

ARTICLE I

Name and Purpose

Section 1. Name:

The name of the organization shall be the Student Nurses at the University of Arizona (SNUA).

Section 2. Purpose:

- a) To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- 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 (SNAAZ) and the national level (NSNA).

ARTICLE II Objectives

- a) To have direct input into the standards of nursing education and influence in the educational process facilitated by participation in the curriculum committee.
- b) To influence health care, nursing education and nursing practice through legislative activities as appropriate; as in membership in the SNAAZ legislative committee, etc.
- c) 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.
- 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 1. Composition:

- a) Any student at The University of Arizona College of Nursing Traditional BSN Program can be an active member and may hold office. Non-students may act as associate members, but may not vote or hold office.
- b) 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.
- c) The membership of SNUA shall be comprised of the general membership, active membership, Executive Board, Board of Directors, and a faculty advisor(s). General membership will be granted to any BSN nursing student who wishes to be a part of SNUA. 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 service event, one SNUA fundraising event, plus one extra SNUA event in any category each semester. In order to be recognized as an Active SNUA member of U of A's chapter of the national NSNA, the member must have maintained active status every semester enrolled in the nursing program. 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, and 2 extra events). In addition, students will receive a certificate of involvement during their graduating semester to signify active status in SNUA.

- d) The newly formed Executive Board consists of the Executive Officers and Board of Directors.
- e) Class Representatives are elected positions. Each semester class in the BSN Program will elect two representatives.
- f) Faculty advisors will be named annually by the Executive Officers and serve as an ex officio member of SNUA.

Section 2. Representative/Alternate Qualification & Elections:

a) Class representatives shall be elected by their respective classes during orientation or at the start of the academic year. 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.

Section 3. Representative Duties:

- a) Representatives shall act as liaisons between SNUA and their respective classes, which includes eliciting concerns of their classes.
- b) Representatives shall attend all SNUA meetings or inform an alternate at least one day in advance if they are unable to attend the meeting. Alternates shall assume all the duties of the representatives in his/her absence.
- c) Representatives shall serve as committee chairperson or member as appointed by the SNUA president.
- d) Representatives must be in good academic standing with the College of Nursing (see the College of Nursing handbook regarding academic standing). If a representative has been placed on academic probation, they will be advised to voluntarily relinquish their position to a class alternate.

Section 4. Removal of Representatives:

a) If any representative does not fulfill the duties of office, that person shall be removed by a two-thirds vote of SNUA members. The class will be notified immediately of this action. An alternate shall assume duties immediately and a new alternate will be elected by the respective class.

Section 5. Representative/Alternate Resignation:

a) If for any reason a representative must resign, an alternate shall assume his/her position.

ARTICLE IV SNUA Officers

Section 1. Enumeration:

- a) The Executive Officers of SNUA shall consist of: President, Vice-President, Treasurer, and Secretary.
- b) The Board of Directors shall consist of: Director at Large/Social, Public Relations/Public Image, Fundraising, Volunteer, and Web Design.

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

Section 2. Qualifications:

a) 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.

Section 3. Election:

a) Elections for the Executive Board and Board of Directors will be held during the spring semester with elected representatives serving the following academic year. The officers must be elected by a majority vote of all BSN students at the College of Nursing. The current SNUA president will determine the date of the elections based on input received from the SNUA Executive Board and Board of Directors. Each newly elected member for the following academic year must attend at least one Executive Board meeting prior to taking office.

Section 4. NSNA Membership:

a) 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.

b) All elected officers will be responsible for attending 75% of the events every month. However, if an officer is responsible for planning events, such as fundraising, they will only be expected to attend their events plus one extra event, for a total of three events a month.

Section 5. Duties of Officers:

Clause 1: President

a) The President shall preside at all SNUA meetings, general and executive. The President may call a meeting when deemed necessary, appoint all committees and committee heads, and serve or appoint members to intercollegiate meetings and similar functions including the Student Nurses' Association of Arizona and National Student Nurses Association.

b) The President serves as the liaison between SNUA and the University community, and shall carry out any other duties as deemed necessary by the Office of Student Affairs.

c) The President will also serve as the student representative on the College of Nursing Alumni Council.

d) The President shall aid in the coordination of all SNUA events on an as needed basis.

Clause 2: Vice President

a) The Vice President shall preside over meetings in the absence of the President, shall assist the President in coordinating activities.

b) The Vice President shall oversee all committees with exception to Fundraising, Public Relations, and Events Coordinator and shall carry out any other duties as deemed necessary by the President.

c) The Vice President will be responsible for creating and delivering the certificates of involvement at the end of every semester, as well as collecting all activity cards and keeping track of all active members in SNUA.

d) The Vice President will be responsible for keeping track of all Board member attendance at events throughout the semester.

Clause 3: Secretary

a) The Secretary shall keep an up-to-date roll and a complete record of each meeting and its proceedings.

b) The Secretary shall have meeting minutes typed and prepared forty-eight hours after a general meeting takes place, shall report the roll and minutes at the next SNUA meeting, and shall carry out any other duties as deemed necessary by the President.

c) The Secretary will work with the Web-Design Director regarding new postings and posting of monthly minutes and activities.

d) The Secretary will work with the executive board and board of directors to organize homecoming with the assistance of the Alumni Council.

Clause 4: Treasurer

a) The Treasurer shall keep an accurate and up-to-date record of the financial status of SNUA.

b) The Treasurer shall report the financial record at each SNUA meeting.

c) The Treasurer shall carry out any other duty as deemed necessary, such as arranging for breakfast at the general SNUA meetings.

d) The Treasurer will work closely with the Fundraising Director regarding matters of the SNUA Store (see Section 6, Clause 2).

Section 6. Duties of Directors:

The Board of Directors will attend all SNUA meetings and will have the same voting privileges as the Executive Board at said meetings. The Board of Directors will be in charge of their respective committees and work closely with a member of the Executive Board. The Directors will report the status of their respective positions to the Executive Board during the monthly SNUA board meetings. In addition to their general functions outlined below, the Directors will carry out other duties as deemed necessary by the President.

Clause 1: Community Service:

The Community Service Director will research, identify, and establish a list of community event opportunities on behalf of the student body at the College of Nursing. He or she is responsible for organizing a team of students for events, attending community events, making sure students register for events, distributing and collecting envelopes for said events and advertising for community events. They will be responsible for planning and organizing two community events a month during each semester.

Clause 2: Fundraising:

The Fundraising Director will research and identify major fundraising prospects, solicit sponsorship when necessary, and contact sponsors for fundraising ideas and assistance. They will also work closely with the Treasurer regarding matters of the SNUA store and seek approval for ideas from the Treasurer. They will be responsible for planning and organizing two fundraising events a month during each semester.

Clause 3: Secretary

The secretary is responsible for planning SNUA Homecoming, with the assistance of the entire executive board and board of directors in the Fall. This involves sitting on the Homecoming Committee during the summer and fall months and assisting the Alumni Council with tasks as needed for the event. They are in charge of the procurement and allocation of resources at the homecoming event, the set-up and cleanup on the day of each event, and will coordinate student responsibilities with regards to the events.

Clause 4: Public Relations:

They are responsible for maintaining the boards in the student lounge and hallway as well as the display cases on the second floor. The PR Director will also be responsible for designing, and ordering SNUA T-Shirts, as well as keeping track of all SNUA merchandise in the SNUA office.

Clause 5: Web Design:

The Web Design Director is responsible for creating, maintaining, and organizing the SNUA website www.snuawebly.com. They assist the Directors and Officers in converting information to web format and placing information on the SNUA homepage. They will also work to assist in maintaining SNUA computer resources and create special content when necessary. The Web Design Director is responsible for maintaining the Facebook SNUA event page and Twitter account, and any other social media developed by the board.

Clause 6: Social:

The Social Director will serve on ad hoc committees or chair committees as assigned. They will also be responsible for planning and organizing social events for the student members of SNUA. They will organize two events a month.

Article IV

Business Administration

Section 6. Ex-officio position for prior SNUA President:

In the year following their term, the prior SNUA President will act as a liaison to the current SNUA President. This post will not exceed one year and may be left vacant if graduation results prior to the end of the Academic term. The individual will work with the current SNUA president as deemed necessary by the current SNUA President.

Section 7. 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 8. Removal of Officers:

Should any officer or committee chairperson neglect or be found incompetent in the duties of his or her office, they may be removed by a two-thirds vote of the general membership of SNUA. The replacement shall be elected by majority vote of SNUA membership at the next meeting. Should any officer repeatedly neglect to attend SNUA events without notification to other officers prior to the event, then they will be administratively removed from the board and subsequently will be ineligible to run for future office.

ARTICLE V Faculty Advisor

Section 1: Election

The BSN Pathway faculty advisor(s) shall be nominated and elected by SNUA Executive Officers, and serve a minimum term of one academic year.

Section 2: Duties

The faculty advisor(s) shall serve as liaison between SNUA and the faculty and administration.

Section 3. Resignation:

If for any reason a faculty advisor(s) resigns, the SNUA Executive Officers shall elect a new advisor(s).

ARTICLE VI Standing Committees and Ad Hoc Committees

Section 1. Appointment:

These committees shall be appointed by the SNUA president as he or she deems necessary. Any member of the student body may be a committee member.

Section 2. Reporting:

Upon the president's request, standing and ad hoc committee or designated alternate shall report to SNUA at monthly SNUA board meetings.

Section 3. Standing Committees: Scholarship, Convention Fundraising, Student Affairs/Political Action, and Homecoming.

ARTICLE VII Meetings

Section 1. Board Meetings:

SNUA board meetings will be held once a month and will be determined by SNUA executive Officers. The President may call a special meeting at any time. Any Board member that cannot attend a scheduled Board meeting must contact the President for notification of absence.

Section 2. Quorum:

A majority of the SNUA Board of Directors shall constitute a quorum, which is necessary for conducting business.

Section 3. Attendance:

SNUA meetings shall be open to any Traditional BSN nursing students; faculty, staff, and administration are also welcome to attend. SNUA semester representatives are required to attend

not fewer than two meetings per semester. Meetings are open to special guests with prior notification to the SNUA Executive Board.

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 general membership SNUA 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 Voting

Section 1. Board Meetings:

Each representative shall have one vote and the representative shall cast this vote or his/her alternate if the representative is absent. All board members will also have one vote. The President shall determine the method of voting.

Section 2. Method:

Each member of SNUA shall have one vote during general and special elections for officers, and voting for amendments, bylaws changes, and other items. Voting outcomes shall be decided upon by secret ballot, show of hands, or as SNUA Executive Officers deem appropriate.

ARTICLE XII 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.

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 by the end of the second week of the following month and will be 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 XIV

Statement of Non-profit Status

SNUA is a not-for-profit organization.

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 will work in a democratic manner within the framework of University policies and procedures. This organization shall comply with all University and campus policies and regulations and local, state, and federal laws.