

# **Constitution and By-Laws of the Students Nurses Association of the College of Nursing Medical University of South Carolina**

## **Article I: Name and Purpose**

### **Section 1**

The organization shall be known as the Student Nurses Association of the College of Nursing, Medical University of South Carolina or SNA.

### **Section 2**

The purpose of SNA is to sponsor programs and activities to foster the highest standard of nursing education and health care and to aid individual nursing students in the development of the whole person and their professional roles.

### **Section 3**

SNA represents the Medical University of South Carolina at the national and state levels. This includes constituency in the National Student Nurses Association (membership renewal is in April), representatives of MUSC SNA attending the SNA-SC Town Hall meetings, and representatives of MUSC SNA attending the SNA-SC State annual convention meeting. Additional opportunities for participation include the National Student Nurses Association (NSNA) Mid-Year Convention and Annual Convention.

## **Article II: Membership**

### **Section 1**

Membership is extended to all Accelerated BSN students. Membership requirements are: One time dues of \$15 and participation in 5 activities per semester – one of which must be focused on Diversity and Inclusion. Non-SNA sponsored activities require event staff signature to verify participation.

### **Section 2**

Members who do not complete the 5 SNA activities in each semester will have their membership in SNA terminated at the end of the semester. Students may rejoin during the next open enrollment time period by paying the \$15 fee again.

### **Section 3**

MUSC SNA members are encouraged to join the National Student Nurses Association. A separate fee is required for this membership.

### **Section 4**

Pre-nursing majors enrolled in South Carolina accredited schools may be adjunct members and invited to participate in projects and activities. There will be a one-time fee of \$15 to join MUSC SNA as an adjunct member.

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## Article III: Officers

### Section 1

The officers of SNA shall be President, Vice President, Secretary, Treasurer, Breakthrough to Nursing Director, Community Service Director, Historian/Elections Director, Diversity and Inclusion Director, Men in Nursing Director, and SNA Class Representatives. SNA Class Representatives should include two (2) representatives from each cohort. All officers shall help to organize, represent, and mentor students throughout the accelerated BSN program.

### Section 2

The election of officers shall be each November and April to replace exiting officers. New officers will take office in December and May and assume active duties and powers. Positions will be opened to current SNA members and the vote will remain within the organization. Elections will be held during a one-week period using RedCap. A majority of the votes cast will be required to elect the officers. Election results will be hosted/announced via e-mail and updates provided to MUSC Student Programs. If any officer resigned mid-semester, there will be an immediate election held in order to fill the vacant officer seat.

### Section 3

The primary function of the President is to provide leadership to the officers and members. They should be a role model for nursing students and the nursing profession. They should project a positive image and help students understand the meaning of professionalism. The President shall be responsible for the overall operations of programs, finances, and continuity of the organization. The President shall chair meetings. The President shall plan with Historian/Elections Director elections of new officers. The President shall coordinate regularly with the MUSC College of Nursing Student Government Association President, faculty, and administration. They should provide regular feedback to faculty and administration on student issues and College of Nursing culture. The President shall be responsible for maintaining the bylaws in conjunction with the Vice President. The President will be responsible in ordering cords for all SNA members in good standing for convocation.

### Section 4

The Vice President shall assist the President with the overall operations, finances, and continuity of the organization. The Vice President shall act in lieu of the President if the President is unable to perform the duties of the office and shall succeed in the office of the President if a vacancy occurs. The primary function of this office is to coordinate fundraising events for SNA. The Vice President shall be responsible for maintaining the bylaws in conjunction with the President.

### Section 5

The Secretary shall maintain all official records of SNA. This is to include the roster of all SNA members and attendance records. The Secretary shall also assist with tracking volunteer hours and SNA events attended by SNA members. The Secretary shall notify officers and student members of all scheduled meetings and arrange space for meetings.

The Secretary shall handle all correspondence and the postings of minutes. The Secretary will work closely with the Community Service Director to track required activities and data related to members. The secretary will share all tracked events and information with the Director of Student Services to conform with the requirements of the Cleary Act.

## Section 6

The Treasurer shall be in charge of all monetary affairs of the SNA:

- a) Maintain a balanced budget and make a budget report at each meeting. The Treasurer shall also provide a copy of the budget to the Coordinator of the BSN Program Alumni Services.
- b) Expenditures should be approved by the SNA officers.
- c) Out of courtesy to future groups, the organization should aim to fund-raise an equal amount of monies spent annually. The Treasurer will also assist with collecting SNA dues and maintain current balance of dues funds. The Treasurer shall ensure that the proper signatures are on file with the appropriate agency for checking purposes.

## Section 7

The Breakthrough to Nursing Director shall reach out to Pre-nursing majors enrolled in South Carolina accredited schools to become associate members and invite them to participate in projects and activities. The Breakthrough to Nursing Director shall poll SNA members for interest in nursing topics and coordinate speakers for a monthly lecture series to cover suggested topics. The Breakthrough to Nursing Director shall be responsible for student awareness of educational opportunities, i.e. ACLS and PALS courses, etc, and legislation that impacts nurses and nursing practice. The Breakthrough to Nursing Director will coordinate with the Student Nurses Association of South Carolina regarding any updates at the state level.

## Section 8

The Community Service Director should collaborate with MUSC Gives Back to create projects at the local level to provide a service to the community while giving students an opportunity to utilize knowledge and skills. The Community Service Director shall submit an annual report of activities and complete application for MUSC Gives Back annual award. The Community Service Director will assist with tracking volunteer hours and SNA event attendances. The Community Service Director shall seek opportunities for SNA members to volunteer within the community.

## Section 9

The Historian/Elections Director shall oversee officer elections. The Historian/Elections Director shall be responsible for seeing that all documents related to SNA are archived and available to future students, updating the website, and sending updates to be included in eCONnections.

## Section 10

The Diversity and Inclusion Director will be a standing member of the College of Nursing's Diversity and Inclusion Council to help bring student issues of diversity and inclusion to the College of Nursing. The Diversity and Inclusion Director will participate in the planning of diversity and inclusion events for the College of Nursing and work to develop Diversity and Inclusion activities each semester.

## Section 11

The Men in Nursing Director will work to develop social activities and programs that relate to Men in Nursing. This includes contacting first semester male students to engage them in SNA invite them, participate in Men in Nursing, work with the Undergraduate Program Coordinator to schedule meetings and to develop one Men in Nursing activity per semester.

## Section 12

SNA Class Representatives shall be responsible for reporting pertinent information presented at meetings to their respective cohorts; this includes, but is not limited to, fundraisers, social events, volunteer opportunities, etc. SNA Class Representatives will work with the Treasurer to collect funds from their respective cohorts for events and fundraisers. SNA Class Representatives are responsible for distribution of goods purchased through fundraising/events, i.e. wristbands, t-shirts, etc. SNA Class Representatives should bring any questions, concerns, or requests from their cohorts to the meetings.

## Article IV. Meetings

### Section 1

The officers shall meet one time per month. Officers are allowed no more than two (2) unexcused absences per semester. They must e-mail the Secretary prior to the meeting in order for it to count as excused. If an officer misses more than two (2) unexcused absences per semester, they must resign from their officer position, but may still be a member of SNA. Excused absences include the following: work, school and/or emergencies.

### Section 2

The focus of the meetings should be to network, share ideas, and discuss college, state, and national topics of interest to student nurses and the nursing profession. During the meetings, important information regarding community service projects, legislative issues, membership programs, fundraising opportunities, social events, and information on educational opportunities should be shared.

### Section 3

A faculty advisor will be selected yearly. This position is to be held by a faculty member of the College of Nursing and will be voted upon by the students in April of each year.

## Article V. Constitutional Amendments

Any SNA member may introduce amendments to the SNA Constitution and By-Laws to the SNA officers. The officers will discuss the proposed amendment and introduce the proposed amendment with their recommendations at the next meeting. A majority vote of the officers will carry the amendment.

Revised April 2018