

**BYLAWS OF THE
OKLAHOMA NURSING STUDENT ASSOCIATION**

(Amended October 2007)

ARTICLE I

NAME AND AUSPICES

Section 1 The name of this organization shall be the Oklahoma Nursing Student Association (ONSA).

ARTICLE II

PURPOSE AND FUNCTION

Section 1 The purpose of ONSA is

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

To provide programs representative of fundamental and current professionals interest and concerns.

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

To aid those in furthering their nursing education to help improve the quality of education of healthcare providers.

Section 2 The function of ONSA shall include the following

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

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

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

To represent nursing students to the consumer, to institutions, and to other organizations.

To promote and encourage students' participation in interdisciplinary activities.

To promote and encourage recruitment efforts, participation in students activities and education opportunities regardless of a person's race, color, creed, sex, age, life style, sexual orientation, national origin, or economic status.

To promote and encourage collaborative relationship with ONA, ANA, OLN, NLN, and NSNA, as well as other nursing and related health organizations.

ARTICLE III

MEMBERS

Section 1 a. Any school chapter or state association whose membership is composed of active or associate NSNA members and whose bylaws conform to the requirements of NSNA upon meeting such other policies as the Board of Directors may determine shall be recognized as a constituent.

A school chapter shall be composed of at least 10 members from a school. There shall only be one chapter on each campus. Campus includes all satellites which, standing alone, lack "sufficient membership" to form a chapter by the annual state convention each fiscal year. Sufficient membership is defined as 10 or more members.

For the initial recognition as a constituent, constituent associations shall be required to submit their bylaws, which shall include areas of conformity: purpose and function, membership, dues, and representation. Subsequently constituents shall be required to reaffirm the areas of conformity annually.

An association which fails to comply with the bylaws and policies of ONSA and NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors provided that written notices of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

School chapters are entities separate and apart from OSNA in their administration of activities. OSNA has no liability for any losses, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters. Said school chapter association will indemnify and hold harmless the OSNA from any liability.

Section 2 Categories of constituent membership:

Active members:

Students enrolled in state approved programs leading to licensure as a registered nurse.

Registered nurses enrolled in undergraduate programs leading to a baccalaureate degree with a major in nursing.

Active members shall have all of the privileges of membership.

Associate members:

Prenursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into an undergraduate program leading to an associate degree, diploma, or baccalaureate degree in nursing.

Associate membership shall have all of the privileges of membership except the right to hold office of president, first vice president or second vice president at state and national levels, unless the associate member has served on the Board of Directors for at least one year previous.

Individual membership:

Individual membership shall be open at the state and national level to any eligible student when membership in a constituent organization is not available. Individual members shall have the privilege of membership as prescribed in Article III, Section 2.

Sustaining members:

Sustaining membership shall be open at the state level to any individual or organization interested in furthering the development and growth of ONSA, upon approval of the Board of Directors. This membership category is not open to those eligible for active or associate membership. Sustaining members shall receive literature and other information from the state organization.

Section 3 Active, associate and individual membership may be extended six months beyond completion of a student's program in nursing depending on when dues were paid.

Section 4 Dues

The national annual dues for active, associate and individual members shall be determined by NSNA. ONSA dues shall be determined yearly by the ONSA Board of Directors at the national convention of NSNA. Dues shall be kept congruent with NSNA dues, never to exceed the amount charged by NSNA for NSNA dues. The dues year for members shall be a period of 12 consecutive months. Payment of NSNA, ONSA and school dues is a prerequisite for membership. NSNA and ONSA dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received in behalf of the constituent. Local dues shall not be submitted to NSNA.

The national annual dues for sustaining members shall be as determined by NSNA and ONSA. The dues will be payable on an annual basis.

Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE IV

OFFICER'S QUALIFICATIONS AND DUTIES

Section 1 The officers of the association shall consist of president, first vice

president, second vice president, membership director, secretary, treasurer, legislative director, newsletter editor, breakthrough director, community projects director, public relations director and director at large.

Section 2 Officers elect shall be elected at the annual meeting. The term of office

shall be one year from the adjournment of the final Board of Directors meeting after the annual meeting at which these officers are elected until the adjournment of the final Board of Directors meeting after the annual meeting at which successors are elected. The outgoing officers shall remain in an advisory capacity for two months, except for the president and first vice president, who shall remain in an advisory capacity for six months.

Section 3 Candidates for office shall be chosen from among those members who have been nominated by the Nominating and Elections Committee and placed on the slate of candidates by either completing the requirements to be preslated or by nomination from the floor of the House of Delegates.

Candidates for office shall be chosen from among those members who are currently enrolled in a nursing program, and have submitted a completed candidate application in compliance with the ONSA Policy and Procedures regarding campaign regulations. Candidates for president, first vice president, and second vice president must be active members as set forth in Article III, Section 2.b.2.

Candidates must be conscientious, objective persons, who will work for the best interest of ONSA.

Section 4 Duties of the officers:

The President shall:

Preside at all meetings of the association and the Board of Directors.

Appoint special committees with the approval of the Board of Directors.

Approve expenditures as submitted by the treasurer and authorized by the Board of Directors.

Perform all other duties pertaining to the office and shall represent this association in all matters relating to ONA, OLN, and the NSNA.

Be bonded along with the first vice president and treasurer.

Appoint a parliamentarian for workshops and the annual meeting as necessary.

Submit state constituency form to the NSNA annually.

Serve as an ex officio member of all committees except the Nominating and Elections Committee.

The First Vice President shall:

Assume the duties of the president in the absence of the president.

In the event of a vacancy occurring in the office of president, assume the duties of the president.

Be bonded along with the president and the treasurer.

Be responsible for the reviews and recommendations for changes in the bylaws and policies.

Shall perform such duties as assigned by the president in accordance with the priorities and needs of the association.

The Second Vice President shall:

Serve as the chairperson of the annual state convention planning committee.

Be responsible for the program of annual state convention.

Shall perform such duties as assigned by the president in accordance with the priorities and needs of the association.

The Secretary shall:

Record the minutes of all meetings of this association and the Board of Directors.

Keep on file as a permanent record, all reports, papers, documents, and correspondence submitted to the secretary.

Refer to duly appointed committees the necessary records for the proper performance of their duties.

Sign with the president, such organization papers as come into their executive and administrative spheres.

Notify all constituent associations of the time and place of all meetings of this association.

Furnish to the chairperson of the Nominating and Elections Committee not less than 2 hours before the opening of the polls, a list of delegates entitled to vote at the annual meeting.

Perform such duties as assigned by the president in accordance with the priorities and needs of the association.

The Treasurer shall:

Act as custodian of organization funds and deposit the funds in a bank approved by the Board of Directors.

Prepare a budget and make money disbursement with the approval of the president and as recommended by the Executive Finance Committee and authorized by the Board of Directors.

Keep accurate entries of acquisitions and disbursements of organization funds.

Prepare a report of the transactions of the treasurer's office to be available to each constituent organization upon request.

Be responsible for billing advertisers and the collection of the bills for the newsletter.

Keep a permanent register of all members whose dues have been paid, as documented by NSNA.

Submit a financial report at all official meetings of this organization.

Be bonded along with the president and the first vice president.

Be responsible to contract a CPA who will file an annual tax return with the IRS at the end of the fiscal year (September 30) and who will file an annual audit of ONSA financial records at the time of election of new officers.

Shall perform such duties as assigned by the president in accordance to the priorities and needs of the association.

The Membership Director shall:

Keep on file an accurate list of NSNA, ONSA and local chapter (NSNA constituents) officers.

Keep on file an accurate list of local chapter (NSNA constituents) associations and their mailing addresses.

Send to NSNA the names and addresses of all officers and chairpersons of the State Board of Directors and Committees within one month of the annual meeting and Board of Directors elections.

Maintain an up-to-date list of state constituent members.

Receive and maintain records of local chapter constituency status for the state association.

Maintain contact with NSNA concerning membership recruitment program.

Coordinate and serve as a resource to board members in their liaison activities with contact schools.

Shall perform such duties as assigned by the president in accordance with the priorities and needs of the association.

The Newsletter Editor shall:

Be responsible for the planning, printing, and distribution of at least 3 *Pulse Points* and one newsletter that will include convention material. Convention material will consist of pre-registration information, Some Guidelines to Parliamentary Procedure, a tentative schedule of events, and candidate information. Convention material will be mailed to all members of ONSA and to each School of Nursing in the state no later than one month prior to convention.

Prepare a *Pulse Point* annual budget to submit for approval of the president and the Board of Directors.

Shall perform such duties as assigned by the president in accordance to the priorities and needs of the association.

The Legislative Director shall:

Represent the association in areas of legislation, education or other special activities, including but not limited to Legislative Day/Nurses' Day at the Capitol.

Facilitate dissemination of information pertaining to legislation to constituents such as bills before and after action is taken on the state and national level.

Serve as chairperson of the Resolution Committee.

Be responsible for general planning and implementation of an annual Leadership Workshop.

Shall perform such duties as assigned by the president in accordance to the priorities and needs of the association.

The Breakthrough Director shall:

Attempt to recruit minority students into nursing.

Encourage nursing education systems to be responsive to the needs of minority students.

To encourage the nursing student to practice in a minority setting upon graduation.

Be responsible for recognition of outstanding Breakthrough activities by an individual or group.

Communicate with NSNA, ONSA Board of Directors, and ONSA constituents concerning breakthrough activities.

Serve as chairperson of the Breakthrough to Nursing committee.

Serve on a committee with the community projects director to assist with the planning of the annual Fall Convention as overseen by the second vice president.

Serve as a member of the ONA Task Force Committee.

Shall perform such duties as assigned by the president in accordance to the priorities and needs of the association.

The Community Project Director shall:

Serve as chairperson of the community projects committee.

Work with chapters in developing local community projects as well as promoting local chapter participation in statewide projects.

Be responsible for recognition of outstanding Community Projects by an individual or group.

Serve on a committee with the breakthrough director to assist with the planning of the annual Fall Convention as overseen by the second vice president.

Serve as the ONSA Representative on the American Red Cross State Nursing Committee for their term in office.

Shall perform such duties as assigned by the president in accordance to the priorities and needs of the association.

The Public Relations Director shall:

Be responsible for soliciting advertisement for publications of this association.

Be responsible for design and implementation of the ONSA website and all other external communication/public relations of the association.

Be responsible for the general planning of the exhibits at the annual state convention, and serve as primary contact for exhibitors.

Shall perform such duties as assigned by the president in accordance to the priorities and needs of the association.

The Director at Large shall:

Serve as the chairperson of the Nominations and Election Committee (NEC).

Be responsible for general planning of the annual Spring Workshop.

Be responsible for recognition of the Most Active School Award.

Serve as historian gathering pertinent data from school chapters to be used in the Pulse Point along with taking pictures of the ONSA Board activities.

Shall perform such duties as assigned by the president in accordance to the priorities and needs of the association.

Section 5 a. All officers shall submit to the treasurer a proposed budget for their office at the second board meeting following their election.

The officers shall submit to the treasurer their expenses with receipts for reimbursements of expenditures monthly.

Section 6 a. All officers shall deliver to their successors all records, papers, or other properties belonging to the association upon termination of their office.

Section 7 a. The ONSA shall reimburse the registration fees for those members of the ONSA Board of Directors attending the NSNA convention, providing these individuals are not being reimbursed by their respective school chapters.

b. The Board of Directors shall pay the hotel accommodations, board, round trip transportation, and registration fees, for the voting delegate representing the state of Oklahoma and one consultant at the annual NSNA convention

Any ONSA Board of Directors member who chooses to run for NSNA office shall not be entitled to financial reimbursement from the ONSA regarding attendance at the national convention. If monies are available, the Board of Directors member will be given the same consideration as any member of the ONSA and the entitled to the same monetary donation as any ONSA member running for national office.

Section 8 a. Any officer missing 2 consecutive meetings or a total of 3 meetings shall have their office declared vacant and shall return all books,

paper, property, etc, of ONSA within 3 weeks of the last meeting. The officer can send a written request to be reinstated if he/she can show just cause for remaining in office. The Board of Directors shall consider the petition and shall have the right to reinstate the officer by a majority vote.

The Board of Directors shall have the power by 2/3 vote to declare an office vacant upon refusal or neglect of any member of the board to perform the duties of the office. Written notification to appear at the next board meeting and to show cause why they should not be removed from office should be sent to the negligent officer. If not responded to within 2 weeks, their post will be declared vacant.

If any officer of the Board of Directors shall resign, said officer shall reimburse ONSA any money accepted, but not yet applied to the expenses designated and accepted by the executive board and must return all books, papers, property, etc., for said office. Reimbursement of monies and materials will be made at the time of resignation. All officers will sign a contract in agreement of this at the time the office is assumed.

ARTICLE V

NOMINATING AND ELECTIONS COMMITTEE

Section 1 Nominating and Elections Committee

A Nominating and Elections Committee shall be composed of four members, one from each of the four quadrants of the state as divided by I-35 and I-40. These members shall meet the same eligibility criteria as other candidates. They will be nominated by the Director at Large and be appointed by the Board of Directors. The term of office shall be one year from the adjournment of the annual meeting at which committee members are appointed until the adjournment of the next annual meeting at which successors are appointed. The chairperson of the committee shall be the Director at Large.

A Member of the committee nominated as a candidate for office or director shall resign from the committee prior to the start of the annual convention. Any member of the committee who proposes to run for any office must submit his/her application prior to the deadline, as well as prior to the review of applications. Such a member must abstain from committee deliberations pertaining to the office he/she seeks. No committee member may be nominated from the floor.

A vacancy on the Nominating and Elections Committee shall be nominated by the Director at Large and confirmed by the Board of Directors. In case a member fails to perform his/her duties the Board of Directors shall declare the position vacant and shall fill the vacancy.

No member shall hold more than one elected or appointed state position at any time.

Section 2 Duties of the Nominating and Elections Committee

Duties of the Nominating and Elections Committee prior to the annual convention will include the following.

The Nominating and Elections Committee shall actively solicit official applications of proposed candidates submitted by

ONSA members.

The Nominating and Elections Committee shall determine the eligibility of these candidates based on the guidelines set forth in Article IV, Section 3 of these bylaws. The consent of all proposed candidates shall be obtained in writing before placing their names on the ballot.

Duties of the Nominating and Elections Committee at the annual convention will include the following.

Oversee and regulate the campaign and election process at the annual convention.

Present the Nominating and Elections Committee report and the official slate of candidates at the first business meeting of the annual convention.

Moderate the Candidates Presentation.

Monitor and investigate complaints of campaign violations.

Tally votes at close of voting period.

Present the new officers at the closing of the House of Delegates.

The Nominating and Elections Committee shall prepare a slate of eligible candidates prior to the opening of the annual convention. Once preslated and approved by the Nominating and Elections Committee, the candidate is entitled to begin campaigning.

Nominations may be made from the floor at the annual meeting of the association provided that the eligibility of the individual can be established at a designated time declared by the Director at Large. Verbal acceptance by such individual will secure the nomination. If eligibility and qualifications for candidacy are not met by the designated time, the nomination will be declared void by the Director at Large.

ARTICLE VI

ELECTIONS

Section 1 The officers of this association shall be elected at the annual convention.

Section 2 Elections shall be by secret ballot. A declared majority vote shall elect. A plurality vote shall decide elections in the event of three or more candidates vying for the same position. A tie shall be decided first by a revote, and, if necessary, then by casting lots.

Section 3 The officers of the association shall be elected by duly elected delegates of the constituent associations and the members of the current Board of Directors.

Section 4 Ballots shall be retained by the ONA or OLN consultant of the Board of Directors for 48 hours after elections. The ballots shall then be destroyed by that consultant.

ARTICLE VII

MEETINGS

Section 1 Annual meetings of this association shall be held at such time and place as shall be determined by the Board of Directors. An annual spring and fall workshop may be held during the year at such time and place at the discretion of the Board of Directors.

Section 2 Honorary membership and or recognition may be granted at the annual fall convention to persons who the membership wishes to recognize for service to the organization.

Section 3 Special meetings of this association may be called by the Board of Directors and/or shall be called by the president upon the written request of one-third or more of the constituent associations.

Section 4 All meetings of this association will be open unless voted otherwise by the voting body of the association. If the meeting is closed, public notice shall be given.

Section 5 Each local association shall keep on file for a period of no less than three years all minutes of school association meetings.

ARTICLE VIII

VOTING POWER

Section 1 The voting body at all meetings of this association shall consist of the duly elected officers and the duly elected delegates from the constituent associations.

Section 2 a. Each constituent association shall be entitled to seat one delegate.

b. After achieving 15 members, each constituent will be entitled to seat one more delegate, and then one delegate for every 15 members thereafter.

Section 3 Student members in attendance who are not voting delegates may discuss an issue before the house, but not make a motion or vote.

Section 4 Representation for NSNA convention shall be:

School constituents:

Each school chapter that is recognized, as determined by the NSNA bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.

A school chapter whose membership is composed solely of associate members and specific potential membership cannot be determined, the Board of Directors shall decide appropriate delegation and alternate representation.

The school chapter delegate and alternate shall be members in good standing in the chapter and shall be selected by members of the school chapter at a proper meeting.

State constituents:

Each state constituent shall be entitled to one voting delegate and alternate. This delegate shall be the state president. If the ONSA president cannot serve, a designated representative and alternate shall be elected at a state meeting or by the ONSA Board of Directors.

Each school constituent shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent by the annual dues received by NSNA on a date two weeks prior to the annual meeting, as evidenced by:

A NSNA membership card.

A list signed by each local chapter's consultant of paid members or

The cancelled check, signifying payment.

In order to be able to seat a delegate at the ONSA convention, each school constituent must sign and return a statement reaffirming their recognition of the areas of conformity in the areas of ONSA Bylaws. This statement must be specified by ONSA.

ARTICLE IX

BOARD OF DIRECTORS

Section 1 The Board of Directors shall consist of the officers and consultants of this association.

Section 2 The Board of Directors shall:

Transact business of this association between meetings and report such transactions at the next meeting of the association.

Have the power to fill vacancies in any office except the office of president.

Approve the budget, authorize the monetary disbursements, provide for the annual audit of accounts at the close of the fiscal year, and a bond for all those who are in any way associated with the financial affairs of the association. There shall be two signatures on every financial document of this organization. In the event of a vacancy in all executive board positions, the consultant shall have the option of signing financial documents independently.

The Board of Directors shall not be held responsible for any contract, claim, or obligation of any kind incurred or for any position taken by any member, unless authorized by the Board of Directors.

Any member of the Board of Directors who is unable to attend a scheduled meeting of the Board of Directors shall notify the President or in the event that the President is unavailable, the First Vice President prior to that scheduled meeting.

Section 3 In the interval between the meeting of the Board of Directors, the president of the association may refer and submit by telephone, mail, or email and other electronic communications to the members of the Executive Board, definite questions relating to the affairs of the association which, in the opinion of the president, may require immediate action on the part of the Executive Board. The result of such a referendum, which requires a majority vote of the Executive Board, shall control the actions of the association, provided such action is not inconsistent with these bylaws. The results shall be duly verified by the Board of Directors and recorded in the minutes of the next meeting of the Board of Directors.

Section 4 There shall be an Executive Committee of the Board of Directors composed of the President, First Vice President, Secretary, Treasurer, and a 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 Board of Directors. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors. The Executive Committee may conduct such emergency business by telephone, mail, or email and other electronic communications.

ARTICLE X

CONSULTANTS

Section 1. There shall be three consultants appointed to the Board of Directors with the president having the option of a fourth consultant.

There shall be 2 consultants; one consultant shall be appointed by each of the Board of Directors of ONA and OLN in consultation with the ONSA Board of Directors. These consultants shall be appointed for two-year terms with OLN appointed in even years and ONA in odd years.

The third consultant shall be a student in their final year of nursing school or a nurse who has graduated in the past twelve months. This consultant must also have served a one-year term of office on the Board of Directors. The person shall be appointed by the Board of Directors at the pre-convention board meeting.

The fourth consultant may be appointed by the president of the association with approval of the Board of Directors. This person shall be a member of ONSA and shall have a one-year term of office to coincide with that of the president.

Section 2. The consultants shall:

Serve as resource persons consulting with the Board of Directors and members of ONSA.

Attend meetings of the Board of Directors and the association.

Maintain channels of communication with local consultants.

Shall serve as non-voting members of the Board of Directors.

The OLN and ONA consultants shall be responsible for providing the interchange of information between ONSA and their respective organizations.

Consultants shall perform such duties as assigned by the president in accordance with the priorities and needs of the association.

At least one consultant shall be bonded to this organization. In the vacancy of the office of president, first vice-president, or treasurer, the consultant shall have the option of signing financial documents for this organization.

ARTICLE XI

COMMITTEES

Section 1. The Board of Directors will solicit volunteers for the following committees at the annual convention: Bylaws, Convention Planning, and Community Projects. The length of term for committee membership shall run concurrently with the incoming Board of Directors. The committee shall be filled by volunteers; however, in the event that these committees are not filled by volunteers, the ONSA Board of Directors shall have the responsibility to appoint the committee members.

Section 2. The Executive Finance Committee shall consist of at least three or more board members. The treasurer will serve as an ex-officio member, one of the ONSA consultants will be appointed by the board, and the third member shall be voluntarily appointed. If there are no volunteers for this committee, an appointment will be made by the President. Members of this committee may serve on more than one committee. The Executive Finance Committee will be responsible for preparing an annual budget for the subsequent year to be presented to the board for adoption at the November board meeting. This committee will be responsible for reviewing and making recommendations to the board concerning financial management of ONSA and fundraising activities. This committee, with the exception of the Treasurer, will conduct an audit of ONSA financial records upon any change in the office of Treasurer or any questionable transaction. The committee will report the audit results directly to the President and Board of Directors in writing within 20 days of said audit. One audit must be completed at the October meeting before exiting or entering Treasurer assumes accounts in the name of ONSA.

ARTICLE XII

FISCAL YEAR

Section 1. The fiscal year of the association shall end September 30 of each year.

ARTICLE XIII

QUORUM

Section 1. Two officers of this association and one-third of the delegates of the school's association's, provided that one of the officers is the president.

Section 2. A majority of the officers and one consultant shall constitute a quorum at any meeting of the Board of Directors.

Section 3. At special committee meetings, a majority of the committee members shall constitute a quorum.

ARTICLE XIV

PARLIAMENTARY PROCEDURE

Section 1. All meetings of the association shall be conducted according to parliamentary law as set forth in Roberts' Rules of Order, Newly Revised, where they apply and are not in conflict with these bylaws.

ARTICLE XV

AMENDMENTS

Section 1. These bylaws may be amended at an annual meeting of this association by a two-thirds vote of the delegates present entitled to vote, and voting provided that due notice has been given.

Section 2. The Committee on Bylaws shall prepare all proposed amendments and submit to the Board of Directors for approval at least one month prior to an annual meeting.

Section 3. Proposed amendments may be submitted to the Committee on Bylaws by any constituent association, provided that the proposed amendment shall have been presented to the presiding officer and parliamentarian before the meeting where previous notice is given.

Section 4. These bylaws may be amended without previous notice at an annual meeting by a vote of 99% or at a duly called meeting for such purpose by a two-thirds majority of the members present and voting.

Section 5. An amendment to these bylaws shall become effective immediately upon its approval at an annual meeting unless the amendment specifies a time for its going into effect.