of First Vice-President will then be filled following the procedure for filling a vacancy in the executive board.
- (d) In the event that a member is accused of inappropriately representing the association while in official capacity by conduct unbecoming a professional, the member will be asked to appear before the Executive Board during the next Executive Board meeting in order to respond.

Section 4

In the event that a vacancy arises in the Executive Board or the Committee Board, the following procedure shall take place:

- (a) All members will be notified of the vacancy prior to the following Executive Board meeting via reasonable means of communication.
- (b) Active members of UNF SNA wishing to run for the office will be required to submit a letter of intent prior to the next Executive Board meeting. The new Executive Board member or Committee Chair shall be selected from the list of all interested members by a majority vote of the Executive Board and will take office immediately following appointment. The President shall serve as the tiebreaker.

ARTICLE VIII – MEETINGS

Section 1

General meetings

- (a) General meetings shall be held at least twice a semester for all members.
- (b) General meetings shall be organized by the President and approved by the Board.
- (c) The President shall have the authority to convene a meeting when deemed necessary and shall notify the general membership of such meeting, location, and time.

Special meetings

- (a) Committees and special event groups may organize additional meetings.

(b) Special meetings shall be organized by a Committee Chair or event leader.

Board meetings

- (a) The Board shall consist of the Executive Board and Committee Board members.
- (b) The Board shall meet monthly.
- (c) The Executive Board has the right to meet without the Committee Board.
- (d) In the interval between Board meetings, the President may refer and submit by mail or electronically to the members of the Board definite questions relating to the affairs of the association, which, in the opinion of the President, require immediate action on the part of the Board. The result of such referendum requires a majority vote of Board members, provided such action is not inconsistent with the bylaws or the policies of the association, or resolutions passed by the association.

ARTICLE IX – REPRESENTATION

Section 1

UNF SNA shall be allowed one delegate for fifteen (15) members, or major fraction thereof, to the state annual meeting.

Section 2

Having achieved NSNA constituency, UNF SNA shall be eligible for one delegate to state convention regardless of FNSA constituency. This delegate shall be over and above the number earned due to FNSA constituency.

Section 3

Delegate representation shall be computed on the basis of membership in the district Nursing Students' Association twenty-five (25) days preceding an annual convention or special meeting of the association or postmarked by such time, or by submitting a complete list of members with verification (may consist of a photocopy of membership card or application and receipt of payment) to the Corresponding Secretary two (2) weeks preceding the annual convention.

Section 4

Only persons selected by the First Vice-President and credentialed at the annual convention may be seated as delegates. An alternate may be designated.

Section 5

If a person is no longer able to fulfill the duties of a delegate, an alternate delegate may be designated.

Section 6

Alternate delegates must be credentialed prior to being seated. After meeting the constituency requirement, UNF SNA will be allowed one (1) alternate delegate for up to five (5) delegates or fraction thereof. (e.g. 1-5 = 1 alternate, 6-10 = 1 additional, etc.)

Section 7

Members in attendance who are not voting delegates may discuss an issue before the House of Delegates but may not make a motion or vote.

Section 8

Representation at Meetings of the NSNA:

(a) In order to be eligible to send a delegate to the NSNA Annual Convention, UNF SNA must sign and return the Official Application for NSNA Constituency Status by the annual deadline as specified in ARTICLE III, Section 1(c) of these bylaws.

(b) UNF SNA, having achieved NSNA constituency, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every fifty (50) members.

1. The Executive Board may send the President as the official delegate.

(c) The UNF SNA delegate(s) shall be a member(s) of NSNA and in good standing with UNF SNA and shall be selected by the First Vice-President. The school chapter may designate an alternate delegate for each delegate.

(d) If UNF SNA is unable to fill our delegation, UNF SNA will provide written authorization to the FNSA Executive Board requesting them to appoint one member of the State Board to act as a state-appointed delegate for UNF SNA.

1. UNF SNA shall approve the appointment.

2. The FNSA Executive Board shall verify that any state appointed delegate is a member in good standing of the NSNA and the FNSA.

3. UNF SNA must have at least one selected delegate present at the NSNA Convention in order to have a state-appointed delegate seated in the House of Delegates.

ARTICLE X – CONSULTANTS

Section 1

The consultants shall consist of at least two (2) faculty and/or staff members from the University of North Florida School of Nursing.

Section 2

The consultants shall counsel and advise the Board and members of UNF SNA as the need arises.

ARTICLE XI – FISCAL YEAR

The fiscal year of UNF SNA shall be from March to March.

ARTICLE XII – QUORUM

Section 1

Three (3) Executive Board members and one (1) consultant of UNF SNA chapter shall constitute a quorum at Executive Board meetings.

Section 2

The chairperson and a majority of the Standing Committee members shall constitute a quorum at meetings of the standing and special committees.

Section 3

Three (3) Executive Board members, one (1) consultant, and a majority (51%) of the active membership shall constitute a quorum at UNF SNA general meetings.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

All meetings of UNF SNA shall be conducted according to parliamentary law as set forth in the most current version of Roberts’s Rules of Order, where the rules apply and are not in conflict with these bylaws.

ARTICLE XIV – AMENDMENTS**Section 1**

All proposed amendments shall be prepared by the Legislative Committee and submitted to the Executive Board for approval as needed.

Section 2

Proposed amendments may be submitted to the Legislative Committee by any active member.

Section 3

An amendment to the bylaws shall become effective immediately upon its approval by quorum at or following the annual bylaws general meeting.

Section 4

These bylaws may be amended as necessary without previous notice.