Reading Hospital Student Nurses Association Bylaws

Organized 2002 Revised 2013

Preamble

We, students of nursing preparing for initial licensure as registered nurses, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing.

We believe every citizen has a right to the highest quality of health care.

We believe in the development of the whole person toward his/her professional role with its rights, responsibilities and ideals.

We believe every right bears inherent responsibility. We believe responsibilities are participatory, not purely philosophical or ideological, and

We believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

Rights/Responsibilities

Students have a right to a sound education:

a right to and a responsibility for having a creative educational opportunity;

a right to and a responsibility for having the highest quality practitioner-teacher;

a right to and a responsibility for achieving input into curriculum planning;

a right to and a responsibility for achieving self-directed learning;

a right to and a responsibility for achieving equal participation in all areas of clinical practice;

a right to and a responsibility for participating in interdisciplinary activities;

Students have a right to due process;

a right to and a responsibility for insuring peer review and self-evaluation.

Students have all the rights and privileges of internal governance.

Students have a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals;

a right to and a responsibility for facilitating change in health care delivery through various channels;

a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;

a right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;

a right to and a responsibility for fostering a better correlation between nursing education and practice.

ARTICLE I.

The name of this organization shall be Reading Hospital Student Nurses Association, West Reading, Pennsylvania, hereinafter referred to as RHSNA.

ARTICLE II.
PURPOSE AND FUNCTIONS

Section 1. Purpose

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

Section 2. Function

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 health care and the resolution of related social issues.
D. To represent nursing students to the consumer, 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, color, creed, sex, lifestyle, national origin, age, or economic status.
G. To promote and encourage collaborative relationships with professional nursing and related health organizations.

ARTICLE III.
MEMBERS

Section 1. School Constituent

A. School constituent membership is composed of active members of the National Student Nurses' Association (NSNA) and Student Nurses Association of Pennsylvania (SNAP).
B. RHSNA shall be composed of at least 10 members from The Reading Hospital School of Nursing. There shall be only one chapter on this

school campus.

C. For yearly recognition as an NSNA constituent, RHSNA shall annually submit the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues and representation.
D. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 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.
E. RHSNA is an entity separate and apart from NSNA and its administration of activities, with NSNA and SNAP exercising no supervision or control over these immediate daily and regular activities. NSNA and SNAP have not liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of RHSNA or the members thereof. In the event any legal proceedings are brought against NSNA and SNAP, RHSNA will indemnify and hold harmless the NSNA and SNAP from any liability.

Section 2. Categories of Constituent Membership

Members of this constituent association shall be:

A. Active members:
   1. Students enrolled in Reading Hospital School of Health Sciences (RHSHS) leading to licensure as a registered nurse.
   2. Active members shall have all the privileges of membership.
B. Individual members:
   1. Individual membership shall be open to any nursing student, including registered nurses and alumni, enrolled in state approved nursing programs leading to an associate degree, diploma or baccalaureate degree in nursing and when membership at an NSNA constituent association is not available at his or her school.
   2. Individual membership is subject to approval of the Board of Directors and faculty advisors.
   3. Individual members shall have all of the privileges of membership except the right to hold an office.
C. Active and individual memberships shall be renewable annually.

Section 3. Non-Constituent Membership

A. Sustaining members:
   1. Sustaining membership shall be open to any individual or organization interested in furthering the development and growth of RHSNA, upon approval of the Board of Directors and faculty advisors.
   2. Sustaining members shall have the privileges of membership except for the rights to hold an office or vote at RHSNA meetings and elections.
   3. Sustaining membership shall only be available to those not eligible for Active or Individual membership.

Section 4. Extending NSNA membership

Active NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

ARTICLE IV.
DUES

Section 1.

A. The Annual NSNA dues for active, associate and individual members shall be $20 per member, plus $15 state and $10 school dues, payable for the appropriate dues year. The dues year for membership shall be a period of twelve consecutive months.
B. The annual NSNA dues for active, associate and individual members joining for two years shall be $80 per member, plus $30 state and $20 school dues, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
C. The annual RHSNA dues for sustaining members shall be equal to the school dues as prescribed in Article IV, Section 1, items A and B or determined by the presiding Board of Directors and faculty advisors.
D. Sustaining members of RHSNA are not constituents of NSNA or a state association except by their own initiative. Dues for sustaining members shall be collected only for membership in RHSNA.
E. The RHSNA board of directors shall have the authority to change membership dues.
F. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.

G. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE V.
BOARD OF DIRECTORS

Section 1. Composition

A. The Board of Directors will consist of: President, Vice-President, Secretary, Treasurer, Fundraising Committee Chairperson, Communications Committee Chairperson, Community Health Committee Chairperson, Legislative Committee Chairperson, and Convention and SNAP Liaison Committee Chairperson.

Section 2. Responsibilities

A. The Board of Directors shall be responsible for:
   1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
   2. Filling vacancies in any office by two-thirds majority vote of Board of Directors except the office of President.
   3. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.

Section 3. Quorum.

A quorum for the board meetings shall be the president, vice president, three other board members and one faculty advisor.

Section 4. Duties of the Board of Directors shall consist of:

A. President
   1. Shall preside at all meetings of this association, appoint special committee as needed, perform all other duties pertaining to the office and represent this association in all matters to the local, state, and national professional and student organizations.
   2. Shall serve as chairperson of the Board of Directors.
   3. Shall serve on at least one additional committee of their choosing.
   4. Shall share the responsibility for attending Student Government meetings and giving report to members with the Vice-President.

B. Vice President
   1. Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
   2. Shall preside at meetings in the absence of the President.
   3. Shall assist the President as delegated and act as advisor to the President.
   4. Shall serve on at least one additional committee of their choosing.
   5. Shall share the responsibility for attending Student Government meetings and giving report to members with the President.

C. Secretary
   1. Shall record and distribute the minutes of all meetings of this association as directed by the President.
   2. Shall keep on file as a permanent record all reports, papers and documents submitted to the Secretary.
   3. Refer to duly appointed committees the necessary records for the completion of business.
   4. Forward to SNAP the names and addresses of all officers and committee chairpersons after their election or appointment.
   5. Deliver to the newly elected Secretary all association papers.

D. Treasurer
   1. Shall serve as chairperson of the budget committee.
   2. Submit financial reports to the membership as directed by President.
   3. Prepare financial reports submitted at the monthly Board of Directors Meeting.
   4. Keep a permanent record of all dues received from members and any other income and disbursements.
   5. Remit payment for approved debits according to the following:

      a) Disbursement of Funds
         1) Requests for disbursements of funds shall be made in writing to the Board of Directors. The Board of Directors may approve disbursements of funds up to $500 per request.
         2) Present to the current membership at its regular meetings all requests over $500 for approval.
         3) Upon approval the treasurer will issue checks for those requests approved.
         4) No funds will be disbursed without prior approval.

E. Fundraising Committee Chairperson
   1. Serves as chairperson of Fundraising Committee.
   2. Be responsible for the conception and implementation of fundraising ideas.

3. Be accountable to the membership for notification of pending fundraising events.
4. Shall serve on at least two additional committees, one being the Board of Directors and the second one of their choosing.

F. Communication Committee Chairperson
1. Serve as chairperson of Communications Committee
2. Oversee the publication of the RHSNA newsletter or delegate to an approved newsletter correspondent
3. Submit appropriate articles to *Insight* and to *NSNA News* according to publication deadline.
4. Supervise all communication forums utilized by RHSNA to communicate with its membership
5. Keep bulletin board up-to-date.
6. Shall serve on at least two additional committees, one being the Board of Directors and the second one of their choosing.

G. Community Health Committee Chairperson
1. Serve as chairperson of Community Health Committee
2. Be responsible for the conception and implementation of charity and volunteer events
3. Be accountable to the membership for notification of these pending events
4. Shall serve on at least two additional committees, one being the Board of Directors and the second one of their choosing.

H. Legislative Committee Chairperson
1. Serve as chairperson of Legislative Committee
2. Maintain awareness of state and national legislative dealing with healthcare and inform the Board of Directors of pertinent issues
3. Encourage action regarding appropriate legislative issues
4. Be responsible to the membership for notification of SNAP and NSNA events and scholarships related to legislation
5. Shall serve on at least two additional committees, one being the Board of Directors and the second one of their choosing.

I. Convention and SNAP Liaison Committee Chairperson
1. Serve as chairperson of Convention and SNAP Liaison Committee
2. Be responsible to the membership for notification of information related to state and national conventions, to include location, dates, elections, and award and scholarship details
3. Be responsible for applying on behalf of The Reading Hospital School of Nursing for any awards or scholarships that the Board deems appropriate
4. Shall serve on at least two additional committees, one being the Board of Directors and the second one of their choosing.

Section 5. Term of Office

The term of office shall be one school year from fall to summer.

Section 6. Qualifications of Representatives

A. All members of the Board of Directors, representatives, and committee chairpersons must maintain a minimum overall GPA of 2.5.
B. Any representative who falls below this required GPA shall forfeit his or her seat.

Section 7. Absences

A. Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term 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 VI.
ELECTIONS

Section 1. Election of Board of Directors

A. Elections shall be held in the month of May. An election by ballot held for one week.
B. All elections shall be by secret ballot. A plurality

vote of the members present and entitled to vote and voting shall constitute an official election. In the event of a tie, a re-vote shall be held.

C. Faculty advisors shall act as a neutral party in all elections processes.
D. An informational meet and greet shall be organized by the Board of Directors and faculty advisors to provide constituents the opportunity to meet candidates prior to elections.

Section 2. Nominations

A. Nominations are made during a nomination meeting to be held one month prior to elections.
B. All nominees must be nominated by a student not currently serving as an officer at this meeting.
C. Nominees for the office of President and Vice President must have documented attendance to at least three prior RHSNA members meetings to be eligible for nomination. The only exception being that no nominee can be found to meet this requirement.

Section 3. Campaigns

A. All candidates shall conduct campaigns with the utmost regard to professionalism and respect for others.
B. Nominees may only speak about his/her own plans or experience, and shall refrain from speaking about any other candidate.
C. Negativity will not be tolerated, and any issues or complaints in this shall be directed to RHSNA faculty advisors.

ARTICLE VII.
MEMBERSHIP MEETINGS

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 at such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.

ARTICLE VIII.
COMMITTEES

Section 1. Appointments

A. Additional committees and their chairperson shall be appointed by the Board of Directors and shall be deemed standing committees unless otherwise stated at time of appointment.

Section 2. Responsibilities

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 same to the general membership.

ARTICLE IX.
PROGRAM REPRESENTATIVES

Section 1. Election of Program Representatives

A. A representative from each program, i.e. Day and Evening/Weekend, shall be nominated and elected only from the program they will represent.
B. Elections shall take place at the same time and in the same manner as the Board of Directors.

Section 2. Purpose and Function

A. To serve as a liaison between the Board of Directors and the membership.
B. To inform membership of organizational events
C. May serve on standing committees with the permission of the committee chairperson.

ARTICLE X.
DELEGATES

Section 1. Purpose and Function

A. To serve as spokesman for this association at the annual state and national conventions.
B. Present to the state and national organizations all proposed resolutions or amendments to the bylaws or policies proposed by this association.
C. Keep informed of all current and proposed resolutions at the state and national levels and report information to the association's membership at regularly schedule membership meetings.
D. Make updates, explanations, and copies of current proposed state and national resolutions available to members.

Section 2. Selection of Delegates

A. Any member maintaining a grade level of C or above, who is active in RHSNA projects is eligible for selection as a delegate.
B. Delegate selection is prioritized first beginning with volunteers from the Board of Directors, then from active membership and last from individual membership or sustaining membership until all delegate slots are filled.
C. In order for an RHSHS alumnus or sustaining member to be selected as a delegate, said member shall be responsible for the individual cost to attend. RHSNA shall not fund this member's attendance to convention.
D. Appointment shall be made from the span of each convention by the Board of Directors and faculty advisor.

ARTICLE XI.
CHANGES TO BYLAWS

Section 1. Amendments

Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a memberships 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.

Section 2. Revisions

1. Should these bylaws go 5 years without being revised, the President shall organize a bylaw revision committee. Seats on the committee shall be offered to all members of RHSNA. If the committee has found no changes to be made, no revision shall be adopted and a new committee will review the bylaws the following year.
2. Revisions to the bylaws must be authored according to Roberts Rules of Order Newly Revised.
3. Revisions to the Bylaws may be made with a 2/3 vote of those present and voting at a business meeting provided that notice of proposed revision has been sent to members at least three weeks prior to the meeting. Only proper revisions submitted in writing and carrying the proponent's signature will be considered.
4. Any persons authoring the revisions shall notify all members of the proposed changes, and provide avenues for all members including inactive members to get involved in the revision process.

ARTICLE XII.
PARLIAMENTARY AUTHORITY

All meetings of this association shall be conducted according to the parliamentary law as set forth in Robert's Rules of Order Newly Revised where the rules apply and are not in conflict with these bylaws.

REFERENCES

http://www.nsna.org/Publications/AcademicClinical Conduct.aspx

http://www.nsna.org/Publications/BillofRights.aspx

http://www.nsna.org/Meetings/CodeofConduct.asp