

BYLAWS

NURSING STUDENTS' ASSOCIATION

The University of Texas at Tyler
College of Nursing
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BYLAWS OF THE NURSING STUDENTS' ASSOCIATION
The University of Texas at Tyler
College of Nursing
As Amended December 2000

ARTICLE I
NAME

The name of this organization shall be Nursing Students' Association, hereafter referred to as NSA.

ARTICLE II
PURPOSE AND FUNCTION

Section 1. Purposes. The purposes of NSA shall be to:

- A. Assume the responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. Provide programs representative of fundamental and current professional interests and concerns.
- C. Aid in the development of the whole person, his/her responsibility for the health care of people in all walks of life, and his/her professional role.

Section 2. Functions. The functions of NSA shall be to:

- A. Have direct input into standards of nursing education and influence the educational process.
- B. Influence health care, nursing education, and practice through legislative activities as appropriate.
- C. Promote and encourage participation in community affairs and activities towards health promotion and the resolution of related social problems.
- D. Represent nursing students to the consumer, institutions, and other organizations.
- E. Promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of race, color, creed, sex, national origin, economic status, age or lifestyle.
- F. Promote and encourage student participation in interdisciplinary activities.
- G. Promote and encourage collaborative relationships with other nursing and related health care organizations.
- H. Promote and maintain appropriate channels for the exchange of ideas and opinions between nursing students, faculty, and administration of the College of Nursing at UT Tyler.
- I. Stimulate an interest in and an understanding of graduate nursing organizations and to serve as a liaison between the student nurse and graduate nurse organizations.
- J. Encourage nursing students to affiliate with the Texas Nursing Students' Association and the National Student Nurses' Association.
- K. Provide for representation to meetings of TNSA House of Delegates.

ARTICLE III
MEMBERS, RIGHTS, OBLIGATIONS

Section 1. Membership. The membership of the constituent association shall be composed of at least fifteen students enrolled in the undergraduate nursing program.

Section 2. Categories. Categories of Constituent Membership shall be:

- A. Active members:
 - 1. Undergraduate students enrolled in The University of Texas at Tyler College of Nursing leading to licensure as a registered nurse.
 - 2. Licensed nurses enrolled in the undergraduate program in nursing at The University of Texas at Tyler College of Nursing.
 - 3. Active members shall have all of the privileges of membership.
- B. Associate members:
 - 1. Pre-nursing students, including licensed nurses, enrolled at The University of Texas at Tyler.
 - 2. Associate members shall have all of the privileges of membership except the right to hold office as President or Vice-President at local, state, and national levels.

Section 3. Non-Constituent Membership-Subscriber Membership:

Subscriber membership shall be open at the local level to any individual interested in furthering the development and growth of NSA. This category is not open to those eligible for constituent membership.

Section 4. Active and Associate Members. Members of TNSA and NSNA have privileges of membership and shall:

- A. Receive the official publication of TNSA, The Commentator.
- B. Be eligible for appointed or elected positions in accordance with these and TNSA and NSNA bylaws.
- C. Participation in the election of local officials and delegates in accordance with these and TNSA and NSNA bylaws.

Section 5 Members Obligations. Members have obligations as follows:

- A. To abide by the bylaws of this association.
- B. To promote the purposes, goals, and functions of the association.
- C. To exemplify professional conduct while representing NSA.

Section 6. Extended Membership. Active and associate memberships may be extended six (6) months beyond completion of a student's program in nursing.

Section 7. Dues.

- A. The annual dues shall be \$37.00. NSNA dues shall be \$30.00 per member, TNSA dues shall be \$7.00 per member. The dues year shall be a period of twelve (12) consecutive months.
- B. Payment of dues to NSNA, TNSA is a prerequisite for membership in NSA.
- C. NSNA and TNSA dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. School dues shall be collected separately and remain at school.
- D. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICEL IV
MEETINGS

Section 1. Regular Meetings. There shall be a minimum of six (6) meetings of this association per fiscal year at such time and place as determined by the Executive Board of elected officers. The November meeting shall consist of installation of the newly elected officers.

Section 2. Open Meetings. All meetings of this association shall be open meetings.

Section 3. Special Meetings. Special meetings of this association may be called by the president upon majority vote of the Executive Board or upon written request of one-third (1/3) of the members of fifteen (15) members or whichever number is less.

Section 4. Informal Action. Any action required or permitted to be taken at any meeting of the NSA may be taken without a meeting if a consent thereto in writing, setting forth the action so taken, shall be signed by all of the Board entitled to vote with respect to the subject matter thereof.

Section 5. Delegate Representation.

- A. Representation to TNSA: Recognized constituency, as determined by TNSA bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every twenty (20) members.
- B. Representation to NSNA: NSA shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in NSA as evidenced by the annual dues received by NSNA on a date eight (8) weeks prior to the annual NSNA meeting.

ARTICLE V
QUORUM

Section 1. Regular Meeting. Ten (10) percent of the membership of NSA shall constitute a quorum for transaction of the business at any meeting of this association.

Section 2. Special Meeting. Twenty (20) percent of the membership of the association shall constitute a quorum for the transaction of business at any special meeting of this association.

Section 3. Board Meeting. A majority of the members then in office of the Executive Board shall constitute a quorum at any meeting of the Board.

ARTICLE VI **FISCAL YEAR**

The fiscal year of this association shall be November first (1) through October thirty-first (31).

ARTICLE VII **OFFICERS AND DUTIES OF OFFICERS**

Section 1. Officers.

- A. The elected officers of NSA shall be President, Vice-President, Secretary, Treasurer, Projects Director, Membership Director, and Publicity Director and shall constitute the Executive Board.
- B. All officers shall be responsible for working within the frame work as set forth in these bylaws, and such duties as may be required by the Executive Board.

Section 2. Qualifications.

- A. Candidates for office shall be undergraduates, who are not on scholastic probation or disciplinary probation, enrolled in nursing and attending The University of Texas at Tyler and who are NSA members.
- B. Candidacy for the office of President and Vice-President shall be open only to those candidates who will be nursing students through out at least three quarters (3/4) of the term of their office who are NSA members.
- C. Candidates for all other offices shall be chosen from members who shall be nursing students throughout at least one-half (1/2) of that term and who are NSA members.

Section 3. Term of Office. Officers shall assume their term of office at the adjournment of the annual meeting at which time they are installed and shall serve for a term of one (1) year or until their successor is elected. No elected officer shall serve more than two (2) consecutive terms in the same office.

Section 4. Vacancy of Office and Unfinished Election: A vacancy in the office of President shall be filled by the Vice-President. In the event of vacancy in any other office, this vacancy shall be filled by a vote of the Executive Board. A majority vote shall elect. The candidate must have agreed prior to the nomination to accept the position. Officers filling vacancies shall hold office only for the remainder of the term of the officer they are replacing.

Section 5. Duties of the Officers.

A. The President shall:

1. Preside at all meetings of the association except committee meetings.
2. Serve as Chairperson of the Executive Board.
3. Serve as ex-officio member to all committees except Nominations committee.
4. Appoint chairpersons of all committees, unless otherwise stated in these bylaws.
5. Call any special meetings as deemed necessary.
6. Be the official representative of NSA.
7. Approve expenditures as submitted by the Treasurer and authorized by the Board.
8. Serve as liaison to TNA District 19 Executive Board.

B. The Vice-President shall:

1. Preside in the absence of the President.
2. Succeed to the office of President for the unexpired term in the event of a vacancy in that office. In the event the unexpired term is less than six (6) months, it shall not count as one of their terms.
3. Serve as Chairperson of the Bylaws Committee and act as Parliamentarian.
4. Submit NSA bylaws to TNSA every odd numbered year or whenever changes are made in the four (4) areas of conformity during that year.

C. The Secretary shall:

1. Record the proceedings of all NSA meetings and Executive Board Meetings.
2. Distribute the minutes of the meeting to the Executive Board.
3. Keep the official register of NSA members.
4. Carry on all correspondence of the association.
5. Act as this association's Historian unless one is appointed by the Executive Board.
6. Office may be divided into The Corresponding Secretary and Recording Secretary at the discretion of the Executive Board.

D. The Treasurer shall:

1. Act as custodian of NSA funds; keep accurate records of disbursements and collection of said funds, transact all business of the association in accordance with the University of Texas at Tyler policies governing student organization, and report the financial standing of this association as directed by the Executive Board.
2. Serve as Chairperson of the Finance Committee.
3. Draft a budget for the general funds to be presented at the May meeting of the Executive Board.

E. The Projects Director shall:

1. Serve as Chairperson of the Projects Committee.
2. Serve as the NSA liaison for project related activities with UT-Tyler faculty and administration.
3. Serve as the purchasing agent in conjunction with the Treasurer for the NSA supplies.
4. Serve as an ex-officio member to all projects related subcommittees.

- F. The Membership Director shall:
1. Obtain current membership status in conjunction with renewals and expirations.
 2. Recruit and acquire new members.
 3. Furnish membership applications, and submit new membership to NSNA.
 4. Monitor the Big Brother/Big Sister program and the direction thereof.
- G. The Publicity Director shall:
1. Be responsible for communication between the legislative body of NSA and the membership.
 2. Be responsible for communication between NSA, UT Tyler proper, and public media.

Section 6. Officer Retirement. Retiring officers shall within two weeks deliver to their successors, NSA properties in their possession.

ARTICLE VIII **NOMINATIONS AND ELECTIONS**

Section 1. Nominations Committee.

- A. Five (5) members shall be elected from nominations made from the floor at the initial Spring semester meeting. Three (3) shall represent the junior and senior levels, one student from every semester with one (1) senior representative being a Mobility in Nursing Education (MINE) student currently enrolled in the UT-Tyler nursing program. In the event that less than five (5) are elected, the Executive Board shall appoint the remaining positions. These members will serve as level representatives to the Executive Board and the Director of the College of Nursing at The University of Texas at Tyler.
- B. A plurality vote shall elect and the member receiving the most votes shall serve as the committee chairperson.
- C. No member shall serve two (2) consecutive terms on the committee.

Section 2. Duties. Duties of the Nomination Committee shall be:

- A. To prepare a ballot composed of one (1) or more names of members willing to serve if elected as nominees for each office. Each level of students shall be canvassed for interested, eligible candidates.
- B. To present the ballot for NSA officers at the October meeting for additional nominations of consenting candidates and for acceptance.
- C. To supply ballots for the annual election of the officers at the mid October meeting, count the ballots and report the results at the November meeting.
- D. No name shall be placed in nomination without consent from the nominee and verification of qualifications by the Nominations Committee.

Section 3. Election. Officers shall be elected in mid October of each year and will serve from November first (1) to October (31) of the following year. Campaign speeches will precede the week of voting. Installation of officers will be conducted near November 1 during a meeting. A majority vote shall elect. In the event of a tie vote, the President shall have a vote. The newly elected officers shall be referred to as the “Executive Board Elect”, and shall not have a vote or any responsibility until the new term starts November first (1). This period shall serve as a transition period for the new officers. It will be the responsibility of the Executive Board to orient the newly elected officers to the workings of the association.

ARTICLE IX
EXECUTIVE BOARD AND DUTIES OF THE BOARD

Section 1. Composition:

- A. The voting members shall be elected officers.
- B. The non-voting members shall be a faculty advisor(s) from the College of Nursing, the four level representatives from each semester and MINE representative, and any state or national officer(s) who is a local member.

Section 2. Duties.

The duties of the Executive Board shall be:

1. To perform the duties as prescribed in these bylaws and such as mandated to it by the association to transact the general business of the association.
2. To act as custodian of the property, securities, and records of this association.
3. To consider the approval of reimbursement for non-budgeted expenses.
4. To approve standing committee and special committee chairpersons as appointed by the President.
5. To have power to fill vacancies in the Nominations Committee and the Executive Board except the office of President.
6. To have power and authority of the affairs of this organization when action of the members is deemed not feasible except that of modifying any action taken by members during any business meeting.
7. To set the time and place for meetings provided they do not number less than six (6) for any one fiscal year.
8. To call special meetings by a majority of the Board.
9. To establish major administrative policies governing the affairs of this association and promote its growth in keeping with the purpose of NSA.
10. To be relieved of the duties of office and replaced by a Board appointed successor for failing to attend, without just cause, two consecutive Board meetings and/or failing to fulfill the duties ascribed to the office.
11. To report business transacted at all Board meetings at the meeting of the association.
12. Present for membership’s approval a list of association goals and budget to support the goals in line with the association’s purposes in December, which will serve as the priorities for the year congruent with election of officers.

ARTICLE X **COMMITTEES**

Section 1. Committees and task forces shall be chaired by members and may be appointed by the Board and charged with the accomplishment of goals in accordance with the purposes of the association.

Section 2. Committee chairs and terms of office shall be designated by the Executive Board.

Section 3. Committees and task forces shall report to the Executive Board when requested to do so and shall make a written report upon request and at the end of their term.

Section 4. A chairperson may be relieved of their position by majority vote of the Board.

Section 5. Standing committees may include Membership, Finance, Governmental Affairs, Scholarship, Career Mobility, Research, Community Service, Social, Program, and others.

Section 6. Each committee chair shall submit a brief summary of action in writing at the next regular meeting.

ARTICLE XI **PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Newly Revised shall govern the proceedings of NSA in all cases not provided for in these bylaws, except during special programs when Robert's Rules of Order Newly Revised do not apply.

ARTICLE XII **ATTENDANCE AT TNSA AND NSNA**

Section 1. Eligibility. All members of the association are eligible to attend TNSA and NSNA conventions and meetings in accordance with the respective bylaws and policies.

Section 2. TNSA Conventions: local constituents that are recognized as constituents on the TNSA delegate cut-off date will be entitled to one (1) voting delegate and one (1) alternate with an additional delegate and Alternate for every twenty (20) members. The delegate(s) and the alternate(s) shall be elected by the Executive Board. The President of NSA shall serve as Delegate and Chairperson of this Delegation.

Section 3. NSNA Convention: local constituents recognized on the NSNA delegate cut-off date will be entitled to one (1) voting delegate and alternate. In addition, each school shall be entitled to an additional delegate and alternate for each fifty (50) members. The delegate(s) and the alternate(s) shall be elected by the Executive Board. The President of NSA shall serve as Delegate and Chairperson of the Delegation.

ARTICLE XIII
AMENDMENTS

Section 1. These bylaws may be amended by two thirds (2/3) vote of those present and voting provided that notice of the proposed amendments has been posted for the members at least seven (7) days prior to that meeting.

Section 2. Amendment shall be signed and submitted in writing to the Bylaws Committee at least four (4) weeks prior to a meeting. The Executive Board, Committees, or individual members may submit proposed amendments.

Section 3. An amendment to these Bylaws shall become effective immediately upon approval at a business meeting unless otherwise specified in the amendment. Changes are forwarded to TNSA Bylaws Committee.

Section 4. An amendment must be within the acceptable scope of the Bylaws of TNSA and NSNA and the policies governing student organization at The University of Texas at Tyler.

ARTICLE XIV
DISSOLUTION

Section 1. The association will formally disband or dissolve when members of the NSA adopt a motion to rescind the bylaws. A motion to rescind requires the same notice and vote as to amend. The required notice should be sent by mail to all members of record.

Section 2. This association shall use its funds only to accomplish the objectives and purposes specified in these Bylaws and no part of said funds shall inure, or be distributed to members of the association. On dissolution of the association, any funds remaining shall be distributed to the Texas Nurses Association or an organized and qualified charitable, educational, scientific, or philanthropic organization to be selected by the Executive Board.