

Bylaws of the Nursing Students Association at SFSU
Amended by the Bylaws Committee December 2009
(Chair: Lisa McCray; Committee Member: Katie Joy Alsup)
Adopted Unanimously by NSA at SFSU in the December 4, 2009 General Meeting

Article I. Introduction

The student body of the School of Nursing at San Francisco State University recognizes the importance of having a student organization to represent Nursing students on campus, to be named *Nursing Students Association at San Francisco State University*, hereinafter referred to as *NSA at SFSU*. This organization exists to promote a positive image of the School of Nursing and to encourage students to participate in school related activities sponsored by our Association, and to encourage them in their choosing the profession of Nursing. NSA at SFSU will serve as a constituent chapter of the California Nursing Students' Association and the National Student Nurses' Association, hereinafter referred to as CNSA and NSNA, respectively.

Article II. Objectives and Purpose

1. To aid in the educational development of students who choose Nursing as their major and profession.
2. To contribute to the educational standards of the University in general, and the Nursing Department specifically, with emphasis upon maintaining the high education standards of the Nursing Program.
3. To promote a positive image of the School of Nursing and its student body.
4. To address student issues concerning their Nursing education.
5. To be an advocate for Nursing students.
6. To sponsor events that will benefit SFSU students, and the larger community of our region.
7. To promote interdisciplinary collaboration in furthering our objectives and purpose.

Article III. Membership

1. Membership will be defined as meeting all of the following requirements:
 - a. Current enrollment in at least one Pre-nursing major course, or current enrollment in the School of Nursing at SFSU (graduates of the School of Nursing may continue their membership in accordance with CNSA membership guidelines which is currently 1 year following graduation as of 12/2009);
 - b. Current membership as a Pre-nursing or Nursing student in: (1) the NSNA (\$30/year as of 12/2009 at <http://www.nсна.org/membership/>); and, (2) the CNSA (automatic by joining NSNA: no additional dues nor application required);
 - c. A copy of you NSNA membership card needs to be given to the NSA Secretary, which can be done during a meeting or by dropping it of in the NSA mailbox in the SON office.
2. Voting:

- a. Each member at large of NSA who has attended at least one NSA meeting or organized event within the current semester is granted the privilege to cast a single vote in business meetings and elections.
- b. Members of the Board of Directors may cast no more than a single vote.

Article IV. Meetings

1. Business meetings shall be conducted on campus at least twice a month.
2. Rule of order shall be informal.
3. All business and voting will be conducted only during business meetings.

Article V. Amendment of Bylaws

1. Two-thirds of the voting Membership in attendance at a NSA business meeting is required to pass an amendment to the Bylaws; and,
2. Notice of proposed amendment(s) must be broadcasted to the Membership at least two weeks before the vote.

Article VI. Board of Directors

1. Definition and Eligibility to Serve

- a. The governing body of NSA shall be the Board of Directors.
- b. To be eligible to serve on the Board of Directors, a person shall:
 - i. be a member of NSA throughout the term of office;
 - ii. hold no more than one position on the Board of Directors; and,
 - iii. must be able and committed to holding the position for one full academic year.

2. Composition

- a. The Board of Directors shall consist of elected Officers and Directors, as follows:

Four Officers
 President
 Vice President
 Treasurer
 Secretary

Five Directors
 Public Relations Director
 Communications Director
 Community Health Director
 Legislation Director
 Fundraiser Director

- b. Director positions may be supported by a Co-Director elected from the membership at large.
- c. Term of Office

- i. Members of the Board of Directors are elected and shall serve a one year term unless a vacancy is declared prior to then.
- ii. Elections for the Board of Directors shall be in October each year.
- iii. Terms begin immediately upon election.

3. Responsibilities of the Board of Directors include:

- a. managing the fiduciary affairs of NSA consistent with applicable provisions of law and with the provisions outlined by the SFSU Office of Student Programs and Leadership Development(OSPLD);
- b. establishing and reviewing policies and procedures for the transaction of business and coordination of NSA activities;
- c. establishing committees, making appointments, and seeking consultants as deemed necessary to facilitate the business of NSA and the Board of Directors, including the appointment, by a two-thirds majority vote, of a Faculty Advisor;
- d. making appointments and filling vacancies as delegated in these bylaws;
- e. planning ways and means for the growth and development of NSA through strategic plans and programs; and,
- f. establishing policies and procedures to sustain a communication infrastructure that includes liaisons with other groups.

4. Vacancies

- a. Declaring a Vacancy
 - i. The President may declare a vacancy in a position held by an Officer or Director upon receipt of written resignation.
 - ii. The Board of Directors, by a two-thirds majority vote, may declare a vacancy in a position held by an Officer or Director when evidence exists that the Board member is consistently absent from business meetings, consistently neglects the duties or responsibilities of his/her position, does not meet the eligibility requirements to serve on the Board, or engages in behavior that is unlawful, unethical, or inconsistent with the mission, objectives, or purposes of the NSA.
- b. Filling a Vacancy
 - i. In the office of President, the Vice President shall become President for the remainder of the term.
 - ii. In the office of an officer or director other than President, the Board of Directors shall, by a two-thirds majority vote, fill the vacancy by appointment for the remainder of the term.

5. Officer and Director Responsibilities

- a. The President's responsibilities shall include:
 - i. presiding at all meetings of the NSA;
 - ii. appointing committees with the approval of the Board of Directors, and serving as an

- b. The Vice President's responsibilities shall include:
 - i. presiding at meetings in the absence of the President;
 - ii. assuming the duties and responsibilities of the President in the event of a vacancy in that office;
 - iii. serving as the Chairperson of the Bylaws Committee, and being responsible for reviewing and recommending changes in the Bylaws;
 - iv. coordinating and supervising the annual election of the Board of Directors; and,
 - v. maintaining an understanding of the Bylaws.
- c. The Treasurer's responsibilities shall include:
 - i. presiding at meetings in the absence of both the President and Vice President;
 - ii. acting as custodian of NSA funds;
 - iii. signing for money disbursements in accordance with policy established by the Board of Directors;
 - iv. maintaining accurate and current financial records, and making regular reports of those records to the membership; and,
 - v. reviewing policies and making recommendations for changes in policies as needed.
- d. The Secretary's responsibilities shall include:
 - i. maintaining a register of the names and email addresses of the membership;
 - ii. recording the minutes for all meetings; and,
 - iii. maintaining all NSA files.
- e. The Public Relations Director's responsibilities shall include:
 - i. maintaining the NSA website; and,
 - ii. maintaining an electronic platform for intra-NSA communications.
- f. The Communications Director's responsibilities shall include:
 - i. coordinating activities associated with soliciting written submissions for publication, story development, and editing for the publication of the NSA official newsletter.
- g. The Community Health Director's responsibilities shall include:
 - i. creating and maintaining the Calendar of National Health Observances;
 - ii. promoting community health and service activities;
 - iii. plan, develop, coordinate, and participate in community service projects; and,
 - iv. coordinate activities with the CNSA and NSNA Community Health projects.

- h. The Legislation Director's responsibilities shall include:
 - i. chairing the Legislation Committee which will draft resolutions on healthcare policy positions;
 - ii. submitting resolutions to the membership for voting on adoption by the NSA; and,
 - iii. submitting NSA resolutions to the CNSA and or NSNA for consideration of adoption.
- i. The Fundraiser Director's responsibilities shall include:
 - i. planning, developing, coordinating, and participating in fundraising activities; and,
 - ii. applying for scholarships and awards from entities such as the Associated Students Inc. (ASI), Office of Student Programs and Leadership Development (OSPLD), California Nursing Students' Association (CNSA), and National Student Nurses' Association (NSNA).

Article VII. Faculty Advisor to NSA at SFSU

1. In accordance with the Office of Student Programs and Leadership Development (OSPLD) requirement, a Faculty Advisor will be maintained by the NSA.
2. The Faculty Advisor will be determined by a simple majority vote of the membership as part of the annual Board of Directors Elections.
3. The Faculty Advisor shall serve a one year term.
4. No limit on the number of successive terms shall be imposed.
5. In accordance with OSPLD guidelines, the scope of the role, duties, and responsibilities of the Faculty Advisor is defined by the NSA.