

**BYLAWS OF THE LOUISIANA STATE UNIVERSITY HEALTH  
SCIENCES CENTER STUDENT NURSES' ASSOCIATION**

**ARTICLE I – NAME AND PURPOSE**

*Section 1 – Name:*

1. The name of the organization shall be **Louisiana State University Health Sciences Center- Student Nurses Association**, hereinafter referred to as LSUHSC-SNA.
2. LSUHSC-SNA shall be a nonprofit organization incorporated under the laws of the National Student Nurses Association (NSNA).

*Section 2 – Purpose:*

1. The purpose of LSUHSC-SNA is to:
  - a. Partner with healthcare professionals in attaining its goal of health promotion and disease prevention.
  - b. Enhance nursing education through community service activities.
  - c. Assist the transition of the student nurse into the professional nursing field.
  - d. Establish social relations among nursing students at all levels.
  - e. Establish relations by implementing learned nursing skills in the community.

**ARTICLE II – MEMBERSHIP**

*Section 1 – Membership:*

1. LSUHSC-SNA shall be composed of at least 10 members.
2. There shall be only one chapter on the Louisiana State University Health Sciences Center School of Nursing New Orleans campus.
3. Membership shall consist of the LSUHSC-SNA officers, active, and associate members as outlined in the Louisiana Association of Student Nurses (LASN) Bylaws Article III Section 2:
  - a. Active Members:
    - i. Students enrolled in state approved programs leading to licensure as a registered nurse.
    - ii. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
    - iii. Active members shall have all the privileges of membership inclusive of NSNA and LASN.
  - b. Associate Members:
    - i. Pre-nursing students and 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.
    - ii. Associate members shall have all of the privileges of membership inclusive of NSNA and LASN except the right to hold the office of President and/or Vice-President of

NSNA or LASN.

4. Active and associate membership may be extended six (6) months beyond completion of a student's program in nursing.
5. Membership in LSUHSC-SNA shall not be a prerequisite for participation in community service events

*Section 2 – Dues:*

1. Annual dues for active and associate members of LSUHSC-SNA shall be determined by NSNA policies.
2. NSNA membership dues are paid electronically through NSNA's website at NSNA.org. Members select terms of membership; one or two years, and pay the associated fees as stated online.
3. LSUHSC-SNA shall charge an additional five dollars with any new membership or renewal for the purpose of chapter dues for a yearly chapter membership or if member decides to purchase a 2-year membership from NSNA the member must then pay a ten dollar chapter membership fee to last for two years.
4. Chapter dues shall be payable directly to LSUHSC-SNA in the form of cash or check (made out to SNA at LSUHSC). Then print a copy of the NSNA membership confirmation or renewal letter – enclose this form along with payment, in an envelope with member name and level written on the envelope and give to the appropriate SNA officer or SNA advisor.
5. Payment of chapter dues to LSUHSC-SNA shall be a prerequisite for membership in LSUHSC-SNA.
6. Upon receipt of membership dues, NSNA shall issue all applicants a membership card, effective for a period of 12 months (one year) or 24 months (2 years) based on member's selected NSNA payment structure.
7. All privileges of membership shall be forfeited to any LSUHSC-SNA member who fails to maintain active membership. These privileges include the earning of points from community service events.
8. To be considered an active member for each semester, dues must be paid by the second General Body Meeting of each semester. (In February or September)

**ARTICLE III – GENERAL BODY**

*Section 1 – General body:*

1. General body shall consist of recognized members of LSUHSC-SNA as outlined in Article II Section 1 and the Executive Board.
2. The LSUHSC-SNA members shall have nominating and voting privileges.
3. General body meetings of LSUHSC-SNA shall be held once a month and/or at such times and places as determined by the SNA Executive Board.
4. Notice of general body meetings shall be sent to all nursing students via electronic mail.
5. A general body meeting will be held each semester for the purpose of holding Executive Board elections as determined by the board.
6. All meetings of LSUHSC-SNA shall be open unless voted otherwise by the

- LSUHSC-SNA voting body.
7. Special meetings of LSUHSC-SNA shall be determined by the Executive Board and shall be called by the President upon written request of 10% of the active members.

## **ARTICLE IV – EXECUTIVE BOARD**

### *Section 1 – Function:*

1. There shall be an Executive Board of the LSUHSC-SNA, consisting of the elected officers of the Association.
2. Elected officers of LSUHSC-SNA shall be: President, Vice President, Secretary, Treasurer, four (4) Community Service Coordinators, two (2) Historians, two (2) Breakthrough to Nursing (BTN) Coordinators, and Communications Director.
3. The appointed officer of LSUHSC-SNA shall be a Parliamentarian.

### *Section 2 – Duties:*

1. The Executive Board shall:
  - a. Stimulate harmonious relationships within the Association.
  - b. Transact necessary business between association meetings and other business as may be referred to it by the members.
  - c. Establish committees as deemed necessary.
  - d. Have power to fill vacancies in any office except the office of President.

### *Section 3 – Meetings:*

1. Executive Board meetings shall take place as deemed necessary by the President.
2. Executive Board meetings shall be closed meetings unless voted otherwise by the Executive Board.
3. At meetings of the Executive Board, a quorum shall consist of three (3) officers.

### *Section 4 – Eligibility:*

1. Active members shall be eligible to hold an Executive Board position.
2. Elected officers shall maintain their position as long as current enrollment in LSUHSC School of Nursing is maintained.
3. Only members who have held LSUHSC-SNA office shall be eligible for the position of President and Vice President.
4. The candidates for SNA Executive Board shall be full time students with at least a "C" average, i.e. any SNA officer must be a member of good standing at LSU Health SON. Students who are unsuccessful in any course may not hold an office for the upcoming semester while that course is being repeated. This includes students who drop a course and those who do not achieve a "C" or better in any course. The SON and the SNA Executive Board supports participation in extracurricular activities, but scholastic achievement and progression takes precedent. If a current SNA Executive Board member is unsuccessful at the end of the semester, and before the end of their current term, the Executive Board

- shall accept nominations, conduct interviews, and elect positions by majority vote. In the case of a tie, the SNA Executive Board shall be the tie-breaking vote.
5. No member shall hold more than one LSUHSC-SNA Executive Board position at a time.
  6. Any member removed from the LSUHSC-SNA Executive Board for non-academic reasons shall not be eligible for re-election.
  7. The elected LSUHSC-SNA Executive Board shall appoint any active individual member with the privileges of membership to the office of Parliamentarian.
  8. The appointed Parliamentarian shall serve without voting privileges.

*Section 5 – Terms:*

1. Officers shall be elected in April to serve a one (1) year term until their respective successors are elected.
2. LSUHSC-SNA officers shall serve unlimited terms in office provided:
  - a. Current enrollment in LSUHSC School of Nursing
  - b. Academic Good Standing – “C” Average, not under probation, no current letter of jeopardy.
  - c. Annual re-election by the LSUHSC-SNA general body as outlined in Article IV Section 6.

*Section 6 – Elections:*

1. Current active members of LSUHSC-SNA according to Article II Section 1 shall nominate candidates for each office.
2. Another active LSUHSC-SNA member must second each nomination.
3. Verbal consent of nomination must be obtained from each candidate prior to name placement on the ballot.
4. Each member of the general body, as outlined in Article II Section 1, shall have one vote that must be exercised by ballot in person.
5. Voting privileges shall be extended to recognized LSUHSC-SNA members only.
6. To be elected, a nominee for any office shall receive a plurality of all votes cast. In case of a tie, a revote will be taken.
7. The SNA Vice President and Parliamentarian shall serve as the appointed tellers to collect and count ballots.

*Section 7 – Duties of Executive Board Officers:*

1. President shall:
  - a. Serve as the principle officer of the association and preside at all meetings of LSUHSC-SNA and of the Executive Board.
  - b. Serve as ex-officio member of all LSUHSC School of Nursing committees included but not limited to Student Interest, Undergraduate Council, and President’s meetings.
  - c. Represent LSUHSC-SNA in all matters relating to the Association, including, but not limited to, Family Day and the Officer’s Forum.
  - d. Have such other powers and perform such other duties as may be assigned by the Executive Board.
  - e. Schedule monthly general body meetings and prepare an agenda for

each session.

- f. Organize all monthly officers' meetings and biannual transition meetings for departing and entering officers.
- g. Oversee officer elections in April (all positions) and in November (open positions only).
- h. Maintain communication with fellow nursing students regarding LSUHSC-SNA events and general information.
- i. Ensure LSUHSC-SNA officers are fulfilling their duties.
- j. Submit a list of current LSUHSC-SNA officers to faculty, deans, administrative assistants, computer services, and advisors.
- k. With the LSUHSC-SNA Vice President, select convention attendees based on requirements set forth in LSUHSC-SNA bylaws.
- l. Organize national and state convention attendees (hotel, travel, registration, etc.).
- m. Approve and co-sign all expenditures submitted by the Treasurer.
- n. Function as the Officer of at least three community service events per semester.

2. Vice President shall:

- a. Assume the duties of the LSUHSC-SNA President in the absence or vacancy of the President.
- b. Promote student participation in organizational and community activities.
- c. Organize fundraising events.
- d. Review recommended changes in the LSUHSC-SNA Bylaws submitted by active LSUHSC-SNA members.
- e. Oversee award requirements as determined by the Executive Board.
- f. Maintain current membership list of LSUHSC-SNA members and provide a copy of the list as needed to officers and SNA representatives of each class.
- g. Record member participation in LSUHSC-SNA events.
- h. With LSUHSC-SNA President, select convention attendees based on requirements set forth in LSUHSC-SNA bylaws.
- i. Act as appointed teller to collect and count ballots when elections occur.
- j. Function as the Officer of at least three community service events per semester.
- k. Perform all other duties as delegated by President.

3. Treasurer shall:

- a. Act as custodian of LSUHSC-SNA funds.
- b. Maintain an accurate record of LSUHSC-SNA income and disbursements.
- c. Co-sign checks for monetary disbursements.
- d. Oversee collection of membership dues.

- e. Maintain a current list of LSUHSC-SNA members based on payment of dues.
  - f. Prepare a monthly financial report to be distributed at general body meetings.
  - g. Function as the Officer of at least three community service events per semester.
  - h. Perform all other duties as delegated by the President.
4. Secretary shall:
- a. Prepare the minutes of LSUHSC-SNA Executive Board and general body meetings.
  - b. Reserve rooms for general body meetings, convention meetings, and any other meetings deemed necessary by the President and/or Executive board.
  - c. Copies of all General Body Meeting minutes shall be posted to the SNA website and emailed to all members within two weeks.
  - d. Notify LSUHSC-SNA members, consultants, faculty, and students three days prior to all meetings.
  - e. Create a master list of the Executive Board members contact information (name, phone number, and email addresses) and forward the information to the Executive Board, Faculty Advisor, Assistant Dean for Student Services, and post a copy on the LSUHSC-SNA website.
  - f. Submit a monthly summary of activities and pertinent information regarding LSUHSC-SNA to the Secretary of SGA for the Nurses' Notes publication.
  - g. Maintain and update the LSUHSC-SNA website.
  - h. Conduct the general correspondence of the Association as required by the President or the Executive Board.
  - i. Function as the Officer of at least three community service events per semester
  - j. Perform all other duties as delegated by the President.
5. Communications Director shall:
- a. Submit a monthly report of pertinent information to *Horizons*, the LASN newsletter.
  - b. Submit a report of pertinent information to *Imprint*, the NSNA magazine.
  - c. Submit an annual report for publication at the LASN State Convention.
  - d. Secure speakers for monthly general body meetings of LSUHSC-SNA as determined by the Executive Board.
  - e. Forward the name of the speaker and the topic to be discussed to the Secretary and President at least one month before the general meeting.
  - f. Function as the Officer of at least three community service events per

- semester
- g. Perform all other duties as delegated by the President.
6. Community Service Coordinators (CSC) shall:
    - a. Arrange for LSUHSC-SNA members to participate in community service events.
    - b. Organize all community service events.
    - c. Clear all events with faculty advisor and President before advertising the event.
    - d. Provide a calendar of community service activities to SNA members at the Officers Forum and at all LSUHSC-SNA general body meetings.
    - e. Provide sign-up sheets for community service events at every LSUHSC-SNA general meeting.
    - f. Email students about upcoming community services events and provide directions to the site.
    - g. Provide a sign-in sheet at each community service event to turn into the Vice President.
    - h. Ensure all events follow LSUHSC guidelines.
    - i. Organize and submit application for awards at the annual LASN convention.
    - j. Function as the Officer of at least three community service events per semester
    - k. Delegate all other SNA Executive Board officers to function as Officers for community service events.
    - l. Perform all other duties as delegated by the President.
  7. Breakthrough to Nursing (BTN) Coordinators shall:
    - a. Promote membership recruitment efforts through innovative recruitment programs.
    - b. Facilitate communication between LSUHSC-SNA, LASN, and NSNA regarding recruitment activities.
    - c. Coordinate all new recruitment activities with the President.
    - d. Organize at least two pre-nursing recruitment projects every semester with LSUHSC SON Nursing Recruiter.
    - e. Function as the Officer of at least three community service events per semester.
    - f. Perform all other duties as delegated by the President.
  8. Historians shall:
    - a. Provide updated LSUHSC-SNA information on the designated LSUHSC-SNA bulletin board a minimum of once each semester.
    - b. Take, or acquire, pictures of all LSUHSC-SNA community service events.
    - c. Maintain the SNA Instagram account, and all other LSUHSC School of Nursing approved social media accounts, in accordance with the

policies and procedures found in the undergraduate School of Nursing handbook.

- d. Organize and produce an electronic and/or traditional scrapbook for the LASN state convention.
  - e. Plan, organize, and create student costumes for state and national convention opening night parties.
  - f. Function as the Officer of at least three community service events per semester.
  - g. Perform all other duties as delegated by the President.
9. Parliamentarian shall:
- a. Serve as parliamentary advisor for the association, become conversant with the Parliamentary Rules of the LSUHSC-SNA and the Robert's Rules of Order Newly Revised (11<sup>th</sup> Edition), and as such, shall rise to all parliamentary inquiries at each LSUHSC-SNA General Body Meeting, Executive Board Meetings, LASN Convention and the NSNA Annual Convention.
  - b. Advise and instruct the LSUHSC-SNA Executive Board, the General Body, and constituents in the correct usage of parliamentary procedures and those procedures specific to the LSUHSC-SNA and NSNA.
  - c. Prepare the revised bylaws and policies for publication on the LSUHSC SON SNA website.
  - d. Collaborate with the Executive Board on monitoring compliance of SNA members who have volunteered for SNA sponsored community service events but were either “No-Shows” at the event (s) or failed to communicate to the Community Service Coordinator (s) in a timely fashion of their inability to participate in an event and the reasons for such.
  - e. Provide coaching and mentoring to those SNA students who are non-compliant in community service event attendance.
  - f. Act as appointed teller to collect and count ballots when elections occur.
  - g. Function as the Officer of at least three community service events per semester.
  - h. Perform other duties as assigned by the LSUHSC – SNA President.

*Section 8 – Vacancies:*

1. LSUHSC-SNA officer vacancies shall be filled at the next scheduled general body meeting.
2. Notification of vacancies shall be sent to all nursing students via electronic mail.
3. If an officer is vacated for any reason at any time, nominations will be solicited and the SNA Executive Board will appoint a new officer from the nominations to complete the existing term.

*Section 9 – Resignation:*

1. Resignations from the board shall be submitted in writing to the President.
2. Election of a new officer shall follow the procedure outlined in Article IV Section 6 of the LSUHSC-SNA bylaws.

*Section 10 – Compensation:*

1. LSUHSC-SNA Executive Board shall receive no compensation for holding a position.
2. LSUHSC SNA shall follow all financial policies and procedures set forth in the ‘Policies and Procedures for Student Organizations’ developed by LSUHSC-NO Student Affairs Committee, in accordance with Chancellor’s Memorandum 33.

*Section 11 – Officer Attendance:*

1. All LSUHSC-SNA Officers shall:
  - a. Be in attendance at all monthly general body SNA meetings and any Executive Board meetings unless there is a schedule conflict with lecture or clinical. Notice and explanation of absence shall be communicated to the President no less than 24 hours prior to the meeting.
  - b. Attend and coordinate volunteers for at least three community service events per semester.
  - c. Be in attendance at the LASN and NSNA conventions pending approval from course-coordinators and clinical instructors per LSUHSC Convention Approval Form

*Section 12 – Removal from Office:*

1. If at any time an officer is found to be operating in a manner not in the best interest of his or her office, or in the best interest of the LSUHSC-SNA, said officer may be removed from office by a 2/3 vote of the LSUHSC-SNA Executive Board.
2. If any officer is found to be absent from two (2) meetings without advanced notice, the faculty advisor shall be notified. The faculty advisor and President shall then contact said officer to inform him or her that any additional absences will incur a request from the Executive Board to resign from his or her office.

**ARTICLE V – FACULTY ADVISOR (S)**

*Section 1 – Faculty Advisor(s):*

1. There shall be at least one faculty advisor to LSUHSC-SNA.

*Section 2 – Duties:*

1. The faculty advisor(s) shall:
  - a. Act as counselor to the Association on matters of school policies and activities.
  - b. Serve as ex-officio member of the Executive Board without the privilege of voting.
  - c. Attend meetings of LSUHSC-SNA.
  - d. Attend LASN state and NSNA national convention with LSUHSC-SNA chosen members.

*Section 3 – Eligibility:*

1. The faculty advisor must be a member of the Baccalaureate Degree Program.

*Section 4 – Term:*

1. In the event of an open position for LSUHSC SNA Faculty Advisor, any interested faculty member of the Baccalaureate Degree Program shall submit their name to the School of Nursing Dean and the LSUHSC SNA President.
2. Once all names have been submitted, the Dean of the School of Nursing and the entire LSUHSC SNA Executive Board will discuss and select the candidate.

**ARTICLE VI – EXECUTIVE COMMITTEE**

*Section 1 – Composition:*

1. Executive Committee shall be composed of the President, Vice President, Treasurer and one Advisor(s).

*Section 2 – Duties:*

1. Executive Committee shall have the decision-making authority regarding LSUHSC-SNA business in emergency situations only.
2. Executive Committee shall have the power to enact any decision by a majority vote.
3. The Advisor serving on the Executive Committee shall not have voting power.
4. President shall report all decisions made by the Executive Committee at the next general body meeting

*Section 3 – Meetings:*

1. Executive Committee meetings shall take place in circumstances requiring emergency decisions where the Executive Board is unavailable to meet.
2. Executive Committee decisions shall proceed according to Article VI Section 2 of the LSUHSC-SNA bylaws.

**ARTICLE VII – ANNUAL STATE AND NATIONAL CONVENTION**

*Section 1 – Eligibility:*

1. Eligibility shall be granted to members in good standing based on community service participation, seniority/availability to attend again, officer potential, meeting attendance and at the discretion of the President and Vice President of LSUHSC-SNA.

*Section 2 – Delegates:*

1. LSUHSC-SNA, upon recognition of constituency, as determined by these bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
2. LSUHSC-SNA shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual

- meeting.
3. LSUHSC-SNA delegates and alternates shall be members in good standing in the chapter and shall be selected and/or elected by member of the LSUHSC- SNA at a general body meeting.

*Section 3 – Convention Planning:*

1. The LSUHSC-SNA President shall secure funding to attend State and National Convention.
2. The LSUHSC-SNA President shall oversee planning of convention, including attendees, travel, hotel rooms, convention registration, etc.
3. Once the President and Vice President of LSUHSC-SNA have determined the list of convention attendees based on requirements set forth in LSUHSC SNA bylaws, that list should be sent to the LSUHSC School of Nursing Assistant Dean of Student Services for academic approval. Each student must be cleared with the Assistant Dean of Student Services before receiving an invitation to attend convention.
4. LSUHSC-SNA Vice President shall contact the Assistant Dean of Business Affairs at LSUHSC School of Nursing to obtain state policies and procedures for travel.
5. Participants shall be responsible for costs incurred at convention (food, tips, souvenirs, etc.).

*Section 4 – Rules and Regulations:*

1. Students chosen to attend State and/or National Convention shall contact all course coordinators and clinical faculty of courses currently enrolled to obtain approval.
2. Students attending State and/or National Convention shall be held responsible for missed classroom and clinical assignments. A Convention Learning Contract may be made between the student and his/her faculty to make up for missed content.
3. Attendance at all convention events is expected of participants.
4. Participants shall act and dress in a professional manner throughout convention to represent LSUHSC School of Nursing and the State of Louisiana.
5. Drugs and alcohol shall not be allowed.
6. Defacement of hotel, NSNA, or the property of others shall be incurred at the cost of the participant.
7. Participants shall be sent home, expected to pay all expenses in full, and/or face disciplinary action at the discretion of the LSUHSC-SNA Executive Board and LSUHSC-SNA Faculty Advisor for not complying with the LSUHSC-SNA Convention Rules and Regulations.

**ARTICLE VIII – OUTSTANDING SNA GRADUATE AWARD**

*Section 1 – Description:*

1. The Outstanding SNA Graduate Award shall be presented to a graduating senior whose character most exemplifies the purpose of the organization.

*Section 2 – Nominees:*

1. Graduating seniors shall nominate themselves by submitting a 200-word essay regarding accomplishments as an SNA member and/or officer.

*Section 3 – Voting:*

1. The recipient shall be voted upon by a majority vote of the Executive Board after reviewing each applicant's essay.

*Section 4 – Award:*

1. The recipient of the award shall be announced by a current LSUHSC-SNA officer at the Pre-Commencement ceremony and shall be presented with the Outstanding SNA Graduate Plaque and a fifty-dollar check.
2. Additional awards to graduating SNA members and/ or officers shall be awarded if deemed necessary by the Executive Board.  
An Outstanding SNA Graduate Award may not be presented if the Executive Board agrees that no applicant is eligible.
3. Board agrees that no applicant is eligible.

## **ARTICLE IX – NSNA GRADUATION CORD**

*Section 1 – Description:*

1. Every Semester LSUHSC-SNA will select graduating students to be chosen to wear NSNA Honor cords that will be purchased by LSUHSC-SNA. Being chosen to wear the cords indicates the student's participation and commitment to nurses and nursing students in LSUHSC's SNA chapter, LASN, NSNA, and other professional organizations.

*Section 2 – Eligibility:*

1. Must be a current, active, paying member of SNA, LASN, and NSNA through the date of graduation.
2. Must be in Academic Good Standing
3. For students following the Traditional BSN Nursing Program at LSUHSC:
  - a. Must be a paying member for the last 3 semesters at LSUHSC School of Nursing (at least starting in Jr II semester).
  - b. Must earn at least 12 points during their time at LSUHSC School of Nursing. Points may be earned through participation in community service events or BTN recruitment events, and attendance at state and/or national convention.
  - c. Donations to the organizations/charities chosen by the LSUHSC-SNA Community Service Coordinators each semester also count toward point totals.
4. For students following the CARE BSN Nursing Program at LSUHSC:
  - a. Must be a paying member for at least one year or 50% of their time at LSUHSC School of Nursing (at least starting by beginning of Block 3).
  - b. Must earn at least 8 points during their time at LSUHSC School of Nursing. Points may be earned through participation in community service events or BTN recruitment events, attendance at state and/or national convention.
  - c. Donations to the organizations/charities chosen by the LSUHSC-

SNA Community Service Coordinators each semester also count toward point totals.

### **ARTICLE X – AMENDMENTS**

*Section 1 – Amendments:*

1. Proposed amendments must be submitted to the LSUHSC-SNA Vice President in writing.
2. The LSUHSC SNA bylaw amendments shall receive a plurality of all votes cast of those attending a general body meeting in which they are announced. The voting will take place at a general body meeting. All members have the option to vote.
3. An amendment of these bylaws shall become effective immediately upon its approval at the general body meeting, unless the amendment specifies a time for its going into effect.

### **ARTICLE XI – PARLIAMENTARY AUTHORITY**

*Section 1 – Parliamentary Authority:*

1. All meetings of this Association shall be conducted according to the parliamentary law as set forth in Robert's Rule of Order Newly Revised (11<sup>th</sup> Edition), where the rules apply and are not in conflict with these Bylaws.

### **CERTIFICATION**

These bylaws were approved at a general body meeting by a 2/3 vote on:

Date:

Motion:

Second:

Secretary Signature: \_\_\_\_\_

Secretary Print Name: \_\_\_\_\_