



Nursing Students' Association of New York State 2018-2019

Executive Board of Directors Meeting

Date: March 11<sup>th</sup>, 2018 at 6:00 PM

Location: Zoom Conference Call

(INFORMAL MEETING)

1. Call to Order
  - a) The monthly meeting of the Executive Board of Directors of the Nursing Students' Association of New York State was called to order at 6:00PM by Helen Pham, President.
- 2) The Roll: The roll was called by Kezia Varughese, secretary.

**Present:**

1. President – Helen Pham
2. Co-Vice President – Grace Anne Crockett
3. Co-Vice President – Megan Scali
4. Secretary - Kezia Varughese
5. Treasurer – Julianne Martin
6. Policy and Education – Rosa Misuraca
7. STAT Editor – Katherine Kachervosky
8. Communications Director – Ali Merenstein
9. Community Health Director – Sarah Ebrahim

**Absent:**

1. Nominations and Elections Chair – Mary Andrews
- Regional Director Chair – Mary Andrews
2. Breakthrough to Nursing – Nicole Contreras
  3. RD Metro – Nina Malusay
  4. RD Western – Stephanie Mejia
  5. RD Long Island – Mary Andrews
  6. ANA-NY Consultant – Larry Slater
  7. Presidential Advisor – Giselle Melendez

**Auxiliary Board Present:**

- 1) Nina Malusay – Metropolitan
- 2) Max Amestegui – Central
- 3) Stephanie Mejia – Western
- 4) Ashley Shuette – Northeast
- 5) Megan Pfundstein – Genesee Valley



6) Michele Nardi – Mid-Hudson

#### Quorum Explanation

2/3<sup>rd</sup> of the NSANYS executive board must be present at all formal meetings to allow quorum

#### Professionalism

1. Explained a formal meeting
  1. Meeting in which 2/3<sup>rd</sup> of the NSANYS executive board is present
  2. Social media reflects on NSANYS as an association
  3. All forms of communication must be professional

#### Rules of Engagement (ROE)

Ambiguity about “if you’re away for 2 days, rather than 3, email response should be every 72 hours”

Whenever submitting a STAT Newsletter article, include in subject line \*\*\*ARTICLE FOR STAT\*\*\*

#### NSNA Candidate Speaker Wesley Osler

- Spoke about his experience with Ohio’s SNA
- Answered questions about running for NSNA office
- Questions about outreach
  - Genesee Valley has no school chapters, how to maintain outreach?
  - Field visits
  - Calls

#### Ad-Hoc Communications Committee

- Temporary committee
- Revises social media posts

#### Committee Assignments/Updates

- Located in administrative documents
- Everyone is assigned 3 committees

#### Finance Committee

Waiting for reimbursements

Treasurer will propose at next formal meeting reimbursement policies

Proposing within 60 days of the receipt date, must be post marked NSNAYS mailbox

Outside of 60 days, may be considered non-reimbursable

90 days within the transition period for the old and new board’s convention and events



NSNA Annual Convention in Nashville, TN

Flights

- Encouraged to stay below \$      roundtrip
- Food is \$      a day
- Stay within allotment
- Create one reimbursement form a day while at Convention
- Shuttle booking – tip \$      each way, \$      round trip

Hotel

- Booked

Business Cards

- Document: *Information for Business Cards*
- Fill out this document for the business cards

MANDATORY ATTENDANCE: Caucus Rooms: **Thursday April 5th, 2-4PM**, Caucus Reservation made, Room #2 or C

New Business

- Names need to be fixed on NSANYS websites

President, Helen Pham, adjourned this meeting at 7:09 PM.

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Helen Pham, President

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Kezia Varughese, Secretary



## **Nursing Students' Association of New York State Bylaws**

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## **ARTICLE I: NAME OF ORGANIZATION**

The name of this organization shall be the Nursing Students' Association of New York State, Incorporated, a constituent of the National Student Nurses Association, Incorporated, hereafter referred to as NSANYS and NSNA, respectively.



## **ARTICLE II: PURPOSES AND FUNCTIONS**

### ***Section 1. Purposes***

The purposes of NSANYS are:

- a. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- b. To provide programs of fundamental and current professional interests and concerns.
- c. To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

### ***Section 2. Functions***

The functions of NSANYS are:

- a. To have direct input into the 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 towards improved health care and the resolution of related social issues.
- d. To represent nursing students to the consumer, 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, age, lifestyle, national origin, or economic status.
- g. To promote and encourage collaborative relationships with other nursing and health-related organizations.





## ARTICLE III: MEMBERS AND DUES

### *Section 1. Constituent Associations*

- a. School Chapter:
  1. Any school chapter whose membership is composed of active or associate NSNA members and who have submitted the official application for NSNA Constituency Status containing areas of conformity (purpose and functions, membership dues, and representation) and upon meeting such other policies as the NSNA Board of Directors may determine, shall be recognized as a constituent.
  2. Recognized school chapter constituents shall be composed of at least ten (10) active or associate NSNA members from a school or the total enrollment if less than ten (10).
  3. This requirement of ten (10) or more members must be met on a date eight (8) weeks prior to the NSNA annual House of Delegates meeting.
  4. There shall be only one chapter on each school campus.
- b. State Association:
  1. A state association shall be composed of at least two (2) school chapter constituents in a state.
  2. The requirement of two (2) or more school chapter constituents must be met on a date eight (8) weeks prior to the NSNA annual House of Delegates meeting.
  3. There shall be only one state association in any state.
  4. School chapter constituents shall belong to their state associations when one exists.
  5. The term "state" in these bylaws shall be understood to apply equally to any state in the United States of America, to the District of Columbia, or to any territory, possession, or dependency of the United States of America.
- d. Constituency Status:
  1. For yearly recognition as a constituent, school chapter constituents and state associations shall be required to submit annually the Official Application for NSNA Constituency Status, which shall include the following areas of conformity: purpose and functions, membership dues and representation.
  2. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a two-thirds (2/3) vote by the NSNA Board of Directors, provided that written notice of proposed revocation has been given at least two (2) months prior to the vote and the constituent association is given the opportunity to be heard.
- e. Autonomy of Constituent Associations



1. 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 and regular activities.
2. NSNA has no liability for any loss, damages, or injuries sustained by third parties because of the negligence or acts of school chapters or state associations, or the members thereof, in the event any legal proceeding is brought against NSNA from any liability.
3. School chapters are entities separate and apart from NSANYS in their administration of activities with NSANYS exercising no supervision or control over these immediate daily or regular activities.
4. NSANYS has no liability for any loss, damages or injuries sustained by third parties because of negligence or acts of school chapters, or the members thereof. In the event any legal proceeding is brought against NSANYS because of such acts of omission or commission by a school chapter, said school chapter will indemnify and hold harmless the NSANYS from any liability.

## ***Section 2. Categories of Constituent Membership***

- 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. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into the program leading to an associate degree, diploma, or baccalaureate degree of nursing.
  2. Associate members shall have all the privileges of membership except the right to hold offices of President and Co-Vice President (Vice President) at the state and national levels.
- c. Individual Members:
  1. Individual membership shall be open at the national and state level to any eligible student when membership in a constituent association is not available.
  2. Individual members shall have the privileges of membership as prescribed in the NSNA and NSANYS bylaws.

## ***Section 3. Categories of Non-Constituent Membership***



- a. Honorary Members:
  1. An NSANYS Honorary Life Membership may be bestowed on any individual that the NSANYS Board of Directors or the membership feels has contributed outstanding service to NSANYS by a two-thirds (2/3) vote of the NSANYS House of Delegates or unanimously by the Board of Directors.
  2. Honorary members shall have none of the obligation or privileges of membership.
  3. Nominations must be submitted in writing on the day of the Annual Meeting for presentation to the House of Delegates for voting.
- b. Sustaining Members:
  1. Sustaining membership shall be open at the state level to any individual or organization interested in furthering the development and growth of NSANYS upon approval of the NSANYS Board of Directors.
  2. This membership category is not open to those eligible for active or associate membership.
  3. Sustaining members shall receive literature and other information from the NSANYS Board of Directors.

#### ***Section 4. Length of Membership***

- a. Active, associate, and individual membership are for a period of one (1) or two (2) years, depending on member registration and payment of dues.
- b. Active, associate, and individual membership may be extended six (6) months beyond graduation from a student's program in nursing, provided membership was renewed while the student was enrolled in the nursing program.
- c. Sustaining memberships shall be renewed annually.

#### ***Section 5. Dues***

- a. The annual NSNA dues for active, associate, and individual members shall be a total of forty dollars (\$40) per member, with ten dollars (\$10) going to state dues, payable for the appropriate dues year. The dues year for members shall be a period of twelve (12) consecutive months.
- b. The annual NSNA dues for active, associate, and individual members joining for two (2) years shall be a total of eighty dollars (\$80) per member, with twenty dollars (\$20) going to state dues, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four (24) consecutive months.
- c. To renew a membership shall be forty-five dollars (\$45) to renew twelve (12) months, and eighty dollars (\$80) to renew for another twenty-four (24) months.



- d. The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws, and NSANYS has been given due notice to notify state members.
- e. The state dues for NSANYS shall be determined by a two-thirds (2/3) vote of the NSANYS Board of Directors.
- f. National and state dues shall be payable directly to NSNA. NSNA shall remit to NSNAYS the dues received in behalf of the constituent.
- g. Any member who fails to pay current dues shall forfeit all privileges of membership.
- h. Payment of NSNA dues is a prerequisite to membership in NSANYS.



## **ARTICLE IV: NSANYS BOARD OF DIRECTORS**

### ***Section 1. Board of Directors***

- a. The Board of Directors shall consist of Officers, Directors, and Regional Directors
- b. The duties of the Board of Directors shall be to:
  1. Transact the business of the association between annual House of Delegate meetings and report such transactions at the annual House of Delegate meetings of the association.
  2. Fill vacancies in any office except for the President.
  3. Assume the duties and privileges of their respective positions.
  4. Approve the budget, authorize all monetary disbursements, and provide for the annual audit of accounts at the end of the fiscal year.
  5. Meet at the discretion of the President.
- c. The responsibilities of the Board of Directors shall be to:
  1. Perform the duties prescribed by parliamentary authority.
  2. Maintain the integrity of the association.
  3. Not at any time use or authorize any other person in the association to appropriate funds for personal use.
  4. Be both morally and legally responsible in accordance to all laws for safeguarding all property including but not limited to the financial transactions that occur during their term of office.
  5. Not violate any federal or state laws during their term.
  6. Enjoy all legal and organizational privileges prescribed within the NSANYS bylaws and national and state laws, in addition to all rights and privileges as expressed in parliamentary procedures.
  7. Contribute two (2) articles to the STAT newsletter annually.
  8. Attend one (1) community service project per academic semester.

### ***Section 2. Executive Committee***

- a. There shall be an Executive Committee composed of the President and Officers and one consultant of the association.
- b. The Executive Committee shall:
  1. Have all the powers of the Board of Directors to transact business of an emergency nature between Board meetings.



2. Report all transactions in full at the next regularly scheduled meetings of the Board.

### *Section 3. Officers*

- a. There shall be five (5) Officers:
  1. President
  2. Co-Vice President
  3. Co-Vice President
  4. Secretary
  5. Treasurer
- b. The President shall:
  1. Preside over all meetings of this association and the Board of Directors.
  2. Serve as an ex-officio member of all committees except the Nominations and Elections and Audit Committees.
  3. Approve expenditures as submitted by the Treasurer and authorized by the Board of Directors.
  4. Represent this association at all meetings related to NSANYS, and have power to designate a qualified representative in his/her place as deemed necessary.
  5. Appoint special committees deemed necessary for the welfare of the association.
  6. Be co-signer of checks for all NSANYS account(s).
  7. Call special meetings of the House of Delegates as prescribed in Article V. Section 6 of these bylaws.
  8. Represent NSANYS at NSNA meetings and conventions.
  9. Perform all other duties designated pertaining to the office.
- c. The Co-Vice Presidents shall:
  1. Assume the duties of the President in the event of vacancy in the office or in the absence or disability of the President.
  2. Be responsible for the organization of the annual convention and House of Delegates meeting with the approval of Board of Directors.
  3. Be responsible for the organization of the annual meeting of the Council of School Leaders with the approval of Board of Directors.
  4. Serve as Chair of the Awards and Scholarships Committee.
  5. Perform all other duties as assigned.
- d. The Secretary shall:
  1. Establish and maintain a file of all correspondence, meeting minutes, rosters, bylaws, and any other recorded information pertaining to NSANYS for the current year.



2. Notify the Board of Directors of the time and place of the meetings of the Board.
  3. Conduct the general correspondence of the association as requested by the President or Board of Directors.
  4. Record minutes of all meeting of the Board of Directors and forward one (1) copy of the approved and signed minutes (by both the President and Secretary) to NSNA headquarters.
  5. Record minutes of the annual House of Delegates meeting and forward one (1) signed copy of the minutes, along with the current bylaws as amended by the House of Delegates, to NSNA.
  6. Refer to full appointed committees the necessary records for the proper performance of their duties.
  7. Send a copy of the bylaws as amended by the House of Delegates to each school having NSNA/NSANYS members following the NSANYS annual meeting prior to the beginning of the following semester, in accordance with Article XI, Section 4.a of these bylaws.
  8. Perform all other duties as assigned.
- e. The Treasurer shall:
1. Act as guardian of the association's funds.
  2. Prepare an annual budget and present it for approval by the Board of Directors.
  3. Make monetary disbursements with the approval of the President and as authorized by the Board of Directors.
  4. Arrange with previous treasurer an official audit or review.
  5. Submit two names of a certified public accountant at the first transition meeting to the outgoing treasurer who shall with board approval decide on one of the elected board choices.
  6. Secure and maintain throughout term of office Employer Dishonesty Bond insurance through accredited New York State Insurance Incorporation in the minimum amount of dollars . Proof of insurance will be provided to all Board members along with a copy of contract. The original copy should be maintained by the President during term of office and will be submitted to Secretary along with all other documents at end of the term in accordance with Article IV, Section 9.c.1 of these bylaws.
  7. Establish and secure all banking accounts and ensure that all accounts under the corporation name of NSANYS must have at minimum two signatures with no attached credit or debit cards.
  8. See that a detailed annual financial report (i.e., previous year and year-to-date) be prepared and presented in writing to all constituent associations at the annual House of Delegates meeting.



9. Make no attempt or permit any person or any elected Officer or Director from engaging in any attempt or any activity to bypass financial safeguards established in bylaws. This includes but is not limited to credit cards, ATM cards, and personal loans.
10. Perform all other duties as assigned.

#### ***Section 4. Directors***

- a. There shall be six (6) Directors:
  1. Breakthrough to Nursing Director
  2. Community Health Director
  3. STAT Editor
  4. Communications Director
  5. Policy and Education Director
  6. Regional Director Chair
- b. The Breakthrough to Nursing Director shall:
  1. Be responsible for the promotion of career opportunities in nursing.
  2. Focus substantially upon increasing the number of students from groups who traditionally have been underrepresented in American nursing.
  3. Encourage the nursing education system to be more responsive of the needs of the above students.
  4. Submit a Breakthrough to Nursing Project to the Regional Directors to disperse to school chapters by the third (3<sup>rd</sup>) month in office and keep the Board of Directors informed of the goals and progress of the projects.
  5. Establish and/or maintain communication with the school chapter Breakthrough to Nursing directors.
  6. Assist school chapters as needed in developing recruitment materials and guidelines for recruitment in the area.
  7. Coordinate and submit the Annual NSNA Breakthrough to Nursing Award application.
  8. Present the Breakthrough to Nursing Project at the annual House of Delegates meeting.
  9. Perform all other duties as assigned.
- c. The Community Health Director shall:
  1. Develop overall community health and service goals to be accomplished by the Board of Directors as well as state members.
  2. Be responsible for the promotion and implementation of community health projects.
  3. Submit monthly community health projects to the Regional Directors to disperse to school chapters and keep the Board of Directors informed of the goals and progress of the projects.





4. Work to develop or participate in statewide or national community service projects.
  5. Assist local chapters in developing or participating in statewide or national community service projects.
  6. Coordinate and submit the annual NSNA Community Health Award application
  7. Submit articles and community health resources for publication in the STAT Newsletter.
  8. Be responsible for the presentation of the community health project at the annual House of Delegates meeting.
  9. Perform all other duties as assigned.
- d. The STAT Editor shall:
- a) Be responsible for the publication of the STAT newsletter three (3) times throughout the term.
  - b) Be responsible for the publication of the annual meeting brochure when deemed necessary by the President and/or Co-Vice Presidents.
  - c) Be responsible for submitting articles bi-annually to NSNA for publication in the "Imprint" magazine.
  - d) Perform all other duties as assigned.
- e. The Communications Director shall:
- a) Be responsible for the update and design of the NSANYS website.
  - b) Assist with all advertising, such as emails and flyers, to be posted to social networking websites, the NSANYS website, NSNA blast emails, and other like avenues of advertising NSANYS events.
  - c) Perform all other duties as assigned.
- f. The Policy and Education Director shall:
1. Review and maintain the NSANYS Bylaws.
  2. Suggest, solicit, and review any NSANYS Bylaws amendments and present proposed amendments at the annual House of Delegates meeting.
  3. Submit and present one resolution to the NSANYS House of Delegates at the annual House of Delegates meeting.
  4. Maintain an updated list of all resolutions passed in the NSANYS House of Delegates and ensure all adopted resolutions are added to the ongoing list, with the date of adoption next to the title (i.e. House of Delegates, 1993).
  5. Submit and present resolutions passed by the NSANYS House of Delegates to the NSNA annual convention for presentation in the NSNA House of Delegates
    - a) The Policy and Education Director whose term ends at the NSANYS House of Delegates meeting prior to the NSNA annual convention will present the resolution on behalf of NSANYS, if available, with expenses covered by NSANYS.



- b) Outgoing Resolutions Committee members whose terms end at the NSANYS House of Delegates meeting prior to the NSNA annual convention may receive up to a \$      stipend to attend the NSNA annual convention to assist with resolution presentation.
  6. Serve as chair of the Bylaws, Policies and Procedures Committee.
  7. Serve as chair of the Resolutions Committee.
  8. Perform all other duties as assigned.
- g. The Regional Director Chair Director shall:
1. Serve as a liaison between the Regional Directors and the Board of Directors.
  2. Serve as chair of the Nominations and Elections Committee.
  3. Perform all duties and responsibilities of a Regional Director.
  4. Perform all other duties as assigned.

### ***Section 5. Regional Directors***

- a. There shall be seven (7) Regional Directors, covering the following regions:
  1. Western
  2. Central
  3. Mid-Hudson
  4. Metropolitan
  5. Long Island
  6. Northeastern
  7. Genesee Valley
- b. The Regional Director who consents to serve and is nominated for Regional Director Chair and receives the most votes as Chair during the annual election shall serve as the Regional Director Chair.
- c. The Regional Directors shall:
  1. Serve as a medium of communication between the school chapters in the respective regions and the Board of Directors.
  2. Act as a resource person to school chapters in their region, providing timely reminders of NSANYS programs, activities, events, and meetings.
  3. Contact each school in their region at least once per semester by telephone, email, or in person.
  4. Assist with planning and implementation of membership recruitment efforts, including the promotion of membership and recruitment efforts and implement activities to increase constituency status among New York nursing schools.



5. Assist with planning and implementation of the NSANYS annual convention and the Council of School Leaders meeting.
6. Serve as members of the Nominations and Elections Committee.
7. Perform all other duties as assigned.

### ***Section 6. Term of Office***

- a. Officers and Directors shall be elected at the annual meeting in accordance with Article VII of these bylaws to serve a term of one (1) year or until succeeding officers are elected.

### ***Section 7. Meetings***

- a. Officers and Directors shall have one (1) vote at the Board of Directors meetings, special meetings, and the annual House of Delegates meetings.
- b. Regional Directors participate with voice but no vote at the Board of Directors meetings, special meetings, and the annual House of Delegates meetings.
  - c. A quorum shall be a minimum of two thirds (2/3) of the voting members of the Board of Directors.
  - d. Any member of the Board of Directors who foresees their absence from a Board of Directors meeting shall contact the President two (2) weeks prior to the meeting and submit a report to be read in their absence.

### ***Section 8. Referendums***

- a. In the interval between meetings of the Board of Directors, the President may refer and submit by mail, telephone, or any other means of communication, to the Board of Directors, definite questions relating to the affairs of the association, which, in the opinion of the President, requires immediate action.
- b. The result of such referendums, which requires a majority vote, shall control the actions of the association.

### ***Section 9. Board Transition***

- a. The transition meeting for the Board of Directors shall occur immediately following the annual convention and House of Delegates meeting.



- b. All outgoing and newly elected members of the Board of Directors shall attend the transition meeting.
- c. All outgoing members of the Board of Directors at the end of their term of office shall be required to:
  - 1. Submit all original records, including digital records, with and end of year summary report to Secretary prior to the transition meeting.
  - 2. Provide copies along with end of year summary report to their successor at the transition meeting.
- d. The newly elected Officers and Directors will represent NSANYS at the NSNA annual convention.

#### ***Section 10. Removal of Members of the Board of Directors***

- a. The Board of Directors may remove an Officer, Director, or Regional Director in the following cases:
  - 1. A member has accumulated more than two (2) unexcused absences, unless there is sufficient reason as described by the Board of Directors.
  - 2. A member has failed to perform his/her duties as outlined in these bylaws.

#### ***Section 11. Board Vacancy***

- a. A vacancy on the Board of Directors, other than the President, shall be filled by the Board of Directors by a simple majority vote.
- b. The Board shall fill such vacancies with a nominee provided by the Nominations and Elections Committee, if available.



## **ARTICLE V: NSANYS ANNUAL MEETING**

### ***Section 1. Meeting Obligations***

- a. A statewide House of Delegates meeting shall be held annually at such time and place as determined by the Board of Directors.
- b. An official notice shall be sent to all members not less than eight (8) weeks prior to the annual House of Delegates meeting when possible.
- c. The annual meeting shall be for the purpose of the development of NSANYS and its members.

### ***Section 2. Meeting Agenda and Actions***

- a. The annual House of Delegates meeting shall include:
  1. Election of Officers and Directors.
  2. Receipt and action on reports from the Board of Directors.
  3. Actions that require membership vote, which shall include all parts in accordance with Article 4, Section 5.e.8 related to the duties and responsibilities of the Treasurer, including recording petty cash acquired at the meeting for deposit in the NSANYS official account.
  4. Conduction of other business as may come from time to time before the association.

### ***Section 3. Representation***

- a. Each school with NSNA and NSANYS members shall be entitled to delegates and alternates according to the number of members in good standing in NSANYS.
- b. Delegates shall be computed on the basis of the number of NSNA members as evidenced by the annual dues received by NSNA on a date eight (8) weeks prior to the annual meeting.
- c. Schools having at least ten (10) members shall be entitled to one voting delegate and its alternate, and for each ten (10) members after that shall be entitled to one voting delegate and its alternate to that delegate.
- d. All members should present proof of membership to the treasurer or his/her authorized representative and upon verification may be seated in the House of Delegates.
- e. The House of Delegates at the annual meeting of this association shall consist of the Board of Directors and accredited delegates.

### ***Section 4. Delegation and Voting***



- a. The privilege of making motions and voting shall be limited to the members of the House of Delegates.
- b. A voting number shall have but one vote in any election of question.

### ***Section 5. Quorum***

- a. A quorum at the annual House of Delegates meeting shall consist of at least one (1) representative from five (5) state chapter constituents, as well as the President or a Co-Vice President and two (2) other board members.

### ***Section 6. Special Meetings***

- a. Special meetings of this association shall be called by the President upon a two-thirds (2/3) vote of the Board of Directors or upon written request of one third (1/3) of the school chapter constituents.
- b. Notice of time, place, and purpose of the meeting shall be sent to all state chapter constituents not less than thirty (30) days prior to the meeting.
- c. A quorum for special meetings shall be the same as that at the annual meeting.

### ***Section 7. Open Meetings***

- a. All meetings of this association shall be open with regards to attendance, unless voted otherwise by the House of Delegates.



## ARTICLE VI: NSNA ANNUAL MEETING

### *Section 1. Delegate Representation*

#### a. School Chapter Constituents:

1. Each school chapter that is a recognized constituency, as determined by these bylaws, shall be entitled to one (1) voting delegate and alternate, and in addition shall be entitled to (1) one voting delegate and alternate for every fifty (50) members.
2. The school chapter delegate(s) shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter according to the chapter bylaws.
3. The school chapter may designate an alternate delegate for each delegate by one of the following two mechanisms.
4. The school chapter may submit written authorization to the state Board of Directors requesting them to appoint a member of the Board to act as a state-appointed alternate for their school chapter.
5. A school chapter must have selected and/or elected delegate present at the NSNA Convention to have a state-appointed alternate seated in the House of Delegates.
6. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
7. Each school constituent 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 (8) weeks prior to the annual meeting.

#### b. State Association Constituents:

1. Each state association constituent shall be entitled to one (1) voting delegate and alternate. This delegate shall be the state president.
2. If the state president cannot serve, a designated representative and alternate shall be elected at a state meeting or by the state Board of Directors.

### *Section 2. Board Responsibilities*

- a. Board members will give reports to the membership.
- b. Secretary will record all minutes.
- c. Secretary will attach attendance roster to minutes.
- d. Minutes will be part of the official records.
- e. Treasurer will secure 'petty cash' limits for the Board Elect of the following year.



### *Section 3. Membership*

- a. The membership will establish petty cash limit for Board Elect.
- b. Vote on all required business.





## **ARTICLE VII: ELECTIONS**

### ***Section 1. Choices***

- a. The Officers and Directors shall be elected at the at the annual House of Delegates meeting.

### ***Section 2. Eligibility***

- a. Active members, as defined in Article III, Section 2.a of these bylaws, may be nominated for any Officer or Director position.
- b. Associate members, as defined in Article III, Section 2.b of these bylaws may be nominated for any Officer or Director position except President and Co-Vice President.
- c. Candidates for Officers and Directors shall be chosen from those NSANYS members who are NSANYS members one month before and through the year following election at the annual meeting and are enrolled in an accredited nursing school at the time of the annual meeting when elected.
- d. Candidates must submit a biographical form and proof of NSNA membership to the Nominations and Elections Committee.

### ***Section 3. Elections by Ballot***

- a. All elections shall be by ballot, except in the case where there is one candidate when the election may be by voice vote.

### ***Section 4. Nomination from the Floor***

- a. Before the opening of polls, opportunities shall be given for nomination from the floor of the House of Delegates.
- b. The names of the persons nominated from the floor, after verification of eligibility, shall be posted in the polling place and may be written on the ballot.

### ***Section 5. Ballot Counting***

- a. In order to be elected, a nominee for any office must receive a majority of all votes cast.
- b. In case of a tie, a re-vote will be taken.



### *Section 6. Tellers*

Tellers shall:

- a. Be appointed by the President.
- b. Act as inspectors of the elections.
- c. Check names and credentials and report the results of the election to the membership prior to the close of the annual House of Delegates meeting.
- d. Be composed of at least three (3) members who are not from schools where there are candidates, if possible.
- e. Elect/select from among its members its chairperson.



## **ARTICLE VIII: CONSULTANTS**

### ***Section 1. The Consultants***

- a. There shall be three Board Consultants to the Board of Directors:
  1. One consultant shall be a faculty member who is affiliated with a New York State accredited College or University.
  2. One consultant shall need to be affiliated with either the American Nurses Association or National League for Nursing, hereafter referred to as ANA and NLN, respectively.
  3. One consultant shall be a Presidential Advisor to be appointed each year by the new President with the consent of the Board of Directors.

### ***Section 2. Selection and Term***

- a. The Faculty and ANA/NLN Consultants shall serve a term of two years from election day at the annual House of Delegates meeting to the election at the annual House of Delegates meeting of the second year.
- b. The Presidential Advisor shall serve for one year from election day at the annual House of Delegates meeting to the election at the annual House of Delegates meeting of the following year.
- c. On the year that the Faculty and ANA/NLN consultants' terms are expiring, the current presiding President shall send out a letter to all approved schools of nursing and professional nursing organizations in New York State in order to solicit applications for the consultant positions.
- d. Applicants will be interviewed and approved by the Board of Directors.

### ***Section 3. Duties and Responsibilities***

- a. The consultants shall:
  1. Serve as resource person(s) through consultation and council with Officers, Directors, Committees, and members.
  2. Be welcome to attend all NSANYS and NSNA meetings; however, this provision is not mandatory except for transition meetings for which consultants will be required to attend.
  3. Be notified of the date, time, and place of transition meetings.
  4. Provide guidance to the Board of Directors on matters concerning parliamentary procedures and conducting effective meetings.
  5. Help arbitrate if solicited upon by the Board of Directors.



#### *Section 4. Special Consultants*

- a. Special Consultants may be appointed at the request of any member of the Board to advise the Board on a matter that is outside the scope of the regular consultants' field of expertise.
- b. The purpose and the term of office must be specified but may not exceed six (6) months.
- c. The term may be repeated with approval of the Board of Directors, but explanation of the renewal must be recorded in the minutes and reason for continuation of the Special Consultant must be presented at the annual House of Delegates meeting under old business. The continuance must be approved by the membership at that annual House of Delegates meeting.
- d. The Special Consultant shall not be present during the Board of Director's vote for appointment but may attend the annual House of Delegates meeting if needed.



## **ARTICLE IX: COMMITTEES**

### ***Section 1. Composition***

- a. Committees shall be composed of members of this association and shall assume duties as are designated by the President when needed.

### ***Section 2. Reporting***

- a. Committees shall submit a report of their activities to the Board of Directors immediately prior to each meeting and at the annual House of Delegates meeting.
- b. A chairperson who fails to submit a report for two (2) consecutive meetings shall be considered resigned from the chair.

### ***Section 3. Membership, Duties, and Responsibilities***

- a. Finance Committee:
  1. Shall be composed of the Treasurer (Chair), President (ex officio), Co-Vice Presidents, and other Officers or Directors as deemed appropriate by the Board of Directors.
  2. The purpose of the committee is to oversee all finances of the organization.
  3. The committee shall also monitor and provide input for the preparation of the annual budget and the establishment of financial policies and procedures.
- b. Bylaws, and Policies & Procedures Committee:
  1. Shall be composed of the Policy and Education Director and at least two (2) other members as deemed appropriate by the Board of Directors.
  2. The purpose of the committee is to maintain, review, and revise the association's bylaws and policies and procedures.
  3. The committee shall also suggest, solicit, and review any bylaws amendments and present the proposed amendments at the annual House of Delegates meeting.
- c. Breakthrough to Nursing Committee:
  1. Shall be composed of the Breakthrough to Nursing Director (Chair) and at least two (2) other members as deemed appropriate by the Board of Directors.
  2. The committee shall oversee and support Breakthrough to Nursing projects with the focus of increasing the number of students from groups who traditionally have been underrepresented in nursing.
- d. Community Health Committee:



1. Shall be composed of the Community Health Director (Chair) and at least two (2) other members as deemed appropriate by the Board of Directors.
  2. The committee shall oversee and support the community health projects.
- e. Convention Committee:
1. Shall be composed of the Co-Vice Presidents (Co-Chairs) and other at least two (2) other members as deemed appropriate by the Board of Directors.
  2. The Committee shall:
    - a) Oversee convention logistics, briefing/debriefing meetings, hotel catering costs, space allocation, convention set up, audio/visual, internet, power, and agenda management
    - b) Plan focus sessions, including NCLEX test review. Solicit focus session speakers and keynote speakers.
    - c) Find sponsorships, manage the exhibit hall, and allocate space for exhibitors.
    - d) Manage the annual meeting page on the NSANYS website and social media page.
    - e) Collaborate with the Regional Directors and Communication Director in the distribution of advertisement for convention by any media means appropriate (email, website, flyers, etc.).
- f. Awards and Scholarship Committee:
1. Shall be composed of the Co-Vice Presidents (one as Chair) and at least two (2) other members as deemed appropriate by the Board of Directors.
  2. Each member shall be from at least three (3) distinct nursing schools, if possible.
  3. The Committee shall:
    - a) Work with Finance Committee and review budget for approved scholarship amount annually.
    - b) Oversee the scholarship applications, define selection criteria, and submit five (5) finalists for vote by the Board of Directors.
    - c) Remove themselves from the review of specific applications as to avoid conflict of interest. Examples include applicants attending the same nursing school or applications of friends/family of the committee members.
    - d) Be responsible for soliciting, defining selection criteria, and awarding certificates for nominated awards including, but not limited to: NSANYS Supportive Faculty Award, NSANYS Leadership Award, NSANYS Breakthrough to Nursing Award, NSANYS Community Health Event Award, and NSANYS Outstanding School Chapter.
- g. Nominations and Elections Committee (NEC):
1. Shall be composed of the Regional Directors Chair (chair) and the other six (6) Regional Directors, or as otherwise deemed appropriate by the Board of Directors.
  2. The committee shall:



- a) Recruit members to become active in the state operations by running for state office at the annual House of Delegates meeting.
  - b) Pre-slate candidates based on qualifications, interests, and needs of the Board.
  - c) Ensure a minimum of one (1) candidate pre-slated for all Officer and Director positions before the annual meeting and, where feasible, try to avoid pre-slating two (2) candidates for any office when there are other offices without pre-slated candidates.
  - d) Ensure candidates are well-prepared to run for office (informed of rules and regulations, campaigning process, duties of offices and of the Board, and eligibility to run for office)
  - e) Conduct business of campaigning and elections, ensuring campaign rules are enforced.
3. The NEC Chair shall:
- a) Supply ballots for the annual election of officers.
  - b) Ensure elections are conducted under the standards set forth in these bylaws.
  - c) Perform all other duties as assigned.
- h. Resolutions Committee:
1. Shall be composed of the Policy and Education Director (chair) at least two (2) other members as deemed appropriate by the Board of Directors.
  2. The committee shall:
    - a) Submit at least one resolution to the NSANYS House of Delegates.
    - b) Review any additional resolutions submitted to NSANYS and present the approved resolutions at the NSANYS annual House of Delegate meeting.
    - c) Maintain an updated list of all resolutions passed in the NSANYS House of Delegates and ensure all adopted resolutions are added to the ongoing list. With the date of adoption next to the title (i.e. House of Delegates, 1993).
    - d) Submit and present one resolution, which was passed in the NSANYS House of Delegates, to the NSNA Annual Convention for presentation in the NSNA House of Delegates.
- i. STAT Newsletter Committee
1. Shall be composed of the STAT Editor (Chair) and at least two (2) other members as deemed appropriate by the Board of Directors.
  2. The committee shall oversee and support the production of the STAT Newsletter, including author recruitment, layout, and article editing.



## **ARTICLE X: PARLIAMENTARY AUTHORITY**

### ***Section 1. Robert's Rules of Order***

- a. All meetings of this association shall be conducted according to parliamentary rules set forth in the most recent edition of *Robert's Rules of Order, Newly Revised*.

### ***Section 2. Parliamentarian***

- b. A parliamentarian shall be appointed by the President for each annual House of Delegates meeting.





## **ARTICLE XI: AMENDMENTS**

### ***Section 1. Proposed Amendments***

- a. All proposed amendments shall be submitted to the Board of Directors at least two (2) months prior to the annual meeting.

### ***Section 2. Voting***

- a. These bylaws may be amended at the annual House of Delegates meeting of this association by a two-thirds (2/3) vote of the delegates present, entitled to vote, and voting, provided that a copy of the proposed amendments be either sent to all school chapters and/or posted on the NSANYS website at least one (1) month prior to the annual meeting.
- b. These bylaws may be amended by unanimous vote at the Annual House of Delegates meeting if the proposed amendment was not distributed previously as required in Article XI, Section 2.a.

### ***Section 3. Approved Amendments***

- a. An amendment to these bylaws shall become effective immediately upon its adoption at the annual House of Delegates meeting unless otherwise stated in the amendment.

### ***Section 4. Distribution of Amended Bylaws***

- a. A copy of the amended bylaws shall be supplied to all schools and/or posted on the NSANYS website for members to review following the NSANYS annual meeting prior to the beginning of the following semester.

