



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.



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ARTICLE II: PURPOSES, FUNCTIONS, AND CODE OF ETHICS

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 healthcare.
- b. To provide programs of fundamental and current professional interests and concerns.
- c. To aid in the development of the whole person, their professional role, and their 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, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.
- g. To promote and encourage collaborative relationships with other nursing and health-related organizations.

Section 3. Code of Ethics

The NSANYS abides by and supports the NSNA Code of Ethics.

As a member of NSANYS, I pledge myself to:

- a. Maintain the highest standard of personal and professional conduct.
- b. Actively promote and encourage the highest level of ethics within nursing education, the profession of nursing, and the student nurses' association.
- c. Uphold and respect all Bylaws, policies, and responsibilities relating to the student nurses' association at all levels of membership, reserving the right to propose changes and to critique rules and laws.



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- d. Strive for excellence in all aspects of collaboration, decision making, leadership, and management at all levels of the student nurses' association.
- e. Use only legal, ethical, and human rights standards in all association decisions and activities in accordance with NSNA's Core Values.
- f. Ensure the proper use of all association funds and resources in accordance with the fiduciary responsibilities set forth in NSNA Bylaws, policies, and state/federal law.
- g. Ensure impartiality and prevent conflicts of interest, and neither provide nor accept personal compensation to or from another individual while serving as members of student nurses' associations.
- h. Maintain the confidentiality of privileged information entrusted or known to me by virtue of an elected or official position in the student nurses association.
- i. Affirm and support diversity and inclusion by refusing to engage in or condone unjust discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.
- j. Uphold integrity in personal, professional, and academic life by refraining from and reporting any form of dishonesty, using proper established channels of communication and reporting as set by the policies of the organization in question.
- k. Always communicate internal and external association statements in a truthful and accurate manner by ensuring that there is accuracy in the data and information used by the student nurses' association.
- l. Cooperate in every reasonable and proper way with association volunteers and staff by working with them to advocate for student rights and responsibilities, and the advancement of the nursing profession.
- m. Use every opportunity to improve faculty and student understanding of the role of the student nurses' association.
- n. Use every opportunity to raise awareness of the student nurses' association mission, values, purpose, and goals at the school, state, and national chapter level as defined in bylaws and policies.



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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 other such 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.
 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.



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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 obligations 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.



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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 to NSNA.
- 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 new active, associate, and individual members shall be a total of forty-two dollars (\$42) per member, payable for the appropriate dues year. Of this, fifteen dollars (\$15) is allotted to state dues. 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, payable for the appropriate dues year. Of this, thirty dollars (\$30) is allotted to state dues. The dues years for these members shall be a period of twenty-four (24) consecutive months.
- c. The cost to renew NSNA membership shall be forty five (\$45) to renew twelve (12) months, and eighty-five dollars (\$85) 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 NSANYS the dues received on behalf of the constituent.
- g. Any member who fails to pay current dues shall forfeit all privileges of membership.
- h. The payment of NSNA dues is a prerequisite to membership in NSANYS.



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ARTICLE IV: THE NSANYS BOARD

Section 1. The NSANYS Board

- a. The NSANYS Board shall consist of Officers, Directors, and Regional Directors.
 1. The Board of Directors shall consist of Officers and Directors
 2. The Auxiliary Board shall consist of the 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 and Auxiliary Board shall be to:
 1. Perform the duties prescribed by the 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 with 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, such as inappropriate possession of drugs and illicit drug use, and participation in underaged drinking.
 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. Contribute one (1) article to the EBlast annually.
 9. Attend one (1) community service project or Breakthrough-to-Nursing event per academic semester.
 10. Maintains current membership in NSANYS and NSNA throughout the term of office.
 11. Upload/Fill in their information on the document titled "AA Master BOD Contact Information History" using their NSANYS email to access said document
 12. Complete term contract (Appendix A).
 13. Evaluate and approve of potential candidates for the NSANYS Board of Directors or Auxiliary Board.

Section 2. Executive Committee



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- a. There shall be an Executive Committee composed of the 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. The Nursing Students' Association of New York State shall have 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. Be responsible for the organization of the annual meeting of the Council of School Leaders with the approval of the Board of Directors.
 4. Approve expenditures as submitted by the Treasurer and authorized by the Board of Directors.
 5. Represent this association at all meetings related to NSANYS, and have the power to designate a qualified representative in his/her place as deemed necessary.
 6. Appoint special (ad hoc) committees deemed necessary for the welfare of the association.
 7. Be a co-signer of checks for all NSANYS account(s).
 8. Call special meetings of the House of Delegates as prescribed in Article V. Section 6 of these bylaws.
 9. Represent NSANYS at NSNA meetings and conventions.
 10. Request monthly active NSNA member list from the Membership Staff Specialist of NSNA.
 11. Perform all other duties designated pertaining to the office.
- c. The Co-Vice Presidents shall:
 1. Serve as co-chairpersons of the Convention Planning Committee.
 2. Assume the duties of the President in the event of a vacancy in the office or in the absence or disability of the President.
 3. Be responsible for the organization of the annual convention and House of Delegates meeting with the approval of the Board of Directors.
 4. Perform all other duties as assigned.
 5. Be responsible for providing an annual committee report at the annual House of Delegates meeting.
- d. The Secretary shall:



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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 at least 24 to 48 hours before each monthly formal meeting or after the previous formal meeting.
3. Conduct the general correspondence of the association as requested by the President or Board of Directors.
4. Record minutes of all meetings of the Board of Directors and submit one (1) copy of the approved and signed minutes (by both the President and Secretary) to the following:
 - a. NSNA headquarters
 - b. NSANYS Communications Director to be published on the NSANYS Website
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. Be responsible for providing an annual report at the annual House of Delegates meeting.
8. Perform all other duties as assigned.
- e. The Treasurer shall:
 1. Serve as chairperson of the Finance Committee.
 2. Act as guardian of the association's funds.
 3. Prepare an annual budget and present it for approval by the Board of Directors.
 4. Handle finances of merchandise on the NSANYS store website.
 5. Make monetary disbursements with the approval of the President and as authorized by the Board of Directors.
 6. Arrange with the previous treasurer an official audit or review.
 7. Submit, at minimum, names of two Certified Public Accountants to assist with the financial workings of NSANYS. This is to be completed at the first transition meeting " by the outgoing treasurer. After receiving Board of Director approval, the Treasurer shall select a Certified Public Accountant from the provided options.
 8. Secure and maintain throughout the term of office Employer Dishonesty Bond insurance through accredited New York State Insurance Incorporation in the minimum amount of fifty thousand dollars (\$50,000.00). Proof of insurance will be provided to all Board members along with a copy of the contract. The original copy should be maintained by the President during their term of office and will be submitted to the Secretary along with all other documents at the end of the term in accordance with Article IV, Section 9.c.1 of these bylaws.
 9. Establish and secure all banking accounts and ensure that all accounts under the corporation name of NSANYS have a minimum of two signatures with the allowance of attached credit cards, but no debit cards.
 10. 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.



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11. Make no attempt, nor permit any person or any elected Officer or Director from engaging in any attempt or activity to bypass financial safeguards established in bylaws. This includes, but is not limited to, personal use of credit cards, ATM cards, and personal loans.
12. Apply for the Robert V. Piemonte Financial Excellence Award from NSNA annually.
13. Be responsible for providing an annual committee report at the annual House of Delegates meeting.
14. 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 Co-Chair
 7. Regional Director Co-Chair
- b. The Breakthrough to Nursing Director shall:
 1. Serve as the chairperson of the Breakthrough to Nursing Committee.
 2. Be responsible for the promotion of career opportunities in nursing.
 3. Focus substantially upon increasing the number of students from groups who traditionally have been underrepresented in American nursing.
 4. Encourage and promote participation of students from all backgrounds, including but not limited to race, ethnicity, gender, and socioeconomic status.
 5. Encourage the nursing education system to be more responsive to the needs of the above students.
 6. Submit a Breakthrough to Nursing Project to the Communications Director and Regional Directors to disperse to school chapters by the third (3rd) month in office and keep the Board of Directors informed of the goals and progress of the projects.
 7. Establish and/or maintain communication with the local/individual school chapter Breakthrough to Nursing directors.
 8. Assist school chapters as needed in developing recruitment materials and guidelines for recruitment in their areas.
 9. Coordinate and submit the Annual NSNA Breakthrough to Nursing Award application.
 10. Present the Breakthrough to Nursing Project at the annual House of Delegates meeting.
 11. Coordinate and submit the monthly NSNA Breakthrough to Nursing Award applications.
 12. Be responsible for providing an annual committee report at the annual House of Delegates meeting.
 13. Perform all other duties as assigned.
- c. The Community Health Director shall:
 1. Serve as the chairperson of the Community Health Committee.



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2. Develop overall community health and service goals to be accomplished by the Board of Directors as well as by members of NSANYS.
 3. Be responsible for the promotion and implementation of community health projects.
 4. Submit monthly community health projects to the Communications Director and the Regional Directors to disperse to school chapters.
 5. Keep the Board of Directors informed of the goals and progress of community health projects.
 6. Work to develop and/or participate in statewide or national community service projects.
 7. Explore collaborating with other organizations or institutions involved in the community to enhance the impact of NSANYS initiatives.
 8. Assist local chapters in developing and/or participating in statewide or national community service projects.
 9. Coordinate and submit the application for the NSNA Community Health Award annually
 10. Submit articles and community health resources for publication in the STAT Newsletter.
 11. Be responsible for providing an annual committee report at the annual House of Delegates meeting.
 12. Apply for the Population and Global Health Awards from NSNA.
 13. Perform all other duties as assigned.
- d. The STAT Editor shall:
- 1) Serve as the chairperson of the STAT Newsletter Committee.
 - 2) Be responsible for the publication of a creative STAT newsletter three (3) times throughout the term.
 - 3) Be responsible for the publication of the annual meeting brochure when deemed necessary by the President and/or Co-Vice Presidents.
 - 4) Be responsible for submitting articles bi-annually to NSNA for publication in the "Imprint" magazine.
 - 5) Apply for the NSNA Newsletter Contest Award from NSNA.
 - 6) Be responsible for providing an annual committee report at the annual House of Delegates meeting.
 - 7) Perform all other duties as assigned.
- e. The Communications Director shall:
- 1) Serve as the chairperson of the Communications Committee.
 - 2) Be responsible for the update and design of the NSANYS website.
 - 3) Assist with all advertising, which is to include, but is not limited to, the following:
 - a) Emails and flyers to be posted to social networking websites such as Instagram and Facebook.
 - b) NSANYS website
 - c) NSANYS blast emails
 - d) Any other avenues for advertising NSANYS events.
 - 4) Maintain the NSANYS online apparel showcase.
 - 5) Apply for the NSNA Website Award and the NSNA Social Media Award from NSNA.
 - 6) Be responsible for providing an annual committee report at the annual House of Delegates meeting.



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- 7) Perform all other duties as assigned.
- f. The Policy and Education Director shall:
 1. Serve as the chairperson of the Bylaws & Policies and Procedures Committee.
 2. Serve as the chairperson of the Resolutions Committee.
 3. Review and maintain the NSANYS Bylaws and the NSANYS Policies and Procedures Handbook.
 4. Suggest, solicit, and review any NSANYS Bylaws amendments and present proposed amendments at the annual House of Delegates meeting.
 5. Submit and present one resolution to the NSANYS House of Delegates at the annual House of Delegates meeting.
 6. 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).
 7. Submit and present resolutions passed by the NSANYS House of Delegates to the NSNA annual convention for presentation in the NSNA House of Delegates.
 8. The Policy and Education Director whose term ends at the NSANYS House of Delegates meeting prior to the NSNA annual convention will present the proposed resolution on behalf of NSANYS, if available, with expenses covered by NSANYS.
 9. Be responsible for making all Bylaw changes that were passed at the annual NSANYS House of Delegates Meeting for the current year.
 10. 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 \$500 stipend to attend the NSNA annual convention to assist with resolution presentation.
 11. Apply for the NSNA Health Policy and Advocacy Award, and the Ethics and Governance Award from NSNA.
 12. Be responsible for providing two (2) annual committee reports at the annual House of Delegates meeting.
 13. Perform all other duties as assigned.
- g. The Regional Director Co-Chairs shall:
 1. Serve as a liaison between the Regional Directors and the Board of Directors.
 2. One Co-Chair shall serve as chair of the Nominations and Elections Committee.
 - a) If this chair should choose to run for a second consecutive term at the following House of Delegates meeting, they should defer their role of presiding over the electoral process at the meeting to their Co-Chair.
 3. One Co-Chair shall serve as chair of the Awards and Scholarships Committee.
 4. Both chairs will be responsible for providing an annual committee report at the annual House of Delegates meeting. One for the Nominations and Elections Committee, and one for the Awards and Scholarships Committee.
 5. Perform all duties and responsibilities of a Regional Director.
 6. Perform all other duties as assigned

Section 5. Auxiliary Board



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- a. The Auxiliary Board shall consist of seven (7) Regional Directors, covering the following regions, which will be allocated during the transition meeting by the incoming Nominations and Elections Committee:
 1. Western
 2. Central
 3. Mid-Hudson
 4. Metropolitan
 5. Long Island
 6. Northeastern
 7. Genesee Valley
- b. The Regional Directors, who consent to serve, are nominated for Regional Director Chair and receive the most votes as Chair during the annual election, shall serve as Co-Regional Director Chairs.
- c. The Regional Directors shall:
 1. Serve as a medium of communication between the school chapters in their respective regions and the Board of Directors.
 2. Act as a resource 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 month 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 the planning and coordinating of the NSANYS annual convention and the Council of School Leaders meeting.
 6. Serve as members of the Nominations and Elections Committee.
 7. Serve as members of the Awards and Scholarships Committee.
 8. Coordinate in-person or virtual school visits within their respective regions based on budget allotment.
 9. 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 X, Section 4.a of these bylaws.
 10. 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 VI of these bylaws to serve a term of one (1) year or until succeeding officers are elected.
- b. An individual is allowed to run for the same office position for more than one term upon election by the House of Delegates.



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Section 7. Meetings

- a. The President will call one formal meeting each month. Informal, emergency, and special meetings will be called at the president's discretion. The meetings will proceed as follows:
 1. Formal meetings will follow Robert's Rules of Order.
 2. The secretary will prepare a meeting agenda prior to the start of the meeting. The meeting agenda is to be sent to the Board of Directors and consultants/advisors, and reports are to be filled out appropriately prior to the start of the meeting.
 3. If the meeting is held on an online platform (e.g., Zoom, Google Meets), all participants are to have their cameras on so that their face is visible for the duration of the meeting.
- b. Officers and Directors shall have one (1) vote at the Board of Directors meetings, special meetings, and the annual House of Delegates meetings.
- c. Regional Directors participate with voice, but cannot vote at the Board of Directors meetings, special meetings, and at the annual House of Delegates meetings.
- d. A quorum shall be, at minimum, the majority of the voting members of the Board of Directors.
- e. Any member of the Board of Directors who foresees their absence from a Board of Directors meeting shall contact the President and Secretary twenty-four (24) hours prior to the start of the meeting and submit a report to be read in their absence.
- f. All of the Board of Director members and the Auxiliary Board members must attend the monthly meetings to the best of their ability. Failure to attend two (2) board meetings *without an excuse* could result in possible removal as stated in Article IV Section 11.a Part 1.

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.
 - a. This transition meeting shall consist of a review of the bylaws, contract, uploading all contact information into the master contact sheet, and any other information deemed fit by the former board.
- b. All outgoing and newly elected members of the Board of Directors shall attend the transition meeting.
 - a. If there are underlying circumstances where an existing or incoming board member cannot attend the transition meeting, the President should be notified immediately.



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Simultaneously, arrangements should be made to coordinate a timely meeting for the effective transition of the incoming board member and his or her predecessor.

- 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 an end of year summary report to the Secretary at least 24 to 48 hours before the transition meeting.
 2. Provide copies along with the end of year summary report to their successor at the transition meeting.
 3. Each position must produce a transition letter with the roles and responsibilities of the designated position as guidelines for the new board members.
 4. Engage in a formal discussion with their successor to discuss the roles and responsibilities of the position, as stated within the Bylaws.
 5. Upload original records, including digital records, with an end of the year summary report, to their assigned Google Drive folder prior to the transition meeting.
 - a. New members must sign the term contract in *Appendix A* and send it to the President to be held in a separate folder in the Google Drive. By signing, members are agreeing to uphold their role responsibilities and honor the bylaws during their term.
 - b. Each board member will hold a separate transition meeting with their successor to discuss in detail their designated position, role responsibilities, and to transition their NSANYS email. This will be done within 2 weeks after the initial Board Transition meeting.

Section 10. Resignation

- a. Should a member of the board of Directors feel unfit to fulfill their duties as an NSANYS Board Member, they may resign from their position with a corresponding resignation letter via email, including the reason for their resignation and the respective Gmail login username and password.
 1. Resignation letter shall be sent to the President, Secretary, and Nominations and Elections Committee Chair.
 2. The Board of Directors shall be notified by the President via email and the resignation will be shared at the following formal meeting.

Section 11. Removal of Members of the Board of Directors

- a. The Board of Directors may remove an Officer, Director, or Regional Director, through majority vote, 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. This includes, but is not limited to formal and committee meetings.
 2. A member has failed to perform his/her duties as outlined in these bylaws.



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- b. The President and the Nominations and Elections Committee Chair shall notify the officer, director, or Regional Director of their removal, through a phone call and their respective NSANYS email.

Section 12. Board Vacancy

- a. Presidential Vacancy:
 1. A vacancy in the office of the President shall be filled by one Co-Vice President through a majority vote made by the Board of Directors.
- b. Board of Director/Auxiliary Board Member Vacancy:
 1. A vacancy in the office of any Board of Director, other than the President, or Auxiliary Board Member shall be filled with a candidate provided by the Nominations and Elections Committee.
 2. There will be a minimum of a two (2) week application period to fill vacancies. A downloadable application will be posted to the NSANYS website and emailed to the Nominations and Elections Committee, to be distributed to NSANYS membership via email.
 3. The Nominations and Elections Committee shall review all applications and put forth all acceptable candidates to the Board of Directors at least 24 hours prior to the monthly Board of Directors Meeting for thorough review.
 4. After the Nominations and Elections Committee provides a candidate, the Board of Directors will utilize a simple majority vote to select a candidate.
 5. If there are any vacancies immediately following election at the annual House of Delegates, candidates can be appointed at the in person transition meeting at the discretion of the board.



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ARTICLE V: NSANYS ANNUAL MEETING

Section 1. Meeting Obligations

- a. A statewide House of Delegates meeting shall be held annually at a specific time and place, which is to be 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, Directors and Regional Directors
 2. Receipt of and action on annual reports from the Board of Directors.
Actions that require membership vote.

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 are those individuals who act as a representative of their school's NSNA constituents.
 - a. 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.
 - b. 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.
- c. At the House of Delegates Meeting, members seeking delegate status shall present proof of membership before entering the House of Delegates, and upon verification, may be seated in the House of Delegates.
- d. The House of Delegates at the annual meeting of this association shall consist of the Board of Directors and 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 Delegate shall have only one (1) vote in any election of question.
- c. Candidates for office can act as delegates.
 - a. The acting Nominations and Elections Chair, should they run for a second consecutive term, cannot act as a delegate.
- d. Members of the Board of Directors may serve as delegates for the state. Members of the Auxiliary Board may serve as delegates for their respective schools.



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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 NSANYS 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 a 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 no less than thirty (30) days prior to the meeting.
- c. A quorum for special meetings shall consist of at least one (1) representative from five (5) state chapter constituents, as well as the NSANYS President or a Co-Vice President and two (2) other board members.

Section 7. Open Meetings

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



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ARTICLE VI: ELECTIONS

Section 1. Choices

- a. The Officers and Directors shall be elected at the annual House of Delegates meeting and must be present at this meeting to be elected.
- b. In the instance an individual elected faces a situation deemed serious causing them to miss the meeting, they may be excused by the current board's vote.

Section 2. Eligibility

- a. Active members, as defined in Article III, Section 2.a of these bylaws, may be nominated for any Officer, Director, or Regional Director position.
- b. Associate members, as defined in Article III, Section 2.b of these bylaws may be nominated for any Officer, Director, or Regional Director position except President and Co-Vice Presidents.
- c. Candidates for Officers and Directors shall be:
 - a. NSANYS members who are NSANYS members one month before and through the year following election at the annual meeting.
 - b. Enrolled in an accredited NYS nursing school at the time of the annual meeting when elected.
 - c. Candidates cannot be graduating in May of that elected year. December is an exception.
- d. Candidates must submit an application and proof of NSNA membership to the Nominations and Elections Committee.
- e. Candidates running for President should have a minimum of one (1) year experience on the board.

Section 3. Elections by Ballot

- a. All elections shall be by electronic ballot when feasible for organization records. In the case of one candidate, electronic or voice vote may take place.
- b. If electronic ballot is not possible, proceed with written ballots.

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.



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- 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.
 - a. The chairperson shall present the elected candidates to the House of Delegates



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ARTICLE VII: CONSULTANTS

Section 1. The Consultants

- a. There shall be at least three Board Consultants to the Board of Directors:
 1. One or more consultants shall be a faculty member who is affiliated with a New York State accredited College or University. Accreditation must be supplied by one of the following organizations: Accreditation Commission for Education in Nursing (ACEN) or the Commission on Collegiate Nursing Education (CCNE).
 2. One or more consultants shall need to be affiliated with either the American Nurses Association or American Organization for Nursing Leadership, hereafter referred to as ANA and AONL, 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 from the election at the annual House of Delegates meeting to the election at the annual House of Delegates meeting of their second year.
- b. In 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.
 - a. All applicants will be interviewed and approved by the Board of Directors.
- c. 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.
- d. The President shall elect the Presidential Advisor.

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; this provision is not mandatory, *but recommended*, except for transition meetings at which consultants *will be required* to attend.
 3. Provide guidance to the Board of Directors on matters concerning parliamentary procedures and conducting effective meetings.
 4. Help arbitrate if solicited upon by the Board of Directors.
 5. Complete term contract (Appendix B).
- b. If the consultant does not fulfill the requirements of their position, the Board of Directors can motion to approve their removal.



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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. Special consultants are responsible for serving one (1) year in their position and cannot exceed two (2) consecutive years.
- 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 Directors' vote for appointment but may attend the annual House of Delegates meeting if needed.
- e. If the Special Consultant appointed does not fulfill the requirements and responsibilities of their position, the Board of Directors can motion to approve their removal with majority vote.



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ARTICLE VIII: COMMITTEES

Section 1. Composition

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

Section 2. Reporting

- a. Committees shall add a report of their activities to the "Meeting Agenda" Google Doc sent out by the Secretary within 24 hours prior to each formal Board of Directors 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.
- c. In the event of an approved absence, the absent Board of Director must elect a representative to read their report on their behalf.

Section 3. Membership, Duties, and Responsibilities

- a. Finance Committee:
 1. Shall be composed of the Treasurer (Chair), President (ex-officio), Co-Vice Presidents, Secretary, and any 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 (Chair) 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.



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- e. Convention Committee:
 - 1. Shall be composed of the Co-Vice Presidents (Co-Chairs) and 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, and solicit focus sessions 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 accounts.
 - 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 all Regional Directors and chaired by a Regional Director Co-Chairs.
 - 2. Members shall be from at least three (3) distinct nursing schools, if possible.
 - 3. The Committee shall:
 - a) Work with the Finance Committee and review the budget for approved scholarship amounts 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 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 Award.
- g. Nominations and Elections Committee (NEC):
 - 1. Shall be composed of all Regional Directors and chaired by a Regional Director Co-Chairs.
 - 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) Share information about the Officer and Director positions and applications at least two (2) months prior to the Annual House of Delegates Meeting.
 - e) 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).
 - f) Conduct business of campaigning and elections, ensuring campaign rules are enforced.



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- g) In the case of a vacant position after the Annual House of Delegates Meeting, online applications should be supplied, reviewed, and the top candidate(s) presented.
- 3. The NEC Chair shall:
 - a) Supply ballots for the annual election of officers.
 - b) Ensure elections are conducted in accordance with these bylaws.
 - c) Perform all other duties as assigned.
- h. Resolutions Committee:
 - 1. Shall be composed of the Policy and Education Director (Chair) and 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.



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ARTICLE IX: 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

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



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ARTICLE X: 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.
- a. 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 X, 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.



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APPENDIX A: TERM CONTRACT FOR NSANYS BOARD

20__ -20__ Nursing Students’ Association of New York State BOARD OF DIRECTORS/AUXILIARY BOARD TERM CONTRACT

I, _____, promise to fulfill my obligations as an elected NSANYS Board Member. **I have reviewed and understand that I am serving under the NSANYS Bylaws and Policies and Procedures.** It is an honor and responsibility to serve on the board. I understand that I represent all nursing students in the state of New York. I will serve to the best of my abilities and conduct myself in a professional manner.

I will attend all Board Meetings as outlined in the NSANYS Bylaws. If I am unable to attend a meeting, I will inform the President and Secretary via email at least 24-48 hours prior to the meeting. After the meeting, I will follow up with my obligations, including, but not limited to, updating the President and reading the minutes.

Applicable to only the Board of Directors. I understand that I am expected to attend the National Student Nurses’ Association Annual Convention and be an active participant*. If I am unable to attend, I will notify the President and Secretary via email at least 45 days prior to the Convention. At the Convention, I will attend the NSNA House of Delegates meetings, even if I am not eligible to be a delegate so I may learn the parliamentary procedure of NSNA. I will attend any and all additional sessions to gain knowledge about my role in my elected position.

If I am experiencing difficulties fulfilling my obligations or need assistance, I will contact the President and Advisors/Consultants to determine a solution to assist me in completing my duties.

*I understand that I do not have any financial obligation, but by using NSANYS funds for registration, hotel, food, and any travel costs I incurred while I attended the NSNA Mid-Year Conference and/or the Annual Convention and/or NSANYS Council of School Leaders’ Summit or Annual Convention, **I understand I have the duty to serve the NSANYS membership effectively by completing my term in its entirety.**

Position Title	Print Name	Signature	Date
<i>Witness #1</i>	President (print)	Signature	Date



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APPENDIX B: TERM CONTRACT FOR NSANYS CONSULTANTS/ADVISORS

20__ -20__ Nursing Students' Association of New York State CONSULTANT/ADVISOR TERM CONTRACT

I, _____, promise to fulfill my obligations as an elected NSANYS Consultant and/or Advisor. **I have reviewed and understand that I am serving under the NSANYS Bylaws and Policies and Procedures.** It is an honor and responsibility to serve as an NSANYS Consultant and/or Advisor. I will serve to the best of my abilities and conduct myself in a professional manner.

I understand that I do not have any financial obligation, but by using NSANYS funds for registration, hotel, food, and any travel costs I incurred while I attended the NSNA Mid-Year Conference and/or the Annual Convention and/or NSANYS Council of School Leaders' Summit or Annual Convention, **I understand I have the duty to serve the NSANYS membership effectively by completing my term in its entirety.**

I understand that I shall attend board and other official meetings, such as national or state conventions. If I am unable to attend a meeting, I will inform the President and Secretary via e-mail at least 48 hours prior to the meeting. After the meeting, I will follow up with my obligations, including but not limited to updating the President and reading the minutes.

By signing my name below, I acknowledge that I have fully read and understood my duties as Consultant or Advisor to NSANYS.

Official Title	Print Name	Signature	Date
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<i>Witness #1</i>	President (print)	Signature	Date
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