By-Laws

Article I

NAME

The name of this organization shall be Lonestar College Tomball Student Nurses' Association, a constituent of the Texas Student Nurses Association and the National Student Nurses Association Inc., herein referred to as LSCT-SNA. The official publication of this organization shall be known as Nursing Notes.

Article II

Purpose and Functions

Section 1. The purpose of the LSCT-SNA shall be:

A. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care;

B. To provide program representation of fundamental and current professional interest and concerns;

C. To aid in the development of the whole person, and his/her responsibility for the health care of people in all walks of life;

D. To aid in the preparation of student nurses for the assumption of professional responsibilities.

Section 2. The functions of the LSCT-SNA shall include the following:

A. To have direct input into the standards of nursing education and influence the education process;

B. To influence health care, nursing education, and practice through legislative activities as appropriate;

C. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues;

D. To represent nursing students to the consumer, to institutions, and to other organizations;
E. To promote and encourage student participation in campus-wide activities;

F. To provide and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, life style, national origin, age, or economic status;

G. To provide a local pre-professional organization of student nurses and to encourage participation in meetings;

H. To prepare students for membership and participation in the American Nurses' Association, the professional membership organization of nurses;

I. To serve as a channel of communication between the LSCT-SNA organization, other local and regional college SNA organizations, the TSNA, and the NSNA.

Article III

Membership

Section 1. Categories of Constituent Membership
Members of the constituent association shall:

A. Be composed of at least fifteen members

B. For initial recognition as an NSNA constituent, constituent associations shall be required to submit their by-laws which shall include the following areas of conformity for active and associate members; By-Laws Article II-Purpose and Functions, Article III-Membership, Article IV-Dues, Article VIII-Meetings, Sections 4 & 5 which outline representation to NSNA and TSNA conventions. Subsequently, local constituents shall be required to reaffirm these areas of conformity annually.

C. Active Members:
   1) Students enrolled in state approved programs leading to licensure as a Licensed Vocational Nurse or as a Registered Nurse;
   2) Registered nurses enrolled in programs leading to baccalaureate degree with a major in nursing;
   3) Licensed Vocational Nurses enrolled in programs leading to an Associate Degree with a major in Associates of Nursing.
D. Associate Members:
   1) Pre nursing students, including licensed vocation nurses and registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to a vocational license, an associate degree or baccalaureate degree;
   2) Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.

Section 2. Categories of Non-Constituent Membership

A. Sustaining members: Sustaining membership shall be open at the local and state level to any individual or organization who is interested in furthering the development and growth of LSCT-SNA and TSNA. Sustaining members shall receive literature and other information from the LSCT-SNA secretary, the official TSNA publication, Commentator, and the NSNA publication, Imprint.

B. Honorary members: Honorary membership may be conferred by 2/3 vote of the Executive Council upon persons who have rendered distinguished services or valuable assistance to LSCT-SNA. Honorary members shall have none of the obligations or privileges of membership.

Section 3. Active and associate membership may be extended six months beyond completion of the student's program in nursing. Sustaining membership shall be renewable annually.

Article IV

Dues

Section 1. LVN and ADN students belonging to LSCT-SNA shall pay annual local chapter dues. The year's dues shall be for a period of twelve consecutive months. Membership to TSNA and NSNA is optional and has corresponding fees.

Section 2. Payment of LSCT-SNA dues is a prerequisite for membership in the constituent organizations.

Section 3. Local annual dues shall be $5.00 per member.

A. The annual dues for subscriber members shall be established by the Executive Council of TSNA;

B. Any member who fails to pay current dues shall forfeit all privileges of membership.
C. Any member who fails to pay annual dues by November 1st forfeits the LSCT-SNA extra credit point earned during the preceding months. No points shall be given unless all SNA meetings are attended during the semester and dues are paid. No partial points shall be given.

Article V

Class Officers and Executive Council-Qualifications and Duties

Section 1. The Executive Council Voting Board Members of the Association shall be: A President, a Vice President, a Recording Secretary, a Treasurer, and a Historian from the ADN and LVN nursing programs. The President shall have power to appoint positions for Chairpersons of committees as he/she sees the need. The appointed positions shall not be voting members with the six Executive Council members who serve as the Board of LSCT-SNA. Any state or national officer shall be a voting member of the Executive Council.

Section 2. The Class Officers for each the LVN and ADN programs will consist of:
A. President
B. Vice President
C. Secretary
D. Treasurer
E. Historian

Section 3. The Executive Council Voting Board Members of the Association for odd years that will consist of ADN levels 2 and 3 and LVN class shall be:
A. President—ADN
B. Vice President—LVN
C. Secretary—ADN
D. Treasurer—LVN
E. Historian—ADN & LVN

Section 4. The Executive Council Voting Board Members of the Association for even years that will consist of ADN levels 2 and 3 and LVN class shall be:
A. President—LVN
B. Vice President—ADN
C. Secretary—LVN
D. Treasurer—ADN
E. Historian—ADN & LVN

Section 5. The Board Members of the Association will be elected to serve one year from January to December. This swearing in of the board members will be held in the 4th week of January. A person may hold only one Board Member position at one time in the LSCT-SNA.
Section 6. The Class Officers will be elected by their respective nursing class members. The class officer that falls into the Board Member category for their year of graduation will also be a Board Member based on the position they were elected for.

Section 7. Any member of the organization shall be eligible to be a candidate for office if they meet the following requirements:

A. Candidates for offices must have and maintain a 2.00 academic standing;

B. Candidates for office shall be chosen from among the LSCT-SNA members who shall be student nurses throughout their complete term of office;

C. Candidates must give their own consent to serve if elected;

D. Candidates are to be enrolled as full-time nursing students.

Section 8. Duties of Officers:

A. The President shall:

1) Preside over all meetings of the Association and the Executive Council;

2) Appoint members as chairpersons for committees subject to approval of the Executive Council;

3) Serve as an ex-officio member of all committees;

4) Have the authority to call special meetings;

5) Approve expenditures as submitted by the treasurer and authorized by the Executive Council;

6) Perform all duties pertaining to the office and represent the organization in all matters relating to the LSCT-SNA. This representation includes serving as a member of the "roundtable";

7) Act as liaison for TSNA and NSNA;

8) Be responsible for the By-Laws and Standing Rules of the Organization;

9) Serve as chairperson of the Committee on By-Laws and Policies.

B. The Vice-President shall:

1) Assume the order of rank and the duties of the president in the absence or disability of the president;
2) In the event of a vacancy occurring in the office of president, the vice president shall assume the duties of president;

3) Provide for programs during specified organizational meetings;

4) Serve as chairperson of the Committee on Social Programs;

5) Arrange for and confirm speaker(s) for specified organizational meetings;

6) Get approval for off-campus speakers from the Executive Council and LSCT Student Affairs office at least two weeks prior to speaking engagement;

7) Reserve on-campus room for each meeting and request room set-up;

8) Notify publicity chairperson of program arrangements, e.g., speaker, topic, date, time, and room assignment.

C. The Recording Secretary shall:

1) Record all policies pertinent to the ongoing activities of the organization, including minutes from the meetings and member’s point of attendance;

2) Serve as chairperson of the Committee for Community Service;

3) Keep on file, in an orderly fashion, a record of all business which has been transacted in either closed or open meetings;

4) Keep a register of all members for roll call for each LSCT-SNA meeting and for business purposes;

5) Refer to duly authorized committees the necessary records for the completion of business;

6) Sign with the president such organizational papers as come into their administrative and executive spheres;

7) Furnish the chairman of the Nominations Committee, not less than two hours before the opening of the polls, a list of members entitled to vote at the meeting;

8) Execute and keep records of all organizational correspondence as directed by the Executive Council;

9) Serve as Chairperson of the Committee on Membership;

10) Serve as Chairperson of the Sustaining Member Committee;
11) Serve as Chairperson of the Committee on Intercollegiate Relations

12) Keep on file a register of all members and officers to be used for correspondence;

13) Record LSCT-SNA activities and accomplishments on applications for organizational awards and recognitions.

D. The Treasurer shall:

1) Generate check requests for monetary disbursement via the LSCT Business Office;

2) Keep accurate entries of the acquisition and disbursement of organization funds;

3) Submit all accounts to the Executive Council at the close of each fiscal year and an accounting of all funds at each Executive Council meeting;

4) Prepare an annual report of all activities involving the transactions of the treasurer’s office;

5) Draft a budget for the operating fund to be presented no later than the 1st board meetings in February and October using estimated budgets received from each member of the Executive Council. (Budgets will be approved by the Executive Council at the board meetings in February and October for the Spring and Fall Semesters);

6) Act as custodian of organizational funds and deposit such funds in a bank approved by the Executive Council and the LSCT Business Office;

7) Present a list of members entitled to vote to the Nomination Committee chairperson on an as needed basis.

8) Serve as chairperson of the Fund Raising Committee

   a. Generate ideas for fund raising, and act as head of all fund raising projects. All fund raising projects must meet the approval of the Executive Council, the Faculty Consultant, and the LSCT Office of Student Affairs;

   b. Organize acquisition of fund raising merchandise and facilitate distribution and sales of the merchandise. All proceeds will be deposited in the LSCT-SNA checking account.
E. The Historian shall:

1) Serve as Chairperson of the Committee on Public Relations;
2) Serve as Chairperson of the Committee on Campus Functions;
3) Serve as Chairperson of the Publications Committee via coordinating, editing, printing, and distributing the quarterly LSCT-SNA official publication SNA newsletter, *Nursing Notes*, to all active members;
4) Submit LSCT-SNA activities and reports to the TSNA and NSNA editors before each deadline for their publications: TSNA *Imprint* and NSNA *Commentator*;
5) Maintain and update LSCT-SNA Scrapbooks;
6) Locate a photographer or act as photographer for all LSCT-SNA activities and events;
7) Notify all members of time and place of all LSCT-SNA meetings, campus functions, public relations functions, TSNA functions, NSNA functions, and other items of interest to the organization;
8) Maintain upkeep of the LSCT-SNA bulletin board.

Section 9. Retiring officers shall deliver to their successors all records, pertinent papers, and other properties belonging to the Association within 3 days after the induction of new officers.

Section 10. An Executive Council meeting, consisting of the retiring officers and the officers elect, will be held after the Final election and before the Association meeting in January.

Section 11. At the Association meeting in January, the retiring officers will give their final report and officially pass their titles and responsibilities to the officers elect who will assume their duties.

**Article VI**

**Faculty Consultant and Faculty Consultant-Elect**

Section 1. The Faculty Consultants shall:
A. Be a permanent, full time Lonestar College Tomball LVN or RN nursing instructor;
B. Confer with and assist the officers and members in accord with their stated purposes and functions;
C. Attend meetings of the Association and Executive Council.

**Article VII**

**Elections**

Section 1. There shall be a nomination in November of each year to select candidates for the next year's ADN Class Officers. Students may nominate any ADN SNA members at the end of their first semester in the LSCT ADN Program to fill the ADN Class Officer Positions. A person can nominate themselves as candidates for election. The offices for election
shall be: President, Vice President, Recording Secretary, Treasurer, and Historian. There shall also be a nomination in January of each year to select candidates for the current year’s LVN Class Officers. Students may nominate any LVN SNA members at the end of their first semester in the LSCT VN Program to fill the VN Class Officer Positions. A person can nominate themselves as candidates for election. The offices for election shall be: President, Vice President, Recording Secretary, Treasurer, and Historian.

Section 2. Elections of the ADN officers shall take place in December near the completion of the candidates’ first semester (Nursing I). Nominations of the LVN officers shall take place the second week of January, after the beginning of the candidates’ first semester. Candidate members may run for only one of the five offices per class, and will hold their elected position for the duration of two semesters.

Section 3. Any student who has been nominated for a position which they do not wish to hold, must communicate to their current Class President the wish to remove their name from the list of candidates no later than 3 days prior to the Election of Officers.

Section 4. Any student interested in running for a Class Officer position is entitled to review these By-Laws, located in the LSCT Nursing Office.

Section 5. Ballots shall be prepared with the names of the candidates for each office and presented to the Executive Council for review.

Section 6. Ballots shall be passed out on the Election day by the treasurer who will act as teller and inspector of the election. All votes are made by secret ballot.

Section 7. Ballots will be counted for each nominee by the Class Officers and winners of each office shall be announced at the time of the ballot count, in the presence of at least 1/2 the voting SNA members by class.

Section 8. ADN Class officers shall assume all responsibilities of their held offices starting the first day of the semester for which they are elected to serve. LVN Class Officers shall assume all responsibilities of their held offices the week following their election into office. During the time period between terms of office, the retiring officers shall communicate all pertinent information, including but not limited to contact information of Student Activities office, SNA Class Advisors, approved vendors, budget preparation information and required activities.
Article VIII

Meetings

Section 1. Regular SNA Meetings shall be held 9 consecutive months, September through May of each year.

Section 2. Executive Board Meetings shall be held when a member of the Executive Board deems it is necessary to meet, and the other Board Members agree it is necessary. A mandatory Executive Board Meeting is required to discuss Budget planning.

Section 3. Should a Class officer be absent from 2 consecutive regular SNA Meetings, without just cause as determined by the Executive Board, that office shall be considered vacant and shall be filled by a person elected to the office by the Executive Board.

Section 4. TSNA Convention – Local representation shall be as follows:

a. A school chapter recognized as a constituent chapter shall be entitled to one voting delegate and one alternative.

b. In addition, a voting delegate and alternative shall be allowed for each twenty members up to a maximum of ten delegates.

c. The cut—off date for determination of the number of delegates and alternates to which a chapter is entitled shall be determined by the Chairman of the Membership Committee with Executive Council approval, but shall be no less than sixty days prior to the annual convention.

Section 5. NSNA Convention-Local representation shall be as follows:

a. Each school chapter that is a recognized constituency, as determined by these laws, shall be entitled to one voting delegate and one alternate, and in addition, shall be entitled to one voting delegate and alternative for every fifty members;

b. The school chapter delegate and alternate shall be members in good standing in the chapter and shall be elected by the Executive Council to be approved by members of the school chapter at a proper meeting.
Article IX

The Board of Directors/Executive Council

Section 1. The officers of the LSCT-SNA shall constitute the voting members of the Executive Council.

Section 2. The Executive Council shall meet before each regular monthly meeting.

Section 3. The Executive Council shall:

a. Transact business LSCT-SNA between monthly meetings and report such transactions at the following meetings;

b. Devise a program of action to implement and augment the purposes of the organization for presentation to the membership;

c. Have power to fill vacancies in any office except vacancies occurring on the office of the President or Vice President whose offices must be elected by the SNA members;

d. Approve all budgets;

e. Act as a judicial body in the event an officer has not attended the specified number of meetings or otherwise fulfilled the duties of office. The officer shall be subject to probation and ultimate dismissal from the Association;

f. Perform all other duties as may be specified in these By-Laws.

Article X

The Quorum

Section 1. A quorum of the Association shall consist of a 2/3 majority of the membership.

Section 2. A quorum at meetings of the Executive Council shall be a 2/3 majority of the voting members.

Section 3. A quorum of meetings of standing or special committees shall consist of 2/3 of membership of such committees.
Article XI

Amendments

Section 1. By-Laws may be amended at any meeting by a 2/3 majority vote of those present if membership is notified 30 days in advance of the proposed amendment. A 99% vote of those present is required on amendments without advanced notice.

Section 2. Proposed amendments may be submitted to Executive Council by any member of the Association.

Section 3. An amendment to those By-Laws shall become effective immediately upon its approval at the meeting unless the Amendment specifies a time for its going into effect.

Adapted 11/68
Approved by TSNA 2/69; 01/76
Amended 04/71; 10/72; 04/74; 05/75; 06/76; 12/76; 01/79
Approved by NSNA 11/79
Amended 05/80; 10/80; 04/82; 02/83; 12/85; 10/94
Approved by TSNA and NSNA 11/87; 10/94
Amended 02/09