

# **LANDER UNIVERSITY STUDENT NURSES' ASSOCIATION CONSTITUTION AND BYLAWS.**

Adopted March 1987

Revised November 2013, January 2016

## **ARTICLE I NAME**

The name of this organization shall be the Lander University Student Nurses' Association (LUSNA). The LUSNA is associated with the Student Nurses' Association of South Carolina and the National Student Nurses' Association.

## **ARTICLE II PURPOSE AND FUNCTIONS**

### Section I. Purpose

The purpose of LUSNA is:

- A. To assume responsibility for contributing to nursing education in order to provide the community with the highest quality of health care possible.
- B. To provide programs representative of fundamental and current professional interests and concern.
- C. To aid in the development of the whole individual, their professional role, and responsibility for the health care of people from all walks of life.
- D. To foster and continue the development of professional responsibilities.

### Section II. Functions

- A. To have direct input into standards of nursing education and to be able to influence the educational process at Lander University.
- 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 geared toward the improved health care and resolution of related social issues.
- D. To represent nursing students to the consumer, other institutions and other organizations.
- E. To promote and encourage students' participation in interprofessional activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, age or lifestyle.
- G. To serve as a pre-professional organization on a local level.
- H. To promote and encourage social and professional collaboration among nursing students on the local level.
- I. To promote socialization into the profession of nursing.
- J. To collaborate with SC-SNA with activities and programs when possible.

## **ARTICLE II MEMBERS**

### Section I. Constituent Association of Membership

LUSNA Shall:

- A. Be composed of at least fifteen (15) active and/or associate members from the school.
- B. Encourage all members to be members of NSNA.

### Section II: Categories of Constituent of Membership

#### A. Members

1. Students currently enrolled in the Lander University School of Nursing program.
2. Registered nurses enrolled in the SON program 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 and nursing interest students enrolled at LU and taking undergraduate courses required for admission to the division of nursing.
2. Associate members shall have all the privileges of membership, except the right to hold a major office in the association.

### Section III: Categories of Non-Constituent Membership

#### A. Sustaining Members

1. A sustaining membership shall be offered at the local level to any individual or organization interested in furthering the development and growth of LUSNA upon approval of the executive board.
2. This membership is not open to those eligible for active or associate membership.
3. Those granted sustaining membership, shall receive all literature and other pertinent information from the LUSNA secretary.

#### B. Honorary Members

1. An honorary membership may be offered by a two-thirds vote of the executive board upon persons who have rendered distinguished service or valuable assistance to LUSNA.

### Section IV: Extensions

- A. Active and associate membership may be extended six months beyond completion of a student's nursing program, providing membership was renewed while the student was enrolled.

### Section V: Dues

- A. The annual dues shall be \$10.00 per member.
- B. Students will be expected to pay for dues by the second fall semester meeting.

- C. Students will pay the treasurer or advisor, and will be given a receipt of dues.
- D. Any member, who fails to pay current dues, shall forfeit all privileges of membership.
- E. Spring semester first semester sophomore and fall second semester seniors are to pay \$5.00 for that current semester dues. Upon the next fall the full \$10.00 dues will be due.

Section VI: Duties of Members

- A. All members are required to participate actively as they are able in all LUSNA activities.
- B. Students must be dues-paying to be considered active.
- C. 10 points per semester is considered an **\*\*Active\*\*** member
- D. 40 points are needed for honor cord allocation for graduation

Point distribution

- 2 points per business meeting
- 1 point per fun activity
- 1 point per fundraiser participation
- 2 points per COSAR Saturday Meeting attendance
- 3 points Membership in NSNA (per year, must show card to advisor)

Service:

- 1-1.9 hours- 1 point
- 2-2.9- 2 points
- 3-3.9- 3 points
- 4 + 4 points

Other:

- 5 points: SC-SNA Convention (meeting 7 required meetings)
- 5 points: NSNA National Convention
- 5 points: Convention Delegate (in addition to 5 points for attendance)
- 2 points: Heading a committee event
- 1 point: Participation on committee
- 7 points: LU-SNA board member term

\* Service projects are not limited to LU-SNA events. A student will be credited for other good works done outside of LU-SNA (such as donating blood or doing MOW). However any volunteering done for course Lander University course credit will not be applied

### **ARTICLE III OFFICERS AND DIRECTORS**

Section I: Executive Board (EB) Officers

A. President

1. Preside over each LUSNA member and EB meetings.
2. Represent LUSNA as the principle officer to LU and community at large.
3. Attend or designate a representative at each LUSNA event.

4. Appoint directors of special committees as needed throughout the semester.
  5. Approve expenditures of member prior to submitting for reimbursement to the treasurer.
  6. Attend the fall two day Leadership Training at Lander University.
  7. Attend SNA-SC Annual convention (all 3 days)
  8. Attend November COSAR
  9. Ensure charter renewal form is updated annually with the University
- B. Vice-President
1. Fundraising for events and special needs.
  2. Coordinate Convention
    - a. Attend September COSAR
    - b. Coordinate T-Shirt design
    - c. Coordinate Spirit activities
    - d. Coordinate Skit
  3. Attend SNA-SC Annual Convention (all 3 days)
- C. Community Health Director
1. Plan at least one philanthropic event each semester.
  2. Direct, supervise, and evaluate community health projects.
  3. Attend SNA-SC Convention all three days
- D. Secretary
1. Take minutes at meetings and post meeting minutes on LUSNA bulletin board by the next meeting.
  2. Send minutes to COSAR (SNA-SC Secretary) monthly
  3. Attend SNA-SC Annual Convention (all 3 days)
- E. Treasurer
1. Act as custodian of the association funds.
  2. Make monetary disbursements of association funds as decided upon the president or EB.
  3. Maintain accurate records of acquisitions and disbursements of association funds.
  4. Maintain accurate records of LUSNA membership.
  5. At the close of each semester provide a financial report for LUSNA executive board and LUSNA members.
  6. Attend SNA-SC Convention (all 3 days)
- F. Historian
1. Maintain Neuman Facebook page
  2. Take pictures at events and activities
  3. Present slide show of month's events at beginning of each meeting.
  4. Attend SNA-SC Annual Convention (all 3 days)
- G. Communications Director
1. Complete a newsletter a minimum of twice a semester
    - a. September due after September COSAR meeting
    - b. November due week after Officer Nominations
    - c. January due January 15<sup>th</sup>
    - d. March due March 15<sup>th</sup>

2. Maintain LUSNA bulletin board for updates on activities.
3. Must attend May COSAR
  - a. Communications director must email constituency about updates from May COSAR
2. Must attend SNA-SC Annual Convention (all 3 days)

## Section II: Appointed Directors

- A. Breakthrough to Nursing (BTN) Chair
  1. Provide information to area middle schools and high school concerning types of education available for becoming a graduate nurse.
  2. Encourage recruitment of minority groups into nursing.
- B. Fundraising Chair
  1. Serve as chairman of the fundraising committee.
  2. Coordinate fundraising efforts to support LUSNA.
- C. Legislation Chair
  1. Direct and supervise voter registration on the Lander University campus.
  2. Coordinate all revisions of the Lander University Student Nurses' Association constitution and bylaws with the help and input of the executive board.
  3. Direct and supervise any letter-writing campaigns deemed necessary for the help and promotion of all nurses and nursing students.
- D. Social Chair
  1. Plan at least one social activity each semester for the LUSNA membership.
- E. Delegates at Convention
  1. Must attend/cover all meetings mandatory for delegates at convention.
  2. Must attend presentation of candidates and caucusing on second day of convention.
  3. Must vote on candidate on third day of convention
  4. Must attend all three days of convention.

## Section III: Terms of Office

- A. Elected officers shall serve for one year from the adjournment of the meeting at which they are elected.
- B. Elected officers shall deliver to their successors all records, papers and other property belonging to the association within two weeks after their term of office has expired.

## Section IV: Elections

- A. Only active members may be eligible to hold executive offices.
- B. Active or associate members may be appointed to an appointed director position.
- C. All officers will be elected at the December meeting.

D. The advisor shall be nominated by the LUSNA membership annually at the April meeting. Any changes in advisor should be submitted to the LU Nursing Faculty Organization in the form of a motion.

E. Election Procedure

1. Nominations will be made one meeting prior to elections.
2. Open nominations may be taken from the floor at time of elections.
3. A plurality of votes shall elect.
4. Tie votes will have a revote cast, and if necessary after a second tie, a vote by the presiding officers will take place.

Section V: NSNA Membership

LUSNA will reimburse each member of the EB for their yearly membership in NSNA while they serve in office.

## **ARTICLE IV MEETINGS**

Section I: Regular Monthly Meetings

Regular meetings shall be held on the weeks and days of each month as established by the executive board.

Section II: Quorum

- A. Three officers and two-thirds of the membership is considered a quorum at any regular meeting
- B. Three officers are considered a quorum at any executive meeting.

Section III: Delegate Representation for NSNA or SC-SNA

Representation to conventions shall be in accordance with NSNA bylaws.

Section IV: Motions

Only LUSNA members in good standing may make motions or vote at meetings.

Section V: Openness of Meetings

The first meeting of each semester is open to non-LUSNA members. Meetings thereafter are considered closed to those that are not in good standing with LUSNA.

Section VI: Special Meetings

Special meetings may be called at any time deemed necessary by the President or Advisor. The President or Advisor should make 24 hours notice of the meeting. There must be a quorum of members or executive board to make a vote.

## **ARTICLE V ADVISOR**

Section I: Faculty Advisor

The faculty advisor (FA) shall be elected annually each April by a majority vote of the members.

Section II: Duties of the Advisor

- A. Be responsible for providing interchange of information between the EB of LUSNA and the LU faculty.
- B. Serve as a resource person consulting with the EB membership.
- C. Attend regular meetings of the association and the EB.

**ARTICLE VI  
CONVENTION**

Section I: Convention Attendance

Students attending SC-SNA convention will attend a minimum of (2) two House of Delegate meetings, all of the breakout sessions (usually 3), and (2) two additional sessions/activities for a total of (7) seven.

Section II: Convention Tuition

Students attending SC-SNA convention as representing delegates will have their NSNA dues paid by LUSNA (as LUSNA funding permits but not below 50%).

Section III: Male Room

Male students attending state convention will have the same “rate” for the hotel room as does the female students. LUSNA will fund the difference for the rooms if there is not enough money to offset the cost with attendance.