Palm Beach State College
Nursing Student Association

BYLAWS
2016-2017
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ARTICLE I – NAME OF ORGANIZATION

SECTION 1. 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 Student Nurses' Association, Inc. (hereinafter referred to as "FNSA").

ARTICLE II – PURPOSE AND FUNCTION

SECTION 1. The purpose of NSA is:
A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
B. To provide programs representative of fundamental interests and concerns to nursing students.
C. To aid in the development of the whole person, including his/her professional role, his/her responsibility for health care of people in all walks of life.

SECTION 2. The functions of NSA shall include the following:
A. To have direct input into standards of nursing education and influence the education process.
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 towards health care and the resolution of related social issues.
D. To represent nursing students to the consumer, to institutions, and other organizations
E. To promote and encourage students' participation in interdisciplinary activities.
F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
G. To promote and encourage collaborative relationships with nursing and health related organizations.
ARTICLE III – MEMBERSHIP

SECTION 1. School Constituent:
A. School constituent membership is composed of active or associate members who are members of the NSNA and the state association when one exists.
B. PBSC – NSA shall be composed of at least 10 members from Palm Beach State College or the total school enrollment if less than 10. There shall be only one chapter on this school campus.
C. For yearly recognition as a constituent, an officer of the PBSC – NSA shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
D. A constituent association that fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Executive board, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
E. PBSC – NSA is an entity separate and apart from NSNA and its administration of activities, with NSNA and PBSC – NSA exercising no supervision or control over these immediate daily and regular activities. NSNA and FNSA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of PBSC – NSA or the members thereof. In the event any legal proceedings are brought against NSNA and FNSA, PBSC – NSA will indemnify and hold harmless the NSNA and FNSA from any liability.

SECTION 2. Categories of Constituent Membership
Members of the constituent associations shall be:
A. Active members
   1. Students enrolled in state approved programs leading to licensure as a registered nurse.
   2. Registered nurses enrolled in programs leading a baccalaureate degree with a major in nursing.
   3. Active members shall have all the privileges of membership.
B. Associate members
   1. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
   2. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.
C. Individual members
   1. Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in NSNA bylaws.
D. Active and associate membership shall be renewable annually.

SECTION 3. Active and associate NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program
ARTICLE IV – DUES

SECTION 1. Palm Beach State College’s ASN program automatically includes the cost of FNSA/NSNA dues for membership in tuition (“full-enrollment”). Any student who does not wish to be a member of FNSA/NSNA may opt out of paying membership dues and will be reimbursed.

SECTION 2. Payment of National Student Nurses' Association and FNSA dues is a prerequisite for membership in PBSC-NSA.

SECTION 3. Membership in FNSA/NSNA is for either a one or two-year period, starting with the first of the month in which a student membership form and dues are received by NSNA. Two dues payment options are available:
- Option 1: One-year membership is thirty five dollars ($35.00),
- Option 2: One-year renewal membership is forty dollars ($40.00),
- Option 3: Two-year membership is seventy dollars ($70.00).

SECTION 4. Sustaining membership dues for FNSA shall be thirty dollars ($30.00) for each individual student.

SECTION 5. Sustaining membership shall be for the period starting with the first of the month in which a sustaining membership form and dues are received by FNSA.

SECTION 6. The school association Executive board shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.

SECTION 7. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.

SECTION 8. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE V – OFFICERS

SECTION 1. The officers of this association shall consist of a President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Newsletter Editor, Co-Editor, Historian and Co-Historian. 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:
1. The Junior Executive Board overseeing first and second semester students.
2. Senior Executive Board overseeing third and fourth semester students.
3. 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. Responsibilities
A. The Executive Board shall be responsible for:
   1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
   2. Filling vacancies in any office by two-thirds majority vote of Executive board except the office of President.
   3. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.

SECTION 5. A quorum for the board meetings shall be the president, vice president, three other board members and one faculty advisor.

SECTION 6. 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 7. 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 8. The Executive Board members and/or liaisons will facilitate communication throughout the general membership through email.

SECTION 9. 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.

ARTICLE VI – QUALIFICATION AND DUTIES OF OFFICERS

SECTION 1. The President shall:
A. Preside at all meetings of this association and of the Executive board
B. Appoint special committee with 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.

L. Perform all other duties pertaining to the office and represent this association in all matters to the local state nurses association, the local league for nursing, state nursing student association, National Student Nurses' Association, and other professional and student organizations.

M. Shall serve as chairperson of the PBSC – NSA

SECTION 2. The Vice President shall:

A. Shall assist the President as delegated and act as advisor to 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. Shall preside at meetings in the absence of the President.

D. Make revisions to the PBSC-NSA bylaws, as the chairman of the Constitution and Bylaws Committee as necessary, following the annual FNSA State meeting.

E. Submit a set of revised PBSC-NSA bylaws and a constituency application to FNSA by the deadline date.

F. Organize community service/fundraising activities and appoint delegates to specific tasks for these services.

G. Perform all other duties pertaining to this office.

SECTION 3. The Corresponding Secretary shall:

A. Notify appropriate members of the newly elected board members elected board.

B. Shall keep on file as a permanent record all reports, papers and documents submitted to the Secretary.

C. Refer to dully appointed committees the necessary records for the completion of business.

D. Forward minutes to the state nursing student association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment.

E. Deliver to the newly elected Secretary all association papers.

F. Deliver all minutes to the state nursing association and all associated papers.

G. Maintain current list of the present board members' and advisors' email addresses and phone numbers.

H. 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.

I. Check PBSC-NSA mailboxes and distribute mail to appropriate recipients.

J. Write letters for the Executive Board, as necessary; such as, invitations and thank you notes to the speakers and vendors to the Scholarship Fair and NSA Day participants.
K. 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.
L. Work to increase public media presentations of nurses as professionals to promote a positive image of nurses and of the profession.
M. Perform all other duties pertaining to this office.

SECTION 4. 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 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 Treasurer shall:
A. Shall serve as chairperson of the budget/finance committee.
B. Submit financial reports to the membership as directed by President.
C. Prepare financial reports submitted at the monthly Executive board Meeting.
D. Remit payment for approved debits according to the following:
   a. Disbursement of Funds
      i. Requests for disbursement of funds shall be made in writing to the Executive board.
      ii. Upon approval the treasurer will issue checks for those requests approved.
      iii. No funds will be disbursed without prior approval.
E. Attend the Inter-Club Council (ICC) annual budget meeting each fall semester.
F. Act as custodian of organization funds and deposit these funds in the appropriate account.
G. Make monetary disbursements with the approval of the Executive Board and consultants.
H. Keep an itemized list or account of all receipts, dues received, disbursements, and any and all monetary transactions.
I. Request for disbursement of funds shall be made in writing to the executive board.
J. Reimburse officers or PBSC-NSA members for authorized expenses incurred.
K. Summit financial reports to members, as directed by President.
L. Prepare financial reports to be presented at Executive Board meetings.
M. Turn in all financial records for re-issue to the new Treasurer when required or appropriate.
N. Perform all other duties pertaining to this office.
SECTION 6. The Historian shall:

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 Newsletter Editor shall:

A. Submit articles to The Pulse
B. Submit articles to Imprint "Happenings" column according to publication deadline.
C. Submit association activities to school yearbook.
D. Keep bulletin board up-to-date.
E. Prepare a school newsletter and maintain web site as directed by the Executive board.

SECTION 5. Absences

A. Members of the Executive board who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Executive board and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
B. An officer may also be removed from office by a plurality vote of the members of the Executive board present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.
C. Prior notification of two weeks shall be given to the individual in question and a special Executive board meeting shall be held to review the circumstances.

ARTICLE VII – ELECTION OF OFFICERS

SECTION 1. The officers of this association shall be elected three weeks prior to the end of each semester.
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, Sec. 4).
B. Absentee/proxy ballots are not permitted in the nomination process.
SECTION 3. All nominations shall be made from the floor.
SECTION 4. All candidates must declare their candidacy or acceptance of a candidacy nomination two weeks prior to the day of elections.
SECTION 5. 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 6. All elections shall be by secret ballot. A tie vote shall be decided by a re-vote, and then if necessary by casting a lot. A plurality vote of the members present and entitled to vote and voting shall constitute an official election.

SECTION 7. 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 8. Senior Board members must vacate their positions at the end of their third semesters due to the fact their tenure has been served. If these individuals choose to remain active during their fourth semester, they will advance to the position of Senior Palm Beach State College Nursing Student Association Liaisons.

SECTION 9. Liaisons are responsible for serving as mentors to the respective officers of both Boards. Liaisons will have a vote in all issues concerning the PBSC-NSA. Liaisons may represent PBSC at all national, state and local pre-conventions and conventions but are not required.

SECTION 10. If at the time of elections, a current board member chooses not to fulfill his or her year 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.

SECTION 11. 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 VIII – EXECUTIVE BOARD

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

SECTION 2. The Executive Board shall:
A. Represent Palm Beach State 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. Report all tractions held outside of school at the next board meeting.

SECTION 3. 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 4. 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.

SECTION 5. 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 PBSC – 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. Any board member accused of inappropriately representing the PBSC – NSA association while in an official capacity by
conduct unbecoming and professional, the board member will be asked to appear before the Peer Review Committee within 14 days.

B. At the time of vacancy, any active member of PBSC – 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 PBSC – NSA members will be notified of the vacancy prior to the following Executive Board meeting via reasonable means of communication.

D. Active members of PBSC – 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 6. The Executive Board shall approve expenditures and the budget as submitted by the Advisor.

SECTION 7. All Executive Board members shall be responsible for promoting membership.

SECTION 8. FNSA State Convention and NSNA National Convention:
A. Active officers are encouraged to attend convention.
B. In the event that all officers and/or liaisons cannot 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.

SECTION 9. 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.

ARTICLE IX – QUALIFICATION AND DUTIES OF CONSULTANTS

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

SECTION 2. A faculty consultant shall be selected by the director of PBSC Nursing Program. SECTION 3. The duties of the consultants 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.
E. Be from an approved/accredited nursing program and not hold a chapter school consultant position.
F. Shall be representatives of the Florida Nurses’ Associations and/or the Florida League for Nursing.
SECTION 4. The consultants shall not have voting privileges in the election process of selecting an executive board.

ARTICLE X - MEETINGS

SECTION 1. Meetings of this association shall be held annually at places and times determined by the PBSC – NSA Executive Board. In the event of an emergency cancellation of a meeting, the President shall notify all officers via electronic mail and telephone call if the cancellation is within forty-eight (48) hours of the scheduled meeting. In the event a board member is unable to attend a meeting due to unforeseeable circumstances, they will be allowed a one (1) time telephone conference that will not be counted as an absence.

SECTION 2. Special meetings of the association may be called by the Executive Board when one-third (1/3) or more of the constituent associations issue written request of a special meeting. The President shall notify members seven (7) days prior to the date of a special meeting.

SECTION 3. All meetings of this association shall be open to any nursing student currently enrolled in Palm Beach State College Nursing Student Association, to special guests of the association, and to consultants, unless otherwise voted on before a specified meeting. In the event of a special meeting of the association, notifications of delegate representation shall be handled at the discretion of the Executive Board.

ARTICLE XI - COMMITTEES

SECTION 1. Appointments
   A. Committee chair appointments shall be made by the Executive board and shall be deemed standing committees unless otherwise stated at time of appointment.
   B. Committee members shall be appointed by the committee chairperson or selected by the Executive board from a group of volunteers.

SECTION 2. Responsibility
   A. All committees shall be responsible to the Executive board for reporting committee activities on a regular basis and shall, upon direction of the Executive board, report same to the general membership.

SECTION 3. 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 4. The Standing Committee chairperson shall submit to the President a written report bi-weekly at each Executive Board Meeting.

SECTION 5. 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
   C. Committee on Planning
   D. Committee on Nominations and Elections
   E. Committee on Special Events
   F. Committee on Resolutions
SECTION 6. 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 7. 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. Submit the BTN chapter project to the FNSA State Convention.
   E. Perform all other duties pertaining to the office.

SECTION 8. 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 9. 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 10. 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 11. 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 12. 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 13. 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 XII – QUORUM

SECTION 1. A majority of the officers of FNSA and a majority of the voting delegates who have been registered with the credentials committee as in attendance, provided that at least one-third of the constituent associations are represented. A quorum at Executive Board meetings will consist of 50% plus one (1) of Executive Board members and one Consultant.

SECTION 2. A majority of the Standing Committee members shall constitute a quorum at meetings of the Standing and Special Committees.

ARTICLE XIII – REPRESENTATION

SECTION 1. The voting body of all meetings of FNSA shall consist of the duly elected officers and duly accredited delegates from the chapter associations. All delegates shall be members of the FNSA. Each school chapter must be a constituent of both FNSA and NSNA.
A. Each constituent district shall be allowed one delegate for fifteen (15) members, or major fraction thereof, to the state annual meeting.
B. Each school chapter having achieved NSNA constituency shall be eligible for one delegate to state convention regardless of FNSA constituency. This delegate shall be over and above the number earned due to FNSA constituency.
C. Delegate representation shall be computed on the basis of membership in the district Nursing Students' Association twenty-five (25) days preceding an annual convention or special meeting of the association or postmarked by such time, or by submitting a complete list of members with verification (may consist of a photocopy of membership card or application and receipt of payment) to the Corresponding Secretary two (2) weeks preceding the annual convention.
D. Only persons selected by their district and credentialed at the annual convention may be seated as delegates. An alternate may be designated.
E. If a person is no longer able to fulfill the duties of a delegate, an alternate delegate may be designated.

F. Alternate delegates must be credentialed prior to being seated. Each school chapter meeting constituency requirement will be allowed one (1) alternate delegate for up to five (5) delegates or fraction thereof. (e.g. 1-5 = 1 alternate, 6-10 = 1 additional, etc.)

G. Members in attendance who are not voting delegates may discuss an issue before the House of Delegates but may not make a motion or vote.

SECTION 2. Representation at Meetings of the NSNA.

A. Representation for the Executive Board of the FNSA at meetings of NSNA shall be one voting delegate and alternate. This delegate shall be the FNSA President. If the President cannot serve, a designated representative and alternate shall be elected by the Executive Board.

B. This delegate shall represent also, those school chapters and members that are unable to meet delegate representation for NSNA Convention.

C. In order to be eligible to send a delegate to the NSNA Annual Convention, each constituent association (FNSA or PBSC – NSA) must sign and return the Official Application for NSNA Constituency Status by the annual deadline as specified.

D. Each school chapter that is a recognized constituent, as determined by FNSA bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every fifty (50) members.

E. PBSC-NSA delegate(s) shall be a member(s) of NSNA and in good standing shall be elected by members of PBSC-NSA chapter in accordance with these bylaws. PBSC-NSA may designate an alternate delegate for each delegate by election by members of the school chapter in accordance with chapter bylaws.

F. If PBSC-NSA is unable to fill our delegation, PBSC-NSA should provide written authorization to their State Board of Directors requesting them to appoint one member of the State board to act as a state-appointed delegate for their school chapter.
   1. PBSC-NSA shall approve the appointment.
   2. The State Board of Directors shall verify that any state appointed delegate is a member in good standing of the NSNA and the state association.
   3. PBSC-NSA must have at least one selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed delegate seated in the House of Delegates.

ARTICLE XIV - DELEGATES

SECTION 1. Purpose and Function
A. To serve as spokesperson for this association at the annual state and national conventions.
B. Present to the state and national organizations all proposed resolutions or amendments to bylaws or policies proposed by this association.
C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association’s membership at regularly scheduled membership meetings.
D. Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

SECTION 2. Qualification and Appointment
A. Any member maintaining a grade level of C or above, who is active in (school association) projects and is nominated by current membership at a regularly scheduled meeting is eligible to hold the position of delegate.
B. Appointment shall be for one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position.

SECTION 3. Delegate Representation
A. School constituents:
   a. Palm Beach State College Nursing Student Association, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
   b. The PBSC – NSA delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
      i. Selection and/or election by members of the school chapter according to chapter bylaws; or
      ii. Written authorization to the State Executive board requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.
   c. School chapters shall approve the appointment.
   d. The State Executive board shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.
   e. A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
   f. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
   g. The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

ARTICLE XV – PARLIAMENTARY AUTHORITY

SECTION 1. All meetings of this association shall be conducted according to the parliamentary law as set forth in Robert's Rules of Order Newly Revised where the rules apply and are not in conflict with these bylaws.
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 XVI – FINANCES

SECTION 1. The fiscal year of this association shall be from January 1 to December 31.
SECTION 2. All finances shall be handled in accordance with the established Cash Collection & Deposit Guidelines for Student Activities fiscal procedures. Membership dues will be collected at the discretion of the Treasurer 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 XVII—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 XVIII– EXTERNAL AFFILIATIONS

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 XIX – 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 XX – AMENDMENTS

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

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

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

SECTION 4. An amendment to the 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.