

## **BYLAWS OF LINCOLN UNIVERSITY'S STUDENT NURSES' ASSOCIATION**

### **Article I. Name**

The name of this organization shall be the Student Nurses' Association. The organization can be referred to as "SNA" by its members.

### **Article II. Purpose**

The purpose of this organization shall be to:

1. Endorse the members' interest in nursing and professional nursing organizations.
2. Allow the opportunity for exchange of ideas among students and between students and faculty.
3. Foster active membership and participation in planned extracurricular activities.
4. Raise funds for departmental functions and organizational social functions.

### **Article III. Membership**

Membership of this organization shall consist of nursing students. All members will have biannual dues that will go towards fundraising, equipment, and activities.

### **Article IV. Officers**

The officers of this organization will include president, vice-president, secretary, and treasurer.

#### **Section 1. President**

1. The President will serve a semester term.
2. The President will be selected each semester and will be in the third semester of the program.
3. The President shall take office immediately following the Student Nursing Association meeting in which he/she is elected.

#### **Section 2. Duties of the Presidents**

1. Chair the Student Nursing Association.
2. Preside at all meetings of the organization.
3. Perform all other duties as specified in these bylaws.
4. Represent the organization in its affiliations.
5. Delegate necessary tasks to members of the organization.

#### **Section 3. Vice President**

1. The Vice President will be elected each semester and be in office one semester.
2. The Vice President will take office after election and will be in the third semester of the program.

#### **Section 4. Duties of the Vice-President**

1. Take place of President in event of absence.
2. Delegate responsibilities of ordering Student Nurses' Association products to a member.
3. Assist President with conducting meetings.

#### **Section 5. Secretary**

One Secretary shall be elected each semester and will be in office one semester.

#### **Section 6. Duties of the Secretary**

1. Document the minutes of all meetings of the organization.
2. Record attendance in the record books; keep a file of all papers and records of value to the organization; notify members of the date, time, place, and agenda of the next meeting and any called

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meeting at least one week in advance of that meeting; and keep on file an accurate list of names and addresses of all active members.

3. Deliver all documents and records to faculty advisor.

#### Section 7. Treasurer

One Treasurer shall be elected each semester and will be in office one semester.

#### Section 8. Duties of the Treasurer

The Treasurer shall:

1. Work as custodian of the organizational funds.
2. Receive and keep records of dues; notify members of unpaid dues; deposit all funds in the respective treasury; pay all bills; and keep an accurate account of organizational funds.
3. Have all financial activity approved by faculty advisor.

#### Section 9. Representative Board

1. Each class will designate at least one representative to sit on the board.
2. The representatives are elected on a volunteer basis at the beginning of each semester.
3. The term of office is one semester with unlimited number of re-election opportunities.

#### Section 10. Duties of the Representative Board

The Representative shall:

1. Attend all Student Nurses' Association meetings.
2. Elect a bylaws chair to review and change bylaws as needed. The bylaws chair will serve a semester term.
3. Perform such duties as assigned by the president in accordance with the priorities and needs.
4. Assign replacements for any vacancy occurring for an officer, representative, or advisor to complete their term of office.

### **Article V. Meetings**

1. This organization shall meet once each month in the student lounge in Eliff Hall on campus.
2. The time and date of the next meeting will be decided at the meeting prior.

### **Article VI. Dues**

1. The semester dues for members will be \$5 each semester.
2. Dues shall be paid to the Treasurer at the beginning of each semester.

### **Article VII. Special Interest Groups**

The Student Nurses' Association may authorize the formation of special interest groups. The groups shall be accountable to the Student Nurses' Association. The special interest groups shall elect a chair and other officers as needed. All members of the special interest groups shall be Student Nurses' Association members.

### **Article VIII. Amendments**

The bylaws shall be amended by a 2/3 vote of the members present at any given meeting, provided that the amendment shall have been introduced at the preceding meeting.