

California State University San Marcos Student Nurses Association's Bylaws
(revised 2/21/25)

ARTICLE I. NAMES AND AUSPICES

The name of this organization shall be the California State University Student Nurses Association, a local constituent chapter of the California Nursing Students' Association and the National Student Nurses' Association, Inc., hereinafter referred to as CSUSM-SNA, CNSA, and NSNA respectively.

ARTICLE II - DUES

Section 1.

- A. The membership dues for active and associate members shall be based on CNSA and NSNA membership dues and a one-time \$20 school chapter dues, payable for the appropriate dues year. The dues for membership shall be a period of twelve or twenty-four consecutive months, depending on membership length selected.
- B. School chapter dues are mandatory at the beginning of NSNA membership and are a one time fee of \$20. Collected school chapter dues are used to fund CSUSM-SNA activities and community outreach.
- C. The CSUSM-SNA Board of Directors shall have the authority to change school chapter membership dues, providing such dues do not exceed the amount set in these bylaws.
- D. 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.
- E. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE III. OBJECTIVES AND PURPOSE

Section 1. Purpose

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of healthcare.
- B. To provide programs representative of fundamental interests and current professional interests and concerns to nursing students.
- C. To aid in the development of the whole person, their professional role, and their responsibility for health care of people in all walks of life.

Section 2. Function

- 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. Refuse to engage in, or condone, discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes
- G. To promote and encourage collaborative relationships with nursing and related health organizations.

ARTICLE IV. MEMBERS

Section 1. School Constituency Status

- A. The online application must be submitted annually before the Annual Convention, and delegate credentialing process for the Annual House of Delegates meeting. For school and state associations unable to send representatives to the Annual House of Delegates meeting, the application may be submitted online no later than 10 business days after the close of the House of Delegates meeting of the same year.
- B. Recognized Constituents shall be composed of at least 10 members. Requirements of 10 or more members must be met on a date eight weeks prior to the Annual House of Delegates Meeting. There shall be only one chapter in each school campus.
- C. A state association shall be composed of at least two school chapters in any state, or only one school chapter if there is only one nursing school in the state. There shall be only one state association in any state. School chapters shall belong to their state association when one exists. The term "state" in these bylaws shall be understood to apply equally to any state in the United States of America, to the District of Columbia, or to any territory, possession, or dependency of the United States of America.
- D. For yearly recognition as a constituent, constituent associations shall be required to submit annually the Official Application for 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 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.
- 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 has 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 as a result of such acts of omission or commission by a school chapter or state association, said school chapter or state association will indemnify and hold harmless the NSNA from any liability.

Section 2. Categories of Constituent Membership:

Members of the constituent associations shall be:

- 1. Active members:**
 - a. Students enrolled in state-approved programs leading to licensure as a registered nurse.
 - b. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
 - c. Active members shall have all the privileges of membership.
- 2. Associate members:**
 - a. Prenursing 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.
 - b. 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.
- 3. Individual members:**
 - a. 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 Article IV, Section 2, items 1 and 2.
- 4. Active, associate, and individual membership shall be renewable annually.

Section 4. Active, associate and individual 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. Sustaining membership shall be renewable annually.

Section 5. Dues:

- a) The annual NSNA dues for active, associate, and individual members shall be \$30 per member, plus \$20 state and school dues, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.
- b) The annual NSNA dues for active, associate, and individual members joining for two years shall be \$50 per member, plus \$20 state and school dues (note: be sure to put two years state and school dues here), payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- c) The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.
- d) National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received in behalf of the constituent.
- e) Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE V. BOARD OF DIRECTORS

Section 1. Composition:

- A. The governing body of CSUSM-SNA shall be the elected Board of Directors.
- B. The Board of Directors shall consist of twelve (12) elected Officers and Directors.
 - a. There shall be four (4) Officers: President, Vice President, Secretary, and Treasurer elected by members.
 - b. There shall be eight (8) Directors: Legislative Director, Communications Director, Fundraiser Coordinator, Community Health Project Coordinator, Activities Director, Breakthrough to Nursing Director, and Membership Director, Student Affairs Director elected by members.
- C. Term of Office:
 - a. Members of the Board of Directors are elected by April of Spring semester. They shall take office at the close of the transition meeting, which takes place after the last open meeting of Spring semester, and shall serve a one (1) year term.
 - b. Each officer shall hold their position from the transition meeting until the transition meeting of the following year. At the end of term each officer will meet with the newly elected officer to go over their job description and responsibilities, in addition, each officer shall act in an advisory capacity to the newly elected officer until all transition documents and questions have been fulfilled.

Section 2. Eligibility:

- A. Each board member shall maintain membership in the CSUSM-SNA throughout their term of office.
- B. A member of CSUSM-SNA shall be eligible to be a candidate for office provided they shall be a nursing student for the entire term of office.
- C. No individual shall hold more than one voting position on the Board of Directors.

Section 3. Regular Meetings:

The Board of Directors and any CNSA member shall meet as deemed necessary by a quorum of the Board of Directors at least once a month during the fall and Spring semesters. Regular meetings shall be held with notice to all members who hold the above positions.

Section 4. Special Meetings:

Special meetings of the Board of Directors for any purpose may be called at any time by the President or Vice President. All Board members must be notified 48 hours in advance and no voting on financial matters shall occur at the meeting.

Section 5. Open Meetings:

No CSUSM-SNA meetings, other than Closed Session meetings, shall be closed to CSUSM-SNA members.

Section 6. Quorum:

A majority of the Board of Directors shall constitute a quorum for the transaction of business. A phone, e-mail, or video conference vote conducted by the President is sufficient to compromise a quorum. A phone, e-mail, or video conference vote shall be used only if Board members cannot meet to conduct a vote. During Summer and Winter breaks a quorum of the Board of Directors is necessary to transact any business. The quorum for this Board is 50% plus 1 votes.

Section 7. Adjournment:

A majority of the Board of Directors present, whether or not constituting a quorum, may adjourn any meeting to another time and place.

Section 8. Vacancies:

- A. Events causing vacancies: A vacancy or vacancies in the Board of Directors shall be deemed to exist as a result of the inability to fill the position during the election and on the occurrence of the death, resignation, removal, or disqualification of any officer. Except as otherwise set forth in these bylaws, a vacancy in any office shall be filled only in the manner prescribed in the bylaws for regular appointments to that office.
- B. Removal of Officers and Directors: Any officer or director may be removed with cause, by a 2/3 agreement by the Board of Directors.
- C. Resignation of Officers and Directors: Any officer may resign, whose resignation shall be effective immediately on giving written notice to the Board of Directors, unless the notice specifies a later time for the resignation to become effective. After resignation, all outgoing officers and directors are still required to provide a handoff to the incoming board member.
- D. Replacement of Officers and Directors: In the instance of a vacancy on the Board of Directors, a successor may be selected by the current SNA members through a simple majority vote, except for a vacancy in the office of the President. The Vice President shall assume the office of the President in the event of a vacancy. Upon election the newly appointed board member shall hold office for the remaining unexpired term of their predecessor.
- E. Temporary vacancy: Should a vacancy of a position occur any willing Board member can assume the responsibility of the position, until a qualified replacement can be found, but will only constitute one voting position.

Section 9. Unfinished Business:

Before the current board transacts unfinished business from the previous semesters there must be documentation (official minutes) that the previous board had said business on the agenda. If no documentation can be provided, the decision to carry out said unfinished business is up to the current Board of Directors.

Section 10. Attendance:

Attendance at all meetings is mandatory for Board members. Attendance may be excused by contacting the president 24 hours in advance. If a Board member misses 3 meetings per year unexcused, it is the duty of the President to reaffirm if the member still wants to serve on the Board. The President will then present the situation to the remaining Board members. The remaining Board members will decide by a 2/3 majority if the said member will still be able to serve on the Board.

ARTICLE VI. OFFICERS AND DIRECTORS

Section 1. Qualifications:

- A. Any active or individual member in good standing may be nominated to serve in any elected position of the association.
- B. Any associate member in good standing may be nominated to serve in any elected position except for the offices of President and Vice President.
- C. No individual shall hold more than one voting position on the Board of Directors.
- D. Any member running for an elected position shall be a nursing student for the entire term of office.
- E. All officers and directors should be willing to serve a mandatory 3 months (ending on the last day of August) post-term in an advisory fashion to the incoming board members. This includes attending all meetings. Post-term officers and directors will hold no voting privileges.
- F. The President shall serve in an advisory fashion for one full year post-term (ending on the last day of May). The post-term president shall hold no voting privileges.

Section 2. Duties:

The President shall:

- A. Preside at all CSUSM-SNA Board meetings. When the President is not available, a board member appointed by the President shall preside in their place. If other board members are leading the majority of a meeting, the President shall still open and close the meeting.
- B. Stay informed of all CNSA local, state, and national activities, by monitoring new issues of NSNA News, Imprint, and Range of Motion, and by reporting relevant information such as scholarships, contests, programs, and activities at Open Meetings.
- C. Write a "Message from the President" article for each semester to be posted on the CSUSM-SNA website, CSUSM-SNA bulletin boards, and CSUSM-SNA social media.
- D. Be a member of the Student Affairs Committee, if the Board of Directors elects to hold Committees.
- E. Register CSUSM-SNA as an On-Campus Organization with the Student Resource Center before the deadline or delegate as appropriate to avoid late fees or loss of status.
- F. Obtain a copy of the CSUSM Student Organization Handbook from the Resource Center and maintain it in the President's file.
- G. Attend the mandatory club orientation meeting on behalf of CSUSM-SNA.
- H. Register to retain an organization mailbox in the Student Life and Leadership Center to keep informed of campus events.
- I. Submit an Officer Change Form to the Student Resource Center in the event of a change of officers during the term of office.
- J. Co-sign CSUSM-SNA checks for approved expenditures.
- K. Submit the Official Application for CNSA Constituency Status by the first week of February, or as otherwise designated.
- L. Submit the Official Application for NSNA Constituency Status by April 23, or as otherwise designated.
- M. As appropriate, enter CSUSM-SNA in all applicable contests such as Newsletter Contests, Community Health, etc.

- N. Notify CNSA of events such as career fairs, speaking engagements, and other events to encourage the participants of other local Student Nurses' Associations, as deemed appropriate.
- O. Maintain communication with the Membership Director South regarding important dates, deadlines, the submission of resolutions, and CNSA procedure when applicable.
- P. Perform all other duties pertaining to the office and represent CSUSM-SNA in all matters relating to CNSA and NSNA.
- Q. Will be responsible for accountability of Board members (All articles).
 - a. The President and Vice President will actively engage with Board Members and schedule Board Meetings at least twice per semester to communicate updates, plan events, and address any issues.
- R. In collaboration with the Vice President, Legislative Director, Treasurer, and Secretary; provide a summary of activities and involvement for the year to the Faculty Advisor at the end of the term.
- S. Stay informed and in contact with other local chapters' events in an effort to work in partnership to make greater impacts in our communities through combined efforts. Ideas for chapter collaboration should be presented at the opening of each meeting and the president shall seek input from SNA members.
- T. Maintain an updated calendar of events pertaining to but not limited to CSUSM-SNA, CSNA, NSNA, and other local chapters. The calendar will be updated regularly and submitted to the Communications Director and Secretary and posted on the CSUSM-SNA bulletin board and online calendar.
- U. Ensure all Board Members complete an orientation or hand-off session with the oncoming Board Member in their position before the end of the Spring semester.
- V. Obtain a roster of all members in good standing of CSUSM-SNA from the Membership Director.
- W. Meet with the Student Affairs Director and Director of the School of Nursing for a briefing once per semester.
- X. The President is in charge of ordering CSNA and NSNA cords as well as distributing the cords to the appropriate cohort.
- Y. Stay in contact with TerryBerry to place the order for pins and stoles. The President should maintain contact with this person throughout the semester and ensure that cohorts who are eligible can order these items.
- Z. Reserve the USU Ballroom for pinning ceremonies and ensure that the Cohort Representatives are planning their pinning ceremonies. If they have questions, they can contact their Event Planner who is assigned to them a few weeks to a few months before the scheduled ceremony. The President will email the Cohort Representatives who their Event Planner is once the President has received the information via email.
 - a. The President should maintain contact with the Treasurer regarding depositing and withdrawing funds.
 - b. Contact the Director of the School of Nursing at the beginning of the term to obtain contact information for the Faculty Advisors.
 - c. Website upkeep will be accessible by the President, Vice President, Communications Director, and Secretary.

The Vice President shall:

- A. Assume in rank the duties of the President in the absence or disability of the President.
- B. Assume the duties of the President should a vacancy occur in that office.
- C. Be coordinator of CSUSM-SNA activities including New Student Orientation, Guest Speaker events, other social events, and Board meetings.
- D. Be a member of the Student Affairs Committee, if the Board of Directors elects to hold Committees.

- E. Initiate contact with the RN-BSN faculty advisor and notify the RN-BSN faculty advisor of CNSA activities and the opportunity to have RN-BSN representation at CNSA meetings.
- F. Maintain regular communication with cohort representatives.
- G. Co-sign checks on CSUSM-SNA accounts as needed.
- H. In collaboration with the President, Legislative Director, Treasurer, and Secretary; provide a summary of activities and involvement for the year to the Faculty Advisor at the end of the term.
- I. Perform all other duties as assigned by the President.
- J. Reserve rooms (either through the School of Nursing secretary or Student Life and Leadership Center) for all CSUSM-SNA meetings and events.
- K. Website upkeep will be accessible by the President, Vice President, Communications Director, and Secretary.

The Legislative Director shall:

- A. In the absence of the President and Vice President, preside and perform only necessary duties until return of the officers, Board appointments, or an election can be arranged.
- B. Form and act as chairperson of the Bylaws Committee, if the Board of Directors elects to hold Committees, and be responsible for updating, reviewing, and recommending changes in the bylaws by the end of the Fall semester, and as needed.
- C. Coordinate the new Board of Directors election to be held by April of Spring semester.
- D. Monitor legislative bills pertaining to health care, especially nursing, and present legislative information for the CSUSM-SNA website each semester.
- E. Initiate and maintain communication with the CNSA Membership Director South regarding important dates, deadlines, the submission of resolutions, and CNSA procedures when applicable.
- F. Coordinate the Voter Registration drive in conjunction with NSNA's Voter Registration Week during the Fall semester, if applicable.
- G. Draft, submit, and present a resolution for Annual CNSA State Convention. Responsibility can be delegated as needed by the end of the Summer Semester.
 - a. Contact Cohort Representatives and the Secretary to announce the opportunity for students to write resolutions to be presented at the California Nursing Student's Association, as well as announce the Resolution to be written by the Legislative Director.
- H. Represent CSUSM-SNA as a head delegate at the state and national conventions, as budget appropriations and personal schedules allow.
 - a. Resolution authors must attend the CNSA convention to present the resolution. The primary author shall prepare responses to potential pro and con statements presented to the author during the resolution presentation.
 - b. If unable to attend as a head delegate, a substitute from the resolution committee will be chosen.
- I. In collaboration with the President, Vice President, Treasurer, and Secretary; provide a summary of activities and involvement for the year to the Faculty Advisor at the end of the term.
- J. Coordinate cohort representative elections, by the fifth week of each cohort's first on-campus semester.

The Secretary shall:

- A. Record the minutes of all meetings and reproduce copies within one week of each meeting. Copies will be sent to the Faculty Advisor, Board of Directors, and any members requesting minutes, and one copy will be sent to the student body via the CSUSM-SNA website, announcements email, and/or board.

- a. If unable to attend meetings, designation to another Board member is required to record all minutes.
 - b. All postings are still the responsibility of the secretary.
- B. Maintain permanent records of all minutes, correspondence, and reports in the Secretary's Google Drive as requested by the President.
- C. Develop and update the phone list with emails within one week of elections at the beginning of each semester.
- D. In charge of setting up meetings with new cohort members. Coordinate Zoom meetings with new board member(s) and pre-existing board members.
- E. Inform Faculty Advisors of events and meetings via email.
- F. Be responsible for the appearance of the CNSA bulletin board in the SON building and at the Temecula campus and update it as appropriate. Responsibility can be delegated as needed.
 - a. Planning should be completed the semester prior to update. (e.g. Fall update would be planned in Summer term)
- G. Keep a master calendar of all CSUSM-SNA, CNSA, and NSNA activities and provide all Board members and Faculty Advisors with a copy. Submit a calendar for CSUSM-SNA website each semester and update it as appropriate.
 - a. Website upkeep will be accessible by the President, Vice President, Communications Director, and Secretary.
- H. Be a member of the Student Affairs Committee, if the Board of Directors elects to hold Committees.
- I. Perform all other duties as assigned by the President as necessary to assist Board members and CSUSM-SNA.
- J. In collaboration with the President, Vice President, Treasurer, and Legislative Director; provide a summary of activities and involvement for the year to the Faculty Advisor at the end of the term.
- K. Responsible for communicating with student representatives to ensure that the email list is updated. Instruct cohort representatives to revise their cohort section should there be any changes. For example, if a student is placed with another cohort, the Secretary would instruct the cohort representative to communicate with that student and ask what new cohort they belong to.
- L. Reach out to CSU SoN's recent alumni and professional networks to foster relationships and potential collaborations.

The Treasurer shall:

- A. Form and act as chairperson of the Finance Committee if the Board of Directors elects to hold Committees.
- B. Will attend annual Summer conference (Student Leadership & Involvement Center - SLIC) for CSUSM club constituency.
 - a. If unable to attend, another Board member must be delegated.
- C. Act as custodian of all CSUSM-SNA funds.
- D. Receive all monies, deposit funds in a bank approved by the Board, and maintain a file containing canceled checks and monthly statements.
- E. Develop a budget for each semester with expected expenditures and allocations for SNA activities. The budget shall include SNA-hosted member activities, cord points prizes, CNSA/NSNA attendance (specifically including transportation, lodging, and conference attendance fees for the Legislative Director or other CSUSM-SNA representative to attend the CNSA/NSNA conference to present the resolution), mid-year conference registration fees, and any other events as voted by the Board of Directors.
- F. Make all approved monetary disbursements with the co-signature of the President or Vice President (prior approval by the President is required).

- a. Bring requests for reimbursements greater than \$25 before the CSUSM-SNA board for approval.
 - b. All CSUSM-SNA expenditures over \$100.00 per event must have prior approval by a Faculty Advisor and two signatures.
- G. Ensure that all expenses and reimbursements are accompanied by appropriate receipts, and store the receipts in the Treasurer's box.
- H. Maintain accountability for all CSUSM-SNA assets.
- I. Keep accurate financial records of acquisitions, reimbursements, expenses, and disbursements, and make monthly reports of those records to be submitted to the Faculty Advisor and President.
- J. Collect and deposit all monies generated by fundraising activities.
- K. At the close of the term of office ensure all financial business (reimbursements, deposits, etc.) is closed. A list of items pending should be submitted along with all books of account for audit as specified by the Executive Board.
- L. Continually update the budget by stating the current balance and future expenditures that can be expected at each open meeting.
- M. Submit a balance of the bank account, the previous year's budget, and a list of any financial items pending at the close of the term to the newly elected Treasurer at the turnover/training meeting for the incoming Board of Directors.
- N. Charge a fee equivalent to the bank fee; first bounced check and thereafter a cashier's check is only acceptable.
- O. In collaboration with the President, Vice President, Legislative Director, and Secretary; provide a summary of activities and involvement for the year to the Faculty Advisor at the end of the term.

The Communications Director shall:

- A. Be responsible for the monthly maintenance and upkeep of the CSUSM-SNA website including up-to-date information on SNA events, meeting minutes, updating the list of current Cohort Representatives, and other information pertinent to members on the CSUSM-SNA website.
 - a. Website upkeep will be accessible by the President, Vice President, Communications Director, and Secretary.
- B. Maintain the CSUSM-SNA social media accounts and post events or other SNA-related information of interest to SNA members.
 - a. Promote usage of the website and social media engagement by members of CSUSM-SNA and other social media platforms.
- C. Maintain an accurate online calendar of events.
- D. To manage and direct all external and internal communications of the Board of Directors.
- E. To implement communication strategies that promote the purpose and agenda of the association.
- F. Provide a summary of activities and involvement for the year to the Faculty Advisor at the end of the term.
- G. If the Activities Director is unable to fulfill the duty of holding events, all responsibilities will be given to the Communications Directors and said member will be asked to step down without a vote.
 - a. Host a minimum of three social events per semester. See details under Activities Director.

The Fundraising Coordinator shall:

- A. Form and act as chairperson of the Fundraising and Apparel Committees if the Board of Directors elects to hold Committees.
- B. Coordinate all fundraising projects.
- C. Establish a list of fundraising activities for the year by the first open meeting of the semester.

- D. Conduct equipment sales (mugs, clipboards, sweatshirts, shirts, tote bags, etc.); order, arrange for pick-up, and distribute the equipment; maintain accurate records of inventory, sales invoices, etc., and conduct appropriate correspondence with the participating firms.
 - a. Before orders are made, all monies will be collected. Reimbursement will be fulfilled via the Treasurer.
- E. Coordinate with the Treasurer in the payment of vendors, depositing of fundraising monies, and tracking of CSUSM-SNA inventory on hand.
- F. Inform all students of items for sale, and submit a fundraising order form to each Cohort Representative.
- G. Provide a summary of activities and involvement for the year to the Faculty Advisor at the end of the term.
- H. Will be in correspondence with CSUSM ASI Leadership Funding.
- I. Will attend annual Summer conference (Student Leadership & Involvement Center - SLIC) for CSUSM club constituency.
 - a. If unable to attend, another Board member must be delegated.

The Community Health Project Coordinator shall:

- A. Form and act as chairperson of the Community Health Projects Committee if the Board of Directors elects to hold Committees.
- B. In collaboration with the Community Health Projects Committee, coordinate a minimum of two Community Health Projects per semester (Ex: homeless shelter work, volunteer work, walks to raise money for different illnesses).
- C. In collaboration with the Community Health Projects Committee, coordinate sponsorship of a minimum of one on-campus blood drive per semester. Meet with the American Red Cross representative to set dates and obtain printed materials for advertisement.
 - a. Dates should be acquired and booked by the fourth week of first-semester term (Summer) in order for the President to book locations on campus.
 - b. Correspondence with the American Red Cross and the President should be established by the second week of Summer term.
- D. Represent CSUSM-SNA interests in events such as the campus Career Fair, campus Health Fair, World Health Day, Council Bylaws, and budget appropriations.
- E. In the event of a vacancy, the duties of this position will be filled by the Vice President.
- F. Provide a summary of activities and involvement for the year to the Faculty Advisor at the end of the term.

The Activities Director shall:

- A. Form and act as the chairperson for the Activities Committee if the Board of Directors elects to hold Committees.
- B. Be a member of the Student Engagement Committee if the Board of Directors elects to hold Committees.
- C. Host a minimum of three social events per semester. These events should be used as informative recruiting sessions to inform students of important upcoming dates and to increase fundraising opportunities.
 - a. If unable to fulfill this duty, all responsibilities will be given to the Communications Directors and said member will be asked to step down without a vote.
 - b. Activities should take place throughout the surrounding local area to accommodate regionally diverse students.
 - c. The majority of events should be free of charge and available to all nursing school students regardless of membership in CSUSM-SNA.

- d. Activities may include but are not limited to a back-to-school party, end-of-semester party, ice cream or pizza party, beach bonfire, bowling or arcade, hike, sports game, board games, or a virtual movie night.
- e.
- D. Organize CNSA or chapter events that are to be hosted by CSUSM-SNA.
- E. Coordinate with the Communications Director to effectively promote planned events.
- F. Coordinate with the Fundraising Coordinator for any activities that require funding.
- G. Provide receipts to the Treasurer for reimbursement of incurred activity costs if personal funds were used to pay for reservations, food, supplies, etc.
- H. Provide the names of CSUSM-SNA member participants to the Membership Director for cord point record-keeping. See Article XII. Student Engagement Programs for breakdown of allotted cord points.
- I. Gain approval for all events by the Board of Directors one semester prior. Pre-determine the expected budget for each event to be voted on by the Board.
- J. Rules and regulations of the events must follow CSUSM policy. If the policy shall be broken during an event, the Activities Director shall terminate event proceedings.
- K. Assume the duties of the Community Health Project Coordinator should a vacancy occur in that office.

The Breakthrough to Nursing Director shall:

- A. Form and act as chairperson of the Breakthrough to Nursing Committee if the Board of Directors elects to hold Committees.
- B. Promote a positive image of nursing students; promote diversity in nursing; promote recruitment and retention of men and minorities.
- C. Coordinate and arrange a minimum of one outreach presentation per semester to school students.
- D. Serve as a Liaison between CNSA/NSNA Breakthrough to Nursing chairpersons.
- E. Coordinate activities with the CNSA/NSNA Breakthrough to Nursing projects;
- F. Identify and compile a listing of state and national financial aid resources for nursing students.
- G. Perform other duties as assigned by the President.
- H. Provide a summary of activities and involvement for the year to the Faculty Advisor at the end of the term.
- I. Join the CNSA Diversity and Breakthrough to Nursing Committee if the Board of Directors elects to hold Committees.
 - a. Breakthrough to Nursing Committee:
 - i. The chairperson shall be the Breakthrough to Nursing Director.
 - ii. The purpose of this committee is to represent CSUSM-SNA at local middle schools, school-related events, and community outreach to encourage recruitment and retention of students into the nursing program and to target non-traditional as well as traditional students through informative presentations.
 - iii. Members will encourage and promote mentorship programs.

The Membership Director shall:

- A. Coordinate the pairing of mentors and mentees.
 - a. Distribute a mentorship survey to all nursing students to compose a list of mentors and mentees at the beginning of the semester.
- B. Work with the Activities Director to coordinate one event each semester to promote mentor and mentee bonding.
 - a. Event dates should be determined according to the bylaws of the Activities Director

- C. Be a member of the Student Engagement Committee, if the Board of Directors elects to hold Committees,.
- D. Coordinate the recruitment of future and retention of past members of CSUSM-SNA.
 - a. Participate/Present in the New Student Orientation each semester.
 - b. Coordinate the End of Semester Raffle/Sweepstakes each semester.
- E. Register as the Project In Touch Recruiter by May 31st; update the President and the Communications Director with the recruiter number once receiving the recruiter number by email; and participate in new student orientation as the Project In Touch Recruiter.
- F. Maintain a current membership list.
- G. Track and manage members' cord points. All cohort representatives will give updates.
- H. Form and act as chairperson of a Membership Committee, if the Board of Directors elects to hold Committees, as deemed necessary to carry out duties of recruitment and retention.
- I. Serve as liaison responsible for facilitating communication and interaction with the Temecula campus on behalf of the CSUSM-SNA Board of Directors.
- J. Send a list of graduating members who are eligible and almost eligible for the SNA graduation cords to President & Vice President at the beginning of each semester.

The Student Affairs Director shall:

- A. Act as a liaison between the students and faculty, but shall not include discrepancies that should be kept confidential, as defined by the Family Educational Rights and Privacy Act (FERPA).
- B. Act as a liaison between the students and the Board of Directors.
- C. Form and act as chairperson for the Nursing Student Mental Health Committee.
 - a. Serve as the student representative on the curriculum committee meeting. If you are unable to attend a monthly meeting due to schedule conflicts, you should find a replacement representative, preferably from the SNA board.
 - i. Survey students for necessary, appropriate, and attainable changes to bring forth to the curriculum committee.
 - b. The Student Affairs Director/Chairperson of the Mental Health Committee will be in charge of securing meeting locations, student facilitators, faculty support, and guest speakers. Being a student facilitator is not required if the Student Affairs Director does not feel equipped to do so, but they must have enough positions filled to meet the demand of the Committee and should attend support group meetings as regularly as possible.
 - c. Hold a minimum of four meetings per semester either online using a video platform or in person - at the discretion of the Student Affairs Director and the participating faculty and graduate students.
 - d. The Student Affairs Director should actively network and communicate with cohort reps each semester to see if there are any student issues that could be resolved.
- D. Address all student concerns not related to curriculum or clinical placements with the Board and Faculty.
- E. This director shall use their best judgment and acknowledge when certain issues should be handled by a representing committee with higher authority (i.e. Curriculum Committee).
- F. Meet with the Director of the School of Nursing and/or Curriculum Council at regular monthly briefings with the President of the Student Nurses Association to provide updates on Student Affairs.
 - a. Emails should be sent during the first semester of transition to introduce participating members (e.g. President and Vice-President)

All Officers and Directors shall:

- A. Submit all receipts and bills to the Treasurer.

- B. Attend all CSUSM-SNA meetings.
- C. Upon termination of office, turn over to their successor all official records, submit a written report of activities accomplished to the Faculty Advisor and recommendations for the following year, and be available for training of the newly elected officers at the turnover/training meeting.

ARTICLE VII. Meetings

Section 1. NSNA representation:

- A. School constituents:
 - a. The school chapter, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and also, shall be entitled to one voting delegate and alternate for every 50 members.
 - b. The school chapter delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and 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 Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.
 - 1. School chapters shall approve the appointment.
 - 2. The State Board of Directors shall verify that any state-appointed alternate is a member in good standing of the NSNA and the state association.
 - 3. 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.
 - 4. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
 - c. The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed by 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.

Section 2. CNSA representation:

Each constituent chapter of CNSA is entitled to be represented at the House of Delegates with two (2) delegates. Chapters with 20 or more active and/or associate members are entitled to additional delegates at a ratio of 1 delegate for each 20 members. (e.g. chapters with 20 - 39 members are entitled to a total of 3 delegates; chapters with 40 - 59 members are entitled to a total of 4 delegates, etc.).

Section 3: Convention Attendance

CSUSM-SNA shall raise funds for the Legislative Director and chapter delegates in order to provide travel and hotel expenses for the national and/or state convention. Depending upon the goals and financial status of the current board, members designated by the Board of Directors shall write the resolution.

Section 4. Delegate Responsibilities:

Any delegate being financed by CSUSM-SNA has the following responsibilities:

- A. Assist the Legislative Director in the announcement of and gathering of opinions about the resolutions that will be presented at the national and state conventions;

- B. Be in attendance at all times when the House of Delegates and States Caucus are in session, and vote on all issues, except for times when relief by an alternate is deemed necessary;
- C. Inform the nursing student body about convention activities, including submitting an article to Range of Motion and/or posting resolution outcomes on the CSUSM-SNA board.

ARTICLE VIII. COHORT REPRESENTATIVES

Section 1. Qualifications:

- A. Any Cohort Representative elected by their cohort must be an active CSUSM-SNA member.
- B. Any Cohort Representative will maintain good academic standing throughout their term.

Section 2. Election of Cohort Representative:

- A. The election of the Cohort Representative will be announced at the new student orientation and conclude within the first month of the incoming cohort's first semester. The election will be held by the Legislative Director
- B. A maximum of two Cohort Representatives per cohort will be elected.

Section 3. Term of office:

- A. The Cohort Representative will serve for the duration of their academic program at CSUSM SON.
- B. Resignation of Cohort Representative: Any Cohort Representative may resign, whose resignation shall be effective immediately on giving written notice to the Board of Directors, unless the notice specifies a later time for the resignation to become effective. After resignation, outgoing Cohort Representatives are still required to provide a handoff to the incoming Cohort Representative.
- C. Removal of Cohort Representative: Any Cohort Representative may be removed with cause by a 2/3 agreement by the Board of Directors.

Section 4. The Cohort Representative shall:

- A. Attend all CSUSM-SNA meetings.
- B. Act as a communication link between their cohort and CSUSM-SNA, involving the presentation of ideas from their cohort to the Board of Directors and from the Board of Directors to their cohort.
- C. Make monthly announcements to their cohort following CSUSM-SNA meetings of relevant items.
- D. Act as assigned custodian for specified cohort CSUSM-SNA funds.
- E. Receive all specified cohort monies generated from fundraising activities sales and relinquish funds to the CSUSM-SNA Treasurer.
- F. Plan your cohort's pinning ceremony using SON provided guidelines.

ARTICLE IX. FACULTY ADVISORS

Section 1. Duties:

- A. CSUSM-SNA shall have at least one Faculty Advisor to serve as a consultant and resource person.
- B. Faculty attendance is not required for all closed and general membership meetings, but faculty should attend when available.
- C. All CSUSM-SNA expenditures over \$100.00 per event must have prior approval by a Faculty Advisor.
- D. Faculty Advisors will fill out the yearly CSUSM club constituency form.

Section 2. Appointment of Faculty Advisors:

- A. Such Advisors shall be appointed by the Board of Directors and the Director of the School of Nursing. The appointment is for a two-year term. The Faculty Advisors shall have all the privileges of membership except voting rights. They shall pay no dues.
- B. The outgoing Board of Directors shall ensure that at least one Faculty Advisor position is filled for the term of the incoming Board prior to the end of the Spring semester.

ARTICLE X. PARLIAMENTARY AUTHORITY

Section 1.

All CSUSM-SNA meetings shall be conducted according to parliamentary laws as outlined in Robert's Rules of Order, newly revised, latest edition, where rules apply and are not in conflict with these bylaws.

Section 2.

The Board of Directors shall constitute the voting and motioning members on issues brought to CSUSM-SNA meetings.

ARTICLE XI. STANDING COMMITTEES

Section 1.

Standing Committees shall be formed at the discretion of the CSUSM-SNA Board of Directors.

Section 2.

Standing Committees shall be composed of members of CSUSM-SNA and shall assume such specified duties as are assigned by the President and specified in these bylaws.

Section 3.

Standing Committee chairpersons shall report to the Board of Directors at each CSUSM-SNA meeting and shall submit a written report of their activities at such times as requested by the Board of Directors.

Section 4.

If there shall be the following Standing Committees, they shall consist of at least three (3) members per committee:

- A. Bylaws Committee:
 - a. The chairperson shall be the Legislative Director.
 - b. The purpose of this committee shall be to review and revise the bylaws as deemed necessary by the Board of Directors and carry out the procedure for bylaw amendment.
- B. Community Health Projects Committee:
 - a. The chairperson shall be the Community Health Project Coordinator.
 - b. The purpose of the committee shall be to plan and coordinate at least one project each academic year.
 - c. The Community Health Project Coordinator will coordinate with the Communications Director to effectively promote planned activities.
 - d. The chairperson shall submit all projects for approval to the CSUSM-SNA Board.
- C. Fundraising Committee:
 - a. The chairperson shall be the Fundraising Coordinator.

- b. The purpose of the committee shall be to plan and coordinate all fundraising projects and conduct equipment sales including but not limited to stethoscopes, mugs, clipboards, pens, and tote bags.
 - c. Apparel development and sales will be coordinated through the Apparel Committee.
 - i. Apparel is defined as any clothing materials, sweatshirts, shirts, or polo shirts.
 - d. The Fundraising Coordinator should consult with the Treasurer regarding all planned activities. The Treasurer will determine how finances should be handled.
 - e. The chairperson shall submit all projects for approval to the CSUSM-SNA Board.
- D. Apparel Committee:
- a. The chairperson shall be the Fundraising Coordinator.
 - b. The purpose of the committee shall be to plan and coordinate all aspects of ordering, distributing, and sales of apparel. The Fundraising Committee can be consulted for assistance.
 - i. Apparel is defined as any clothing materials, sweatshirts, shirts, or polo shirts.
 - c. The Fundraising Coordinator should consult with the Treasurer regarding all planned activities. The Treasurer will determine how finances should be handled.
 - d. All profits collected from apparel sales will be distributed to the CSUSM-SNA.
- E. Activities Committee:
- a. The chairperson shall be the Activities Director.
 - b. The purpose of this committee is to host a minimum of three student nursing social events per semester in coordination with the Fundraising Coordinator and Communications Director as needed. These activities should be used as informative recruiting sessions to inform students of important dates and to increase fundraising opportunities.
 - c. This committee shall be responsible for coordinating any CNSA or chapter events that are to be hosted by CSUSM-SNA.
- F. Breakthrough to Nursing Committee:
- a. The chairperson shall be the Breakthrough to Nursing Director.
 - b. The purpose of this committee is to represent CSUSM-SNA at local high schools, school-related events, and community outreach to encourage recruitment and retention of students into the nursing program and to target non-traditional as well as traditional students through informative presentations.
 - c. Members will encourage and promote mentorship programs.
- G. Student Engagement Committee:
- a. The chairperson shall be the President.
 - b. The committee shall include the Vice President, Activities Director, and Membership Director. Any other students are welcome to serve on the committee.
 - c. The committee shall be responsible for the organization of the following programs:
 - i. Cord Point Program
 - ii. Peer-Mentorship Program
- H. Student Affairs Committee:
- a. The chairperson shall be the Student Affairs Director.
 - b. The committee shall include the President, Vice President, and Secretary. Any other board members are welcome to serve on the committee.

- c. The committee shall be responsible for the following:
 - i. Addressing student concerns (as defined in bylaws) at closed and open meetings and escalating to a higher level (faculty) if necessary
 - ii. Identifying solutions to problems and presenting them to faculty in a constructive and purposeful way
 - iii. Maintaining a bridge between the Temecula campus and students and the main campus
 - iv. Assisting the Student Affairs Director in hosting events at the Temecula Campus and keeping the bulletin board updated

ARTICLE XII. STUDENT ENGAGEMENT PROGRAMS

Section 1. Cord Point Program

- A. A Cord Point Program will exist to encourage SNA member participation in SNA, university, and community events. Points are awarded for attendance per event and are accumulated throughout each Fall, Spring, and Summer semesters. Successful acquisition of the predetermined point amount per semester will qualify the student to wear the CNSA Graduation Cord at graduation.
- B. The program will be run by the Student Engagement Committee and managed by the Membership Director. Changes to the following program components will require Board approval by $\frac{2}{3}$ majority vote.
- C. Participation:
 - a. Students must have active NSNA membership status with chapter dues paid to participate in the Cord Point Program.
 - b. Points earned while not a member will not be counted unless membership is attained before the 10th week of the semester in which the points were earned.
- D. Earning cord points:
 - a. A total of 5 cord points per semester are required.
 - i. SNA members may earn more than 5 points per semester.
 - ii. Events must be approved by the Board. Events outside of SNA will not be eligible unless all students are informed about the event at least two weeks prior on all forms of social media announcements to be counted otherwise.
 - b. A minimum of two semesters of participation are required to be eligible for SNA graduation cords.
 - i. The 5 points requirement must be met for at least two semesters while an active SNA member. They do not need to be two consecutive semesters.
 - ii. Participants do not need to be an active member at graduation to receive a cord.
 - c. Any member to serve on the Board of Directors for the entirety of one full term shall be said to have completed all requirements for a cord
 - d. All students who sign up for an event will receive an email a couple days prior as a reminder that they signed up to attend.
 - i. It is the responsibility of the student to notify the designated point of contact for the event (typically highlighted in orange in the weekly update emails) if they will not be able to attend 24 hours prior to the event start time.
- E. Cord point values per event:
 - a. 1 points
 - i. Open SNA Board meetings or Speaker meetings
 - ii. Attending a volunteer event with mentor/mentee (meetings and social events excluded)
 - iii. Participation as a Mentor in the Peer Mentoring Program (1 point per new mentee)

- iv. CSUSM student organization event attendance as a SNA representative
 - v. Student Support Groups
 - b. 2 points
 - i. SNA committee meetings
 - ii. SNA-sponsored social events
 - iii. Breakthrough to Nursing events
 - iv. Professional nursing organization event or chapter meeting
 - v. Community Health events (walks, homeless outreach, volunteer work, etc.)
 - vi. Blood drive volunteering or donating (up to 4 points for both)
 - c. 4 points
 - i. Volunteer work at student-run community clinics (4 points per 8-hour shift)
 - ii. Volunteer hours can not be combined with hours required counted towards coursework.
 - d. 5 points
 - i. CNSA/NSNA convention or conference attendance
 - ii. Any student who contributes significantly towards an SNA project (e.g. website or event) with approval of the Board.
 - e. Any additional events not listed above must be pre-approved by an SNA Board Member to receive designated points.
 - i. Events outside of SNA will not be eligible unless all students are informed about the event at least two weeks prior on all forms of social media announcements to be counted otherwise.
- F. Cord point tracking:
 - a. The Membership Director will be responsible for maintaining the master tracking log that serves as the official point count per SNA member. Cord points will be tallied by the end of each semester.
 - b. NSNA and CSUSM-SNA membership status are verified monthly.
 - c. The master log will be made available to students as deemed appropriate by the Membership Director via the SNA website.
- G. Cord attainment:
 - a. It is the responsibility of the cord recipient to pay for their own cord.
 - b. Cords must be purchased from CNSA by the Board of Directors and distributed to students who have satisfied their cord point requirements at the same cost that the cord was purchased from CNSA.
 - i. This chapter shall not earn a profit from cord distribution.
- H. End-of-semester sweepstakes:
 - a. Cord points will serve as entries into a sweepstakes held at the end of every semester for a prize of the Board's choice.
 - b. Every point earned by the SNA member during that semester will constitute one entry in the sweepstakes.
 - c. The winner is to be awarded by the end of each semester.

Section 2. Peer-Mentorship Program

- A. The purpose of this program is to plan and coordinate peer mentorships in which students more advanced in the program pair up with new students for the duration of their attendance in the nursing program.
- B. The program will be overseen by the Membership Director. The Membership Director will ask for submissions to the program at each new student orientation.

- C. Students who are mentored may be automatically assigned a mentee in one of the following semesters.
- D. Students can opt out of their mentorship duties by special request through the Membership Director.
- E. Mentee students can request a new mentor at any time without reason.

ARTICLE XIII. FINANCES

Section 1: Expenditures

- A. Expenditures under \$25 do not require a vote.
- B. Expenditures between \$25 and \$100 require majority approval from the Board of Directors.
- C. Expenditures over \$100 require majority approval from the Board of Directors and prior approval by a Faculty Advisor.

Section 2: Budget

- A. The CSUSM-SNA budget is to be prepared at the beginning of each semester by no later than 4 weeks from the start date.

ARTICLE XIV. BYLAW AMENDMENTS

Proposed revisions to bylaws may be submitted to the legislative director at any time and the legislative director will facilitate presenting the proposed amendments to the board. Proposed amendments will appear on the bylaws document in blue to indicate they are proposed. Subsequently, the proposed amendments will then be voted upon by the Board of Directors. A vote will be held and amendments will be adopted at such meeting upon receiving a majority vote of the members of the Board of Directors at which time they will be implemented into the bylaws.