

UNF SNA Bylaws, District #35
Last Updated September 2018

University of North Florida
Student Nurses'
Association
2018-2019

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UNIVERSITY OF NORTH FLORIDA
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ARTICLE I – NAME

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

ARTICLE II – PURPOSE & 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
- (d) To bring together and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs;
- (e) To convey the standards and ethics of the nursing profession.
- (f) To promote development of the skills that students will need as responsible and accountable members of the nursing profession.
- (g) To advocate for high quality, evidence-based, affordable and accessible health care.
- (h) To advocate for and contribute to advances in nursing education.
- (i) To develop nursing students who are prepared to lead the profession in the future.

Section 2

The functions of UNF SNA shall include the following:

- (a) To provide a pre-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 NSNA and 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; and,
- (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 15 members or the total school enrollment if less than 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 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, two (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 1st Vice President no later than 10 working days after the House of Delegates meeting of the same year; and,
- (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 Executive Board;
and,
- (b) Determined by UNF SNA.

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; and,
- (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; and,
- (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

UNF SNA chapter membership is comprised of active members and associate members.

Section 1

Active members shall consist of:

- (a) Students enrolled in the University of North Florida School of Nursing's Regular Prelicensure (RPL) program leading to a baccalaureate degree in nursing;
- (b) Registered nurses enrolled in the University of North Florida School of Nursing's RN-BSN Bridge program leading to a baccalaureate degree in nursing;
- (c) Students enrolled in the University of North Florida School of Nursing's Accelerated Prelicensure (APL) program leading to a baccalaureate degree in nursing;
- (d) Students enrolled in the University of North Florida School of Nursing's Freshman Admit Nursing (FAN) program leading to a baccalaureate degree in nursing; and,
- (e) 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 at UNF designed as a preparation for entrance into a program leading to a baccalaureate degree in nursing;
- (b) Other students currently enrolled at the University of North Florida and interested in seeking a nursing degree.
- (c) Associate members shall have all the privileges of membership except the right to hold any Executive Board positions. Associate members may be committee members and committee chairs if approved by Executive Board and club advisors;
- (d) Associate members shall have all the privileges of membership except the right to hold the offices of President and 1st Vice President at the state level and the offices of the President and Vice President at the national level.

Section 3

No local chapter dues are required for membership:

- (a) Join the NSNA, 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: Two-year membership paid in full, seventy dollars (\$70.00)

- c. Option 3: One-year membership renewal paid in full, forty dollars (\$40.00).
- (c) Such dues are directly payable to NSNA, which shall in turn remit to each state constituent; and,
- (d) Any member who fails to pay annual dues in a timely manner shall forfeit all the privileges of National membership.

Section 4

The Anti-Discrimination Policy states:

- (a) General membership of this club will be open to all currently enrolled UNF students. No student may be denied membership to NSNA and UNF SNA on the basis of race, color, creed, religion, gender, gender identity/ expression, age, sexual orientation, national origin, marital status, parental status, veteran status, disability or any combination thereof.

ARTICLE V – EXECUTIVE BOARD

Section 1

The Executive Board of UNF SNA shall consist of a President, 1st Vice President, 2nd Vice President, Recording Secretary, Corresponding Secretary, Historian, and Treasurer.

Section 2

- (a) The term of office shall be one (1) year (April to April) from the turnover meeting/ officer pinning event;
- (b) Elections are to be held in the first full week of February each year with letters of interest (LOIs) due to the Executive Board by the last week of January as scheduled by the Executive Board;
- (c) 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;
- (d) Members appointed to vacant Executive Board positions shall hold office until the end of the original electee's term, and may run for reelection or a new position so long as they shall be enrolled throughout the duration of the new appointment; and,

- (e) Associate members may not hold Executive Board positions.

Section 3

The President shall:

- (a) Preside at all general body and Executive/full 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) Assist the chairperson of Legislative Committee who will make revisions to UNF SNA bylaws, as necessary; and,
- (h) Perform all other duties pertaining to this office.

Section 4

The 1st Vice President shall:

- (a) Submit a set of revised UNF SNA bylaws to FNSA and NSNA;
- (b) Submit the official application of constituency to FNSA and NSNA by the deadline date for annual convention;
- (c) Preside as chair of the Convention Committee and make necessary arrangements for UNF SNA chapter as it relates to conventions;
- (d) Decide state and national representation objectively, as outlined in Article IX;
- (e) Assist the Historian with maintaining a historical archive of past convention activities and achievements;
- (f) Assist the President as directed;
- (g) Shall preside at meetings in the absence of the President;
- (h) In the event of a vacancy occurring in the office of the President, the 1st Vice President shall assume the duties of the President. In the event of a vacancy in the office of 2nd Vice President, the vacancy would be filled by the 2nd Vice President; and,
- (i) Perform all other duties pertaining to the office.

Section 5

The 2nd Vice President shall:

- (a) Be in charge of organizing and managing Taking Flight, the new student orientation;
- (b) Assist the President as directed;
- (c) Assist 1st Vice President with convention planning;
- (d) In the event that 1st Vice President is unable to run convention, 2nd Vice President will assume the responsibility;
- (e) In the event of vacancy occurring in the office of 1st Vice President, 2nd Vice President shall assume the duties of 1st Vice President; in the event of a vacancy in the office of 2nd Vice President, the vacancy would be filled by presidential appointment with the advice of the Executive Board; and,
- (f) Perform all other duties pertaining to the office.

Section 6

The Recording Secretary shall:

- (a) Prepare the minutes of all general body and Executive/full Board 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 three (3) days after a meeting;
- (c) Read the previous meeting's minutes at each meeting;
- (d) Keep attendance records and provide to the President and Volunteer Chair(s);
- (e) Coordinate and maintain contact information for all Executive Board, committee chairs, and cohort liaisons and distribute said information to club advisors, School of Nursing support staff, the dean's office, and club members;
- (f) Maintain the SNA Calendar in the Classroom Management System (Canvas);
- (g) Create and monitor all event pages and RSVPs on social media sites; and,
- (h) 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;
 - 1. Monitor official UNF SNA Gmail account by responding to &/or forwarding messages to their respective positions;
- (b) Keep UNF SNA updated on current programs and activities being implemented at the state (FNSA) and national (NSNA) level;
 - 1. Maintain lines of communication with FNSA Region 2 Director;
 - 2. Disseminate information received directly from NSNA emails &/or newsletters to UNF SNA stakeholders by sharing through the Classroom Management System;
- (c) Provide up-to-date names and addresses of chapter officers to the FNSA and NSNA;
- (d) Coordinate and disseminate a bi-weekly newsletter to showcase student spotlights, upcoming events, club news, and important dates;
 - 1. Also provides a copy to the Historian for historical archives; and,
- (e) Perform all other duties pertaining to this office.

Section 8

The Historian shall:

- (a) Maintain a historical archive of past events, community projects, and other UNF SNA activities;
 - 1. Responsible for taking &/or collecting visual evidence (flyers, photos, videos, articles, etc.)
- (b) Coordinate the publication of videos and photos with the Public Relations Chair for social media &/or official club webpage;
- (c) Assist the Convention Committee with ensuring UNF SNA has applied for all applicable awards given at the respective conventions;
- (c) Maintain a historical archive of past convention activities and achievements; and,
- (d) Perform all other duties pertaining to this office.

Section 9

The Treasurer shall:

- (a) Be responsible and accountable for maintenance of UNF chapter funds;
- (b) Have the ability to draw on no more than \$100.00 per month for operational costs, with the approval of the Executive Board and at least one (1) club advisor, 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) 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; and,
- (k) Perform all other duties pertaining to this office.

ARTICLE VI –STANDING COMMITTEES & 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. Standing Committees will be represented on the full board by a committee chair.

Section 2

The Standing Committee Chairs shall report to the President on what is being presented at the general body meeting and during the Executive Board meeting preceding it.

Section 3

There shall be the following Standing Committees:

- (a) Legislative Committee

- (b) Membership Committee
- (c) Fundraising & Socials Committee
- (d) Convention Committee
- (e) Public Relations Committee
- (f) Breakthrough to Nursing (BTN) Committee
- (g) Committee on Accelerated Program Students
- (h) SNA Store Committee
- (i) Committee on Freshman Admit Nursing Program Students
- (j) Volunteer Committee
- (k) Community Health Committee

Section 4

- (a) The term of office shall be one (1) year (April to April with the exception of CAPS Chair, who will serve from December to December) from the turnover meeting/ officer pinning event;
- (b) For all Committee Chairs other than CAPS, elections are to be held in the first full week of February each year with letters of interest (LOIs) due to the Executive Board by the last week of January as scheduled by the Executive Board;
- (c) The CAPS Chair elections are to be held in the first full week of September each year with LOIs due to the Executive Board by the last week of August as scheduled by the Executive Board;
- (d) 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; however, exceptions may be made for the CAPS Chair if the Accelerated student is a summer admit;
- (e) Members appointed to vacant Committee Board positions shall hold office until the end of the original electee's term, and may run for reelection or a new position so long as they shall be enrolled throughout the duration of the new appointment;
- (f) Each active Standing Committee shall consist of a Committee Chair (chairperson) and UNF SNA members who choose to join the committee;
- (g) The chairpersons of all active Standing Committees shall constitute the Committee Board;
- (h) Committee Chairs shall be elected in the same manner as the members of the Executive Board, as defined in Article VII; and,
- (i) Associate members are eligible to hold committee chairs.

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) Coordinate with the Convention Committee the presentation of resolutions to FNSA and NSNA;
- (f) Coordinate UNF SNA participation at community, state, and national legislative and lobbying events; and,
- (g) Ensure the up-to-date UNF SNA bylaws are accessible to all members.

Section 6

The Membership Committee 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 and "So You Wanna Be a Nurse?";
- (d) Contact members with expiring memberships at least one (1) month in advance of the expiration date and assist them with renewing their membership;
- (e) Provide new members with a welcome packet to include access information for the UNF SNA Classroom Management System course and social media pages; and,
- (e) Promote and encourage recruiting efforts, participation in student activities, and educational opportunities.

Section 7

The Fundraising & Socials Committee 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;
 - 1. Fundraising activities will include those for philanthropic events as well as generating club income.
- (d) Responsible for the presentation of philanthropic donations collected;
- (e) Coordinate social fundraising events;
- (f) Coordinate philanthropic fundraising activities with the Volunteer Chair/ Committee;
- (g) Report all funds collected to the Treasurer;
- (h) Consist of a chairperson who shall be directly responsible to the Executive Board and UNF SNA members;
- (i) Be responsible for organizing and promoting social functions;
- (j) Coordinate with the Recording Secretary and Public Relations Chair regarding the social calendar of UNF SNA events; and,
- (k) Encourage attendance at other UNF SNA events.

Section 8

The Convention Committee shall:

- (a) Consist of the 1st 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; and,
- (d) All UNF SNA members interested in attending conventions are encouraged to be a part of the Convention Committee.

Section 9

The Public Relations Committee shall:

- (a) Consist of a chairperson who shall be directly responsible to the Executive Board and UNF SNA members;

- (b) Utilize the media to inform the public of UNF SNA activities, which may include writing articles for magazines and newspapers, and calling television and radio stations with information;
- (c) Report UNF SNA news to the Corresponding Secretary for the biweekly newsletter;
- (d) Promote UNF SNA activities and events within three (3) days through the posting of hard copy flyers and electronic flyers through the School of Nursing, Classroom Management System, and social media sites; and,
- (e) Manage UNF SNA website (www.unfsna.org) and social media platforms.

Section 10

The Breakthrough to Nursing Committee shall:

- (a) Consist of a chairperson enrolled shall be directly responsible to the Executive Board and UNF SNA members;
- (b) Prepare and present information regarding nursing and UNF SNA in the *Real Story* portion of “So You Wanna Be a Nurse?”;
- (c) Explore and collaborate with organizations to encourage nursing school enrollment by reaching out to target populations in the community;
- (d) Find ways to reduce all stereotypes related to the nursing profession;
- (e) Encourage involvement in Mentor Programs through High Schools and Junior Colleges and other educational establishments;
- (f) Coordinate and direct the UNF SNA pre-nursing and Freshman Admit Nursing (FAN) mentorship programs; and,
- (g) Promote involvement of pre-nursing students in UNF SNA.

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; and,
- (c) Solicit suggestions and ideas from other Accelerated Program students.

Section 12

The SNA Store Committee shall:

- (a) Consist of a Store Coordinator(s) 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) Schedule and coordinate monthly store dates; and,
- (d) Decide with club advisors what 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 13

The Committee on Freshman Admit Nursing Program Students shall:

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

Section 14

The Volunteer Committee shall:

- (a) Consist of a chairperson who shall be directly responsible to the Executive Board and UNF SNA members;
- (b) Organize and orchestrate volunteer projects within the University of North Florida campus and in the surrounding community;
- (c) Maintain a yearly (April to April) spreadsheet of member participation data to be used for end of the year awards and convention (FNSA annual, NSNA midyear, & NSNA annual) planning with points and qualifications as follow:
 - 1. APL students must earn at least 8 points to be considered;
 - 2. RPL, FAN, and pre-nursing students must earn at least 15 points to be considered;
 - 3. Points earned for attending &/or volunteering for events and making donations

- a. General Body Meetings
 - i. APL students earn 2 points for attending (must sign-in on roster)
 - ii. RPL, FAN, and pre-nursing students earn 1 point for attending (must sign-in on roster)
- b. Board Meetings
 - i. APL students earn 2 points for attending (must sign-in on roster)
 - ii. RPL, FAN, and pre-nursing students earn 1 point for attending (must sign-in on roster)
- c. Volunteering at UNF SNA, School of Nursing, &/or Brooks College of Health sponsored events as identified by the Executive Board
 - i. 1 point per hour for all students (must sign-in on roster)
- d. Attending Socials &/or fundraisers sponsored by UNF SNA, the School of Nursing, &/or the Brooks College of Health as identified by the Executive Board
 - i. 2 points for all students (must sign-in on roster)
- 4. Donating items and funds
 - a. 2 points per item for all students (name must be recorded with Volunteer Chair or club advisor)
 - b. 1 point for each \$1 donated for all students (name must be recorded with Volunteer Chair or club advisor)
- 5. Bronze, Silver, & Gold Membership levels:
 - a. Bronze--APLs must earn 10 points, RPLs must earn 20 points
 - b. Silver--APLs must earn 13 points, RPLs must earn 25 points
 - c. Gold--APLs must earn 15 points, RPLs must earn 30 points
- (d) Volunteer Chair to update participation points within three (3) days of all activities; and,
- (e) Collaborate with other committees to assist in volunteer recruitment.

Section 15

The Committee on Community Health shall:

- (a) Consist of a chairperson or co-chairs who shall be directly responsible to the Executive Board and UNF SNA members;
- (b) Serve as an advocacy organization in support of community-based health care needs

(c) Develop alliances and partnerships with the public and private sectors to build stronger and healthier communities

(d) Disseminate evidence-based practices at the community level to address high prevalence and unique aspects of healthy living

(e) Promote and contribute to a culture of health and civility in our community by valuing the health and life of all persons.

Section 16

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; and,
- (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 to include:
 - 1. No more than one (1) paragraph of candidate introduction/biography;
 - 2. No more than three (3) paragraphs explaining why the position is sought and how the candidate is qualified; and,
 - 3. An affirmation that the candidate, if elected, will make him/herself available for UNF SNA and School of Nursing events to include interview days, orientation days, and informational sessions when his/her student (classes, labs, & clinicals) allows; and,

- (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; and,
- (e) The President and Historian shall ensure that all LOIs for those elected or appointed to Executive Board positions or committee chairships are maintained on file for the duration of the terms served.

Section 2

- (a) The Executive and Committee Board shall be elected by the end of the first full week of February, with the turnover meeting and officer pinning ceremony held in April; and,
- (b) Vacancies of the CAPs position or other positions must be announced within two weeks of the vacancy occurring; and,
- (b) All elections shall be decided by ballot. A plurality vote shall elect, a tie vote shall be decided by a re-vote, and then, if necessary, by casting a ballot; and,
- (c) All Executive 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.
- (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 1st Vice President will notify the individual in writing.
2. In the case of the President being removed from office, the 1st Vice President then steps into the position of President. The office of 1st 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 or the Committee Boards, the following procedure shall take place:

- (a) All members will be notified of the vacancy prior to the following Executive Board meeting via Classroom Management System; and,
- (b) Active members of UNF SNA wishing to run for the office will be required to submit a LOI following the above stipulated LOI parameters by the date established by the Executive Board. 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 body meetings shall be held at least twice a semester (Fall and Spring) for all members;
- (b) General body meetings shall be organized by the President, scheduled by the Recording Secretary, and approved by the Board;
- (c) The President shall have the authority to convene a meeting when deemed necessary and shall have the Recording Secretary notify the general membership of such meeting, location, and time; and,

(d) The President and Recording Secretary will notify the Corresponding Secretary and Public Relations Chair regarding advertising for all events.

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; and,
- (c) Special meeting information should be relayed to the Executive Board, club advisors, and SNA members through the Classroom Management System. The supplemental information may also be shared through the club's social media outlets.

Board Meetings

- (a) The Board shall consist of the Executive Board and Committee Board members;
- (b) The Board shall meet monthly. The President shall have the authority to convene a meeting when deemed necessary and shall have the Recording Secretary notify the general membership of such meeting, location, and time;
- (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; and,
- (e) All Board meetings are open to all active members of SNA and club advisors.

ARTICLE IX – REPRESENTATION

Section 1

UNF SNA shall be allowed one (1) delegate for every 15 members, or major fraction thereof, to the state annual meeting.

Section 2

Having achieved NSNA constituency, UNF SNA shall be eligible for one (1) 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 by NSNA 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 1st 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 1st 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, also known as club advisors, shall consist of at least two (2) faculty &/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 April to April.

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 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 Robert'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 body meeting.

Section 4

These bylaws may be amended as necessary without previous notice.

ARTICLE XV – ANTI-HAZING GUIDELINES

Section 1

UNF SNA will not conspire to engage in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, mental harm, personal degradation or disgrace to any fellow student or person. Hazing is defined as any action/activity of any group or individual which recklessly, or intentionally, endangers the mental or physical health or safety of a student for the purposes including, but not limited to, initiation or admission into, or affiliation with any organization operating under that sanction of the University.

ARTICLE XVI – JURISDICTION

Section 1

UNF SNA is subject, as a registered student organization, to the rules, regulations, and policies of UNF and the laws of the State of Florida. The rules, regulations and policies of UNF shall hold precedence over any and all rules, regulations, and policies applying to UNF SNA, including those of national organizations with which UNF SNA is associated.