

Nursing Students Organization Bylaws

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BROOKDALE COMMUNITY COLLEGE NURSING STUDENTS ORGANIZATION

BYLAWS

ARTICLE I · NAME OF ORGANIZATION

The name of this organization shall be the Brookdale Community College Nursing Students Organization (NSO).

ARTICLE II · PURPOSE AND FUNCTION

Section 1: Purpose

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of 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 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 toward improved health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age, or economic status.
- G. To promote and encourage collaborative relationships with nursing and health-related organizations.

Section 3: Privileges of Membership

- A. Voting.
- B. Access to scholarships.
- C. Newsletter.
- D. Affiliation with your professional organization.

- E. Reduced rate on convention attendance.
- F. Eligibility for faculty committee membership.
- G. Participation in all student recognition activities including pinning.

ARTICLE III · NAME OF ORGANIZATION

Section 1: School Constituent

- A. School constituent membership is composed of active or associate members who are members of the NSNA and the NJNS.
- B. The Nursing Students Organization (NSO) shall be composed of at least 15 members from Brookdale Community College or the total school enrollment if less than 15. There shall be only one chapter on this school campus.
- C. For yearly recognition as a constituent, an officer of the NSO shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues and representation.
- D. A constituent association which fails to comply with the bylaws and policies of NSNS 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. The NSO is an entity separate and apart from NSNA and its administration of activities, with NSNA and NJNS exercising no supervision or control over these immediate daily and regular activities. NSNA and NJNS have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of the NSO or the members thereof. In the event any legal proceeding is brought against NSNA and NJNS as a result of such acts of omission or commission by the NSO, the NSO will indemnify and hold harmless the NSNA and NJNS from any liability.

Section 2: Categories of Constituent Membership

Members of the constituent associations shall be:

- 1. Active members:
 - a. Students enrolled in state-approved programs leading to licensure as a registered nurse.
 - b. Registered nurse enrolled in programs leading to a baccalaureate degree with a major in nursing.
 - c. Active members shall have all the privileges of membership.
- 2. Associate members:
 - a. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
 - b. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.

3. Active and associate membership shall be renewable annually.

Section 3

Active and associate 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. Sustaining membership shall be renewable annually.

ARTICLE IV · DUES

A. The annual NSNA dues for active and associate members shall be determined by the NSNA.

B. The BCCNS Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.

C. Checks for national and state dues shall be payable to NSNA and submitted to class representatives by the fourth week of the semester. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect or remit school chapter dues.

D. The annual BCCNS dues (local chapter) shall be \$20 for the program (\$5 per semester). The dues are nonrefundable.

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

ARTICLE V · OFFICERS

Section 1: Officers

A. President, Vice President, Secretary, Treasurer, Assistant Treasurer, and Class Representatives for each course.

B. All officers must be in good academic standing.

Section 2: Duties of the above shall consist of:

A. President

The President shall:

1. Preside at all meetings of this association, appoint special committees as needed, perform all other duties pertaining to the office and represent this association in all matters to the New Jersey State Nurses Association, the New Jersey League for Nursing, New Jersey State Nursing Students Association, National Student Nurses' Association, and other professional and student organizations.

2. Be the chairperson for and be a member of the Executive Board.

B. Vice President

The Vice President shall:

1. Assume responsibility of the office of President in the event of a vacancy occurring in the office until the next regular election.

2. Preside at meetings in the absence of the President.
3. Assist the President as delegated and act as advisor to the President.
4. Serve as a member of the Executive Board.
5. Lead and coordinate all projects and fundraisers.

C. Secretary

The Secretary shall:

1. Record and distribute the minutes of all meetings of this association as directed by the President.
2. 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 minutes to the New Jersey nursing students board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
5. Serve as newsletter editor in chief.
6. Deliver to the newly elected Secretary all papers of the NSO.

D. Treasurer

The Treasurer shall:

1. Submit financial reports to the NSO membership as directed by the President.
2. Prepare financial reports submitted at the monthly Executive Board Meeting.
3. Keep a permanent record of all dues received from members and any other monies that may be paid to the NSO.
4. Remit payment for approved debits according to the following:

Disbursement of funds:

- 1) No funds shall be disbursed without prior approval of the NSO advisor.
 - 2) Upon approval, the Treasurer will issue checks for those requests approved.
5. Serve as member of Executive Board.
 6. Deliver to the newly elected Treasurer all papers and ledgers of the NSO.
 7. Mentor the Assistant Treasurer.
 8. Collect dues from the class representatives from Nursing 261 and Nursing 262.

E. Assistant Treasurer

The Assistant Treasurer shall:

1. Collect dues money from Nursing 161 and Nursing 162 class representatives and deposit in NSO account.
2. Submit financial reports from Nursing 161 and Nursing 162 to the Treasurer.

3. Keep a permanent record of all dues received from members and any other monies that may be paid to the NSO.
4. Serve as a member of the Executive Board.
5. Replace the office of Treasurer when the Treasurer vacates the position.
6. Work with the Treasurer in maintaining financial records of the NSO.
7. Collaborate with the Treasurer to learn the role of Treasurer.

F. Class Representative

The Class Representative shall:

1. Act as liaison between class and Executive Board.
2. Collect all monies and submit to Treasurer.
3. Distribute and collect election ballots.
4. Submit newsworthy items to newsletter correspondent (Secretary).

ARTICLE VI · EXECUTIVE BOARD

Section 1: Definition

The Executive Board shall consist of the elected officers, class representatives, and two faculty representatives.

Section 2: Duties and Responsibilities

The Executive Board shall be responsible for transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.

Section 3: Absence of Officers

A. Officers who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Executive Board and who offer no valid reason for such absences may be removed from office by majority 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 Executive Board present at a meeting called for that purpose if the 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 officer in question and a special Executive Board meeting shall be held to review the circumstances.

Section 4: Vacancies

The Vice President fills the vacancy of President; Assistant Treasurer fills the vacancy of Treasurer; other offices are filled by appointment of the Executive Committee until the next election.

The executive Committee has the option to run a special election for a vacated office.

ARTICLE VII · ELECTIONS

Section 1: Election of Officers

- A. Elections shall be held each first week in March at the regular monthly business meeting.
- B. All elective offices are effective May 1.
- C. All elections shall be by secret ballot.
- D. A simple majority of the votes of the members present and entitled to vote and voting shall constitute an official election.
- E. In the event of a tie, a revote shall be held.
- F. All nomination shall be submitted in writing to the President by February 15.

Section 2: Terms of Office

- A. The length of term of all officers is one (1) year.
- B. The length of term of class representatives is from election date until graduation. If a class representative does not complete the course, a special election in the course will be held.

ARTICLE VIII · MEETINGS

Membership Meetings

- A. Meeting dates shall be set by the Executive Board
- B. 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 IX · COMMITTEES

Section 1: Appointments

- A. Committee chair appointments shall be made by the Executive Board and shall be deemed standing committees unless otherwise stated at time of appointment.
- B. Committee members shall be appointed by the committee chairperson or selected by the Executive Board from a group of volunteers.

Section 2: Responsibility

All committees shall be responsible to the Executive Board for reporting committee activities on a regular basis and shall, upon direction of the Executive Board, report same to the general membership.

ARTICLE X · DELEGATES

Section 1: Purpose and Function

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

Section 2: Qualifications and Appointment

- A. Any member maintaining a grade level of C or above, who is active in NSO projects and is nominated by current membership at a regularly scheduled meeting, is eligible to hold the position of delegate.
- B. Appointment shall be for one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position.

Section 3: Delegate Representation

School Constituents

- 1. NSO, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates and, in addition, shall be entitled to one voting delegate and alternate for every 50 members.
- 2. The NSO delegate and alternate shall be members in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting.

ARTICLE XI · AMENDMENTS

Section 1

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

Section 2

Without prior notice, these bylaws may be amended by 99% vote of those present and voting.

ARTICLE XII · NSO STEERING COMMITTEE

- A. There will be a Steering Committee composed of the NSO officers, NSO advisors, and one or more faculty from each course.
- B. They will advise and guide all NSO activities.
- C. NSO Steering Committee will meet three times each long semester.

ARTICLE XIII · NEWSLETTER

The Newsletter (Nurses Notes) will be distributed twice a semester, will contain articles of interest, scholarship information, fundraising, a calendar of events, and clinical anecdotes.

NSO Bylaws/NSO