



PALM BEACH STATE
COLLEGE

**PALM BEACH STATE COLLEGE NURSING
STUDENT ASSOCIATION**

CONSTITUTION AND BYLAWS

INDEX

Constitution

ARTICLE I	Name	2
ARTICLE II	Purpose	2
ARTICLE III	Membership	3
ARTICLE IV	Officers	4
ARTICLE V	Meetings	5
ARTICLE VI	Rules of Procedure	6
ARTICLE VII	Amendments	6

Bylaws

ARTICLE I	Duties of Officers	7
ARTICLE II	Selection of Officers	10
ARTICLE III	Duties of Advisors	10
ARTICLE IV	Committees	11
ARTICLE V	Impeachment	13
ARTICLE VI	Elections	14
ARTICLE VII	Finances	14
ARTICLE VIII	Publications and Advertisement	15
ARTICLE IX	External Affiliations	15
ARTICLE X	Initiation	16
ARTICLE XI	Amendments	16

CONSTITUTION

ARTICLE I – NAME

The name of this club/organization shall be the Palm Beach State College Nursing Student Association (hereinafter referred to as “PBSC-NSA”), a constituent of the Florida Nursing Students’ Association, Inc. (hereinafter referred to as “FNSA”).

ARTICLE II – PURPOSE

SECTION 1. The purpose of the PBSC-NSA shall be to:

- a. To aid in the preparation of nursing students for the assumption of professional responsibilities.
- b. To aid in the development of the whole person and that person’s responsibility for the healthcare of people in all walks of life.
- c. To provide programs representative of fundamental and current professional interest and concerns.

SECTION 2. The function of PBSC-NSA is:

- a. To provide a professional organization for nursing students and to encourage participation in meeting activities of the association.
- b. To stimulate interest in FNSA, FLN, and ANA.
- c. To participate as an active constituent of the NSNA through duly elected representatives.
- d. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
- e. To promote and encourage students’ participation in interdisciplinary activities.
- f. To have direct input into standards of nursing education, and to influence the educational process.
- g. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of persons' race, color, creed, sex, lifestyle, national origin, age or economic status.

ARTICLE III – MEMBERSHIP

SECTION 1. All currently enrolled Palm Beach State nursing students shall be eligible for membership in the PBSC-NSA. Membership is open to currently enrolled students regardless of race, color, religion, sex, national origin, age, sexual orientation, marital status, veteran status, or disability.

SECTION 2. The members of the association shall be:

a. Active members:

1. Students enrolled in the Palm Beach State College Nursing School.
2. Active members shall have all the privileges of membership.

b. Associate members:

1. Pre-nursing students enrolled in this college preparing for entrance into this school of nursing.
2. RN-BSN nursing students enrolled in this college working toward a BSN.
3. Associate members shall have all the privileges of membership except the right to hold any office position on the Junior Executive Board and any office position on the Senior Executive Board.
4. Pre-nursing students must be currently enrolled in or have completed nine credit hours of nursing prerequisites, must be actively taking nursing prerequisites and must be identified as such by the Dean/Director of this nursing school.

SECTION 3. Active and individual membership may be extended six months beyond completion of this school of nursing. Upon entrance into this school of nursing and payment of membership fees, students will have gained a two year membership into the association. Associate membership shall be renewed annually until entrance into this school of nursing.

SECTION 4. Every member that is in good standing in PBSC-NSA is a member of the Florida Nursing Student's Association, Inc.

SECTION 5. Every member shall be required to fulfill membership dues before entrance into this association. Active membership dues will be included into the cost of first semester skills lab kits. Active members who join this association beyond first or second semester shall be responsible for payment of membership dues respectively. Associate members shall be responsible for payment of membership dues respectively.

ARTICLE IV – OFFICERS

SECTION 1. Officers of this Association shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary, Newsletter Editor, Co-Editor, Treasurer, Historian and Co-Historian for each of the boards. There will also be three liaison positions: one from the Belle Glade Cohort, one from the Evening/Weekend program and one from the Distance Learning program.

- a. The boards will be as such: The Junior Executive Board overseeing first and second semester students, the Senior Executive Board overseeing third and fourth semester students. Fourth semester students vacating Executive Board positions from the Senior Executive Board the previous semester shall be liaisons to all boards and to the general membership.
- b. Only members who shall be nursing students throughout the full term of office or have the privileges of membership shall be eligible for office.

SECTION 2. The term of office for the officers shall start either the first week of May or the first week of December and continue for a minimum of one year or until their respective successors are elected.

SECTION 3. The officers shall be elected by a majority at the biannual elections held during the third week of April and the third week of November.

SECTION 4. Any member of this Association, who has been nominated by a constituent of this Association or has been nominated by the Committee of Nominations, shall be eligible to be a candidate for office subject to the requirements of the following:

- a. Candidates shall be chosen from among members in good standing with PBSC-NSA.
- b. Candidates must be in good academic standing and must have the support of the Program Director to run and maintain the office.
- c. Candidates must give their own consent to serve and agree to maintain good academic standing.
- d. All candidates must have timely access to a computer and E-mail and be knowledgeable or be willing to become knowledgeable in their operation.
- e. Vacancies of offices shall be filled by presidential appointment after the agreement of the members from respective executive board. Members who have previously declared candidacy will be given first consideration.

- SECTION 5. Officers vacating their position through attrition or any other means shall deliver to their successors all records, papers, or other property belonging to the Association at the end of their term of office.
- SECTION 6. The Executive Board members and/or liaisons will facilitate communication throughout the general membership through email.
- SECTION 7. Each officer will facilitate the exchange of information, collaborate, and communicate regularly with his/her counterpart serving in the other unit and with the office's respective liaison.
- SECTION 8. All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.
- SECTION 9. Each officer shall submit to his/her respective board an oral progress report bi-weekly at each Executive Board meeting, as needed.

ARTICLE V – MEETINGS

- SECTION 1. The regular meetings of this association shall be held at such times and places as may be determined by both Presidents and Advisors.
- SECTION 2. Special meetings may be called by the President, or upon the request of any said member of the organization, and shall notify all officers and Advisors via email and telephone call. Emergency cancellations of a meeting shall be notified to all appropriate persons via email and telephone if the cancellation is within 48 hours of the scheduled meeting.
- SECTION 3. All meetings of this association shall be in the presence of one or both advisors. In the event that neither advisor can attend, a willing instructor of the Nursing program may attend.
- SECTION 4. All meetings of this association shall be open to any nursing student currently enrolled in a state-approved school of Registered Nursing, to special guests of the association, and to consultants, unless otherwise voted on before a specified meeting.
- SECTION 5. In the event that an officer or liaison fails to uphold duties and responsibilities as a PBSC-NSA officer, the remaining Executive Board members may vote to remove said officer from the position (as well as attendance to convention: fall semester applies to the State Convention and spring semester applies to the National Convention) by a two-thirds vote. The following shall be considered failure to perform duties:

a. Two unexcused Executive Board meetings (per semester) absences, without advance notice. President must approve absence for extreme extenuating circumstances prior to the meeting.

b. Failure to perform duties for the office/position as outlined in these bylaws.

SECTION 6. In the event that two-thirds of a vote is in the affirmative to remove said member, the following notifications will be made:

a. The President will notify said member in writing.

b. Official notification will be sent to the remaining members of the Board.

c. Documentation will be maintained by the Recording Secretary.

SECTION 7. Executive Board meetings shall take place bi-monthly. General membership is invited to all PBSC-NSA meetings.

SECTION 8. A quorum for the conduct of official business shall be defined a 95% of the Executive Boards of the voting membership..

ARTICLE VI – RULES OF PROCEDURE

SECTION 1. The most current version of Robert’s Rules of Order shall be the parliamentary authority of this club/organization. Should Robert’s Rules of Order conflict with this Constitution, this Constitution takes priority.

SECTION 2. In order to maintain active status, PBSC-NSA agrees to abide by those rules and procedures, including financial regulations of Palm Beach State College, which pertain to all student clubs/organizations.

ARTICLE VII – AMENDMENTS

SECTION 1. This constitution may be amended at the first meeting of the Executive Board after elections.

SECTION 2. All proposed amendments shall be prepared by the Constitution and Bylaws Committee and submitted to the Executive Board for approval at least one month before the first meeting of the Executive Board after elections.

SECTION 3. Proposed amendments may be submitted to the Constitution and Bylaws Committee by any member of the association.

SECTION 4. An amendment to this constitution shall become effective immediately upon its approval at the first meeting of the Executive Board after elections, unless the amendment specified a time for its going into effect.

SECTION 5. This constitution may be amended with a ninety-five (95%) vote from the Executive Board members of both boards and Liaisons, provided previous notice of the intent to amend the constitution was given.

BYLAWS

ARTICLE I – DUTIES OF OFFICERS

SECTION 1. The duties of the President shall be to:

- a. Preside at all meetings of this Association and of the Executive Board.
- b. Appoint special committees with the approval of the corresponding Executive board.
- c. Serve as an ex-officio member of all committees except the Committee of Nominations and Elections.
- d. Approve expenditures as submitted by the corresponding board.
- e. Represent this Association in professional matters to other organizations.
- f. Appoint tellers who shall act as inspectors of the election(s), and said teller will deliver untampered cast ballots to advisors for counting and tabulation.
- g. Have an annual report available to the general membership on election of new officers.
- h. Maintain open lines of communication with all Executive Board members.
- i. Function as a resource person to all PBSC-NSA members.
- j. Schedule and notify Executive members of the date, time and location of all meetings of this Association.
- k. Attend Inter-Club Council (ICC) meetings or find an appointee to do so.

SECTION 2. The duties of the Vice-President shall be to:

- a. Assist the President.
- b. In the event of a vacancy occurring in the office of the President, the Vice-President shall assume the duties of the President. In the event of a vacancy in the

office of the Vice-President, the vacancy would be filled by presidential appointment with the advice of the Executive Board.

- c. Make revisions to the PBSC-NSA bylaws, as the chairman of the Constitution and Bylaws Committee as necessary, following the annual FNSA State meeting.
- d. Submit a set of revised PBSC-NSA bylaws and a constituency application to FNSA by the deadline date.
- e. Organize community service/fundraising activities and appoint delegates to specific tasks for these services.
- f. Perform all other duties pertaining to this office.

SECTION 3. The duties of the Corresponding Secretary shall be to:

- a. Notify appropriate members of the newly elected board members.
- b. Maintain current list of the present board members' and advisors' email addresses and phone numbers.
- c. Email revised Executive Board email list to the Nursing Department Web Master for posting on the NSA web site at the beginning of each semester and as revisions occur.
- d. Check PBSC-NSA mailboxes and distribute mail to appropriate recipients.
- e. Write letters for the Executive Board, as necessary—invitations and thank you notes to the speakers and vendors to the Scholarship Fair and NSA Day participants.
- f. Maintain a calendar of the semester and annual events. Email the calendar to the Nursing Program Web Master for posting on the NSA web site.
- g. Work to increase public media presentations of nurses as professionals to promote a positive image of nurses and of the profession.
- h. Perform all other duties pertaining to this office.

SECTION 4. The duties of the Recording Secretary shall be to:

- a. Record minutes of all meetings of the Executive Board.
- b. Type the minutes of each meeting, following the example of previous minutes, and email to the members of all three Executive Boards including the Advisors.
- c. At each meeting, present the minutes of the previous meeting for the Executive Board for approval.
- d. Call roll and maintain attendance at each Executive Board meeting.

- e. Keep on file as permanent record all important reports, documents, agendas, minutes, and papers submitted.
- f. Co-sign with the President, when the need arises, all documents concerning association business.
- g. Maintain a file of NSA minutes ensuring completeness of the file at the end of term.
- h. Perform all other duties pertaining to this office.

SECTION 5. The duties of the Treasurer shall be to:

- a. Attend the Inter-Club Council (ICC) annual budget meeting each fall semester.
- b. Act as custodian of organization funds and deposit these funds in the appropriate account.
- c. Make monetary disbursements with the approval of the Executive Board.
- d. Keep an itemized list or account of all receipts and disbursements.
- e. Reimburse officers or PBSC-NSA members for authorized expenses incurred.
- f. Keep a record of all financial and historical documents and submit all financial records to the Student Government Association and/or the Financial Affairs Office, as required.
- g. Sign all financial documents.
- h. Turn in all financial records for re-issue to the new Treasurer when required or appropriate.
- i. Comply with the Cash Collection & Deposit Procedures set forth in Board Policy 6Hx-18-n.03.
- j. Perform all other duties pertaining to this office.

SECTION 6. The duties of the Historian shall be to:

- a. Serve as the Chairman on the Committee of Special Events.
- b. Keep a record of the activities that PBSC-NSA participates in at local, state, or national levels.
- c. Report all activities to Vital Signs Editor.
- d. Work with the Co-Historian to assist with responsibilities.
- e. Submit all materials and records of events to his/her successor.
- f. Perform all other duties pertaining to this office.

SECTION 7. The duties of the Newsletter Editor shall be to:

- a. Organize, publish and distribute a minimum of one Vital Signs student newsletter per semester with the Co-Editor.
- b. Appoint an editorial staff to assist with general publications.
- c. Perform all other duties pertaining to this office.

SECTION 8. The duties of the Co-Historian shall be to assist the Historian as needed.

SECTION 9. The duties of the Co-Editor shall be to assist the Editor as needed.

ARTICLE II – SELECTION OF OFFICERS

SECTION 1. The nomination of officers shall occur once each semester two weeks prior to the executive board elections.

SECTION 2. Any active student member may nominate someone or him/herself for office by signing his/her name on the approved nominations form, wherever posted, thereby affirming the individual for the election process.

- a. The nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 and 4 in the constitution).
- b. Absentee/proxy ballots are not permitted in the nomination process.

SECTION 3. Candidates may begin campaigning one week prior to the day of elections. If a candidate fails to meet these deadlines he/she may be considered as a write-in candidate on the election ballot on the day of elections.

SECTION 4. If during a semester, an officer position becomes vacant for any reason, the President of the respective board will appoint an individual to this position, with the approval of the respective board.

ARTICLE III – DUTIES OF ADVISOR

SECTION 1. Advisors shall counsel and advise the officers and members of PBSC-NSA as the need arises.

SECTION 2. Faculty advisors shall be selected by the director of PBSC Nursing Program.

SECTION 3. The duties of the advisors shall be to:

- a. Attend the regular meetings
- b. Sign documents on behalf of the PBSC-NSA as appropriate, including room reservation forms, recognition forms, travel forms, etc.

- c. Act as a consultant for PBSC-NSA and any projects and special committees in organization.
- d. Act as a liaison between the College and PBSC-NSA, representing the interests of each.

SECTION 4. The advisors shall not have voting privileges in election process of selecting an executive board.

ARTICLE IV – COMMITTEES

SECTION 1. A standing committee shall be composed of members of this association and shall assume such duties as are assigned by the President and specified by the constitution and the bylaws.

SECTION 2. The Standing Committee chairperson shall submit to the President a written report bi-weekly at each Executive Board Meeting.

SECTION 3. There shall be the following Standing committees, which shall consist of members appointed by the President:

- a. Constitution and Bylaws Committee
- b. Committee on Breakthrough to Nursing
- c. Committee on Planning
- d. Committee on Nominations and Elections
- e. Committee on Special Events
- f. Committee on Resolutions
- g. Ad-hoc Committees

SECTION 4. The Constitution and Bylaws Committee shall:

- a. Be chaired by the Vice President and consist of members of the general membership and/or members of the board. These members shall be appointed to the committee by the Vice President.
- b. Receive suggestions for amendments to these bylaws.
- c. Submit all proposed amendments to the Executive Board of this association and the FNSA Committee on Bylaws for review and approval.
- d. Review the respective bylaws and refer recommendations for action thereof to the Executive Association.

SECTION 5. The Committee on Breakthrough to Nursing shall:

- a. Be chaired by an association member appointed to the position by the President and approved by the Executive Board at the first Executive Board meeting after elections.
- b. Encourage each member to participate in the BTN project by:
 1. Suggesting new ideas for BTN.
 2. Attending BTN projects.
 3. Offering help as needed.
- c. Initiate an exchange of ideas and information regarding BTN among NSNA, FNSA, and local chapters.
- d. Submits the BTN chapter project to the FNSA State Convention.
- e. Perform all other duties pertaining to the office.

SECTION 6. The Committee on Planning shall:

- a. Be chaired by the Recording Secretary.
- b. Work in conjunction with the consultant and President.
- c. Consist of members from the general membership.
- d. Assemble a tentative planning calendar to be distributed at the beginning of each semester.
- e. Perform all other duties pertaining to this office.

SECTION 7. The Committee on Nominations and Elections shall:

- a. Be chaired by an association member appointed to the position by the President and approved by the Executive Board at the first Executive Board meeting after elections.
- b. Consist of members from the general membership.
- c. Have the responsibility of nominations, pre-election activities, and the voting procedure during the election.
- d. In the event the Chairperson runs for a vacated PBSC-NSA office, he/she will no longer to be involved with the Nomination and Election Committee. The President will appoint a new NEC Chairperson with the Executive Board's approval.
- e. Committee members shall resign from the Nomination and Election Committee in the event they decide to run for PBSC-NSA office.
- f. Perform all other duties pertaining to the office.

SECTION 8. The Committee on Special Events shall:

- a. Be chaired by the Historian
- b. Consist of members from the general membership.
- c. Have the responsibility of planning and organizing Nursing Student's Day, also known as (NSA Day).
- d. Perform all other duties pertaining to the office.

SECTION 9. The Committee on Resolutions shall:

- a. Be chaired by the President and consist of members of the general membership and/or members of the board. These members shall be appointed to the committee by the President.
- b. Work in conjunction with the Executive Board.
- c. Write resolutions for the Executive Board to present at Convention.
- d. Implement specified actions as proposed in newly adopted resolutions.

SECTION 10. Ad-hoc Committees

- a. Shall be formed by the President, as deemed necessary, to investigate matters of immediate concern.
- b. The Chairperson and members of the ad-hoc committee will be appointed by the President, to be approved by a majority of the voting members of the organization.

SECTION 11. All committee chairpersons shall serve a term of one year. In the event of a vacancy, the President shall appoint a new chairperson to the position with the approval of the Executive Board.

SECTION 12. The Executive Board, at its discretion, shall establish any other committees deemed necessary to carry on the work of the association, and determine the functions, aims, and membership of such committees.

ARTICLE V – IMPEACHMENT

SECTION 1. Officers and/or members may be impeached on the basis of not fulfilling the purposes and policies of PBSC-NSA as outlined in the Constitution and Bylaws or for violation of College and/or financial procedures.

SECTION 2. Any member of the PBSC-NSA may initiate impeachment proceedings by giving written notice to the President. If it is the President who is being impeached, notice should be given to the Vice-President.

- SECTION 3. Upon formal notification, it is the responsibility of the President (or Vice-President) to convene an ad-hoc committee of inquiry to consider the filed allegations.
- SECTION 4. Any individual who is impeached shall be given full notice of the allegations against him/her and shall have an opportunity to respond to them.
- SECTION 5. The ad-hoc committee of inquiry will investigate allegations, determine the validity of the charges, and make recommendations regarding sanctioning to the full body for its consideration.
- SECTION 6. Recommendations for sanctioning made by the ad-hoc committee of inquiry must be approved by two-thirds (2/3) of the members present and voting, in order to be implemented.
- SECTION 7. Possible sanctions include, but are not limited to, reprimand, censure, and/or removal.
- SECTION 8. An individual may appeal his/her sanction by submitting an appeal request to the advisor of the organization within ten (10) calendar days of his/her notification of the sanction. If it is the advisor who has been sanctioned, appeals should be directed to the President.
- SECTION 9. An appeal may be requested only on the basis of one of the following two claims:
- a. That there was procedural error in the conduct of the impeachment proceedings.
 - b. That there is significant new evidence which was previously not available.
- SECTION 10. The advisor shall determine whether there are grounds for appeal and may choose to affirm the sanction or remand the case for a rehearing by a new ad-hoc committee of inquiry.
- SECTION 11. If an appeal hearing is granted based upon one of the conditions in Section 9, it will be conducted in accordance with the provisions of Sections 5-7, and with new evidence submitted or procedural error removed.

ARTICLE VI – ELECTIONS

- SECTION 1. Elections shall be held three weeks prior to the end of each semester.
- SECTION 2. Candidates for offices shall be eligible provided they have met the requirements for that office as stated in Article IV of the Constitution.
- SECTION 3. All elections shall be by ballot. A tie shall be decided by a re-vote, and if necessary by casting a lot.

SECTION 4. If at the time of elections, a current board member chooses not to fulfill his or her year long commitment, the said board member will submit a resignation letter to the President of the respective board and at that time the position will be considered “open.” Any student wishing to declare candidacy for that position may do so. However, at the end of each third semester all executive board positions must be vacated as to avoid conflict with upcoming Junior Board members advancing to Senior Board to fulfill their yearlong terms.

ARTICLE VII – FINANCES

SECTION 1. All finances shall be handled in accordance with the established Cash Collection & Deposit Guidelines for Student Activities fiscal procedures.

SECTION 2. Membership dues shall be \$70.00 dollars per two years in accordance with the constituent organization, NSNA. Dues are collected as part of the skills lab kit fee during the fall and spring semesters. No membership dues will be collected during summer terms. All members, including officers, are required to pay membership dues. Only the advisor shall be exempt from paying membership dues. Once payment has been processed, no refunds will be granted.

SECTION 3. The Treasurer (in conjunction with the President and Advisor) shall propose a budget for the entire year.

SECTION 4. PBSC-NSA funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under College, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

SECTION 5. It is the outgoing Treasurer’s responsibility to compile and present all documents and information about the previous and current budget to the new Treasurer.

SECTION 6. In the event that PBSC-NSA ceases to exist, any funds remaining in the PBSC-NSA’s account shall be deposited into the Campus Student Activities Office general account.

ARTICLE VIII—PUBLICATIONS AND ADVERTISEMENT

SECTION 1. All publications of PBSC-NSA must comply with the Palm Beach State College Relations and Marketing department’s branding guidelines and graphic standards.

SECTION 2. The Secretary, President, and Advisor must unanimously approve all publications, shirts, flyers, and other forms of advertising/marketing prior to duplication and distribution. All flyers to be posted must be submitted and approved by the Campus Student Activities Office.

ARTICLE IX– EXTERNAL AFFILIATIONS

SECTION 1. The PBSC-NSA Chapter is a constituent of the Florida Nursing Student Association (FNSA) and the National Student Nurses' Association (NSNA). The mission of these organizations is to organize, represent and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs; convey the standards and ethics of the nursing profession; promote development of the skills that students will need as responsible and accountable members of the nursing profession; advocate for high quality health care; advocate for and contribute to advances in nursing education; and develop nursing students who are prepared to lead the profession in the future. To ensure all the rights and privileges inherent to FNSA and NSNA membership, constituent associations must conform to FNSA and NSNA bylaws in regard to purpose and function, membership (active and associate), representation to FNSA and NSNA meetings and dues by submitting annually the Official application for FNSA and NSNA Constituency Status.

ARTICLE X – INITIATION

SECTION 1. PBSC-NSA does not engage in any initiation procedures which would be considered illegal under Florida Statute 1006.63 and/or applicable federal law.

SECTION 2. Each year, every member, will be provided with a copy of Palm Beach State College's Board policy 6Hx-18-3.41, Hazing: Suspension of a student; Suspension of a Student Organization.

ARTICLE XI – AMENDMENTS

SECTION 1. These bylaws may be amended at the first meeting of the Executive Board after elections.

- SECTION 2. All proposed amendments shall be prepared by the Constitution and Bylaws Committee and submitted to the Executive Board for approval at least one month before the first meeting of the Executive Board after elections.
- SECTION 3. Proposed amendments may be submitted to the Constitution and Bylaws Committee by any member of the association.
- SECTION 4. An amendment to these bylaws shall become effective immediately upon its approval at the first meeting of the Executive Board after elections, unless the amendment specified a time for its going into effect.
- SECTION 5. These bylaws may be amended with a ninety-five (95%) vote from the Executive Board members of both boards and Liaisons, provided previous notice of the intent to amend the bylaws was given.

History of Constitution

Created: *August 1998*

Revised: *August 2011 by PBSC-NSA Junior Vice-President*