

BYLAWS  
of the  
Student Nurses Association  
Oregon Health & Science University  
At  
Ashland

**Article I**

Name

All individuals enrolled in the undergraduate Bachelor of Science in nursing program(s) in the Oregon Health & Science University (OHSU) School of Nursing at the Ashland campus comprise the organization named the Student Nurses Association, hereinafter referred to as the SNA, governed by these bylaws.

**Article II**

Purpose

The purpose of this organization shall be to:

1. Facilitate the progression of students through the program by promoting communication between the students and faculty or administration;
2. Provide mutual support and protect the rights of individuals;
3. Provide the opportunity for leadership experiences;
4. Encourage the diversity of individuals for the benefit of all.
5. Encourage participation in Oregon Student Nurses' Association & National Student Nurses Association activities.

**Article III**

Membership

All individuals enrolled in the BSN program(s) at the OHSU School of Nursing at the Ashland campus shall become members of the SNA upon registration of tuition, including the student fees, to the OHSU School of Nursing per term. SOU pre-nursing students can become affiliate members of the SNA upon registration and payment of tuition to SOU term.

## Article IV

### Executive Board

#### Section 1: Composition

- A. The Executive Board of the SNA serves for one year, defined as from the end of spring term until the end of the following spring term, and shall be comprised of:
1. President(1), elected from the senior or junior class
  2. Vice President(1) elected from the senior or junior class
  3. Secretary(1) elected from the senior or junior class
  4. Treasurer (1) elected from the senior or junior class
  5. Senior Historian / Convocation Chairperson (1)
  6. Junior Historian (1)
  7. Sophomore Historian (1)
  8. Senior Liaison (2)
  9. Junior Liaison (2)
  10. Sophomore Liaison (2)
- B. To be eligible for a position on the Executive Board, the candidate must be enrolled in the BSN program(s) in the OHSU School of Nursing at SOU, and be a registered member of the NSNA.
- C. Members of the executive Board may not hold more than one position within the Student Body Government, without prior approval, at the same time.

Section 2: The Executive Board shall have sole power to interpret the Bylaws.

Section 3: The Duties of the President shall be to:

- A. Preside at all Executive Board Meetings;
- B. Appoint special committees with the approval of the executive board;
- C. Be present at the initial meeting of each entering class to function as a resource person;
- D. Call special meetings on matters requiring immediate action;
- E. Call elections, general and special;
- F. Act as student representative when attending professional or University functions as requested by the Student Body;
- G. Have no vote on the Executive Board except in the event of a tie; and
- H. Assume responsibility for all business of the Executive Board and preside as sole executor of the Student Body from the end of spring term until the council reconvenes in the Summer.

Section 4: The duties of the vice-president shall be to:

- A. Assume the duties of the president in the event of his/her absence;
- B. Be responsible for reviewing and recommending changes in the bylaws/;
- C. Act as parliamentarian for all Executive Board meetings; and
- D. Perform all other duties as delegated by the President.
- E. Be a voting member of the Executive Board.
- F. Attend all Executive Board Meetings

Section 5: The duties of the Secretary shall be to:

- A. Record the minutes of all executive Board meeting and keep in binder;
- B. Maintain an accurate list of names, addresses, and phone numbers of all student Executive Board members;
- C. Keep on file, as a permanent record, all pertinent reports, papers, and documents submitted to Executive Board;
- D. Post notices of Executive Board meetings, and notify the faculty advisor(s);
- E. Perform all other duties as delegated by the president.
- F. Be a voting member of the Executive Board.

Section 6: The duties of the Treasurer shall be to:

- A. Manage Student funds, presenting monthly status reports to the Executive Board meeting;
- B. Prepare a closing statement at the end of the fiscal year;
- C. Attend all Executive Board meetings; and
- D. Perform all other duties as delegated by the President.
- E. Be a voting member of the Executive Board.

Section 7: The functions of the Sr. Historian/Convocation Chairperson shall include:

- A. To attend all Executive Board meetings;
- B. To collect memorable photographs and other material for a class album / video to be presented at the end of the year.
- C. Establish and maintain a Convocation Planning Committee.
- D. Be a voting member of the Executive Board.

Section 8: The functions of the Junior and Sophomore. Historians shall include:

- A. To collect memorable photographs and other material for a class album / video.
- B. To attend all Executive Board meetings.
- C. Be a voting member of the Executive Board.

Section 9: The functions of the Student Liaison(s) shall include:

- A. Act as Liaison between Executive Board and the class in order to communicate pertinent matters;
- B. Represent the interests of the class on Executive Board;
- C. Attend all Executive Board meetings and faculty meetings, or be represented by an alternate;
- D. Act as a liaison between Student Body and Faculty; and
- E. Perform all other duties as delegated by the President.
- F. Be a voting member of the Executive Board.

Section 10: Meeting of the Executive Board shall be held according to the following guidelines:

- A. A minimum of one per month with a norm of one every other week;
- B.
- C. A majority vote of the members present shall be required to carry any motion brought before the SNA. The President shall vote in the case of a tie;
- D. Meetings are open to all nursing and pre-nursing students.

Section 11: The advisor for the Executive Board shall be a faculty representative, appointed by the OHSU School of Nursing at Ashland associate dean with recommendations from the students and faculty. This appointment shall be in effect for a period of two years. The responsibilities of the advisor shall include:

- A. Attend Executive Board meetings in an advisory capacity with no voting privileges;
- B. Act as a liaison to the School of Nursing for the SNA Executives Board and forward to the Student Council pertinent information or policies of the School of Nursing.
- C. Be able to provide input to the SNA Executive Board from a faculty and/or administrative perspective for any situation which might arise.
- D. Responsible for counting all election ballots.

## Article V

### Elections

Section 1: General Elections

- A. Annual elections for the Senior and Junior class positions of the Executive board occur Spring term.
- B. Elections for sophomore classes positions will occur during the fall term following.
- C. Voting shall be by written ballot;
- D. Election shall be determined by a majority vote of those students participating in the election;
- E. The slate will be announced 1 (one) week prior to voting and voting shall be held during a predetermined time;

- F. Ballots will be counted by faculty advisor.
- G. Ballots will be held by the faculty advisor for two weeks following elections, then destroyed;
- H. The slate will be constructed by the faculty advisor and reflect the candidates who completed the self-nomination form.

## **Article VI**

### Vacancies

Section 1: Filling a Vacancy

- A. A special election shall be conducted by the faculty advisor to fill a vacancy.
- B. The special election shall be conducted in the same manner as the general election.
- C. Liaisons shall be responsible for notifying their respective classes of election.

## **Article VII**

### Committees

Committee Chairperson(s) shall report pertinent information directly to the SNA during Executive Board meetings.

## **Article VIII**

### Student Input

- Section 1: Executive Board meetings are open to all nursing and pre-nursing students. They may voice their options, concerns, complaints, or recommendations during open comment.
- Section 2: Students may submit agenda items to their class Liaison, prior to the next scheduled Executive Board meeting, for inclusion on the agenda.

## **Article IX**

### Amendments

- Section 1: Proposed amendments to these bylaws shall be submitted, in writing and carrying the sponsor's signature, to the Executive Board at a regularly scheduled meeting.
- Section 2: The Vice President shall be responsible for coordinating the bylaws amendment

process.

- Section 3: The bylaws may be amended by a two-thirds majority vote of the Executive Board.
- Section 4: Amendments to these bylaws, when passed by the necessary majority, will take effect at the next Executive Board meeting, unless otherwise specified.
- Section 5: A review of the bylaws shall be conducted by a committee, chaired by the Vice-President of the Executive Board, to be accomplished by the end of fall term, annually.

## **Article X**

### Organization of Meetings

- Section 1: Organization of meetings shall go as follows:
- A. Meeting to order
  - B. Additions to agenda
  - C. Approval of old minutes; read by the Secretary if necessary
  - D. Treasurer report
  - E. Old Business
  - F. Senior Liaison report
  - G. Junior Liaison report
  - H. Sophomore Liaison report
  - I. Committee Reports:
    - 1. Historian / Convocation
    - 2. New Business / Open Comment Time
  - J. Meeting adjourned
- Section 2: Organization of meetings may be amended by Executive Board with two-thirds vote.
- Section 3: All meetings will be conducted with Parliamentary procedures (i.e. Robert's Rule)