

HAWAII STUDENT NURSES' ASSOCIATION BYLAWS

Preamble

Reason for Being:

We, students of nursing, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to be recognized in the profession of nursing.

Rights and Responsibilities:

Students have the right to a sound education, including the right to and responsibility for:

- Having a creative educational opportunity;
- Having the highest quality practitioner-teacher;
- Achieving input into curriculum planning;
- Achieving self-directed learning;
- Achieving equal participation in all areas of clinical practice; and
- Participating in interdisciplinary activities.

Students have a right to due process, which includes a right and responsibility for ensuring peer review and self-evaluation.

Students have all the rights and privileges of self-governance.

Students have a right and responsibility to organize and participate in an organization directed towards achieving professional goals, including a right to and responsibility for:

- Facilitating change in health care delivery through various channels;
- Assembling and exploring professional issues and concerns;
- Organizing a flexible structure to encompass and represent the diversity within nursing;
- Remaining active on current professional issues and concerns; and
- Fostering a better correlation between nursing education and practice.

Article I HAWAII STUDENT NURSES' ASSOCIATION (HSNA)

Section 1 The name of this organization shall be the Hawaii Student Nurses' Association (HSNA).

Article II PURPOSE OF FUNCTION

Section 1 Purpose

- A. To sponsor and secure funding to promote student nursing to achieve academic scholarship.
- B. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.

- C. To provide programs representative of fundamental interests and concerns to nursing students.
- D. To aid in the development of the whole person, his/her professional role, and 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 education 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, 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.

Article III MEMBERS

Section 1 School Constituent

- A. School chapters whose membership is composed of active or associate National Student Nurses' Association (NSNA) members, and whose bylaws conform to NSNA requirements and upon meeting such other policies as the Board of Directors of NSNA shall be recognized as a constituent.
- B. A school or chapter association shall be composed of at least 10 members from the school or the total school enrollment if less than 10. There shall be only one chapter on any school campus.
- C. For yearly recognition as a constituent, an officer of HSNA 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 NSNA shall have its status as a constituent revoked by 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. School chapters and state associations are entities separate and apart from NSNA in their administration of activities, with NSNA exercising no supervision or control over these immediate daily and regular activities. NSNA has no liability for any loss, damages, or injuries sustained by third

parties as a result of negligence or acts of school chapters or state associations, or the members thereof. In the event any legal proceedings is brought against NSNA as a result of such acts or commissions by a school chapter or state association will indemnify and hold harmless the NSNA from any liability.

- F. HSNA has no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters or the members of such chapters. In the event any legal proceeding is brought against HNSA as a result of such acts or omission or commission by a school chapter, said school chapter will indemnify and hold harmless the HSNA from any liability.

Section 2 Categories of Constituent Membership

Members of the constituent associations shall be:

- A. Active members:
1. Students enrolled in state approved programs leading to licensure as a registered nurse.
 2. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
 3. Active members shall have all the privileges of membership.
- B. Associate members:
1. Prenursing 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.
 2. 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.
- C. Individual members:
1. Individual membership shall be open at the state and national levels to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in the HSNA and NSNA bylaws.
- D. Active and associate membership shall be renewable annually.

Section 3

Active and associate 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

- A. All members with an interest in participating in NSNA are automatically members of HSNA with no dues or fees. The annual NSNA dues for active and associate members shall be \$25.00.
- B. The annual NSNA dues for active and associate members joining for two years shall be \$60.00 per member, with no additional funds to come from HSNA, and an amount agreed upon by the Board of Directors for any school payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- C. The HSNA Board of Directors shall have the authority to change membership dues.
- D. National 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.
- E. Any member who fails to pay current dues shall forfeit all privileges of membership.
- F. Any school chapter (if so noted in the school chapters bylaws) dues are the sole responsibility of the school chapter to collect.

Article V BOARD OF DIRECTORS

Section 1 Composition

- A. The Board of Directors will consist of: President, Vice President, Secretary, Treasurer, Director of Maui, Director of O'ahu, Director of Kauai, Director of the Big Island.

Section 2 Requirements

- A. Any member in good standing of HSNA meeting the following qualifications shall be eligible to be a candidate for office:
 1. Candidates shall be chosen from among those members who have submitted an application to the nomination committee that has been approved after review.
 2. Only members who shall be nursing students throughout at least 1/2 of their term of office and have the privileges of active membership shall be eligible for the offices of President and Vice President.
 3. Associate Members are not eligible to hold the offices of President or Vice President.
 4. Only members who shall be nursing students throughout at least 6 months of the school year during their term of office and have the privileges of active or associate membership shall be eligible for the offices of Secretary and Treasurer.

Section 3 Terms of Office

- A. The term of office shall be one academic year (Fall-Spring Term) following elections and the newly elected officers shall call the next scheduled meeting to order.

Section 4 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. Additionally, all meeting minutes shall be posted on the HSNA website for general membership review.
 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 5 Quorum

A quorum for the board meetings shall be three board members.

Section 6 Duties of the Board of Directors

A. President

1. Preside at all meetings of HSNA and the Board of Directors (BOD).
2. Appoints committees with the approval of the Board of Directors.
3. Co-signs checks (or designates another officer to do so) for fund disbursements.
4. Serves as ex-officio member of all committees, except the nominating committee.
5. Is responsible for the development of an annual plan for HSNA within one month of taking office.
6. Maintains responsibility for implementation and evaluation of the HSNA annual plan.
7. Chairs and coordinates an annual convention committee with members from the BOD and volunteers.
8. Shall opt for an election and nominating committee to be free standing from the Board of Directors (i.e. due to limited membership involvement).
9. May delegate chair authority as sees fit.
10. Performs all other duties pertaining to the office and shall represent HSNA in all matters relating to the organization.

B. Vice President

1. Establishes and chairs a resolutions committee for the state with Directors to serve as committee members.

2. Establishes and chairs a bylaws committee with Directors to serve as committee members.
3. Shall assume responsibility of the office of President in the event of vacancy occurring in the office until the next board selected special election.
4. Shall preside at meetings in the absence of the President.
5. Shall assist the President as delegated and act as advisor to the President.
6. Chairs membership and recruitment related committees and oversees the Island Director's progress in recruitment and retention.
7. Shall appoint and provide guidance to an election committee.

C. Secretary

1. Keep records of all HSNA and NSNA correspondence.
2. Maintain an HSNA archive to include all permanent records, reports, papers, and documents of HSNA.
3. Conduct general correspondence of HSNA as requested by the officers of the Board of Directors.
4. Record minutes of all meetings of HSNA and the Board of Directors.
5. Delivers the newly elected secretary all records, papers, and other property belonging to HSNA within one month after expiration of term.
6. Responsible for notifying members of upcoming meetings and events.
7. Timely distribution of minutes for all relevant meetings, including sending email copy of all minutes to NSNA headquarters.
8. Works with the President to achieve the timely distribution of agenda for meetings.
9. Submits annually to NSNA the Official Application for Constituency Status for Hawaii by the cut-off date.
10. Works with the President and Board of Directors to communicate via newsletter and website at a minimum once a quarter.
11. Posts all meeting minutes to the website.
12. Complete other related correspondence duties as appropriate or assigned.

D. Treasurer

- A. Shall serve as chairperson of both the budget and fundraising committees.
- B. Present the BOD with a budget within one month of taking office.
- C. Submit financial reports to the membership as directed by the President.
- D. Prepare financial reports submitted at the monthly Board of Directors' meeting.
- E. Keep a permanent record of all dues received from members and any other income and disbursements.
- F. Remit payments for approved debits according to the following:

a. Disbursement of Funds

- i. Requests for disbursement of funds shall be made in writing to the Board of Directors.
- ii. Present to the current membership at its regular meetings all requests over \$125.00 for approval.
- iii. Upon approval the treasurer will issue checks for those requests approved with the signature of an additional board member on the check.
- iv. No funds will be disbursed without prior approval.
- v. Shall change the bank signature card when any changes of board members occur and deliver all records to the newly elected treasurer.
- vi. Shall conduct an annual records review and have an unaffiliated reviewer sign off on the review.
- vii. If the account ever exceeds \$5,000.00, then a certified public accountant shall review the records as well as the President sees duly fit.

E. Island Directors

1. Responsible for all recruitment and retention on their island.
2. Either chair or fill positions on Fundraising, Community Service, Newsletter/Website, Convention, Bylaws, Resolutions and all other committees as the President sees fit.
3. Be a liaison between HSNA Board and the general membership of their island.

Section 7 Absences

- A. Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term year 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 each April as determined by the elections committee.

- B. All elections shall be held by a process determined by the elections committee.
- C. A majority vote of the members entitled to vote and voting shall constitute an official election.
- D. In the event of a tie, a re-vote shall be held.

Article VII 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 (or designee) shall have the authority to convene a special meeting as 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. Committee chair appointments shall be made by the Board of Directors 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 Board of Directors from a group of volunteers.

Section 2 Responsibility

- 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 it to the general membership.

Article IX DELEGATES

Section 1 Purpose and Function

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

Section 2 Qualification and Appointment

- A. Any member maintaining a grade level of C or above, who is active in his/her school association 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. The nominee receiving the majority of votes cast shall be awarded the position.

Section 3 Delegate Representatives

A. School constituents:

1. HSNA, when recognized as official 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 HSNA delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members according to the chapter bylaws. The school/state associations may designate an alternate delegate for each delegate by one of the following two mechanisms:
 - a. Selection and/or election by members of the school/state chapter according to the bylaws; or
 - b. Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for the school's chapter.
 - i. School chapters shall approve the appointments.
 - ii. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and HSNA.
 - iii. A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
 - iv. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
3. The school association 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 each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

Article X BOARD OF DIRECTORS

Section 1

The Board of Directors shall consist of the elected officers. The consultants shall serve as ex-officio members without a vote.

Section 2

All the powers of the association are vested in and shall be exercised by the Board of Directors during the interim between meetings of HSNA, except that the Board shall not nullify nor modify any action taken by the House of Delegates of any annual meeting and subject to the provisions of these bylaws.

Section 3

The Board of Directors shall not be responsible for any contract claim, or obligation of any kind incurred, or for any position taken by any officer or member of constituent unless the same was authorized in writing by the Board of Directors.

Section 4 Board Duties

Management by the Board of Directors shall include the following duties:

1. Review and approve terms or official relationships with other organizations singly or in coalition.
2. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in HSNA relationships with other organizations.
3. Approve the budget and provide for an annual external audit of accounts at the close of the fiscal year.
4. Have the power by two-thirds vote to declare an office vacant.
5. Have the power by two thirds vote to fill vacancies for the unexpired term unless otherwise specified in these bylaws.
6. In case of emergency, telephone or email votes may be taken by the Board of Directors provided the issue being voted on is in the same words to each member prior to the vote.

Section 5 Board Meetings

- A. Regular meetings of the Board of Directors shall be held immediately before and after the annual meeting (if one is so convened), and at such other times deemed necessary by a majority vote of the Board. The President shall determine the date and place of meetings.

Section 6 Executive Committee

There shall be an Executive Committee of the Board of Directors composed of the President, Vice President, Secretary, Treasurer, and any consultants. This committee shall have the power to conduct business only of an emergency nature, which cannot wait until the next scheduled meeting of the Board of Directors. All transactions of the

committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors. The Executive Committee may conduct such emergency business by telephone, mail, or email.

Section 7

All members of the Board of Directors shall be required to submit to the Treasurer expense vouchers within 30 days after expenditures. Each board member's expenditures may be subject to approval by the entire Board of Directors. The Board reserves the right to deny reimbursement.

Article XI CONSULTANTS

Section 1

There shall be three consultants. At least one of the three shall be a graduate nurse or a graduating senior who was a member of HSNA the previous year with experience on the HSNA Board of Directors and shall serve for one year or until a successor is elected and is not eligible for appointment.

Section 2 Duties of Consultants

- A. Be responsible for providing interchange of information between the Board of Directors of the state association and HSNA.
- B. Attend meetings of HSNA.
- C. Advise problem solving, objectifying analysis and goal centered planning in the pursuit of the objectives and activities of HSNA.
- D. Serve as a resource person in planning, deliberations, implementation and evaluation of HSNA.
- E. Identify potential resources and expertise needed for HSNA in decision-making and program planning.
- F. Assist, as necessary, in providing direction and assistance in operations aspects.
- G. Stimulate and encourage personal and professional growth and skill development of officers and other members of HSNA.

Article XII AMENDMENTS

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

Article XIII PARLIAMENTARY AUTHORITY

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

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