

# MASSACHUSETTS STUDENT NURSES' ASSOCIATION BYLAWS

## **Article I: Name of Organization**

The name of the organization shall be the Massachusetts Student Nurses' Association, a constituent of the National Student Nurses' Association, Inc., hereinafter referred to as MaSNA.

## **Article II: Purpose and Function**

Section 1. The purpose of MaSNA is to:

- A. Assume responsibility for contributing to nursing education in order to provide the highest quality health care.
- B. Provide programs representative of fundamental and current professional interest and concerns.
- C. Aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of a diverse client population.

Section 2. The function of MaSNA is to:

- A. Have direct input into the standards of nursing education and influence the education process.
- B. Influence health care, nursing education and practice through legislative activities as appropriate.
- C. Promote and encourage participation in community affairs and activities towards improving health care and the resolution of related social issues.
- D. Represent nursing students to consumers, institutions, and other organizations.
- E. Promote and encourage students' participation in interdisciplinary activities.
- F. Promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of person's race, color, creed, gender, lifestyle, national origin, ethnicity, disability, age or economic status.
- G. Promote and encourage collaborative relationships with the Massachusetts Nurses Association (MNA); Massachusetts Association of Registered Nurses (MARN), the State Constituent of American Nurses Association (ANA); the Massachusetts/ Rhode Island League for Nursing (MARLN); Massachusetts Association of Colleges of Nursing (MACN), as well as other nursing and related health organizations.

## **Article III: Members**

Section 1. Constituent Associations

- A. Any school chapter or state association whose membership is composed of active or associate NSNA members and who has submitted the Official Application for NSNA Constituency Status, and upon meeting such other policies as determined by the Board of Directors, shall be recognized as a constituent.

- B. A school chapter shall be composed of at least 10 members from a school campus.
- C. A state association shall be composed of at least two school chapters in any state. There shall be only one state association in any state. School chapters in Massachusetts shall belong to MaSNA as stated by the NSNA bylaws.
- D. For yearly recognition as a constituent, eligible associations shall be required to submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and function, membership, dues and representation.
- E. A constituent association which 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 Board of Directors, provided that a written notice of the intended revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to appeal.
- F. School chapters and state associations are entities separate and apart from NSNA in their administration of activities, with NSNA exercising no supervision or control over these immediate daily and regular activities. NSNA and MaSNA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters or state associations, or the members thereof. In the event any legal proceeding is brought against NSNA or MaSNA as a result of such acts of omission or commission by a school chapter, said school chapter will indemnify and hold harmless the NSNA and MaSNA from any liability.

## Section 2. Categories of Constituent Membership

Constituent associations shall be comprised of:

- A. Active members:
  - 1. Students enrolled in state approved programs leading to licensure as a registered nurse.
  - 2. Registered nurses enrolled in programs leading to 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 a preparation entrance into a program leading to an associate degree, diploma, or baccalaureate degree in nursing.
  - 2. Associate members shall have all the privileges of membership except for the right to hold office as president and vice president at state and national levels.
- C. Individual Members:
  - 1. Individual members shall be open at the national level to any eligible student when membership in a constituent association is not available.
  - 2. Individual members shall have the privileges of membership as described in Article III, Section 2, items A and B.
- D. Active, associate and individual membership shall be renewable annually.

### Section 3. Categories of Non-Constituent Membership

#### A. Sustaining Members:

1. Upon approval of the Board of Directors, sustaining membership shall be open at the MaSNA level to any individual or organization interested in furthering the development and growth of MaSNA.
2. This membership category is not open to those eligible for active or associate membership.
3. Sustaining members shall receive literature and other information from the MaSNA secretary.

#### B. Honorary Members:

1. Honorary members may be conferred by a 2/3 vote of the House of Delegates upon recommendation of the Board of Directors to persons who have rendered distinguished service or valuable assistance to MaSNA.
2. Honorary members shall have none of the obligations or privileges of membership.

### Section 4. Membership Extension

- A. Active, associate, and individual membership may be extended six months beyond completion of a student's program in nursing if the membership was renewed while the student was still enrolled in a nursing program. Sustaining membership shall be renewable annually.
- B. Active, associate, and individual members who hold a state office may have their membership extended until the first state election following the member's graduation date.

### Section 5. Dues

- A. The annual state dues shall be \$5.00 per member payable for the appropriate dues year. The dues year for members shall be a period of 12 consecutive months.
- B. Payment of the NSNA and MaSNA dues is a prerequisite for membership. NSNA dues shall be \$37.00 per member (\$27.00 first year rate). State dues shall be included in the annual national dues.
- C. NSNA and MaSNA dues shall be payable directly to NSNA. NSNA shall remit to MaSNA the dues received on behalf of MaSNA.
- D. MaSNA Board of Directors shall have the authority to change state membership dues, providing such dues do not exceed the amounts set in these bylaws.
- E. The annual dues for sustaining members shall be established by the MaSNA Board of Directors and shall be paid to MaSNA directly.
- F. Any member who fails to pay current dues shall forfeit all privileges of membership.

## **Article IV: Executive Board, Chairs, Consultants and Faculty Advisors**

### Section 1. Executive Board

- A. Executive Board members of MaSNA shall be the president, vice president, secretary and treasurer.
- B. MaSNA shall appoint chairs, consultants and faculty advisors, the number of which shall be decided by majority vote of the Board of Directors.
- C. The Executive Board of MaSNA may also have the power to appoint up committee chairs and up to five regional chair positions as deemed necessary.

### Section 2. Eligibility

- A. Only members who shall be nursing students throughout the full term of office or have the privileges of active membership shall be eligible for the offices of the president or first vice president.
- B. Only members who shall be nursing students throughout at least three quarters of a term of office and have privileges of active or associate membership shall be eligible for all other offices.
- C. Faculty members at an accredited school of nursing or members of the nursing community deemed qualified by the Board of Directors may serve as faculty advisors to MaSNA.

### Section 3. Term of Office

- A. The term of office shall be one year from the adjournment of the spring meeting at which officers and directors are elected to the adjournment of the spring meeting at which their successors are elected.
- B. At any time and at its discretion, MaSNA shall appoint advisors, who shall hold their positions from time of appointment until the spring meeting concluding the term of office.
  - 1. Advisors may be reappointed an indefinite number of times at the discretion of the MaSNA Board of Directors.
  - 2. Advisors may hold their positions beyond the spring meeting in order to preserve the continuity of MaSNA in the event that the Board of Directors fails to do so beyond that date.

### Section 4. Duties of Executive Board Directors and Committee Chairs

The officers shall perform the duties prescribed by the parliamentary authority, and more specifically shall include:

- A. The president shall:
  - 1. Serve as the principal officer of the association and preside at all meetings of the association, Board of Directors and other members.
  - 2. Ensure decisions of the Board are carried into effect.

3. Appoint special committees, when deemed appropriate, with the approval of the Board of Directors.
  4. Serve as ex-officio member of all committees except the Nominating and Elections committee.
  5. Represent MaSNA in the matters relating to the association and perform all other duties pertaining to the office.
  6. Approve expenditures as submitted by the treasurer and authorized by the Board of Directors.
  7. Have such other powers and perform such other duties as may be assigned by the Board of Directors.
  8. Perform all other duties pertaining to the office.
- B. The vice president shall:
1. Assume the duties of the president in the absence or disability of the president.
  2. Hold office of the president in the event of a vacancy.
  3. Create the agenda for MaSNA meetings.
  4. Submit the official application of constituency to NSNA by the deadline date.
  5. Represent MaSNA at events related to association business, as appropriate.
  6. Perform all other duties as assigned by the president.
- C. The secretary shall:
1. Record minutes of all Board of Directors meetings.
  2. Forward one copy of the approved minutes, signed by both the president and secretary, to NSNA headquarters Prepare the minutes of all business meetings of MaSNA and the Board of Directors.
  3. Forward one signed copy of MaSNA bylaws, along with the annual meeting minutes, to NSNA.
  4. Maintain a permanent record of all documented information, executive and administrative.
  5. Notify deans and/or directors of schools regarding the election of their students to the MaSNA Board of Directors.
  6. Call roll at each executive board meeting.
  7. Keep a register of all constituent associates for roll call and business purposes.
  8. Record and maintain a list of MaSNA contacts including school presidents, state consultants, state board of directors members, vendors, and exhibitors.
  9. Keep track of vendors and exhibitors for MaSNA state conventions.
  10. Write Blast e-mails to state members and letters to correspondents of MaSNA
  11. Perform all other duties as assigned.
- D. The treasurer shall:
1. Act as a custodian for the organizational funds.
  2. Establish and secure all banking accounts.
  3. Make monetary disbursements with the approval of the president and as authorized by the Board of Directors.
  4. Prepare an annual budget and present it for approval by the Board of Directors.
  5. Prepare a monthly financial report.
  6. The treasurer shall not engage in or sanction any attempt or any activity to bypass financial safeguards established in the bylaws.
  7. Perform all other duties as assigned.

- E. The regional chair(s) shall:
  - 1. Be responsible for the promotion of the state's membership and recruitment in his/her assigned area.
  - 2. Implement activities to increase constituency status among nursing schools by collaborative efforts with other members of the Board of Directors.
  - 3. Establish and maintain contact with schools in his/her assigned region.
  - 4. Provide timely reminders to constituents regarding MaSNA events and meetings.
  - 5. Communicate with constituents and report issues, requests, and happenings to the MaSNA Board of Directors.
  - 6. Assist the Board of Directors with the planning and implementation of all membership recruitment efforts and events.
  - 7. Promote collaboration among the school chapters within his/her assigned region.
  - 8. Perform all other duties as assigned.
- F. The media relations chair shall:
  - 1. Maintain the MaSNA website.
  - 2. Communicate with After College representative (site's host organization).
  - 3. Actively recruit advertisers for website.
  - 4. Collaborate with representatives of various media, such as newspapers, websites, etc, as appropriate to MaSNA business.
  - 5. Maintain the MaSNA Google Groups Account and Facebook Page.
  - 6. Perform all other duties as assigned.
- G. The newsletter chair shall:
  - 1. Be responsible for the biannual publication and distribution of the MaSNA newsletter, *The Nightingale*.
  - 2. Be responsible for submitting articles to NSNA for publication in the *Imprint* magazine when deemed necessary by the Board of Directors.
  - 3. Actively recruit advertisers for the newsletter.
  - 4. Perform all other duties as assigned.
- H. The community outreach/health chair shall:
  - 1. Assess community needs, and plan and implement a state-wide community health project involving nursing students.
  - 2. Present the community health project at the annual meeting, and submit a report about the project for publication in *The Nightingale*.
  - 3. Perform all other duties as assigned.
- I. The legislation/resolutions chair shall:
  - 1. Stay current with state and national legislation concerning nursing students and nurses.
  - 2. Inform MaSNA constituents of concerning state and national nursing legislation, through the various avenues of communication.
  - 3. Perform all other duties as assigned.
- J. The breakthrough to nursing chair shall:
  - 1. Promote career opportunities in nursing for all populations.
  - 2. Aim to substantially increase the number of nursing students from diverse backgrounds.
  - 3. Encourage the nursing education system to better respond to the needs of a diverse student population.

4. Perform all other duties as assigned.
- K. The nominations and elections chair shall:
  1. Recruit members to run for state office at the annual meeting.
  2. Ensure elections are conducted according to the standards set forth in the bylaws.
  3. Perform all other duties as assigned.
- L. The fundraising chair shall
  1. Plan and implement various fundraising efforts for MaSNA.
  2. Perform all other duties as assigned.
- M. The faculty advisors, in the event that these positions are filled, shall:
  1. Provide professional expertise to the MaSNA Board of Directors.
  2. Attend meetings of the MaSNA Board of Directors.
  3. Submit input and advice to the MaSNA Board of Directors at their discretion.
  4. Assist in the process of communication to other members of the nursing community at their discretion and per request of the MaSNA Board of Directors.
  5. Ensure continuity of MaSNA from year to year in the event that members of the Board of Directors fail to do so.

#### Section 5. Vacancies

- A. A vacancy on the Board of Directors or Committee Chairs, other than president or vice president, shall be filled by the Board of Directors or as specified in these bylaws.
- B. In the event of a vacancy occurring in the office of president, the first vice president shall assume the duties of the president. In the event of a vacancy occurring in the office of the first vice president, the second vice president shall assume the duties of the first vice president.
- C. In the event that any member of the Board of Directors or Committee Chairs is absent from two consecutive board meetings, his/her position will automatically be declared vacant. The Board of Directors has the authority to and will appoint another member to fill the position.
- D. In the event that any member of the Board of Directors or Committee Chairs fails to fulfill one or more of his/her duties as described in the bylaws, the Board of Directors may request his/her resignation or declare the position vacant by majority vote.

### **Article V: Nominations and Elections**

#### Section 1. Nomination Committee

- A. A nominating committee shall be composed of 3 members. They shall be elected at the annual meeting to serve for a term of one year. All the members shall be nursing student throughout their term of office. The chairperson shall be elected by the committee from among the committee members.
- B. Members of the nominating committee are not eligible as candidates for officer or director during their elected/appointed term.
- C. A vacancy of the nominating committee shall be filled by the Board of Directors with a nominee recommended by the nominating committee. In case of member not performing his/her duties, the Board of Directors shall declare the position vacant and shall fill the

vacancy with a nominee recommended by the nominating committee.

## Section 2. Duties of the Nominating committee

- A. The nominating committee shall prepare a ballot with the candidates for the directors, committee chairs and the members of the nominating committee. The consent of all proposed candidates shall be obtained in writing before placing their names on the ballot. Candidates shall obtain and submit written support of their director or an explanation of why the support was withheld.
- B. A copy of the ballot shall be made available on site at the convention. Nominations from the floor will be accepted at the annual meeting provided that required paperwork is presented.

## Section 3. Elections

- A. The directors, committee chairs and members of the nominating committee shall be elected by secret ballot at the annual meeting.
- B. A majority vote shall elect a candidate to a given position.
- C. A tie vote shall be decided first by re-vote, and, if necessary, then by casting a lot.
- D. Results of the secret ballot will be announced at the spring meeting.

## **Article VI: Meetings**

### Section 1. Annual Meeting Overview

- A. The annual meeting of MaSNA shall be held at such a time and place as shall be determined by the Board of Directors.
- B. The annual meeting shall be for the purpose of holding elections, receiving reports and conducting such other business as may properly come before the membership.
- C. Notice of the meeting shall be sent to the president of each constituent association, faculty advisors and other members of MaSNA 30 days prior to the meeting.

### Section 2. House of Delegates

- A. The House of Delegates shall be the governing and voting body of MaSNA and composed of members present from the constituents, the Board of Directors, and members of the nominations and elections committee.

### Section 3. Delegate Representation

- A. The voting body at the annual meetings of MaSNA shall consist of the elected state officers, elected directors, members from constituent associations, and individual members.

- B. Representation at the NSNA annual meeting shall consist of:
  - 1. School constituents:
    - a. Each school chapter that is a recognized constituency as determined by these bylaws shall be entitled one voting delegate and alternate for the first 10 members, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
    - b. The school chapter delegate and alternate shall be members in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting.
  - 2. Each school constituent 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.
- C. State Constituents: Each state constituent shall be entitled to one voting delegate and alternate. This delegate shall be the state president. If the state president cannot serve, a designated representative and alternate shall be elected at a state meeting or by the MaSNA Board of Directors.

#### Section 4. Motions and Voting

- A. The privilege of making motions and voting shall be limited to the voting body. A voting member shall have but one vote in any election or on any question.

#### Section 5. Open Meetings

- A. All meetings of MaSNA shall be open to all members unless voted otherwise by the Board of Directors.

#### Section 6. Quorum

- A. A quorum at the annual meeting of MaSNA shall consist of half of the Board of Directors, including the president or the vice president.

#### Section 7. Special Meetings

- A. A special meeting may be called by the Board of Directors, and shall be called by the president upon written request of 1/3 or more of the constituent associations. Notice of time, place and purpose of the meeting shall be sent to all constituent associations not less than five days prior to the meeting.
- B. The voting body shall be the same, insofar as possible, as that in the annual meeting.

Section 8. Meeting Attendance of Board Member

- A. When a member or a Board member is traveling on official MaSNA business, such as NSNA mid-year or national convention, he/she must attend all required meetings of the position. If a member is absent from such meetings without acceptable reason, his/her reimbursement (partial or full) will be forfeited.

**Article VII: Board of Directors**

Section 1. Composition

- A. The Board of Directors shall consist of the elected directors. The consultants shall serve as ex-officio members without a vote.

Section 2. Scope of Power

- A. All the powers of association are vested in and shall be exercised by the Board of Directors during the interim between meetings of the association, except that the Board shall not nullify nor modify any action taken by the membership in the annual meeting, and subject to the provisions of these bylaws.

**Article VIII: Allocation of Funds**

Section 1. Use of Funds

- A. Funds raised by MaSNA through various means may be used for MaSNA-related purposes only as agreed upon by majority vote of the MaSNA Board of Directors.
- B. Consensual approval of MaSNA expenses shall be indicated by initial of the Board of Directors on an expense report created by the treasurer.
- C. All receipts from MaSNA expenses must be kept for the official record.
- D. Any proven misconduct involving MaSNA finances by any member shall result in the offender's immediate dismissal from MaSNA. Such an offense may also result in additional penalties as indicated by law and as decided upon by the Board of Directors.

Section 2. NSNA Conferences

- A. MaSNA funds shall subsidize a percentage of expenses for the NSNA MidYear and Annual Conferences.
- B. The Board of Directors shall review the budget for the year and unanimously decide the percentage of expenses that will be covered by MaSNA dollars. The number of Board members attending any conference will be decided by the Board of Directors unanimously. Each member of the Board attending a conference shall have his or her expenses covered in part by MaSNA dollars. The president and appointed voting delegate(s) shall hold priority for attendance at NSNA conferences.