



STUDENT NURSES ASSOCIATION OF ILLINOIS

BYLAWS 2017-2018

2017 - 2018
Student Nurses Association of Illinois
Bylaws

(In accordance with NSNA conformity)

Student Nurses Association of Illinois
Organized: October 21, 1950
Bylaws adopted: April 19, 1952
[Last Amended](#): October 2012

Preamble:

We, students of nursing preparing for initial licensure as registered nurses, as well as those nurses enrolled in baccalaureate completion programs, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing.

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

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

We believe every right bears 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 and a responsibility for:

- having a creative sound education opportunity;
- having the highest quality practitioner-teacher;
- achieving input into curriculum planning;
- achieving self-directed learning;
- achieving equal participation in all areas of clinical practice;
- participating in interdisciplinary activities;
- due process;
- insuring peer review and self-evaluation;
- the privileges of internal governance;
- organizing and participating in an organization toward achieving professional goals;
- facilitating change in health care delivery through various channels;
- assembling and exploring fundamental and current professional issues and concerns;
- organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- fostering a better correlation between nursing education and practice

Commented [MS1]: NSNA Bylaws here:
<https://www.dropbox.com/s/ft9aazt4lpawdhq/NSNA%20Bylaws.pdf?dl=0>

Article I- NAME

The name of the Association shall be the Student Nurses' Association of Illinois (SNAI), a state constituent of the National Student Nurses' Association (NSNA).

Article II- PURPOSE AND FUNCTION

Section 1.

The purpose of SNAI is to:

- a. Assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- b. Provide programs representative of fundamental and current professional interests and concerns.
- c. Aid in the development of the whole person, [his/her professional role](#), and his/her responsibility for the health care of people from all walks of life.

Section 2.

The function of SNAI is to:

- a. Have direct input toward the standards of nursing education and influence the educational process.
- b. Influence health care, nursing education, and practice through legislative activities as appropriate.
- c. Promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
- d. Represent nursing students to the consumer, to institutions, and other organization.
- e. Promote and encourage student's participation in interdisciplinary activities.
- f. Promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
- g. Promote and encourage collaborative relationships with the ANA-Illinois as well as the other nursing and related health organizations.
- h. Correspond with local chapters and promote correspondence between chapters.

Article III – MEMBERS

Section 1.

- a. School chapters whose membership is composed of active or associate members, and whose bylaws have been approved, and upon meeting such other policies as the Board of Directors (BOD) of SNAI 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 at each school campus.
- c. Constituent associates are required to submit current bylaws and polices and any subsequent amendments of such bylaws or policies to NSNA for review.
- d. A constituent association not complying with the requirements of these bylaws may be disqualified by a two-thirds vote of the BOD, provided notice of the anticipated action has been given the constituent six weeks prior to the vote and the constituent association shall be given opportunity for debate before the BOD.

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- e. School chapters which may have been disqualified by a two-thirds vote of the BOD may be reinstated provided they have met the requirements of Article III, Section 1 and 2.

Section 2. Categories of Constituent Membership

Members of the constituent association will be:

a. Active members:

- 1) students enrolled in a state approved program leading to licensure as a registered nurse.
- 2) Registered nurses enrolled in undergraduate programs in nursing.
- 3) 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 a program leading to an associate degree, diploma or baccalaureate degree in nursing.
- 2) Associate members shall have all the privileges of membership except the right to hold office as President, 1st Vice President, 2nd Vice President and at the state level.

c. Individual Members:

- 1) Individual memberships shall be open at the state level to any eligible student when membership in a constituent association is not available.
- 2) Individual members shall meet those requirements and have those privileges that are described for active membership in Article III, Section 2, a.

Section 3. Categories of Non-Constituent Memberships

a. Sustaining Memberships:

- 1) Sustaining Membership shall be open at the national level to any individual or organization interested in furthering the development of NSNA, upon approval of the BOD.
- 2) This membership category is not open to those eligible for active or association membership.
- 3) Sustaining members shall receive literature and other information from the national office.

b. Honorary Membership:

- 1) Honorary membership may be conferred by a two-thirds votes of the House of Delegates upon recommendation of the BOD upon persons who have rendered distinguished services to SNAI and/or NSNA.
- 2) Honorary members shall have none of the obligations or privileges of membership.

Section 4.

Active and associate membership may be extended six (6) months beyond completion of the student's undergraduate program providing the membership was renewed while the student was enrolled in a nursing program.

Section 5. Dues

- a. The student joins all three levels of the Association by paying National, State, and school chapter dues.

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- b. State and national dues combined are \$40 for a new annual membership, \$45 for a one-year renewal membership and \$80 for a new two-year membership. These memberships are valid for 12 months, 12 months and 24 months, respectively. School constituencies will determine their own fee to be charged for membership.
- c. Any member who fails to pay current dues shall forfeit all privileges of membership.

Deleted: National dues are \$40.00 for new membership (annual) and \$45.00 for renewal; two-year memberships are \$80.00. The dues year(s) for members shall be for a period of twelve (12) or twenty-four (24) consecutive months. State dues are included within the national dues and each school constituency will determine any dues for its chapter.

ARTICLE IV- OFFICERS AND DIRECTORS

Section 1.

The Officers of this Association shall be a President, 1st Vice President, 2nd Vice President, Secretary and Treasurer.

Section 2.

The Directors of this Association shall be a Breakthrough to Nursing Director, a Legislation Director, a Marketing Director, a Membership Director, and an Image of Nursing Director.

- a. The Nomination and Election Committee (NEC) Chair shall be elected at the annual meeting to serve (1) year in the elected position or until their successor is elected.

Deleted: The NEC Chair is not eligible to run for a position during their term of office.

Section 3.

- a. Officers and Directors shall be elected at the annual meeting to serve one (1) year in the elected position or until their successor is elected.
- b. Officers and Directors shall also serve for six (6) additional months as a resource person for the newly elected officers.
- c. Term of office shall begin at the close of business at the Annual meeting.

Section 4.

Any member of this Association who has been nominated by a constituent or nominated by the Nominations and Elections Committee shall be eligible to be a candidate for the office, subject to the requirements set forth in Article III, Section 2, a & b:

- a. Candidates for all offices shall be enrolled in a professional school of nursing or pre-nursing program.
- b. The candidate needs to be in good academic standing throughout their term of office.
- c. They must be enrolled in a professional school of nursing from the beginning of the fall academic year until their graduation, which can be no earlier than May of the following calendar year.
- d. No more than three (3) candidates from any one school of nursing may run for a position except by approval of the BOD. All candidates for office will meet with the Nominations and Elections committee prior to being placed on the ballot.
- e. Any previous Board Member who has resigned from the Board who wishes to run for office must meet with the Nominations and Elections committee and an ANA-Illinois co-consultant prior to being placed on the ballot.

Deleted: <#>Senior nursing students choosing to run for the office may do so at the Annual SNAI convention being held in the fall.

Deleted: <#>Said student must serve the full term of office, which ends when the next <#>BOD is elected. Candidates shall be limited to a total of three (3) from one professional school of nursing, except by approval of the BOD.

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Section 5. Duties of the Officers:

- a. President shall:
 - 1) Preside at all meetings of this association, BOD and Executive Committees.

2) Represent SNAI in all matters relating to the organization and perform all other duties as outlined in SNAI Policies.

3) Be responsible for ensuring that direction given by the House of Delegates and the actions of the Board are carried into effect.

4) Report to the Board on the actions and efforts of the association.

b. 1st Vice President shall:

1) Assume the duties of President in the President's absence.

2) Serve as chairperson of the committee for the SNAI Annual Convention.

3) Perform all other duties as outlined in SNAI Policies and as assigned by the President.

c. 2nd Vice President shall:

1) Serve as chairperson of the committee for the annual Mid-Year Event.

2) Perform all other duties as outlined in SNAI Policies and as assigned by the President.

d. Secretary shall:

1) Record and keep the minutes of all meetings, Association, the BOD, and Executive Committee.

2) Submit minutes to NSNA monthly

3) Perform all other duties as outlined in SNAI Policies and as assigned by the President.

e. Treasurer shall:

1) Act as custodian of organizational funds.

2) Perform all other duties as outlined in SNAI Policies and as assigned by the President.

Section 6. Duties of the Directors

Directors shall perform such duties as outlined in SNAI Policies and as assigned by the President.

Section 7.

a. Each officer and Director shall deliver to his successor all materials and effects of his office immediately following the annual meeting with the exception of the President, Secretary and Treasurer regarding financial institution business. The President, Secretary and Treasurer shall deliver all materials and effects of financial institution business within 30 business days of the Annual meeting.

b. If an Officer or Director resigns or is dismissed from the BOD during their term, all materials and effects of their office, which are property of SNAI, shall be returned to the BOD within thirty (30) days of leaving office.

Section 8.

All Officers, Directors and Chairs shall submit report of their expenses and receipts.

Section 9. Vacancies

a. A vacancy in the office of President shall be filled by the 1st Vice President.

b. A vacancy in the office of the 1st Vice President shall be filled by the 2nd Vice President.

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- c. A vacancy in the office of the 2nd Vice President shall be filled by the appointment of another elected Board Member by the BOD.
- d. Other vacancies on the BOD shall be filled by appointment of an individual(s) by the BOD.

ARTICLE V- BOARD OF DIRECTORS

Section 1.

The officers, directors and chair shall constitute the BOD.

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- a. Section 2. MEETINGS
Notice of time, place, and purpose of the meeting shall be given to each member of the BOD not less than ten (10) days prior to the meeting.
- b. Meetings may be held electronically by phone, or face to face.

Section 3.

The Board of Directors shall:

- a. Transact the business of the Association between meetings of the Association.
- b. Meet monthly and as deemed necessary during the year at a time and place decided upon by the BOD.
- c. Authorize the payment of all expenses.
- d. Approve a place for the deposit of funds; a bank, which is insured by the Federal Reserve.
- e. Approve the selection of an outside financial professional for the annual review of accounts of the Association.
- f. Decide the necessity and amount of bond covering the President, Secretary, and Treasurer.
- g. Fill vacancies in the office of the BOD until the next election as specified in Article IV, Section 9.
- h. Consider the unexcused absence of a member from two (2) Board meetings a vacancy, and the office shall be filled according to Article IV, Section 9. Provide notice to Board members after the 1st unexcused absence.
- i. Create special committees as necessary.
- j. Approve the appointments of all committee chairpersons and members of the standing committees.
- k. SNAI shall be entitled to one voting delegate and alternate at the Annual Meeting of the NSNA. The delegate shall be the state president. If the state president cannot serve, a designated representative and alternate shall be elected at a state meeting or by the state BOD.
- l. Applications for school chapters for Constituency Status must be submitted to NSNA eight weeks prior to the Annual meeting. The Board will verify school delegates at the Annual meeting based upon NSNA receipt of Constituency Status and the school's membership count. The board will award one delegate to all schools who have submitted their Constituency status and one additional delegate for each 10 members of the school's Nursing Student Association.
- m. Rescind a Board member's position by a majority vote if the BOD finds sufficient evidence that the board member is not filling their responsibilities as outlined in the SNAI Bylaws, SNAI Policies and by the BOD.

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Deleted: Applications from school chapters for Constituency Status in SNAI must be submitted at the Annual SNAI convention during the delegate credentialing process for the Annual House of Delegates meeting. For those schools unable to send representatives to the Annual House of Delegates meeting, the constituency application form will be completed and mailed with chapter bylaws/policies to SNAI and postmarked no later than 10 working days after the close of the House of Delegates of the same year. The Board of Directors will act upon mailed applications at the next BOD meeting. Constituency Status is renewable each year by resubmission of the application form and supporting documentation.

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Section 4.

If a Board Member's position is rescinded written notification will be sent to the Board member via Certified mail within 14 days of the Board's decision. The Board Member may appeal the decision to rescind their position. Appeals must be in writing and sent via certified mail within 14 days of receiving the BOD decision. The BOD must act, by a majority vote, on the appeal within 14 days of receiving such appeal.

Section 5.

A quorum for a BOD meeting shall consist of a majority of the voting members of the SNAI BOD. The voting body must include at least two of the three following positions: President, 1st Vice President and 2nd Vice President.

Deleted: A quorum for a BOD meeting shall consist of at least four (4) voting members of the SNAI Board of Directors in addition to the President and/or 1st Vice President or 2nd Vice President and at least one non-voting ANA-Illinois appointed consultant.

Section 6.

Special meetings may be called by the President or must be called by the President upon a majority vote of the BOD, including the President and/or Vice President.

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ARTICLE VI- CONSULTANTS

Section 1.

There will be at least one (1) ANA-Illinois Consultant and one (1) Elected Executive Consultant. There may be additional ANA-Illinois consultants or special consultants from additional professional nursing organizations.

Deleted: There will be 2-3 consultants: ANA-Illinois Consultant or Co-Consultants and Elected Executive Consultant. There may be an optional special consultant: Special Board of Directors Nursing Consultant. This consultant must be a nursing professional, who is an active member of ANA/ANA-Illinois and preferable at least 1 other professional nursing organization.

Section 2.

Every odd numbered year, beginning in the year 1991, the ANA-Illinois BOD appoints a current ANA-Illinois member(s) to serve as an ANA-Illinois Consultant/ Co-Consultant to SNAI. The SNAI BOD then has the power to accept or deny the person(s) selected as the ANA-Illinois Consultant/ Co-Consultant. If denied, the SNAI BOD will request that the ANA-Illinois BOD appoint an alternate person(s).

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Section 3.

The Elected Executive Consultant/Co-Consultant shall:

- a. Have served on the SNAI BOD within the last three years.
- b. Be a graduated nurse or registered nurse.
- c. This person shall be elected to serve for one year or until his/her successor is elected.

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Section 4.

Functions of the ANA-Illinois Consultant/ Co-Consultant and Elected Executive Consultant are:

- a. To serve as resource persons consulting with officers and members.
- b. To have a working knowledge of SNAI.
- c. To correspond with the school constituents' advisors on issues pertaining to SNAI.
- d. To serve as ex-officio members of SNAI on the BOD and Executive Committee without the power to vote.
- e. To assist the BOD as deemed necessary by the BOD.
- f. To attend scheduled ANA-Illinois BOD meetings.

Section 5.

Each year, the SNAI BOD may solicit nominees for nursing professionals to serve as the Special BOD Nursing Consultant, if filling this position is deemed necessary by said BOD. SNAI will solicit nominees for the Special BOD Nursing Consultant by requesting recommendations from ANA-Illinois and other professional nursing organizations chosen by the SNAI BOD or by a BOD member's direct nomination. These recommendations must be accepted in writing by the nominee. Upon solicitation, SNAI will outline functions of the consultant and make clear that SNAI will financially support this position.

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Section 6.

Functions of the Special BOD Nursing Consultant are:

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- a. To serve as a resource person for SNAI.
- b. To provide information and suggestions for Community Health Projects and means for fund-raising.
- c. Assist the BOD as deemed necessary by the BOD.

ARTICLE VII – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of the President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and at least one non-voting ANA-Illinois appointed consultant. This committee shall have the power to transact business only of an emergency nature, which cannot wait until the next scheduled meeting of the SNAI BOD. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the BOD. The Executive Committee may conduct such emergency business by telephone, mail, email, messaging media or fax.

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ARTICLE VIII- COMMITTEES

Section 1.

- a. Standing Committees and their duties are outlined in the SNAI Policies.
- a. The BOD may establish special committees and determine their membership, terms and functions.
- b. All committees shall report to the BOD when requested to do so.

Deleted: Board of Directors

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ARTICLE IX- ELECTIONS

Section 1. Nominations and Elections Committee:

- a. Consists of the elected NEC Chair and two members, none of whom have been nominated for any other office, and may be appointed by the Chair with the approval of the BOD.
- b. Presents at least one candidate for each office to be filled.

Section 2. Election:

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- a. The Officers of the Association, the Directors, the Nominations and Elections Committee Chair and the Elected Executive Consultant, shall be elected annually at the time of the annual meeting and shall take office immediately at the close of the House of Delegates (HOD) at the annual meeting.

- b. Elections shall be by physical or electronic ballot. All SNAI delegates are entitled to vote. A plurality vote shall elect. In the event of a tie vote, there shall be one re-balloting; if a tie exists, the decision shall be made by casting lots.
- c. Before opening the polls, opportunity shall be given for nominations from the floor at the HOD.

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Section 3. Ballots:

- a. All ballots from the state convention BOD election shall be held by the newly elected EEC no less than thirty (30) days after the close of the annual HOD.
- b. All ballots shall be destroyed within sixty (60) days after the close of the HOD at the discretion of the BOD.

ARTICLE X- ANNUAL MEETING

Section 1.

The annual meeting of the Association shall be held at such time and place determined by the BOD. The annual meeting shall be held for the purpose of holding an election, receiving reports and conducting other such business as may properly come before the HOD. Notice of the meeting shall be emailed to SNAI members. The meeting shall also be posted to the official SNAI website at least thirty (30) days in advance.

Deleted: Notice of the meeting shall be sent to the President of each constituent association.

Section 2.

The HOD shall be the governing and voting body of the Association and shall be comprised of delegates from constituent associations and members of the BOD. The business of the annual meeting shall be conducted by the HOD. Notice via the official SNAI website, must be given at least 30 days prior to the annual meeting.

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Section 3.

Each school shall be entitled to delegates according to the number of members in good standing in SNAI.

- a. Each school chapter that is a recognized constituent shall be entitled to one voting delegate and one alternate. For each 10 members of the school chapter, the chapter is entitled an additional voting delegate and alternate.
- b. The school chapter delegate and alternate shall be members in good standing and shall be selected and or elected by members of the school chapter.
- c. The number of delegates shall be computed on the basis of the number of paid members in each constituent chapter one month prior to the Annual Convention.

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Section 4.

The privileges of making motions and voting shall be limited to the HOD. A voting member shall have but one vote in any election or question.

Section 5.

All meetings of the SNAI annual meeting shall be open unless voting otherwise by the House of Delegates. Student members, other than voting delegates, may attend the annual meeting but shall not be seated with the delegate body, and may speak only once on each issue after the delegates have spoken to that issue. Student members who are not delegates may not make motions or vote.

Section 6.

A quorum at the annual meeting of SNAI shall consist of at least one (1) representative from each of five (5) constituent associations and at least six (6) voting members of the SNAI ~~BOD~~, including 2 officers and at least one (1) non-voting ANA-Illinois appointed Consultant.

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ARTICLE XI- COUNCIL OF SCHOOL PRESIDENTS

The council of School Presidents shall consist of one president from each school chapter. The purpose of this council will be:

- a. To keep communication open between schools and the state.
- b. To act as an advisor to the state association pertaining to the problems and needs of a school constituent.
- c. The state President will serve as ex-officio member or appoint a representative to all council meetings.

ARTICLE XII- FISCAL YEAR

The fiscal year is to run from December 1 to November 30.

ARTICLE XIII- PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised, current edition, shall govern the meetings of this Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XIV- AMENDMENTS

Section 1.

These bylaws may be amended at the ~~Annual~~ meeting of the Association by a two-thirds vote of the voting delegates, provided amendments have been ~~posted to the official SNAI website~~ at least ~~four (4) weeks~~ prior to the annual meeting.

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Section 2.

All proposed amendments shall be prepared by the committee on Bylaws and submitted to the BOD for review at least ~~ten (10) weeks~~ before the annual meeting.

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Section 3.

Proposed amendments may be submitted to the Committee on Bylaws by a school constituency, ~~the BOD or a SNAI Committee~~. These proposed amendments must be received at least ~~twelve (12) weeks~~ before the annual meeting.

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Section 4.

These Bylaws may be amended without previous notice at any annual meeting by a 99% vote of those present and voting, providing previous notice shall have been given at an earlier meeting of the same session, and provided that the proposed amendment shall have been presented to the presiding officer and parliamentarian before the meeting where previous notice is given.

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Section 5.

An amendment to these bylaws shall become effective immediately upon its approval at the Annual meeting unless the amendment specifies a time for it going into effect.

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