

**BYLAWS OF THE SANTA ROSA JUNIOR COLLEGE CHAPTER OF THE
NATIONAL STUDENT NURSES ASSOCIATION**

Updated 12/14/24, Subject to Change

Article I – Santa Rosa Junior College Student Nurses Association

Section 1. The name of the organization shall be:

Santa Rosa Junior College - Student Nurses Association (SRJC-SNA)

Article II – Purpose and Function

Section 1. Purpose

1. To assume responsibility for contributing to nursing student education in order to provide for the highest quality of health care.
2. To provide programs representative of fundamental interests and concerns to nursing students.
3. To aid in the development of the whole person, their professional roles, their responsibility for health care of all people.

Section 2. Function

1. To have direct input into standards of nursing education and influence the education process.
2. To influence health care, nursing education and practice through legislative activities as appropriate.
3. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
4. To promote and encourage students' participation in interdisciplinary activities.
5. To promote and encourage recruitment efforts, participation in student activities, and education opportunities regardless of a person's race, ethnicity, class, creed, sex, gender, national origin, age, or economic status.
6. To promote and encourage collaborative relationships with nursing and health related organizations.

Article III –Members

Section 1. Section Constituent

1. School constituent membership is composed of active or associate members who are of the NSNA and the state CNSA.

2. The Santa Rosa Junior College Chapter of the NSNA shall be composed of at least 10 members from Santa Rosa Junior College or the total school enrollment if less than 10. There shall be only one chapter on this school campus.
3. For yearly recognition as a constituent, one of the club presidents of the Santa Rosa Junior College Chapter shall submit annually the Official Application for NSNA Constituency status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
4. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided the written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association has been given an opportunity to be heard.
5. The SRJC Chapter is an entity separate and apart from NSNA and its administration of activities, with NSNA and CSNA exercising no supervision or control over these immediate daily and regular activities. NSNA and CSNA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of the Santa Rosa Junior College Chapter or the members thereof. In the event any legal proceedings are brought against NSNA and CSNA, the Santa Rosa Junior College Chapter will indemnify and hold harmless the NSNA and CSNA from any liability.

Section 2. Categories of Constituent Membership

Members of the Constituent associations shall be:

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

Section 3. National Student Nurses Association Membership

1. Active and association NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

Article IV – Dues

Section 1

1. The annual NSNA dues for active and associate members joining for two years shall be \$80 per member payable for the appropriate dues years. The dues year for membership shall be a period of twenty-four consecutive months.
2. The school association board of directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.
3. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect or remit school chapter dues.
4. Any member who fails to pay current dues shall forfeit all privileges of membership.
5. The dues for active SRJC SNA chapter members shall be \$10 per semester or \$35 per 4 semesters.
6. Members opting for semesterly dues must submit payment by the second meeting of the semester to retain active membership status in the SNA. Failure to do so will result in forfeiture of SNA membership rights.

Article V – Board of Directors

Section 1: Composition

1. The Board of Directors shall consist of: Co-President Purple, Co-President Blue, Secretary, Treasurer, Membership, Breakthrough to Nursing, Fundraising, and Community Outreach.
2. All SNA leadership positions shall not concurrently hold officer roles in any other SRJC organizations, including but not limited to class representative positions and honors society officer roles.

Section 2. Responsibilities

The Board of Directors shall be responsible for:

1. Transacting business of the association between membership meeting and shall report such transactions at the next regularly scheduled membership meeting.
2. Filling vacancies in any office by two-thirds majority vote of the Board of Directors except in the office of President.
3. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.

4. At least one SNA officer must be present at every volunteer event. Additionally, each officer is required to attend a minimum of one SNA-sponsored volunteer event per semester, including events organized by SHO.

Section 3. Quorum

A quorum for the board meetings shall be the Co-President, Co-President, three other board members and the faculty advisor, if available.

Section 4. Duties of the Board of Directors shall consist of:

1. CO-President Purple
 - 1.1. Shall preside at all meetings of this association, appoint a special committee as needed, perform all other duties pertaining to the office and represent this association in all matters to the local state nurses association, the local league for nursing, state nursing student association, NSNA, and other professional and student organizations.
 - 1.2. Shall serve as Chairperson for the Board of Directors.
 - 1.3. Must be a current NSNA member
 - 1.4. Shall submit annually the Official Application for NSNA Constituency status
 - 1.5. At the beginning of each semester, Co-President Blue will maintain Ad-Hoc club status through SRJC Inter-Club Council (ICC)
 - 1.6. Attend at least one SNA sponsored volunteer event every semester, including events organized by SHO
 - 1.7. The Secretary, Membership Officer, and Treasurer are responsible for determining the total number of D-Semester students eligible for cords.
 - 1.8. Help with other activities as needed
2. CO-President Blue
 - 2.1. Shall assume responsibility of the office of President in the event of vacancy occurring in the office until the next regular election
 - 2.2. Shall preside at all meetings
 - 2.3. Shall manage the mentorship program
 - 2.4. Shall draft monthly newsletter and send to Co-President Purple for approval
 - 2.5. Assist Co-President Purple during scheduled SNA Presentations
 - 2.6. Attend at least one SNA sponsored volunteer event every semester, including events organized by SHO
 - 2.7. Help with other activities as needed
3. Secretary
 - 3.1. Shall record and distribute the minutes of all meetings of this association as directed by the President.
 - 3.2. Shall keep on file as a permanent record all reports, papers and documents submitted to the Secretary.

- 3.3. Refer to duly appointed committees the necessary records for the completion of business.
- 3.4. Attend at least one SNA sponsored volunteer event every semester, including events organized by SHO
- 3.5. The Secretary must submit the finalized cord numbers to the professor advisor no later than two weeks before the pinning ceremony.
- 3.6. The Secretary will serve as the primary point of contact with the professor advisor on behalf of the officers regarding cord-related matters.
- 3.7. Help with other activities as needed
4. Treasurer
 - 4.1. Submit financial reports as directed by the President
 - 4.2. Prepare financial reports submitted at the monthly Board of Directors meetings.
 - 4.3. Keep a permanent record of all dues received from members and any other income and disbursements.
 - 4.4. Remit payment for approved debits according to the following:
 - 4.4.1. Disbursement of Funds
 - 4.4.2. Requests for disbursements of funds
 - 4.5. Upon approval the treasurer will issue checks for those requests approved.
 - 4.6. No funds will be disbursed without prior approval of Co-presidents
 - 4.7. All checks must have two signatures. Shall sign reimbursement forms and attain the signature of faculty advisors before sending to clubs and trust departments for approval.
 - 4.8. Attend at least one SNA sponsored volunteer event every semester, including events organized by SHO
 - 4.9. Help with other activities as needed
5. Membership:
 - 5.1. Serves as chairperson of Projects committee
 - 5.2. Attend student activities council meetings
 - 5.3. Be accountable to the members for notification of pending student activities.
 - 5.4. Shall send by-laws as a receipt to new members.
 - 5.5. Shall maintain an accurate record of new membership forms and report to the shared google sheet.
 - 5.6. Shall receive missed meeting make up receipts from members and report to the shared google sheet within one week of the event occurring.
 - 5.7. Responsible for promptly notifying current club members of any non-compliance, including the potential consequences of such non-compliance, up to and including termination of membership.
 - 5.8. Will determine photo consent status of each SNA member and document accordingly.

- 5.9. Attend at least one SNA sponsored volunteer event every semester, including events organized by SHO
- 5.10. Help with other activities as needed.
6. Breakthrough to Nursing
 - 6.1. Shall serve as chairperson of the SHO Program (Student Nurses Association High School Outreach Program) consisting of one high school outreach event minimum per semester.
 - 6.2. Shall present to A & B semesters to recruit members
 - 6.3. Shall encourage ADN students to join SNA and NSNA
 - 6.4. Shall coordinate with membership officer to develop membership
 - 6.5. Help with other activities as needed
 - 6.6. Attend at least one SNA sponsored volunteer event every semester, including events organized by SHO
 - 6.7. The Breakthrough to Nursing Officer shall be responsible for organizing and managing SNA's presence on Instagram, including creating and posting content that promotes SNA events, initiatives, and engagement.
7. Fundraising
 - 7.1. Present ideas to slack officer board, then present to faculty advisors and ICC for approval
 - 7.2. Design merchandise for sales
 - 7.3. Submit funds raised to treasurer
 - 7.4. Organize the sale of nursing sweatshirts/ t-shirts/merch
 - 7.5. Encourage and recruit members to participate in fundraising events
 - 7.6. Manage fundraising merchandise and inform all students of merchandise for sale
 - 7.7. Design, order, and distribute merchandise Maintain accurate records of inventory and sales invoices
 - 7.8. Conduct appropriate correspondence with vendors
 - 7.9. Coordinate with the Treasurer in paying the vendors, depositing fundraising money, and tracking inventory
 - 7.10. Attend at least one SNA sponsored volunteer event every semester, including events organized by SHO
 - 7.11. Help with other activities as needed
8. Community Outreach
 - 8.1. Attend and participate in SNA meetings
 - 8.2. Create SNA flyers and posters announcing activities
 - 8.3. Maintain SNA flyers on bulletin boards
 - 8.4. Inform SNA officers of activity ideas via slack for President approval
 - 8.5. Take pictures at all SNA activities

- 8.6. Reach out to local nurses in various specialties for guest speaking events, must confer with Presidents before confirming dates
- 8.7. Research events, seminars, programs, and conventions for SNA members and present to SNA
- 8.8. Research community outreach and volunteers events for students to make up meetings and present to SNA slack/ Co-presidents for approval 9) Reach out to local restaurants for prizes for fundraising
- 8.9. Attend at least one SNA sponsored volunteer event every semester, including events organized by SHO
- 8.10. Help with other activities as needed

Section 5. Officer Absences

1. Members of the Board of Directors who have missed more than two regularly scheduled meetings of a current semester term without prior notification to the Board of Directors or who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting, this shall be done anonymously. The officer in question will be notified in advance of the meeting at least one week's time.
2. An officer may be removed from office by a plurality vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.
3. Prior notification of 1 week shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances.

Article VI- Elections

Section 1. Election of Board of Directors

1. Elections shall be held at the regularly scheduled monthly business meeting.
2. All elections shall be held by electronic secret ballot.
3. A plurality vote of members present and entitled to vote and voting shall constitute an official election.
4. In the event of a tie, a revote shall be held.
5. All nominations shall be made from the floor via electronic submission.
6. Each Co-President that is elected into the Board of Directors will assume the role of Co-President Blue and the current Co-President Blue will assume the role of Co-President Purple.
7. Outgoing officers shall complete the full transfer of responsibilities and authority to incoming officers within one month of the election.

Article VII- Membership, Meetings, and Volunteer Events

Section 1. Membership & Meetings

1. Meeting dates shall be set by the board of directors.
2. Meeting location and time will be arranged by community outreach and co-presidents.
3. The President shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.
4. Members must participate in the mentorship program, in both a mentor and mentee role.
5. Upon enrollment, members must complete the photo release form to opt-in or opt-out of SNA affiliated event photos/videos and are responsible for avoiding them if they opt-out.
6. Members must comply with all articles and sections to be considered active members of the SRJC SNA chapter or risk forfeiting their membership.
7. SRJC SNA Leadership Board may vote with plurality to remove any member who does not comply with SRJC SNA by-laws.
8. New members must submit the membership form for approval by the end of the first month of their B semester. Submissions after the end of the first month of their B semester will not be accepted.
9. Students entering or already in their C and D semester cannot join or rejoin SNA.
10. As an active member of SRJC SNA, the member acknowledges and accepts all points listed in the SRJC SNA By-Laws .
11. Pre-requisite Students:
 - 11.1. Must pay per semester dues
 - 11.2. May be paired with a mentor willing to assist them
 - 11.3. Must not take the place of an A semester mentee. If there is a shortage of mentors, a pre-req student will be unpaired so that an A semester student may be paired with a mentor.
 - 11.4. Pre-req students may not apply for leadership officer board positions
 - 11.5. Pre-req students are welcome to all guest speaker meetings
 - 11.6. Pre-req students are not entitled to any trainings offered by SNA
 - 11.7. Pre-req students are not required to attend 3 meetings per semester
12. Meetings attended will be counted only after the membership fee has been paid. If a new member enrolls and pays the membership fee during Semester A, meetings attended in Semester A will be credited toward their meeting total. However, if the member pays the fee in Semester B, meetings attended in Semester A will not be included in their meeting total.
13. B, C, and D semester SNA member meeting attendance shall not be recognized until the membership and mentorship form has been completed and dues have been paid.

Section 2. Member Absences / Meeting Make ups

1. Members are required to attend 3 meetings per semester to fulfill the 12 meetings requirement by the end of their D semester
2. Members must attend 2/3 meetings in person despite a total of 12 or more meetings or forfeit their membership status and forfeit their membership fee
3. Members are **required** to attend 2 / 3 meetings in person per semester
4. Members may make up meetings to fulfill 3 meeting requirement per semester via an SNA volunteer event, an SNA hosted event, or blood donation.
5. Meeting makeups will contribute to 12 meeting requirement by their D semester and members can make up as many meeting as they choose to via an SNA volunteer event or blood donation
 - 5.1. Despite number of meeting makeups, members are still required to attend 2 / 3 meetings in person per semester
6. 2 hours of volunteer service in a public health related capacity (approval by chapter co-president) is equivalent to 1 meeting make up
7. Meeting make up receipts (photo proof and signature from supervisor) must be sent to membership officer at srjcsnamembershipofficer@gmail.com
8. A member removed from the club may rejoin in their B semester in compliance with Article VII, Section 1, point H, but must repay the membership fee and will not receive credit for any previously attended meetings or volunteer makeups.
 - 8.1. Rejoined members shall make payments based on a new payment plan of \$40 that covers the remaining time in the ADN program, and are ineligible for any other payment plan.
9. If a member is required to retake a semester, excluding 'Semester A,' they will not be charged membership fees for that semester. Additionally, if a member is dropped from a semester, excluding 'Semester A,' it is their responsibility to contact the membership coordinator and co-presidents to discuss their individual situation and determine their meeting attendance requirements.

Article VIII – Committees

Section 1. Appointments

1. Committee chair appointments shall be made by the Board of Directors and shall be deemed standing committees unless otherwise stated at the time of appointment.
2. Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.

Section 2. Responsibilities

1. All committees shall be responsible to the Board of Directors for reporting committee activities on a regular basis and shall, upon direction of the Board of Directors, report the same to the general membership.

Article IX – Delegates

Section 1. Purpose and Function

1. To serve as spokesperson for this association at the annual state and national conventions.
2. Present to the state and national organizations all proposed resolutions or amendments to bylaws or policies proposed by this association.
3. Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association's membership at regularly scheduled membership meetings.
4. Make available to membership updates. Explanations, and copies of current and proposed state and national resolutions.

Section 2. Qualification and Appointment

1. Any member maintaining a grade level of B or above without any conference notes, who is active in the Santa Rosa Junior College Chapter projects and is nominated by current membership at a regularly scheduled meeting is eligible to hold the position of delegate.
2. Appointment shall be for one event and shall be made by nomination of those members eligible and votes on by the current membership eligible to vote and voting. The nominees receiving the majority of votes cast shall be awarded the position.
3. Upon appointment, student delegate must obtain NSNA membership to participate in state and national events.

Section 3. Delegate Representation.

1. School constituents:
 - 1.1. The Santa Rosa Junior College Chapter, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and one alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
 - 1.2. The Santa Rosa Junior College Chapter delegate(s) and alternate shall be member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:

- 1.2.1. Selection and/or election by members of the school chapter according to chapter bylaws or
- 1.2.2. Written authorization to the state Board of Directors requesting them to appoint a member of the state board to act as a state-appointed alternate for their school chapter.
- 1.3. School chapters shall approve the appointment.
- 1.4. The state Board of Directors shall verify that any state appointed delegate is a member in good standing of the NSNA and state association.
- 1.5. A school chapter must have a selected and/or elected delegate at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
- 1.6. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
- 1.7. The school association shall be entitled to delegates according to the number of members in good standing in NSNA/CSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA/SNA on a date eight weeks prior to the annual meeting.

Article X – Amendments

Amendments to the Bylaws may be made with a plurality vote at a SNA Officer Leadership Board Meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered. Members will have access to view this document

Article XI – Parliamentary Authority

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