

ARTICLE I

Name and Purpose

Section I. Name.

The name of the organization shall be the Student Nurses at the University of Arizona, abbreviated as SNUA.

Section II. Purpose.

The purpose of this organization is as follows:

- a) To assume responsibility for contributing to nursing education in order to provide for the highest quality of healthcare.
- b) To provide programs representative of fundamental and current professional role and his/her responsibility for health care of people in all walks of life.
- c) To provide fellowship among students and faculty.
- d) To represent students' needs and wants in regard to the quality of education and services offered by the College of Nursing.
- e) To introduce nursing students to their first professional organization on a chapter level with links to the state level, Student Nurses Association of Arizona (SNAAz) and the national level, National Student Nurses' Association (NSNA).

ARTICLE II

Objectives

Section I. Objectives.

The objectives of this organization is as follows:

- a) To increase student awareness of social issues related to health care and its delivery, and to promote and encourage student participation in community affairs and activities aimed at improving health care.
- b) To help facilitate relationships among all levels of the BSN nursing students.
- c) To introduce student nurses to different perspectives of nursing by guest speakers who are selected to present at the general meetings.
- d) To represent nursing students to consumers, institutions, and other organizations by promoting student attendance at conferences, conventions and community activities.

ARTICLE III

Representatives and Members

Section I. Member Composition.

Any student within The University of Arizona College of Nursing BSN Program can be an active member and may hold office. Non-students may act as general members, but

may not vote or hold office. The membership of SNUA shall be comprised of general members, active members, Executive Board, and faculty advisor(s).

- a) Any member may request a sign language interpreter or other reasonable accommodations for a disability. Members may make accommodation requests through any board member or faculty advisor.

Clause I: General Membership

General membership will be granted to any BSN nursing student who wishes to be a part of SNUA. General members will continue to be allowed to participate in related SNUA events and activities, but will not be able to earn points to count towards active membership.

Clause II: Active Membership

Active membership will be granted to those students who pay \$5.00 dues and attend 50% of the meetings, one SNUA social event, one SNUA volunteer event, one SNUA fundraising event, one SNUA EDI event, plus one miscellaneous SNUA event each semester. In order to be recognized as an Active SNUA member of U of A's chapter in the NSNA, the member must have maintained active status every semester enrolled in the nursing program (4). However, if the student misses one semester of active status, they may make it up the following semester only by doubling their active duties (i.e. 100% of meetings, 2 social events, 2 service events, 2 fundraising events, 2 EDI events and 2 miscellaneous events). In addition, students will receive a certificate of involvement and graduation cord during their graduating semester to signify active status in SNUA.

Section II. Representative.

Class Representatives are elected positions. Each BSN cohort will elect two representatives. Class representatives shall be elected by their respective cohort during the start of the academic year.

Clause I: Qualifications

Representatives should maintain a satisfactory academic record and not be on academic probation in the College of Nursing, and must be active in SNUA in order to remain as representatives.

Clause II: Duties

- a) Representatives shall act as liaisons between SNUA and their respective cohorts, which includes escalating SNUA-related concerns of their cohorts.
- b) Representatives shall attend all SNUA meetings or provide at least one day advance notice of absence if they are unable to attend the meeting.

Clause III: Removal

If any representative does not fulfill the duties of office, that person shall be removed by a two-thirds vote of the SNUA Executive Board. The class will be

notified immediately of this action. A new representative will assume duties immediately and a new alternate will be elected by the respective class.

Clause IV: Resignation

If for any reason a representative must resign, the representative must notify the Executive Board and a new representative will be elected.

ARTICLE IV
Executive Board

Section I. Composition.

The Executive Board of SNUA shall consist of: President, Vice President, Secretary, Treasurer, Volunteer Director, Fundraising Director, Social Director, Public Relations Director, Media Coordinator, and Equality, Diversity and Inclusion Director.

- a) Neither the Executive Board nor the Board of Directors may hold SNUA representative positions in addition to their board position.

Section II. Qualifications.

Any active SNUA member in the College of Nursing is eligible to run for Executive Board, as long as they can serve on the board for one full academic year and will not be graduating before their term is served. Exceptions to this statement are implemented if there is a shortage of applicants. In case of a shortage, students that can only serve half of the academic year can apply and fill the roles as needed.

Section III. Election.

Elections for the Executive Board will be held during the spring semester (except in the case with the board members serving only half an academic year, then elections will take place as needed) with elected representatives continuing to serve the following academic year. The board members must be elected by a majority vote of all BSN students at the College of Nursing. The current president will determine the date of the elections based on input received from the SNUA Executive Board. Each newly elected member for the following academic year must attend at least one Executive Board meeting prior to taking office. Should the Executive Board and faculty advisor(s) agree to do so, they may partake in a transitional event with the previous executive board in place of an official board meeting.

Section IV. NSNA Membership.

The President of SNUA must be an NSNA member for the full length of the term. If the officer who is elected is not an NSNA member at the time of his/her election, they must become members upon election.

Section V. Executive Board Duties.

The members of the Executive Board are required to attend all SNUA meetings and 75% of the events every semester. However, if a board member is responsible for planning events, such as fundraising, they will only be expected to attend their events plus one extra event. Should any board member be absent at meetings, that member is responsible for notifying the President or Vice President for getting that absence excused.

Clause I: President

- a) The President shall be present at all SNUA-related meetings. The President may call a meeting when deemed necessary and serve or appoint members to intercollegiate meetings and similar functions, including the Student Nurses' Association of Arizona, National Student Nurses Association, and the College of Nursing Alumni Council.
- b) The President serves as the liaison between SNUA and the College of Nursing community, and shall carry out any other duties as deemed necessary by the College of Nursing Office of Student Affairs.
- c) The President will communicate all SNUA related matters to faculty advisor(s).
- d) The President, along with the Treasurer, is responsible for overseeing expenses and will have access to the SNUA club card and bank account.
- e) The President or Treasurer shall update the tax ID prior to the start of school.
- f) The President shall arrange for breakfast to be provided at general meetings and consult with the Treasurer about funds.
- g) The President will also serve as the student representative on the College of Nursing Alumni Council. Should the President deem necessary, he/she may appoint another board member to attend in their place.
- h) The President, alongside the Executive Board, is responsible for communicating with the Alumni Council to carry out duties related to Homecoming.
- i) The President shall aid in the coordination of all SNUA events on an as needed basis.
- j) The President is required to update the Bylaws when needed.
- k) The President is responsible for overseeing all Executive Board decisions and events and will have the final say in related matters.
- l) The President will be responsible for keeping track of all Board member attendance at events throughout the semester.

Clause II: Vice President

- a) The Vice President shall oversee meetings in the absence of the President, and shall assist the President in coordinating activities.
- b) The Vice President will be responsible for creating and delivering the certificates of involvement and cords at the end of every semester, as well as collecting all activity cards and keeping track of all active members in SNUA.

- c) The Vice President is required to seek out qualifying guest speakers for general meetings. He/she must communicate with guest speakers, which includes, providing topics to discuss during their presentation and coordinating dates and times.
- d) The Vice President shall aid the President in all events related to Homecoming.
- e) The Vice President is responsible for assisting the President in all SNUA matters when needed.
- f) Should the President resign or be impeached, the Vice President will serve as a new President.

Clause III: Secretary

- a) The Secretary shall keep an up-to-date and complete record of each SNUA meeting and its proceedings.
- b) The Secretary shall have meeting minutes typed and prepared within forty-eight hours after a general meeting occurs and shall email meeting minutes to members via listserv.
- c) The Secretary will also take minutes at every board meeting and shall email minutes to the Executive Board via email.
- d) The Secretary shall aid the President in all events related to Homecoming.
- e) The Secretary shall carry out any other duties as deemed necessary by the President.

Clause IV: Treasurer

- a) The Treasurer shall keep an accurate and up-to-date record of the financial status of SNUA.
- b) The Treasurer shall make a monthly financial report to present at each SNUA Board meeting.
- c) The Treasurer shall pay club dues to the ASUA office prior to the start of the school year.
- d) The Treasurer or President shall update the tax ID prior to the start of school.
- e) The Treasurer shall file taxes (990 postcard) on behalf of the organization, with the assistance of the faculty advisor(s) and ASUA when required.
- f) The Treasurer is responsible for overseeing club expenses and must check the online banking account every other week.
- g) The Treasurer is responsible for making bank deposits when cash builds up.
- h) The Treasurer shall frequently check the SNUA mailbox on the third floor of the College of Nursing.
- i) The Treasurer shall aid the President in all events related to Homecoming.
- j) The Treasurer shall carry out any other duties as deemed necessary by the President.

Clause IV: Volunteer Director

- a) The Volunteer Director will research and seek out community volunteer events on behalf of the organization.
- b) The Volunteer Director will also be the point of contact between the community and the organization.
- c) He or she will be responsible for planning the details of volunteer events and attending those events alongside SNUA members.
- d) The Volunteer Director is responsible for planning and organizing at least two volunteer events each month during their term.
- e) The Volunteer Director shall aid the President in all events related to Homecoming.
- f) The Volunteer Director shall carry out any other duties as deemed necessary by the President.

Clause V: Fundraising Director

- a) The Fundraising Director is responsible for researching and organizing fundraising events on behalf of the organization.
- b) He or she will be responsible for contacting sponsors, restaurants, and/or businesses to set up fundraising events to promote and raise funds for the organization.
- c) The Fundraising Director is responsible for planning and organizing at least two fundraising events each month during their term.
- d) The Fundraising Director will be the point of contact between the vendors and the organization and will ensure that the check is received and given to the Treasurer or President.
- e) The Fundraising Director shall aid the President in all events related to Homecoming.
- f) The Fundraising Director shall carry out any other duties as deemed necessary by the President.

Clause VI: Social Director

- a) The Social Director is responsible for planning and organizing at least two social events each month during their term.
- b) The Social Director will aim to improve interclub relations and promote healthy relationships among members.
- c) The Social Director shall aid the President in all events related to Homecoming.
- d) The Social Director shall carry out any other duties as deemed necessary by the President.

Clause VII: Public Relations Director

- a) The Public Relations Director is responsible for designing and ordering club T-shirts, which include, but are not limited to: general club shirt, graduation shirt, homecoming shirt, and/or alumni shirt.

- b) The Public Relations Director shall collect money for t-shirt orders via cash or other electronic methods and is responsible for passing on collected funds to the Treasurer or President.
- c) He or she is responsible for documenting t-shirt orders and shall ensure that orders are properly delivered.
- d) The Public Relations Director shall aid the President in promoting club relations and recruitment of new members.
- e) The Public Relations Director will work alongside the liaison to promote club relations outside of the University of Arizona College of Nursing.
- f) The Public Relations Director shall aid the President in all events related to Homecoming.
- g) The Public Relations Director shall carry out any other duties as deemed necessary by the President.

Clause VIII: Media Coordinator

- a) The Media Coordinator is responsible for maintaining and organizing SNUA's online presence on social media.
- a) The Media Coordinator shall organize and regularly update SNUA's website, Instagram, Facebook, and Twitter profiles.
- b) The Media Coordinator is responsible for obtaining relevant organization information of other directors and promoting events on social media.
- c) The Media Coordinator shall respond to any messages on social media within 24-48 business hours and regularly check for and respond to messages on SNUA's platforms.
- d) The Media Coordinator shall aid the President in all events related to Homecoming.
- e) The Media Coordinator shall carry out any other duties as deemed necessary by the President.

Clause IX: Equality, Diversity and Inclusion Director

- a) The Equality, Diversity and Inclusion Director is responsible for being the point of contact between students and EDI-SNAC or other related organizations within the University of Arizona.
 - i) This is the only 2 year executive position in SNUA
- b) The Equality, Diversity and Inclusion Director will attend EDI-SNAC meetings.
- c) The Equality, Diversity and Inclusion Director will be the liaison between SNUA students and the EDI-SNAC events.
- d) The Equality, Diversity and Inclusion Director will host two EDI related events each semester
- e) The Equality, Diversity and Inclusion Director shall aid the President in all events related to Homecoming.

- f) The Equality, Diversity and Inclusion Director shall carry out any other duties as deemed necessary by the President.

Section VI. Voting.

Each Executive Board member will have one (1) vote for any matter that requires voting, such as a change in the bylaws, addition of a special board member, resignation of board members, etc. The President shall determine the method of voting. For matters requiring anonymity, such as electing a new board member mid-term, the President shall act as the officiator, and will refrain from voting in order to compile applicant responses and remain unbiased. In either case, at least 80% of officers must be in attendance and participate in voting for the vote to be valid.

ARTICLE V

Business Administration

Section I. Requirements of Officer Participation

All officers must attend the majority of events planned per month, as well as the monthly Board Meeting and general SNUA meeting.

Section II. Removal of Executive Board Members

Should any board member neglect or be found incompetent in the duties of his or her office, he or she may be removed by a two-thirds vote of the executive board of SNUA. Should any officer repeatedly neglect to attend SNUA events or meetings without prior notification, he or she will be administratively removed from the board and subsequently will be ineligible to run for future office. The replacement shall be elected by a majority vote of the executive board as soon as possible.

Section III. Voluntary Resignation of Executive Board Members

Should any board member decide to withdraw from their position as an executive in SNUA, he or she may exit by a two-thirds vote of the executive board of SNUA. Said member may continue as a SNUA general or active member, but they may not apply for and/or be elected to another executive position. The replacement shall be elected by a majority vote of the executive board as soon as possible.

ARTICLE VI

Faculty Advisor(s)

Section I. Election

SNUA faculty advisors shall be nominated and elected by the SNUA Executive Board and shall serve a minimum term of one academic year. Should faculty advisors choose to serve for more than one term, they are allowed to do so, and re-election is not necessary.

Section II. Duties

The faculty advisors shall serve as a liaison between the SNUA Executive Board and faculty and administration. The advisors are responsible for providing guidance to the executive board should the situation call for it. One, or all of the advisors shall attend all board meetings, and will provide input if necessary. At least one advisor should attend general meetings and provide input if necessary. The advisors are not responsible for running meetings, instead, they will oversee meetings and provide feedback to the executive board when needed.

Section III. Resignation and Re-Election

If, for any reason, a faculty advisor resigns, the SNUA Executive Board shall nominate and elect a new faculty advisor if needed.

ARTICLE VII

Meetings

Section I. Board Meetings.

Board meetings shall include all Executive Board members and at least one faculty advisor. Meetings will be held once a month, on a schedule determined by board members and faculty advisors, which is typically one week prior to each general meeting. The President has the right to call additional meetings as necessary. Should any board member be unable to attend any meetings, he or she is responsible for providing the President with prior notice. In case of conflicting scheduling, the President may initiate an emergency meeting that does not require a faculty advisor present. The advisor will be notified of the meeting and sent the meeting notes and may present concerns afterwards to the President. Emergency meetings may be held as needed, by general consensus of the Board.

Section II. Quorum.

At least 7 of the SNUA Executive Board shall constitute a quorum, which is the minimum number of members that must be present at meetings to make those meetings valid. Students may attend via Zoom, provided the reasons for not being in-person are deemed appropriate by the Board.

Section III. General meetings

There shall be a minimum of 4 general meetings per semester. These are to take place on the first Monday of each month starting with the first full month of the semester. They are to take place at 7 am and end before 7:50 am. Meetings may be moved at the executive board's discretion only if they have come to a complete consensus on the matter.

ARTICLE VIII

Amendments

This constitution and bylaws may be amended at any regular meeting of SNUA, provided that the proposed amendment received a two-thirds vote.

ARTICLE IX

Statement of Non-Discrimination

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, Vietnam veteran status. This policy will include, but not be limited to recruiting, membership, organization activities, and opportunities to hold office.

ARTICLE X

Financial Obligations

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester. Dues will be a required \$5 per semester. Special exceptions may be made if a student is unable to make this payment, with Board approval.

ARTICLE XI

Budgeting

Section 1.

Monies for SNUA shall be raised under the auspices of the Fundraising chair and placed in the general fund to be used throughout the year.

Section 2.

The monies in the general fund shall be distributed at the start of each academic semester and also as deemed necessary by the Executive Board. SNUA monies will be used to purchase honor cords for graduation for SNUA members that have been active during their duration at the College of Nursing. In addition, SNUA monies will also be used to purchase honor cords for graduation for SNUA Executive Board members, and the board of directors. The monies can be used for other SNUA related matters as deemed necessary.

Section 3.

Forty percent of the monies in the SNUA account at the beginning of the academic year must remain in the account for the following year, or as deemed necessary by the SNUA board.

Section 4.

The President and Treasurer shall be the co-signers on the bank account. The President and Treasurer need to check and confirm with each other before writing a check.

Section 5.

Checks received from fundraising events or any other income must be properly deposited and documented within one week of receipt.

Section 6.

All accounts will be reconciled monthly and reports will be available and reported at each SNUA Board Meeting.

Section 7.

A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE XII

Statement of Non-Profit Status

SNUA is a not-for-profit organization.

ARTICLE XIII

Willingness to work with the University

SNUA is willing to work in a democratic manner within the framework of the University of Arizona policies and procedures.

ARTICLE XIV

Statement of Non-Discrimination

This organization shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office. Pursuant to Arizona Revised Statute 15- 1863, religious or political student organizations may determine that ordering the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines and resolving the organization's disputes are in furtherance of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. Pursuant to Section 106.14 of the regulations promulgated under

Title IX of the US Education Act Amendment of 1972, Social Greek Letter Organizations may limit membership based on gender.

ARTICLE XV

Statement of Non-Hazing

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or person attending the institution.

ARTICLE XVI

Statement of Compliance with Campus Regulations

This organization shall comply with all University and campus policies and Regulations, and local, state, and federal laws. This organization is subject to the Arizona Board of Regents Code of Conduct.

ARTICLE XVII

Statement of Financial Responsibility

A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE XVIII

Adoption of this constitution

This constitution was adopted by a majority vote on January 28, 2023.