

Hawaii State Student Nurses Association

State Bylaws

Hawaii State Student Nurses Association (HISNA) Bylaws

(Note: Areas of conformity are in BOLD print according to the NSNA.)

PREAMBLE

Reason for Being:

We, the students of the Hawaii Student Nurses Association (HISNA), believe in the need for the organization of our collective members into a representative body to the community, consumers, as well as other health disciplines. Through this representative body we strive to assume our rightful place in the profession of nursing. Furthermore, we believe that this organization is especially important in order to address the unique concerns surrounding communities, healthcare, and nursing practice in Hawaii.

We believe every citizen has a right to the highest quality of health care.

We believe in the development of the whole person towards his/her professional role with its rights, responsibilities and ideals.

We believe every right bears inherent responsibility.

We believe responsibilities are participatory, not purely philosophical or ideological, and

We believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

Rights/Responsibilities

Students have a right to a sound education:

- a right to and a responsibility for having a creative educational opportunity;*
- a right to and a responsibility for having the highest quality practitioner-teacher;*
- a right to and a responsibility for achieving input into curriculum planning;*
- a right to and a responsibility for achieving self-directed learning;*
- a right to and a responsibility for achieving equal participation in all areas of clinical practice;*
- a right to and a responsibility for participating in interdisciplinary activities.*

Students have a right to due process:

- a right to and a responsibility for insuring peer review and self-evaluation.*

Students have all the rights and privileges of self-governance.

Students have a right to and a responsibility to organize and participate in an organization directed towards achieving professional goals:

- a right to and a responsibility for facilitating change in health care delivery through various channels;*
- a right to and a responsibility for assembling and exploring professional issues and concerns;*
- a right to and a responsibility for organizing a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;*
- a right to and a responsibility for fostering a better correlation between nursing education and practice.*

ARTICLE I: NAME

The Name of this organization shall be the Hawaii Student Nurses Association, hereinafter referred to as HISNA. This organization is a constituent of the National Student Nurses' Association, Inc.

ARTICLE II: PURPOSE AND FUNCTION

A. The purpose of the HISNA is:

1. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
2. To provide programs representative of fundamental and current professional interests and concerns.
3. To aid in the development of the whole person, and his/her responsibility for the health care of people in all walks of life.

B. The functions of HISNA shall include the following:

1. To have direct input into standards of nursing education and to influence the education process.
2. To influence health care, nursing education and practice through political education as appropriate.
3. To promote and encourage participation in community affairs and resolution of related social issues.
4. To represent nursing students to the consumer, to institutions and other organizations.
5. To promote and encourage students' participation in interdisciplinary activities.
6. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of person's race, color, creed, sex, lifestyle, national origin, age, or economic status.
7. To promote and encourage collaborative relationships with the Hawaii State Nurses Association and Hawaii League for Nursing as well as other nursing and related health organizations.

ARTICLE III. MEMBERS

Section 1: Constituent Associations

- A. School chapters whose membership is composed of active or associate NSNA members, and who have submitted the Official Application for NSNA Constituency Status, and whose bylaws conform to NSNA requirements and upon meeting such other policies as the Board of Directors of NSNA shall have determined, shall be recognized as a constituent.
- B. A school chapter shall be composed of at least 10 members from a school. There shall be only one chapter in each school.
- C. The state association shall consist of at least two school chapters that have at least 10 members in each school. School chapters shall belong to the state association. There shall be only one state association.
- D. For yearly recognition as an NSNA constituent, school chapters and state associations shall be required to submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity for active and associate members: purpose and function, membership, dues and representation. Further, state associations must have on file with NSNA a copy of current state bylaws and approved and signed copies of the state association's board of directors and annual membership meeting minutes for the previous year, for recognition as an NSNA constituent association.
- 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 two-thirds 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 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 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.**
- G. School chapters are entities separate and apart from state associations in their administration of activities with the state association exercising no supervision or control over these immediate daily and regular activities. HISNA 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 the members thereof. In the event any legal proceeding is brought against HISNA as a result of such acts of omission or commission by a school chapter, said school chapter will indemnify and hold harmless the state association from any liability.**

Section 2: Categories of Constituent Membership

Members of the constituent association 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 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 preparation for entrance into an undergraduate 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 and vice president at the state and national levels.**
- C. Individual members:**
 - 1. Individual membership shall be open at the state and 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 III, Section 2, items A and B.**
- D. Active and associate membership. shall be renewable annually.**

Section 3: Length of Membership

Active and associate membership may be extended six months beyond completion of a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

Section 4: Dues

- A. **Payment of NSNA and state dues is a prerequisite for membership. NSNA dues shall be \$30.00 per member for renewal of membership and \$25 per member for new membership from a 12 consecutive month period. The NSNA dues from members joining two years shall be \$50.00 per member. The dues years for those members shall be a period of 24 consecutive months.**
- B. State dues shall be paid for a period of 12 months or 2 years in conjunction with NSNA dues. HISNA dues of \$5 for 1 year and \$10 for 2 years shall be paid directly to NSNA.
- C. **NSNA and (state) dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. Local dues shall not be submitted to NSNA.**
- D. **Any member who fails to pay current dues shall forfeit all privileges of membership.**
- E. The state dues shall be determined by a $\frac{3}{4}$ quorum vote (defined as $\frac{3}{4}$ of the total number of board members) of the Hawaii Student Nurses Association board of directors.

ARTICLE IV. BOARD OF DIRECTORS

Section 1: Officers

The officers of the Hawaii Student Nurses Association shall be the President, Vice President, Secretary, Treasurer, Director of Communication, Media Director, and Committee Director(s).

Section 2: Eligibility

- A. Any member in good standing with the HISNA and the NSNA and meeting the following qualifications shall be eligible to be a candidate for office:
 - 1. Candidates shall be chosen from among those members who have been nominated by a member of the HSNA according to the procedure outlined in these bylaws.
 - 2. Only members who shall be nursing students throughout at least 6 months of their term of office and have the privileges of active membership shall be eligible for the offices of president and vice president.
 - 3. Associate members are not eligible to hold the office of president or vice president.
 - 4. Only members who shall be nursing students throughout at least 6 months of the school year during their term of office and have the privileges of active or associate membership shall be eligible for the offices of Secretary, Treasurer, Director of Communication, Media Director, and Committee Director(s).
 - 5. Only members present at the annual meeting may be nominated from the floor. Any HISNA member shall be eligible to nominate candidates.
 - 6. When absent during the annual meeting, only members who filed as candidates for office or called by telephone prior to may be elected to office. Members who join via telephone and other pre-approved technologic devices shall be considered in attendance of the meeting.
 - 7. Nominated candidates shall be elected through a majority vote from active members present at the annual meeting as well as absentee voting from active members not present at the meeting.
 - 8. The method of the collection and counting of votes from active members shall be decided by a special elections committee appointed by the President.
 - 9. Results from the election shall be available no later than one week (seven days) from the last day of the collection of votes.

Section 3: Term of Office

The term of office shall be one year: August to May, with a mandatory 4-month transitional training period following the elections of the new board members. All officers are expected to fulfill position duties during this time period regardless of student status once elected.

Section 4: Duties of Officers

A. The President shall:

1. Preside at all meetings of HISNA and the Board of Directors.
2. Appoint special committees with the approval of the Board of Directors.
3. Co-sign checks (or designate another officer to do so) for fund disbursements as provided by bylaws and policies.
4. Serve as ex-officio member of all committees, except the Committee on Nominations.
5. Chair the committee on bylaws, policies and resolutions.
6. Submit annually to NSNA the Official Application for NSNA Constituency Status for (state) by the cutoff date.
7. Perform all other duties pertaining to the office and shall represent the Association in all matters relating to the HISNA.
8. Remind schools through regular correspondence to submit the Official Application for NSNA Constituency Status to NSNA by the cutoff date.
9. Appoint the Committee at the annual meeting to count ballots and report the results.
10. Serve as a mentor for the succeeding President during the 4-month transitional period.
11. Deliver all necessary records, papers, and other association property to the incoming President upon transition of office at the end of term.

B. The Vice President shall:

1. Assume the duties of the President in the absence of the President.
2. Coordinate the annual convention of this Association, in addition to proposing the meeting site for the succeeding year's annual convention, with Board approval.
3. Be the chairperson of the Committee on Convention Planning.
4. Serve as an advisor for the succeeding Vice President, not to exceed six months.
5. Serve as a mentor for the succeeding Vice President during the 4-month transitional period.
6. Deliver all necessary records, papers, and other association property to the incoming Vice President upon transition of office at the end of term.
8. Perform other duties as assigned by the President.

C. The Secretary shall:

1. Keep on file an accurate list of the names and addresses of all constituent associations to be used for correspondence purposes.
2. Keep records of all organization correspondence.
3. Record the minutes of all meetings of the Association and of the Board of Directors and also be responsible for the distribution of the signed minutes to the Board of Directors and nominating co-chairs, and to send by print copies or by email all approved and signed board of directors and annual membership meeting minutes to NSNA headquarters.
4. Keep on file as a permanent record all reports, papers, and documents of the Association.
5. Refer to duly appointed committees the necessary records for the proper performance of their duties.

6. Sign with the President such organization papers as come into their executive and administrative spheres.
7. Review the policies and be responsible for recommendations of policy changes.
8. Serve as a mentor for the succeeding Secretary during the 4-month transitional period.
9. Deliver all necessary records, papers, and other association property to the incoming Secretary upon transition of office at the end of term.
10. Work in conjunction with the Director of Communication and Media Director Perform other duties as assigned by the President.

D. The Treasurer shall:

1. Act as custodian of organization funds and deposit these funds in a bank approved by the Board of Directors.
2. Co-sign checks for fund disbursements as bylaws and policies provide.
3. Prepare a budget and make monetary disbursements with the approval of the President and as authorized by the Board of Directors.
4. Keep accurate entries of acquisitions and disbursements of organization funds.
5. Using membership enrollment documents received from NSNA, keep an accurate record of all members who have paid national and state dues.
6. Prepare a report of the transactions of the Treasurer's office to be submitted at the annual meeting.
7. Submit a financial report to the Board of Directors at all scheduled meetings.
8. Serve as chairperson of the Committee on Fundraising.
9. Serve as a mentor for the succeeding Treasurer during the 4-month transitional period.
10. Deliver all necessary records, papers, and other association property to the incoming Treasurer upon transition of office at the end of term.
7. Perform other duties as assigned by the President.

E. Director of Communication

1. Notify Board of Directors and nominating co-chairpersons of time and place of all meetings of the Association at least 2-3 weeks prior to the next Board meeting.
2. Conduct the general correspondence of the Association as requested by the President or Board of Directors.
3. Notify all schools of their state constituency status, the number of voting delegates, and the date, time and place of the annual meeting at least 30 days prior to the meeting.
4. Serve as a mentor for the succeeding Director of Communication during the 4-month transitional period.
5. Deliver all necessary records, papers, and other association property to the incoming Director of Communication upon transition of office at the end of term.
6. Perform other duties as assigned by the president.

F. The Media Director shall:

1. Publish quarterly and special edition electronic communications.
2. Set deadline dates.
3. Obtain and edit articles and content.
4. Lay out rough draft.
5. Organize assistants and delegate tasks as needed.
6. Ensure timely release of content to members.
7. Update and maintain electronic webpage for the association.
8. Assist the President and Vice President with publicity and promotion of all events and activities of this organization.

9. Keep the media contacted as to special events of the organization.
10. Serve as a mentor for the succeeding Media Director during the 4-month transitional period.
11. Deliver all necessary records, papers, and other association property to the incoming Media Director upon transition of office at the end of term.
12. Perform other duties as assigned by the President.

G. The Committee Director(s) shall:

1. Actively recruit members for the HSNA as well as coordinate recruitment presentations at all member schools of the HSNA.
2. Report recruitment methods and membership at membership meetings.
3. Serve as a chairperson for membership committees aimed at recruiting new members and increasing interest in the HSNA.
4. Establish committees important to the association as designated by the President and the board of directors
5. Will write a report on designated activities that enhance the mission of the association.
6. Serve as a mentor for the succeeding Committee Director(s) during the 4-month transitional period.
7. Deliver all necessary records, papers, and other association property to the incoming Committee Director(s) upon transition of office at the end of term.
8. Perform other duties as assigned by the President.

Section 5: Absences, Resignation, and Termination of Office

- A. Members of the Board of Directors who have missed more than three regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offers no valid reason for such absences may be removed from office by a $\frac{3}{4}$ quorum 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 majority vote (the majority of board members present at the time of meeting) of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in the bylaws.
- C. Prior written notification including but not limited too email, shall be given to the individual in question 2 weeks prior and a special Board of Directors meeting shall be held to review the circumstances.
- D. Any board of directors that wish to resign, must give at least 30 day in writing and be approved by the board of directors.

ARTICLE V. ELECTIONS

Section 1: Election of Board of Directors

- A. Elections shall be held each February as determined by the elections committee.
- B. All elections shall be held by a process determined by the elections committee.
- C. A majority of the members entitled to vote and voting shall constitute an official election.

- D. In the event of a tie, a re-vote shall be held.

Section 2: Special Elections

- A. Special Elections shall be held in the case of a vacated seat
- B. Board of Directors members who are elected in a special election shall hold office until the next election's board takes office.
- C. Special Election procedures shall be held by processes determined by the elections committee.
- D. A majority of the members entitled to vote and voting shall constitute an official special elections.
- E. In the event of a tie, a re-vote shall be held.

ARTICLE VI. CONSULTANTS

Section 1: Graduate Consultant(s)

- A. Be appointed by the board of directors.
- B. The student must be graduation within one semester of graduation or a graduated student
- C. Identify and serve as a resource person in planning, deliberating, implementing, and evaluating the association activities.
- D. Objectively provide guidance to the President and board members of the nursing profession.
- E. Be familiar and adhere to the NSNA Code of Ethics.
- F. Hold office for a minimum of 1 year.
- G. Be a sustaining NSNA member (dues of \$50 should be payable to NSNA directly).

Section 2: Faculty Consultant(s)

- A. Attend board and other official meetings, such as national and state conventions and council of State of School Presidents.
- B. Serve as resource persons in planning, deliberating, implementing and evaluating HISNA activities.
- C. Identify resources and provide the guidance needed for decision-making, problem solving, program planning, and fundraising.
- D. Provide information and guidance in organizational management, financial planning, and record keeping.
- E. Objectively interpret major health issues and concerns of the nursing profession.

- F. Provide guidance to the student President and board members on how to conduct effective meetings (e.g., planning an agenda, recording minutes, archiving documents, bylaws, policies and procedures, and parliamentary procedure).
- G. Serve as an interpreter of the responsibilities, policies and goals of HISNA, the appointing organization, and other community and professional organizations.
- H. Stimulate and encourage personal and professional formation and foster the leadership skills required of officers and other members of the HISNA.
- I. Facilitate discussions leading to decision making by student leaders while refraining from directing the outcome.
- J. Facilitate the orderly transition of the outgoing and incoming members of the board of directors, consultants and advisors.
- K. Identify implications for both the HISNA and the appointing organization when action or positions are considered.
- L. Serve as a resource and liaison to administration, faculty, appointing organizations and others as needed.
- M. Clarify functions, programs, and operations of the appointing organizations.
- N. Adhere to the education about ethical principles on matters of confidentiality and conflicts of interest; be familiar with the NSNA Code of Ethics.
- O. Be a sustaining NSNA member (dues of \$50 should be payable to NSNA directly).

ARTICLE VII. MEETINGS

- A. Meeting dates shall be set by a majority vote of members present at each previous meeting.
- B. Meeting location and time will be voted on and approved by a majority vote of members present and voting at each previous meeting.
- C. The President (or designee) shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.

ARTICLE VIII. COMMITTEES

Section 1: Appointments

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

Section 2: Responsibility

- A. All committees shall be responsible to the Committee Director(s) for reporting committee activities on a regular basis and shall, upon direction of the Committee Director(s), report it to the general membership.

ARTICLE IX. DELEGATES

Section 1: Purpose and Function

- A. To serve as a spokesperson for HISNA at the annual state and national conventions.
- B. Present to the state and national organizations all proposed resolutions or amendments to the bylaws or policies proposed by this association.
- C. Keep apprised as to all current and proposed resolutions at the state and national levels and report information to HISNA's membership at regularly scheduled membership meetings.
- D. Make available to members any 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 his/her school association projects and is nominated by current membership at regularly scheduled meetings 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. The nominee receiving the majority of votes shall be awarded the position.

Section 3: Delegate Representatives

- A. State constituents:
 - 1. HISNA, when recognized as an official 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.
 - 2. The HISNA delegate(s) and alternate shall be (a) member(s) in good standing in the chapter and shall be selected and/or elected by members according to the chapter bylaws. The state associations may designate an alternate delegate for each delegate by one of the following two mechanisms:
 - a. Selection and/or election by members of the state chapter according to the bylaws; or
 - b. 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 the state chapter.
 - i. State chapters shall approve the appointments.
 - ii. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and HISNA.
 - iii. A state 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.
 - iv. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
 - 3. The state association shall be entitled to delegates according to the number of members in good standing in the 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 X. AMENDMENTS

Amendments to the Bylaws shall be made with a $\frac{3}{4}$ vote of those present and voting aye at a membership meeting provided that notices of proposed amendments has been sent to members at least one week prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

ARTICLE XI. PARLIAMENTARY AUTHORITY

All meetings of HISNA shall be conducted according to the parliamentary law as set forth in Robert's Rules of Order, Newly Revised, where the rules apply, are not in conflict with the bylaws, and at the discretion of the President.