



Palm Beach Community College

Nursing Student Association

2008-2009 Bylaws

ARTICLE I

NAME

The name of the organization shall be the Palm Beach Community College Nursing Student Association (hereinafter referred to as "PBCC-NSA"), a constituent of the Florida Nursing Students' Association, Inc. (hereinafter referred to as "FNSA").

ARTICLE II

PURPOSE AND FUNCTION

Section 1. The purpose of PBCC-NSA is:

- 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 PBCC-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. The members of the association shall be:

- a) Active members:
 - a. Students enrolled in the Palm Beach Community College Nursing School.
 - b. Active members shall have all the privileges of membership.
- b) Associate members:
 - a. Pre-nursing students enrolled in this college preparing for entrance into this school of nursing.
 - b. 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.
 - c. 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 2. 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 3. Every member that is in good standing in PBCC-NSA is a member of the Florida Nursing Student's Association, Inc.

Section 4. 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 QUALIFICATIONS AND DUTIES

Section 1. Officers of this Association shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary, Newsletter Editor, Editorial Staff, Treasurer, and Historian for each of the boards. There will also be three liaison positions: one from the Belle Glade Initiative, one from the Part-time program and one from the On-line program.

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.

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. Officers shall be elected during the third week of April and the third week of November and shall take office during the 1st week of May and the 1st week of December, respectively, to serve for a minimum of one year or until their respective successors are elected.

Section 3. 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 PBCC-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) Unplanned vacancies will be filled by the presidential appointment after the agreement of the members from respective executive board. Members who have previously declared candidacy will be given first consideration.

Section 4. 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 5. The Executive Board members and/or liaisons will facilitate communication throughout

the general membership through email.

Section 6. 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 through email.

Section 7. The President shall:

- (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 PBCC-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.
- (l) perform all other duties pertaining to this office.

Section 8. The Vice President(s) shall:

- (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 PBCC-NSA bylaws, as the chairman of the Committee on Bylaws as necessary, following the annual FNSA State meeting.
- (d) Submit a set of revised PBCC-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 the office.

Section 9. The Corresponding Secretary shall:

- (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 PBCC-NSA mailboxes and distribute mail to appropriate recipients.
- (e) Write letters for the Executive Board, as necessary.
 - (1) Write invitations and thank you notes to the speakers and vendors to the the Scholarship Fair and NSA Day participants.
- (f) Maintain calendar of 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 the office.

Section 10. The Recording Secretary shall:

- (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 3 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 the office.

Section 11. The Treasurer shall:

- (a) Attend the Inter-Club Council 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 PBCC-NSA members for authorized expenses incurred.
- (f) Perform all other duties pertaining to the office

Section 12. The Historian shall:

- a) Serve as the Chairman on the Committee of Special Events.
- b) Keep a record of the activities that PBCC-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.

Section 13. The Newsletter Editor shall:

- 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 14. Each officer shall submit to his/her respective board an oral progress report bi-weekly at each Executive Board meeting, as needed.

ARTICLE V

ELECTIONS

Section 1. The officers of this association shall be elected three weeks prior to the end of each semester.

Section 2. All elections shall be by ballot. A tie vote shall be decided by a re-vote, and then if

necessary by casting a lot.

Section 3. All candidates must declare their candidacy or acceptance of a candidacy nomination two weeks prior to the day of elections. Candidates may begin campaigning one week prior to the day of elections. If a candidate fails to meet these deadlines he or she may be considered as a write-in candidate on the election ballot on the day of elections.

Section 4. First semester students are eligible to run for Junior Board positions. If elected, these individuals will serve for one year. Therefore, in their third semester, they will advance to their respective positions on the Senior Board.

Section 5. Senior Board members must vacate their positions at the end of their third semesters due to the fact their tenure has been served. Under no circumstance should an officer exceed tenure. If these individuals choose to remain active during their fourth semester, they will advance to the position of Senior Palm Beach Community College Nursing Student Association Liaisons.

Section 6. Liaisons are responsible for serving as mentors to the respective officers of both Boards. Liaisons will have a vote in all issues concerning the PBCC-NSA. Liaisons may represent PBCC at all national, state and local pre-conventions and conventions but are not required.

Section 7. 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.

Section 8. 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 VI

MEETINGS

Section 1. Meetings of this association shall be held at such times and places as may be determined by both Presidents and Advisors. In the event of an emergency cancellation of a meeting, the President shall notify all officers and Advisors, via email and telephone call, if the cancellation is within 48 hours of the scheduled meeting.

Section 2. 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 3. 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 4. In the event that an officer or liaison fails to uphold duties and responsibilities as a PBCC-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 (2/3) vote. The following shall be considered failure to perform duties:

1. Two unexcused Executive Board meetings (per semester) absences, without advance notice. President must approve absence for extreme extenuating circumstances prior to the meeting.
2. Failure to perform duties for the office/position as outlined in these bylaws.

If 2/3 vote is in the affirmative to remove said member, the following notifications will be made:

1. The President will notify said member in writing.
2. Official notification will be sent to the remaining members of the Board.
3. Documentation will be maintained by the Recording Secretary.

Section 5. Bi-Monthly meetings of the Executive Board shall take place. General membership is invited to all PBCC-NSA meetings.

ARTICLE VII

REPRESENTATION

Section 1. The voting body of all meetings of this association shall consist of the duly elected officers/liaisons and duly accredited members of the association.

ARTICLE VIII

EXECUTIVE BOARD

Section 1. The officers of this association shall constitute the Executive Board.

Section 2. The advisors shall serve on this board as ex-officio members without a vote.

Section 3. The Executive Board shall:

- a) Represent Palm Beach Community College at the FNSA Pre-Convention (if possible), FNSA State Convention and the NSNA National Convention.
- b) Meet at such times deemed necessary by the Executive Board.
- c) Transact business of the association between meetings of the association and shall report such transactions at the next meeting.

Section 4. Replacement of Executive Board Members shall be handled in the following manner:

- a) In the event that an Executive Board member fails to uphold the duties and responsibilities as an PBCC-NSA officer, or has two unexcused meeting absences, the remaining respective Executive Board members may vote to remove said officer from the position by a two-thirds (2/3) vote, effective immediately.
- b) At the time of vacancy, any active member of PBCC-NSA may be appointed by the President as an interim replacement for the former Executive Board member after the

President consults with the remaining members of the Executive Board. The interim Executive Board member will assure open lines of communication with appropriate committees, and/or any other group or individual as required by the duties and responsibilities of the vacated office.

- c) All PBCC-NSA members will be notified of the vacancy prior to the following Executive Board meeting via reasonable means of communication.
- d) Active members of PBCC-NSA wishing to run for the office will be required to attend the following Executive Board meeting to announce their intent. The new Executive Board member shall be selected from the list of all interested members by a majority vote of the Executive Board and will take office immediately following appointment. This procedure will also apply to offices made vacant due to voluntary resignation of any Executive Board member except the President.

Section 5. FNSA State Convention and NSNA National Convention:

- a) Active officers are encouraged to attend convention. In the event that all officers and/or liaisons can not attend, members of the general membership shall be sent in their place. The way in which a member(s) from the general membership will be chosen to attend convention shall be determined at that time.
- b) In the interval between meetings of the Executive Board, the President of the association may refer and submit by mail or electronic mail to the members of the Executive Board definite questions relating to the affairs of the association, which, in the opinion of the President, require immediate action on the part of the Executive Board. The result of such referendum which requires a majority vote of the members of the Executive Board, officers, and committees, provided such action is not inconsistent with the bylaws or the policies of the association, or resolutions passed by the association.

Section 6. The Executive Board shall approve expenditures and the budget as submitted by the Advisor.

Section 7. The Executive Board shall perform all other duties as may be specified in these bylaws. Officers shall deliver to their successors all records, papers, or other property belonging to the association, in proper order, no later than the close of the annual meeting.

Section 8. In the event that any Executive Board member fails to satisfactorily perform the duties of their office, official notification shall be sent to the board member as deemed appropriate by the Executive Board.

Section 9. All Executive Board members shall be responsible for promoting membership.

Section 10. In the event that a board member is accused of inappropriately representing this association while in an official capacity due to conduct unbecoming of a professional, said board member will be notified by the President and asked to appear before the Advisors and the appropriate Board within 14 days in order to respond.

ARTICLE IX

Advisors

Section 1. Advisors shall counsel and advise the officers and members of this association as the need arises.

ARTICLE X

STANDING 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 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) Committee on Bylaws.
- b) Committee on Breakthrough to Nursing (BTN).
- c) Committee on Childhood Amblyopia Prevention Screening (CAPS).
- d) Committee on Planning.
- e) Committee on Nominations and Elections (NEC).
- f) Committee on Special Events.
- g) Committee on Resolutions.

Section 4. The 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 :
 - a. suggesting new ideas for BTN.
 - b. attending BTN projects.
 - c. offering help as needed.
- c) Initiate an exchange of ideas and information regarding BTN among NSNA, FNSA, and local chapters.
 - a. submits the BTN chapter project to the FNSA State Convention.
 - b. Perform all other duties pertaining to the office.

Section 6. The Committee on Childhood Amblyopia Prevention Screening 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) Work in conjunction with the BTN chairperson for FNSA and with Prevent Blindness of Florida when appropriate.
- c) Maintain contact with the BTN chairperson for FNSA.
- d) Consist of members from the general membership.
- e) Write articles related to CAPS for the *Vital Signs*.
- f) Perform all other duties pertaining to this office.

Section 7. The Committee on Planning shall:

- a) Be chaired by the Recoding 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 8. 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 election.

- d) Perform all other duties pertaining to the office.
- e) In the event the Chairperson runs for a vacated PBCC-NSA office, he/she will no longer be involved with the Nomination and Election Committee. The President will appoint a new NEC Chairperson with the Executive Board's approval.
- f) Committee members shall resign from the Nomination and Election Committee in the event they decide to run for an PBCC-NSA office.

Section 9. 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 10. 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 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 XI

FISCAL YEAR

Section 1. The fiscal year of this association shall be from the fall term (August 1) through the summer term (July 31) each year.

ARTICLE XII

PARLIAMENTARY AUTHORITY

Section 1. All meetings of this organization shall be conducted according to the parliamentary law as set forth in the most current version of Robert's Rules of Order where the rules apply and are not in conflict with these bylaws.

ARTICLE XIII

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 Committee on Bylaws and submitted to the Executive Board for approval at least one (1) month before the first meeting of the Executive Board after elections.

Section 3. Proposed amendments may be submitted to the Committee on Bylaws 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.

Voted and accepted 100% 10-18-07