

**BYLAWS**  
**OF THE**  
**STUDENT NURSES' ASSOCIATION OF PENNSYLVANIA**

Amended November 2013

## **STUDENT NURSES' ASSOCIATION OF PENNSYLVANIA**

### **BYLAWS**

#### **ARTICLE I**

##### **Name**

The name of this organization shall be the Student Nurses' Association of Pennsylvania, Inc., a constituent of the National Student Nurses' Association, Inc., hereinafter referred to as SNAP and NSNA respectively.

#### **ARTICLE II**

##### **Purpose and Function**

###### ***SECTION 1***

The purpose of SNAP is:

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care; and
- B. To provide programs representative of fundamental and current professional interests and concerns; and
- C. To aid in the development of the whole person and his/her professional role and his/her responsibility for the health care of all people.

###### ***SECTION 2***

The functions of SNAP shall include the following:

- A. To have direct input into standards of nursing education and influence the educational process.
- B. To influence health care, nursing education, and practice through legislative actions as appropriate.
- C. To promote and encourage nursing student 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, institutions, other organizations, and governmental bodies.
- E. To promote and encourage student participation in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of person's race, color, creed, sex, national origin, economic status, or sexual preference.
- G. To promote and encourage a collaborative relationship with nursing and related health organizations in Pennsylvania.
- H. To inform and advise the nursing student of his/her rights and responsibilities.

#### **ARTICLE III**

##### **Members**

###### ***SECTION 1***

- A. School chapters whose membership is composed of active members and who have submitted the official application for NSNA Constituency Status containing the areas of conformity, and upon meeting such other policies as the Board of Directors may determine, shall be recognized as a NSNA Constituent.
- B. A school chapter shall be composed of at least ten members from a school or the total school enrollment if less than ten. There shall be only one chapter on each school campus.
- C. The SNAP shall be composed of at least two (2) NSNA constituents in a state. School chapters shall belong to SNAP. The SNAP shall be the only recognized state Association in Pennsylvania.
- D. For yearly recognition as a constituent, the SNAP and school chapters shall submit, on an annual basis, the official application for NSNA Constituency Status, which shall include the following areas of conformity with NSNA Bylaws: purpose and function, membership, dues, and representation.
- E. School chapters are entities separate and apart from SNAP in their administration of activities, with SNAP exercising no supervision or control over these immediate daily and regular activities. SNAP has no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters, or the members thereof. In the event any legal proceedings are brought against SNAP as a result of such acts of omission or commission by a school chapter, said chapter will indemnify and hold harmless the SNAP from any liability.

**SECTION 2**

## Categories of Constituent Membership

- A. Active Members:
  1. Students enrolled in state approved programs leading to licensure as a registered nurse.
  2. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
  3. Active members shall have all of the privileges of membership.
- B. Associate Members:
  1. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparations for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
  2. Associate members shall have all the privileges of membership except the right to hold office of president and vice president.
- C. Active and associate membership shall be renewable annually.

**SECTION 3**

## Categories of Non-Constituent Membership

- A. Sustaining Members
 

Sustaining membership shall be open to any individual or organization interested in furthering the development and growth of SNAP upon approval of the SNAP Board of Directors. Sustaining members shall receive *Insight*, legislative updates, and other information from the SNAP. This membership category is not open to those eligible for constituent membership. Sustaining members shall be non-voting members.
- B. Honorary Members
 

Honorary membership will be selected by the Board of Directors and bestowed upon person(s) who have rendered distinguished service and valuable assistance to SNAP. Honorary members shall have the same privileges as sustaining members.
- C. Alumni Members
 

Alumni membership shall be open to any professional nurse. Alumni members shall receive *Insight*, legislative updates, and other information from the SNAP. Alumni members shall be non-voting members.

**SECTION 4**

Active membership may be extended six months beyond completion of a student's program in nursing. Sustaining membership and alumni membership shall be renewed annually.

**SECTION 5**

## Dues

- A. Constituent Membership
  1. The annual dues shall be sufficient to meet the needs of the organization and shall be established by the SNAP House of Delegates. The dues year for members shall be a period of twelve (12) consecutive months.
  2. Payment of NSNA and SNAP dues is a prerequisite for membership. NSNA dues are established by the NSNA.
  3. NSNA and SNAP dues shall be payable directly to NSNA. Local dues shall be submitted to the chapter.
- B. The annual dues for sustaining members and alumni members shall be established by the SNAP Board of Directors and shall be paid directly to the SNAP.
- C. Any member who fails to pay current dues shall forfeit all privileges of membership.

**ARTICLE IV****Officers****SECTION 1**

The officers of SNAP shall be President, Vice-President, Secretary/Treasurer, Legislative Coordinator, and Regional Coordinators as identified by the Board of Directors.

**SECTION 2**

## Eligibility

- A. Any constituent member shall be eligible to serve as an officer of SNAP for a maximum of four terms.
- B. There shall be one Regional Coordinator from each region as defined by the Board of Directors.
- C. All candidates shall be enrolled in a nursing program until at least April 15<sup>th</sup> of the following year.

**SECTION 3**

## Term of Office

Term of office shall be from the adjournment of the Annual Meeting at which officers are elected to the adjournment of the following Annual Meeting.

#### **SECTION 4**

##### **Duties of Officers**

**A. The President shall:**

1. Serve as the principle officer of SNAP and preside at all meetings of the Association, the Board of Directors, and the Executive Committee.
2. Be responsible for seeing that lines of direction given by the House of Delegates and the actions of the Board are carried into effect and for reporting to the membership and the Board of Directors on the conduct of the affairs of the Association.
3. Appoint committees and their chairpersons, subject to the approval of the Board of Directors, and make other appointments as necessary.
4. Be one of the designated check signers.
5. Serve as ex-officio member of all committees except the committee on Nominations and Elections.
6. Represent SNAP in matters relating to the Association.
7. Update the President's Orientation Manual as needed.
8. Have such other powers and perform such other duties as may be assigned by the Board of Directors.
9. Notify the chapter president of each school with members in that region as soon as possible in the event of a vacancy in the Regional Coordinator position during the term of office.
10. Collaborate with other Board members in establishing and maintaining a viable Breakthrough to nursing project for the Commonwealth of Pennsylvania.
11. Publish or encourage articles in *Insight* promoting Breakthrough To Nursing projects being established on both the local and state level.
12. Oversee membership recruitment and membership retention activities.
13. Assist the SNAP constituents in establishing Breakthrough To Nursing projects.
14. Establish and maintain contacts with major nursing interest groups in recruiting qualified individuals into professional nursing.
15. Encourage minority students, which include race, nationality, gender, physically challenged, and/or non-traditional students, into professional nursing.

**B. The Vice-President shall:**

1. Assume 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, shall assume the duties of the President.
3. Serve as chairperson of Convention Committee and update the convention organization plan as needed.
4. Investigate sites and secure contacts for annual meeting.
5. Update Vice-President's Orientation Manual as needed.
6. Collaborate with other Board members in establishing and maintaining a viable Breakthrough To Nursing project for the Commonwealth of Pennsylvania.
7. Publish or encourage articles in *Insight* promoting Breakthrough To Nursing projects being established on both the local and state level.
8. Collaborate with other SNAP Board members in membership recruitment and retention activities.
9. Assist the SNAP constituents in the establishment of Breakthrough To Nursing projects.
10. Establish and maintain contacts with major nursing interest groups in recruiting qualified individuals into professional nursing.
11. Encourage minority students, which include race, nationality, gender, physically challenged, and/or non-traditional students, into professional nursing.
12. Perform all other duties as assigned by the President or as usual to this office.

**C. The Secretary/Treasurer shall:**

1. Prepare the minutes of all business meetings of the Association and the Board of Directors.
2. Review resolutions adopted at the SNAP Annual Meeting and provide for their implementation.
3. Prepare the delegate count in accordance with the Bylaws.
4. Be responsible for reviewing the financial ledger monthly and/or regularly with the executive director.
5. See that the annual financial report is prepared and submit an up-to-date financial report to Board of Directors at meetings.
6. Be one of the designated check signers.
7. Coordinate scholarship, sustaining and alumni membership recruitment activities.
8. Update the Secretary/Treasurer's Orientation Manual as needed.
9. Perform all other duties as assigned by the President or as usual to this office.
10. Serve as SNAP liaison to *Imprint* editor.

11. Serve as historian of SNAP by keeping a log of the Association activities and events during the term.
  11. Collaborate with other Board members in establishing and maintaining a viable Breakthrough To Nursing project for the Commonwealth of Pennsylvania.
  13. Publish or encourage articles in *Insight* promoting Breakthrough To Nursing projects being established on both the local and state level.
  14. Collaborate with other SNAP Board members in membership recruitment and retention activities.
  15. Assist the SNAP constituents in the establishment of Breakthrough To Nursing projects.
  16. Establish and maintain contacts with major nursing interest groups in recruiting qualified individuals into professional nursing.
  17. Encourage minority students, which include race, nationality, gender, physically challenged, and/or non-traditional students, into professional nursing.
  18. Perform all other duties as assigned by the President or as usual to this office.
- D. The Legislative Coordinator shall:
1. Be aware of national and state legislation dealing with the concerns of nursing and health care issues.
  2. Bring to the attention of the SNAP President and the Board of Directors any proposed legislation on which the Board should take action or issue statements.
  3. Communicate with students and encourage action regarding appropriate legislative issues.
  4. Be responsible for legislative information contained in *Insight*.
  5. Serve as a resource person for matters concerning student's rights.
  6. Be responsible for review and recommendation of the Bylaws to the Board of Directors.
  7. Be responsible for review and recommendations to the Board of Directors for change in the Policy Manual as needed.
  8. Serve as chairperson on the Resolutions Committee and update Resolutions Handbook as needed.
  9. Update the Legislative Coordinator's Orientation Manual as needed.
  10. Collaborate with other Board members in establishing and maintaining a viable Breakthrough To Nursing project for the Commonwealth of Pennsylvania.
  11. Publish or encourage articles in *Insight* promoting Breakthrough To Nursing projects being established on both the local and state level.
  12. Collaborate with other SNAP Board members in membership recruitment and retention activities.
  13. Assist the SNAP constituents in the establishment of Breakthrough To Nursing projects.
  14. Establish and maintain contacts with major nursing interest groups in recruiting qualified individuals into professional nursing.
  15. Encourage minority students, which include race, nationality, gender, physically challenged, and/or non-traditional students, into professional nursing.
  16. Perform all other duties as assigned by the President or as usual to this office.
- E. Each of the seven Regional Coordinators shall:
1. Maintain lines of communication between the SNAP Board of Directors and the nursing students in his/her respective region.
  2. Encourage regional members to participate in community health activities and serve as resource person for such activities.
  3. Serve as a resource person for publicizing local, regional, state, and national association activities.
  4. Coordinate membership recruitment efforts in his/her region and assist school chapters to become NSNA constituents.
  5. Work closely with the committee on Nominations for recruitment of qualified students running for state office in his/her region.
  6. Be responsible for coordinating meetings and activities within his/her region as requested by a regional school or the Board of Directors.
  7. Serve as a resource person for individuals and school chapters to interpret NSNA and SNAP Bylaws and Policies.
  8. Be enrolled in a school within the region.
  9. Update the Regional Coordinator's Orientation Manual as needed.
  10. Collaborate with other Board members in establishing and maintaining a viable Breakthrough To Nursing project for the Commonwealth of Pennsylvania.
  11. Publish or encourage articles in *Insight* promoting Breakthrough To Nursing projects being established on both the local and state level.
  12. Collaborate with other SNAP Board members in membership recruitment and retention activities.
  13. Assist the SNAP constituents in the establishment of Breakthrough To Nursing projects.
  14. Establish and maintain contacts with major nursing interest groups in recruiting qualified individuals into professional nursing.

15. Encourage minority students, which include race, nationality, gender, physically challenged, and/or non-traditional students, into professional nursing.
16. Perform all other duties as assigned by the President or as usual to this office.

## **ARTICLE V**

### **Nominations and Elections**

#### ***SECTION 1***

##### **Nomination Committee**

A nominating committee shall be composed of three members. There will be one member of the Nominating Committee from Western Pennsylvania; one member from Central Pennsylvania; and one member from Eastern Pennsylvania. The Committee will be elected by the House of Delegates at the Annual Meeting. The chairperson will be the person with the highest number of votes.

#### ***SECTION 2***

##### **A. A Nominating Committee member shall:**

1. Seek out prospective students to run for state office through general correspondence of students and advisors in the state, specifically by:
  - a. written letters
  - b. telephone calls
  - c. articles in *Insight*
2. Inform prospective candidates of job descriptions, responsible duties, and campaign rules and regulations.
3. Distribute "consent-to-serve" forms to candidates and organize the collection of such.
4. Work with candidates to make sure their credentials are in order and they are fully aware of campaign rules and regulations.
5. Forward allegations of violation of campaign rules and/or regulations to the Nominating Committee for action.
6. Select a slate of candidates two (2) weeks before the Annual Meeting.

##### **B. In addition to the above, the Nominating Committee Chairperson shall:**

1. Present a completed slate of candidates to the SNAP Board of Directors two (2) weeks prior to the Annual Meeting.
2. Present the slate of candidates at the Annual Meeting.
3. Preside over candidate presentations at the Annual Meeting.
4. Present new officers to the House of Delegates.

##### **C. The report of the Nominating Committee shall be presented at the first business meeting of the Annual Meeting.**

Nominations may be made from the floor at the Annual Meeting provided that the eligibility of the individual so nominated, as determined by these Bylaws, has been established and the written consent of such individuals secured and submitted prior to such meeting.

##### **D. The Nominating Committee shall make campaign rules and regulations available to all qualified candidates at the time of their nomination.**

#### ***SECTION 3***

A vacancy on the Nominating Committee shall be filled by the Board of Directors from a slate of nominees recommended by the Nominating Committee. In case of a member not performing his/her duties, extenuating circumstances will be considered by the Nominating Committee during the course of their deliberation as to whether to declare the position vacant.

#### ***SECTION 4***

##### **Elections**

- A. The officers of this Association shall be elected at the Annual Meeting by the House of Delegates.
- B. The election shall be by secret ballot. At least ten (10) votes are needed for a write-in candidate to be elected. A tie vote shall be decided by casting a lot. The Nominating Committee or its appointee shall supervise the elections.

## **ARTICLE VI**

### **Meetings**

#### ***SECTION 1***

The Annual Meeting of the Association shall be held at such time and place as shall be determined by the Board of Directors. The Annual Meeting shall be for the purpose of holding an election, receiving reports, and conducting such other business as may properly come before the House of Delegates.

#### ***SECTION 2***

The House of Delegates shall be the governing and voting body of the Association and shall be composed of delegates from

schools of nursing which have NSNA/SNAP members, the Nominations and Elections Committee, and the Board of Directors. The business of the Annual Meeting shall be conducted by the House of Delegates. Notice of both delegate qualifications and the meeting shall be given at least thirty (30) days prior to the meeting.

### **SECTION 3**

#### **Delegate Representation**

- A. The voting body at the Annual Meeting shall consist of elected officers and accredited delegates.
- B. Representation at the SNAP Annual Meeting shall be:
  - 1. School constituents
    - a. Each school with up to ten (10) members shall be entitled to one voting and alternate delegate and each school with more than ten members shall be entitled to one voting delegate and an additional voting delegate and an alternate for each additional fifteen (15) members.
    - b. The school chapter delegate and alternate shall be members in good standing in the chapter and NSNA/SNAP and shall be selected by members of the school chapter at a proper meeting.

### **SECTION 4**

The privilege of making motions and voting shall be limited to the voting body. A voting member shall have one vote in any election or on any question.

### **SECTION 5**

All meetings of SNAP shall be open unless voted otherwise by the House of Delegates. Student members, other than voting delegates, may attend the Annual Meeting but may not be seated with the delegate body. They may speak once on each issue before the House.

### **SECTION 6**

#### **Quorum**

A quorum at the SNAP Annual Meeting shall consist of two-thirds (2/3) of the registered delegates.

### **SECTION 7**

#### **Special Meetings**

- A. Special meetings may be called by the Board of Directors and shall be called by the President upon written request of one-third (1/3) or more of schools of nursing with SNAP membership. Notice of time, place, and purpose of the meeting shall be received by all school chapters not less than five (5) days prior to the meeting.
- B. The voting body shall be the same, insofar as possible, as that at the Annual Meeting. Other members may attend and shall have only the privileges to speak once on each issue.
- C. The quorum shall be two-thirds (2/3) of the registered delegates and at least four (4) members of the Board of Directors including the President and Vice-President.

## **ARTICLE VII**

### **Board of Directors**

#### **SECTION 1**

The Board of Directors shall consist of the elected officers. The constituents shall serve as ex-officio members without a vote.

#### **SECTION 2**

All powers of the Association are vested in and shall be exercised by the Board of Directors during the interim between meetings of the Association, except that the Board shall not nullify nor modify any action taken by the House of Delegates in the Annual Meeting and subject to the provisions of these Bylaws.

#### **SECTION 3**

The Board of Directors shall not be responsible for any contract, claim, or obligation of any kind incurred or for any position taken by an officer or member of SNAP unless the same was authorized in writing by the Board of Directors.

#### **SECTION 4**

Management by the Board of Directors shall include the following duties:

- A. Review and approve the terms of official relationships established with other organizations singly or in coalition.
- B. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in SNAP relationship with other organizations.
- C. Approve the budget and provide the annual audit of accounts at the close of the fiscal year.

- D. Have the power to fill vacancies for the unexpired term unless otherwise specified in these Bylaws.
- E. In the event that an elected or appointed Board (or related state position) member has failed to perform his/her specified duties, the SNAP Board of Directors shall have the power by three-quarters (3/4) vote to declare the office of an elected or appointed position vacant. In the event that an elected or appointed Board member misses two meetings during term of office, the position shall be declared vacant.
- F. In the event of the vacancy in the office of both President and Vice-President, the SNAP Board of Directors shall appoint a new President from within the Board of Directors as soon as possible. This is the only time the Board of Directors can function as a voting body without the presence of the President or Vice President.

#### **SECTION 5**

##### **Meetings**

- A. The Board of Directors shall meet before and immediately following the Annual Meeting and at such times as deemed necessary by the majority of the Board of Directors. The President shall determine the date and location of meetings in consultation with the Board.
- B. A quorum of the meetings of the Board of Directors shall consist of a majority of the voting members of the Board. The President or Vice-President must be present along with at least one consultant.

#### **SECTION 6**

##### **Executive Committee**

There shall be an Executive Committee of the Board of Directors composed of the President, two members of the Board of Directors, and a consultant. This committee shall have the power to transact business only of an emergency nature that 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 or mail, or FAX transmissions.

### **ARTICLE VIII**

#### **Consultants**

##### **SECTION 1**

- A. There shall be two (2) consultants. The position shall be subject to an annual review.
- B. The Board may invite an Alumni Consultant as deemed appropriate.

##### **SECTION 2**

##### **The consultants shall:**

- A. Serve as resource persons consulting with the Board of Directors, members, and staff.
- B. Attend Board meetings and the Annual Meeting. At least one consultant shall attend the NSNA Annual Meeting as deemed necessary/feasible by the Board of Directors.

##### **SECTION 3**

##### **The Alumni Consultant**

There may be one Alumni Consultant. The consultant may be invited by the Board of Directors of SNAP to the post-Convention Board meeting or any subsequent SNAP Board meeting.

##### **SECTION 4**

##### **The Alumni Consultant shall;**

- A. Be an immediate past Board of Directors member.
- B. Serve as a resource person consulting with the Board of Directors, members, and staff.
- C. Be invited to attend Board meetings and the SNAP Annual Meeting and any other activities deemed necessary and appropriate by the Board of Directors of SNAP.

### **ARTICLE IX**

#### **Committees**

The Board of Directors, at its discretion, shall establish committees deemed necessary to carry on the work of the Association and shall determine the functions, terms, and membership of the committee. A quorum for committee meetings shall be a majority of the members.



## **ARTICLE X**

### **Executive Director**

The Executive Director shall:

1. Be the administrative officer and general manager of the Association responsible to the Board of Directors and shall carry out such responsibilities in connection with the duties of the office as shall be specified by the Board of Directors within the established policies of the Association and approved budget limitations.
2. Receive and record all SNAP monies, deposit funds on behalf of SNAP and inform the Treasurer of all transactions.
3. Shall attend SNAP Board of Directors meetings and the SNAP Annual Meeting.
4. Serve with consultants as a resource person.
5. Maintain all current state files for SNAP.
6. Be responsible for keeping SNAP equipment in good condition.
7. Shall serve as liaison between SNAP and accountant, printers, and other business associates.
8. Perform all other duties as assigned by the President or as usual to this position.
9. Be one of the check signers.

## **ARTICLE XI**

### **Official Publication**

*Insight* shall be the official publication of the Association and shall be distributed to members as one of the benefits of membership.

## **ARTICLE XII**

### **Parliamentary Authority**

All meetings of this Association shall be conducted according to parliamentary law as set forth in ROBERT'S RULES OF ORDER NEWLY REVISED where the rules apply and are not in conflict with these Bylaws.

## **ARTICLE XIII**

### **Amendments**

#### ***SECTION 1***

These Bylaws may be amended at the Annual Meeting by a two-thirds (2/3) vote of those present and voting provided that notice at the proposed amendments has been received by each school of nursing with SNAP members at least four (4) weeks prior to the meeting.

#### ***SECTION 2***

The Secretary/Treasurer shall submit proposed amendments in writing, carrying the proponent's signature, to the Board of Directors for review at least eight (8) weeks prior to the Annual Meeting. Proposed amendments may be submitted to the SNAP Secretary/Treasurer by members, SNAP chapters, and the Board of Directors.

#### ***SECTION 3***

These Bylaws may be amended at the Annual Meeting by 99% vote, without previous notice having been given, provided that the proposed amendment shall have been presented to the presiding officer and parliamentarian before the meeting at which the proposed amendment shall be introduced.

#### ***SECTION 4***

Amendments to these Bylaws shall become effective immediately upon approval at the SNAP Annual Meeting unless the amendment shall specify an alternate date to take effect.

#### ***SECTION 5***

Amendments to the Bylaws of NSNA, adopted at the NSNA Annual Meeting, which directly relate to the business of the constituent Association in the areas of conformity shall automatically and immediately effect the necessary amendments to the Bylaws of the constituent associations and shall promptly be incorporated into their Bylaws.