

The Student Nurses' Association Charter

Article I: NAME, PURPOSE AND AFFILIATION

The official name of our organization is the Student Nurses' Association at Bay State College.

The purposes of the Student Nurses' Association are:

- To assume responsibility for contributing to student nursing education in order to ensure the highest quality of future Bay State College student nurses,
- To provide members with fundamental and current professional interests and concerns,
- To be reflective of the profession's basic culture and values of nursing which include quality, safety, professionalism, respect, individuality and inclusiveness,
- 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, and
- To act as a community health outreach to the surrounding Bay State College campus and city area, serving society in various philanthropic ways and setting an example showing the importance of the nursing profession in the community.

The objectives of the Student Nurses' Association are:

- To provide feedback and evaluation on Bay State College nursing program and influence the educational process here at Bay State College,
- To influence health care, nursing education and practice through legislative activities as done on local, State, and National level,
- To promote and encourage students' participation in community affairs and activities that lead to improved health care,
- To represent nursing students to the consumer, to institutions, and other organizations,
- To develop the student nurse's consciousness and awareness of cultural competency,

- To promote and encourage students' participation in interdisciplinary activities,
- To promote participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, age, lifestyle, national origin, or economic status, and
- To promote and encourage collaborative relationships with other nursing and health-related organizations.

Article II: MEMBERSHIP

The Student Nurses' Association shall be composed of at least 5 members from the nursing program at Bay State College. Membership shall be open to all students currently enrolled in the Bay State College nursing program. Faculty, staff and alumni of Bay State College's nursing program may be considered for non-voting membership in this organization. Only currently enrolled or continuing students of the nursing program may be voting members. Membership may not discriminate on the basis of gender, race, color, religious, national origin, citizenship, creed, ethnic background, economic status, disability, sexual orientation, marital status, or age. Membership in the organization is current when dues for the current school year are either paid or waived by the board.

Article III: Officers

- Each office may be held by two individuals on a co-ticket, which will be called co-officers and will be determined by the individuals who would like to run for those positions.
- Officers are expected to attend general meetings and officer meetings with an 80% rate.
- Officers are expected to communicate any necessary absences to the club president(s).
- If for some reason an officer is unable to fulfill their officer roles, it is their duty to notify the board of officers and faculty adviser in writing of their need to "step down".
- Officers are expected to be available to train their successor upon election to the board of officers.
- Officers are expected to participate in club events as much as possible.

- Upon the successful completion of serving as a Member of the Board, the Student Nurses' Association will issue a certificate of acknowledgement for the academic term served.
- Only enrolled or continuing students in good standing at Bay State College may serve as officers. Student Nurses' Association officers must maintain a minimum cumulative grade point average of 3.0 while holding office.
- The officers shall be:
 - President: presides over each meeting; guides the Board in setting and fulfilling priorities and goals for the year; informs members about upcoming events; serves as a resource person for members, faculty and outside sources; conducts administrative duties as they arise; and serves as the Student Nurses' Association representative to Bay State College's Student Association meetings.
 - Vice President: is responsible for preparing agendas for all meetings; writing and distributing reminders for meetings and agendas for all meetings and agendas; keep attendance list at all general meetings; acts as resource person for members, faculty and outside sources; and assumes the duties of the President in the event the President is unable to serve.
 - Secretary: is to take and type minutes for all meetings and forward to the Board and webmistress/webmaster; writes thank you cards to sponsors, guests, and faculty members, when appropriate; update and maintain files, and other administrative assistant duties; responsible for taking minutes at all meetings; responsible for emailing minutes to Members within 72 hours following meetings.
 - Treasurer: monitors all Student Nurses' Association funds (current balance, deposits, and withdrawals); writes check requests; allocates money based on the vote of the Board approval; submits treasury reports at each meeting; and works with the Board to create annual budget; serves as Treasurer for the Pinning Ceremony Club at Bay State College.
 - Webmistress/webmaster: responsible for updating and maintaining the website for SNA; responsible for posting meeting minutes on the website; maintain/update website over the semester including posting minutes, bulletins,

pictures, etc. Updates must be made within 7 days of changes.

- Faculty Adviser: is a member of the Bay State College nursing faculty or administrative staff. Oversees club events and meetings and serves as a resource for officers and members. Meeting minutes must be forwarded to the Faculty Adviser.

Article IV: ELECTION AND REMOVAL OF OFFICERS

- The officers of the Board and any elected consultants shall be elected at each annual election meeting by the members of the chapter. The elections shall be by secret ballot. A plurality vote of members present and entitled to vote shall constitute an official election. In the event of a tie, a revote shall be held. Nominations must be received one week prior to elections.
- The procedure for the removal of officers will be the “3 Strikes Rule”:
 - 1st failure to meet officer requirements: verbal “check in” by two officers of SNA
 - 2nd occurrence: verbal warning with probationary period of one month
 - 3rd occurrence: majority vote of the Board (1/2 of Board plus 1) for resignation of delinquent officer; if approved, written request for resignation

The delinquent officer is given the opportunity to resign at any point in the above process. If an Officer is removed from office or resigns from officer, the board will hold an emergency election to fill the position.

Article V: Meetings

- General meetings will be held once a month during the academic year at a predetermined time by the Board. Board meetings will be scheduled as needed.
- Consensus voting will be used at Board meetings, and majority will be used at general meetings.
- Authorization of SNA events will need to be proposed to the board for approval, and if approved by the Board, will be added to the calendar.
- Special meetings will be scheduled as needed.

Article VI: FINANCES

- Dues are \$5.00 per year and are payable at the time an individual joins SNA. Individuals with financial hardship may petition the Board for a waiver of dues. Dues must be collected by the second meeting of the academic year. Special arrangements must be made with the Treasurer if dues are paid at any other time.
- The Treasurer will be responsible for all accountable funds, expenditures, and bookkeeping.
- The Board shall make recommendations and approve expenditures of SNA dues and other monies.
- All student organization funds will be held in an on campus account.
- Should the SNA become defunct, disbursement of organization assets will be decided on by the Board.

Article VII: DECISION MAKING

- Quorum is at least 20% of the eligible voting members to decide a question that is put before the SNA at large.
- All meetings of the association shall be open unless voted otherwise.
- A valid vote shall consist of a majority of the SNA members present and entitled to vote on matters presented to them by the Board or members at large.
- The privilege of making motions and voting shall be limited to the members of SNA present at any monthly meeting. A voting member shall have but one vote in an election or question.

Article VIII: COMMITTEES

- Committees may be formed as needed and deemed necessary by the Board.
- Committee chair appointments shall be made by the Board and shall be deemed standing committees unless otherwise stated at the time of appointment.
- Committee members shall be members of the SNA who show an interest in the work of the committee and volunteer their time and services.

- Committee members shall assume such duties as are assigned by the chairpersons or the President.
- All committees shall be responsible to the Board for reporting committee activities on a regular monthly basis and shall, upon direction of the Board, report the same to the general meeting.

Article IX: Adviser

- The Faculty Adviser must be a member of the Bay State College nursing faculty or administrative staff.
- The Board elects the Adviser, and the Adviser will be formally invited to be the SNA Adviser.
- The term of service for the Adviser will be one year.
- In the event that the Faculty Adviser is unable to serve, the Board or the President shall call a special meeting to identify a replacement Faculty Adviser.
- Election of a new Faculty Adviser requires a majority vote of members in attendance.

Article X: AMENDMENTS AND BYLAWS

- Amendments may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least two weeks prior to the meeting.
- The Board must have also pre-approved an amendment to be taken to the members at large at the same meeting in the 2nd week of March that is held for the purpose of electing new officers.
- Only proper amendments submitted in writing and carrying the proponent's signature will be considered.
- The bylaws may be amended annually by the Board and shall be voted on as stated above by the membership at large.
- Passed amendments shall be put into practice immediately upon approval by a majority vote of the chapter.