

SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE

Edwardsville, Illinois

Student Nurse Association Constitution and By-Laws

Preamble

To promote the profession of nursing through: stimulating and encouraging interest in the profession of nursing; promoting professional unity among present and prospective nursing students; engaging in activities aimed toward promoting good relations between the community and the nursing students; contributing to the recognition and advancement of the Southern Illinois University at Edwardsville School of Nursing within the university and the community; stimulating interest in the professional nurse organizations; and, promoting in the Southern Illinois University at Edwardsville Nurse Alumni Association.

Article I—Name

Section 1. The name of this organization shall be: The Student Nurse Association, SNA.

Article II—Membership

Section 1. Membership shall be open to any Southern Illinois University at Edwardsville student who has nursing as a primary course of study.

Section 2. Membership is extended to all students without regard to race, color, creed, religion, sex, sexual orientation, national origin, age, physical handicap, mental handicap, or any other factors covered by law.

Article III—Officers

Section 1. Officers shall include a president, vice-president, a secretary, a treasurer, class representatives, and social media coordinators.

Section 2. Each officer shall be elected to hold office for one fiscal year.

Article IV—Executive Council

Section 1. The Executive Council shall consist of the elected officers of this organization.

Section 2. The two advisors of this organization shall serve on the Executive Council without the power to vote.

Section 3. All members of the Executive Council shall hold office for one fiscal year.

Article V—Meetings

Section 1. Meetings shall be held at the discretion of the Executive Council.

Section 2.

- a. Special meetings may be called by the President and shall be called by the President upon a majority vote of the Executive Council.
- b. Members shall be given notification of special meetings at least one week in advance.

Section 3. Special meetings of the Executive Council may be called by the President of this organization or upon the request of two officers and two advisors.

Article VI—Amendments

Section 1. To amend the constitution a proposal must be submitted in writing to the Executive Council.

Section 2. An amendment must be ratified by a $\frac{1}{4}$ affirmative vote of all the members present.

Section 3. Members must be informed of the content of the amendment at the meeting immediately preceding the meeting designated for voting on the amendment.

Article VII—Funds

Section 1. All funds collected shall be deposited with and expended through a banking service of choice. The President, the Treasurer, and one advisor shall be named on the account jointly.

BY-LAWS

Article 1—Membership

Section 1. In order to secure and maintain membership, eligible students must pay their annual dues as stipulated in Article II of the By-Laws and rejoin the SIUE Student Nurse Association (SNA) getinvolved site each academic year.

Section 2. All members are strongly encouraged to attend the meetings of this organization and participate in its activities.

Section 3. In order to be eligible for SIUE SNA scholarships or graduation cords, members must pay yearly dues and join the get involved site at the beginning of the academic year.

Additionally, those who have attended SNA events will be more competitive scholarship applicants.

Section 4. All prerequisite nursing students and current nursing students at SIUE have the right to nominate candidates for offices and vote in all board member elections.

Article II—Dues

Section 1. Annual dues for members of SNA shall be \$10.00 which will be required to be paid within 2 weeks of the scheduled annual SNA membership BBQ. For any student graduating in December of that academic year, the dues shall be \$5.00 which will be required to be paid within 2 weeks of the scheduled annual SNA membership BBQ.

Section 2. Membership SNA shirts will be available for purchase within the first few months of the fall semester.

Section 3. All memberships shall expire at the end of the Spring semester. Rejoining on the SNA getinvolved site and paying membership fees is a requirement each academic year to be eligible for SNA scholarships, graduation cords, and SNA specific graduation events.

Article III—Officers

Section 1. Any members of this organization meeting the following qualifications shall be eligible to be a candidate for office.

- a. Candidates shall have been a member of the organization one semester prior to election.
- b. Candidates running for president, vice president, treasurer, and secretary shall not graduate in December of their elected term
- c. Candidates running for president shall have achieved Junior status prior to the election.
- d. Candidates running for vice president, treasurer, and secretary shall have achieved Sophomore status.
- e. Two to three representatives for each class will be elected.
- f. Two to three social media coordinators will be elected.
- g. Candidates shall give their own consent to serve if elected.

Section 2. The President shall:

- a. Preside at all meetings of this organization
- b. Schedule meetings and events throughout the academic year with the input of board members
- c. Serve on or report to committees or offices within SIUE or SIUE School of Nursing as needed
- d. Preside and serve on the executive council

Section 3. The Vice-President shall:

- a. Assume the duties of the President in the absence of that officer
- b. Assist the President with their duties
- c. Book all meeting and event rooms
- d. Serve on the Executive Council

Section 4. The Secretary shall:

- a. Record and keep the minutes of all meetings of this organization and of the Executive Council
- b. Make the minutes of the meetings available to all members
- c. Record attendance at meetings and events
- d. Assist with updating the membership spreadsheet
- e. Serve on the Executive Council

Section 5. The Treasurer shall:

- a. Assist faculty advisors with maintaining financial records and ensuring dues are paid
- b. Serve on the Executive Council

Section 6. Class Representatives shall:

- a. Assist with board meetings and organization of events
- b. Promote SNA and events to respective classes

- c. Answer questions from peers related to SNA
- d. Serve on the Executive Council

Section 7. Social Media Coordinators shall:

- a. Maintain all social media platforms
- b. Take pictures at events
- c. Make flyers for events throughout the year to distribute to the SON student body
- d. Serve on the Executive Council

Section 8. Each officer delivers to their successor all materials and effect of their office within two weeks following the annual election.

Section 9.

- a. All officers failing to adequately fulfill the responsibilities of their offices, after an opportunity to improve, are subject to impeachment according to the decision of the Executive Council.
- b. Officer responsibilities include what is stated in the bylaws and on the qualtrics consent to serve that is signed upon being voted in.
- c. A quorum vote of the executive council would be needed for impeachment.

Article IV---Elections

Section 1. All officers with the exception of accelerated nursing student (ABS) class representatives will submit their nomination to the faculty advisors via email at the beginning of April. Qualtrics survey for vote will be sent out in the middle of April to SON student body for vote. Elected officers will be notified of their positions no later than the first week of May.

- a. ABS class representatives will submit their nomination to faculty advisors via email at the beginning of January. Qualtrics survey for vote will be sent out to the SNA members

on get involved site for vote. Elected officers will be notified of their position no later than the beginning of February.

Section 2.

- a. In case of a tie, a re-vote shall be taken
- b. Members are eligible for nomination for multiple positions but may only serve in one, if elected by the student body.

Article V—Executive Council

Section 1. The executive consists of the president, vice president, treasurer, secretary, class representatives, and social media coordinators

Section 2. The Executive Council has the power to act on behalf of the members of this organization whenever it is not possible or not feasible to consult the members as a body.

Article V—Parliamentary Authority

Section 1. The rules contained in *Robert's Rules of Order Revised* shall govern the meetings of this organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

Article VI—Quorum

Section 1. A majority of the members of the Executive Council shall constitute a quorum at any meeting of the Executive Council.

Article VII—Amendments

Section 1. To amend the By-Laws, a written proposal must be submitted to the Executive Council by a member of the Executive Council or by a petition signed by 5% of the voting membership.

Article VIII—Convention

Section 1. The Executive Council will determine the number of representatives that can attend the SNA Convention, and the amount of money each individual can receive in assistance toward Convention expenses.

Section 3. Requirements for officers' attendance at conventions include the following:

- a. Must attend three meetings during an academic semester.
- b. Must be a current SIUE SNA member.

Section 4. Requirements must be met one month prior to Convention.

Constitution and By-Laws revised August 2014; Bylaws revised and voted at executive board meeting January 2025