

**Constitution and By-Laws of the Student 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 optional constituency in the National Student Nurses' Association (membership renewal is in April), representatives of MUSC SNA that are NSNA members may attend the SNA-SC monthly meetings in Columbia, and representatives of MUSC SNA that are or plan to become NSNA members may attend SNA-SC State convention meeting.

Article II: Membership

Section 1

Membership is extended to all students enrolled in the ABSN and RN-BSN program. To become a new member of SNA, individuals are required to submit a one-time fee of \$15 to the SNA Treasurer and register with the SNA Secretary. Membership requirements include: (1) Submission of a one-time fee of \$15 to the SNA Treasurer and registration with the SNA Secretary. The requirements to remain an active member of SNA include the following:

1. For N1 students, participation in 3 events per semester – one of which must be focused on Diversity and Inclusion, and one must focus on Community Engagement. Non-SNA sponsored events must be verified with an SNA executive board member.
2. For N2, N3, and N4 students, participation in 4 events per semester – one of which must be focused on Diversity and Inclusion, and one must focus on Community Engagement. Non-SNA sponsored events must be verified with an SNA executive board member.
3. Members are required to obtain proof of participation at each event.

4. Attendance is required at each monthly SNA meeting, whether in person or on-line. Attendance in person is required once per semester, totaling four meetings over the course of the 16-month period of the ABSN program.
5. To be considered for a graduation cord, the member must have all their events completed for their N4 semester as well as having been an active member of SNA for at least two total semesters.

Section 2

Members who do not complete the 4 SNA events in each semester will have their membership in SNA terminated at the end of the semester. Students may rejoin during the next open enrollment period by paying a \$20 fee. Any member that takes a leave of absence from all courses during a semester can continue membership upon their return (with no additional membership dues) under these circumstances: the member met all SNA membership requirements for the semester before their absence. For example, if a member takes a leave of absence during the Summer 2021 semester, then they must have completed all Spring 2021 requirements to continue their membership in the Fall 2021 semester. If a member withdraws from a course during the semester, but is still enrolled in 1 or more other courses, they must still meet all membership requirements for that semester to remain in SNA. The executive board will review any extenuating circumstances on a case-by-case basis.

Section 3

MUSC SNA members are encouraged to join the National Student Nurses' Association. A separate \$40 fee is required for this membership.

Section 4

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

Section 5

Any student may be a member of SNA, unless an exception has been given by the Executive Director of Student Programs & Student Diversity. In addition, because MUSC is an equal opportunity, affirmative action, and public institution that values diversity, student groups wanting to be recognized by the University must be non-discriminatory. SNA will not discriminate on the basis of age, race, color, national origin, ability, religious affiliation, veteran status, sexual orientation, gender identity, gender expression, or gender.

Section 6

SNA will not participate in any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/ or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group, or University into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; or as part of any activity of a recognized student organization, student group, and university program.

Section 7

All members of SNA, including the executive council, represent both the Student Nurses' Association and the Medical University of South Carolina through their actions and behaviors on and off campus. These actions should align with the College of Nursing Student Handbook and represent the college's values, including respect, responsibility, professionalism, inclusivity, and honesty. Behavior that goes against these expectations will jeopardize members' enrollment within the Student Nurses' Association. If a violation of Section 7 occurs, the executive council will hold an impartial meeting to discuss the membership status of the individual. A majority vote agreeing that objective data has been brought forth will remove the individual from the organization. If the member in question is a member of the executive board, they will be excused from that meeting.

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 Officer (if applicable, see clause B), Diversity and Inclusion Director, Men in Nursing Director (if applicable, see clause B), and SNA Class Representatives. The N1 cohort will have 2 class representatives, while the N2, N3, and N4 cohorts will have at least one, or no more than two class representatives. All officers shall help to organize, represent, and mentor students throughout the ABSN program.

Clause A (Duties for all members of the Executive Counsel): 1. Each member of the EC is required to attend monthly general and executive meetings unless an official absence has been sent to the President prior to the meeting. 2. Each member of the EC is required to monitor the Executive Counsel's document and continuously update as needed. 3. Each member of the EC is required to complete a "Transition of Position" Checklist each semester. 4. Each member of the EC is required to uphold Article II

Section 7. 5. Each member of the EC is required to actively participate in each executive meeting. 6. Each member of the EC is expected to communicate SNA subject matter in a timely manner: within 24 hours during the week, and within 48 hours on a weekend or holiday.

Clause B: Dependent upon election turnout each semester, the executive council can use their discretion to combine responsibilities between certain board positions. The historian position may be absorbed by the secretary's position, leaving the treasurer responsible for both secretary and historian duties. If no Men in Nursing Director is appointed, the Diversity and Inclusion director will absorb MIN responsibilities, leaving the D&I director responsible for both positions' duties.

Section 2

Each executive member will hold their position for two semesters. After two semesters, the executive members may re-nominate themselves for the next election if they wish to continue holding that position. The election of officers shall occur at the beginning of each semester to replace existing officers. New officers will take office in December and May to assume active duties and powers. Positions will be voted on by the entire organization. Elections will be held during a one-week period. Only executive members that have held a position for at least one semester are qualified to self-elect to run for President and Vice-President. The member must currently hold the executive position during the time of election. A majority of the votes cast will be required to elect the officers. Election results will be announced via email 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. Each member of the EC is responsible to complete a transition of positions prior to the end of the semester.

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 Presidents shall chair meetings. The President shall coordinate regularly with the MUSC College of Nursing Student Government Association's President, faculty, and administration. The President shall act as liaison between SNA and the College of Nursing Student Government Association (SGA) by relaying information between the two organizations and providing a list of upcoming SGA events during board meetings. The President shall be responsible for maintaining and revising the bylaws each semester, in conjunction with

the Vice President. The President will be responsible for 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 in conjunction with the Treasurer and Community Service Director. The Secretary shall notify officers and student members of all scheduled meetings and arrange space for meetings. The Secretary shall handle and manage Brightspace along with correspondence of the meeting minutes. The Secretary will also be responsible for communications with Ms. Jennifer Turner to provide her with information on upcoming SNA events to be included in the eCONnections newsletter.

Section 6

The Treasurer shall be in charge of all monetary affairs of the SNA including maintaining a balanced budget and approving expenditures. The Treasurer will also assist with collecting SNA dues and maintain the current balance of dues funds. The Treasurer shall ensure that the proper signatures are on file with appropriate agencies for checking purposes. Out of courtesy to future groups, the organization should aim to fundraise an equal amount of monies spent annually.

Section 7

The Breakthrough to Nursing Director shall be responsible for professional development opportunities for members of SNA. The Breakthrough to Nursing Director shall poll SNA members for interest in nursing topics and coordinate speakers. The Breakthrough to Nursing Director is responsible for student awareness of education opportunities and legislation that impacts nurses and nursing practice. 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 will coordinate with the SNA of South Carolina regarding any updates at the state level.

Section 8

The Community Service Director shall organize one fundraiser per semester. The Community Service Director will collaborate with MUSC Gives Back and other organizations 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 the application for MUSC Gives Back Annual award.

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 eCONections. The Historian/Elections Director shall oversee the assembly of a master calendar created by the Class Representatives at the beginning of each term that lists major exams and due dates for each cohort as well as IP days for first semester students.

Section 10

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 for each semester. 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.

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 and participate in Men in Nursing events. The Men in Nursing Director shall aim 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, community engagement events, professional development events, and social events. 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. SNA Class Representatives should bring any questions, concerns, or requests from their cohorts to the meetings. SNA Class Representatives will be responsible for keeping the SNA calendar updated for cohort scheduled events, projects, tests, etc. SNA Class

Representatives are also responsible for tracking the community service and D&I events of their respective cohort. SNA Class Representatives are also responsible for approving events that were not hosted by SNA.

Section 13

The Faculty Advisor will be held by a faculty member of the College of Nursing. The Faculty Advisor will be voted on by the SNA executive board at the time when the current faculty member is no longer able to fulfill their role.

Section 14

An officer failing to maintain membership in good standing or fulfill the obligations of their position as stated above may be removed at any meeting by vote of the general membership.

Article IV: Meetings

Section 1

The officers shall meet at least one time per month. Officers must notify the Secretary prior to the meeting if they will be absent.

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 education opportunities should be shared.

Section 3

The SNA executive board will hold a meeting each month for the entire SNA organization. Topics covered will include, but are not limited to SNA current happenings, community engagement opportunities, professional development events, etc.

Article V: Constitutional Amendments

Any SNA member may introduce amendments to the SNA Constitution and By-Laws to the SNA executive board members. 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.

Article VI: Exemptions to the Constitution

In the event of a change to the Colleges normal routine (i.e., a mandated quarantine, classes are online for an extended period of time, natural disaster) exemptions can be made for the requirements of the general SNA population.

Revised January 2024 by Katelyn Matheny, President, & Mary Helen Wofford, Vice President.