



Student Nurses' Association of South Carolina, Inc.

2024-2025 Bylaws

TABLE OF CONTENTS

ARTICLE	DESCRIPTION	PAGE
<i>Article I</i>	Name	2
<i>Article II</i>	Purpose	2
	Function	2
<i>Article III</i>	Members	3
	Fees, Dues, and Assessments	5
<i>Article IV</i>	Officers and Directors	5
	Eligibility	5
	Term of Office	7
	Duties	7
	President	7
	President-Elect	8
	Vice President	8
	Secretary	8
	Treasurer	9
	Public Relations Director	10
	Populations and Global Health Director	11
	Nominations and Elections Committee Director	11
	Breakthrough to Nursing Director	11
	Ethics and Governance Director	12
	Other General Duties	12
<i>Article V</i>	Elections	13
<i>Article VI</i>	Meetings	13
<i>Article VII</i>	Representation	14
	Voting	15
	Quorum	15
<i>Article VIII</i>	Executive Board	15
<i>Article IX</i>	Council of School Representatives	17
<i>Article X</i>	Consultants	18
<i>Article XI</i>	Committees	19
<i>Article XII</i>	Fiscal Year	19
<i>Article XIII</i>	Order of Meetings	19
<i>Article XIV</i>	Amendments	19

Student Nurses' Association of South Carolina Bylaws

ARTICLE I

NAME

The name of this organization shall be the Student Nurses' Association of South Carolina, Inc., a constituent of the National Student Nurses' Association, Inc., hereafter referred to as SNA-SC.

ARTICLE II

PURPOSE AND FUNCTION

2.1 PURPOSE

The purposes of the SNA-SC are:

- 2.1-1 To assume the responsibility for contributing to nursing education to provide for the highest quality of healthcare.
- 2.1-2 To provide programs representative of fundamental and current professional interests and concerns.
- 2.1-3 To aid in the development of the whole person, their professional role, and their responsibility for the health care of people in all walks of life.

2.2 FUNCTION

The function of the SNA-SC shall include the following:

- 2.2-1 To have direct input into standards of nursing education and to influence the education process.
- 2.2-2 To influence health care, nursing education, and practice through legislative activities.
- 2.2-3 To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
- 2.2-4 To represent nursing students to the consumer institutions, and other organizations.
- 2.2-5 To promote and encourage students' participation in interdisciplinary activities.
- 2.2-6 To promote and encourage recruitment efforts, participation in student activities, and educational opportunities.

- 2.2-7 To promote and encourage collaborative relationships with the South Carolina Nurses' Association (SCNA), the South Carolina League of Nursing (SCLN), the South Carolina Hospital Association (SCHA), and other nursing and health-related organizations.
- 2.2-8 Refuse to engage in, or condone, discrimination on the basis of race, color, sex, sexual orientation, gender identity or expression, age, citizenship, religion, national origin, disability, illness, legal status, military status, marital or parental status or personal attributes.

ARTICLE III

MEMBERS

3.1 Constituent Association

- 3.1-1 School of Nursing chapters whose membership is composed of active and associate NSNA members, whose bylaws have been approved as being in conformity with the Bylaws of SNA-SC, who have submitted the official application for NSNA constituency status containing the areas of conformity, who have requested to and have been approved by a majority vote of the Executive Board shall be recognized as a constituent of the SNA-SC. There will be a semi-annual meeting with all the local chapter presidents and the SNA-SC Executive Board during the Annual State Convention and MidYear event. If in addition to this annual meeting, a constituent chapter President wishes to request a meeting with the SNA-SC Executive Board this request will be made in writing at a minimum of (ninety) 90 days in advance to grant scheduling of said event.
- 3.1-2 A school chapter shall be composed of at least ten (10) members from a school, or the total enrollment if less than ten (10). There shall be only one (1) chapter on each school campus.
- 3.1-3 SNA-SC shall be composed of at least two (2) school chapters in South Carolina. School chapters shall belong to the state association.
- 3.1-4 For recognition as an NSNA constituent, constituent associations shall be required to submit annually the official application for NSNA constituency status, which shall include the following areas of conformity for active and associate members: purpose and function, membership dues, and representation.
- 3.1-5 A constituent association which fails to comply with the Bylaws of SNA-SC shall have its status as a constituent revoked by a two-thirds vote of the executive board, provided that written notice of the proposed revocation has been given at least two (2) months prior to the vote and the constituent association is given an opportunity to be heard.

3.1-6 A constituent who has had its status as a constituent revoked may be reinstated by a two-thirds vote of the board after complying with the requirements of these Bylaws.

3.1-7 New constituents, upon meeting constituency requirements, shall be appointed a representative from the executive board to aid in the start-up of their constituency.

3.2 Categories of Constituent Membership:

3.2-1 Active Members

- (a) Students enrolled in a current term in a state board of nursing-approved programs leading to licensure as a registered nurse.
- (b) Registered nurses enrolled in a current term in programs leading to a baccalaureate degree with a major in nursing.
- (c) Active national members shall have all the privileges of national membership. Individuals not becoming a national member but becoming a local member will receive privileges of local membership but not all privileges of national membership.

3.2-2 Associate Members

- (a) Pre-nursing students, including registered nurses, enrolled in a current term in a college or university program designed as a preparation for entrance into a program leading to an associate degree, diploma, or baccalaureate degree in nursing.
- (b) Associate members shall have all the privileges of membership except the right to hold office of president and vice president at the state and national levels.

3.2-3 Individual Members

Individual membership shall be open at the state and national level to any student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in 3.2-1 and 3.2-2.

3.3 Categories of Non-Constituent Membership:

3.3-1 Sustaining Membership

Sustaining membership shall be open in the NSNA to any individual or organization interested in furthering the development and growth of

NSNA upon approval of the NSNA. This membership category is not open to those eligible for active or associate membership. Sustaining membership shall be renewable annually.

3.3-2 Extended Membership

- (a) Active, associate, and individual membership may be extended six (6) months beyond graduation from a student's program of nursing, providing membership was renewed while the student was enrolled in a nursing program.
- (b) Active, associate, and individual members who hold a state office may have their membership further extended to the first state election following the member's date of graduation.

3.4 Fees, Dues and Assessments

- 3.4-1 Each member in good standing must pay, within the time of the conditions set by NSNA, annual dues in amounts to be fixed annually by the NSNA and the SNA-SC Executive Board the dues and fees shall be equal for all members in each category of membership. Payment of NSNA, SNA-SC, and local dues (if any) is a membership enrollment procedure.

ARTICLE IV

OFFICERS AND DIRECTORS

4.1 Officers and Directors

- 4.1-1 The officers of this association shall consist of a President, President-Elect, Vice President, Secretary, and Treasurer.
- 4.1-2 There shall be five (5) Directors: Ethics and Governance Director, Breakthrough to Nursing Director, Populations and Global Health Director, Nominations and Elections Committee Director, and the Public Relations Director.
- 4.1-3 The Executive Board shall be comprised of all of the officers and directors of SNA-SC including Ex-officio members: Professional Consultants and Executive Consultants.

4.2 Eligibility

- 4.2-1 Candidates shall be chosen from among those members whom a constituent association of this association has been nominated and who meet all requirements of eligibility listed below.

- 4.2-2 Only members who shall be nursing students at least seven (7) out of twelve (12) months of a term of office, with the exception of the President, and have the privileges of active membership shall be eligible for the office of President, Vice President, Secretary, Treasurer, Ethics and Governance Director, Breakthrough to Nursing Director, Populations and Global Health Director, Nominations and Elections Committee Director and the Public Relations Director.
- 4.2-3 Only members who shall be in pre-nursing entering an active nursing student status throughout at least one (1) year and seven (7) out of twelve (12) months of a term of office, with the exception of the President, and have the privileges of active or associate membership shall be eligible for the office of President-Elect.
- 4.2-4 All candidates must be in good standing with their school's GPA requirement and have a minimum cumulative GPA of 2.75 or its equivalent.
- 4.2-5 The President, Vice President or President-Elect shall not concurrently serve as President of a constituent association unless they are the outgoing President of the constituent association. An outgoing term is defined as having three (3) months or less remaining in the Presidency of the constituent association.
- 4.2-6 Candidates shall have obtained written consent from a nursing faculty member at their school of nursing to hold office and shall have given consent to serve if elected. Students who are graduating from diploma and associate degree programs and plan to attend RN-to-BSN programs must have the signature of a nursing faculty member from the completed nursing program.
- 4.2-7 If a written consent is not obtained, a written statement of the reason why consent was not obtained shall be submitted and approved by the SNA-SC Board.
- 4.2-8 The Nominations and Elections Committee may be composed of the Nominations and Elections Committee Director as chairperson, the Ethics and Governance Director, and the Secretary, if needed. In the event that the current NEC Director is seeking re-election to the SNA-SC Executive Board, the SNA-SC Executive Board Members; not running for re-election, will work together to run the election process for the next SNA-SC Executive Board. The NEC may also consist of one (1) representative from each SNA-SC school constituency. NEC school representatives are recommended to the SNA-SC by the constituent school they represent and are subject to approval by the SNA-SC Executive Board.
- 4.2-9 All students who have submitted completed candidate applications to the NEC Director will have their candidacy considered. The NEC Director will complete a slate for each office based on the decisions of the NEC Committee, unless the NEC Director is seeking re-election to the SNA-SC Executive Board.

4.3 Term of Office

- 4.3-1 The term of office shall be from the adjournment of the annual meeting at which officers are elected to adjournment of the annual meeting at which their successors are elected.

4.4 Duties of the Officers and Directors

4.4-1 The President shall:

- (a) Serve as the principal officer of the association and preside at all business meetings of this association, of the executive board and executive committee and ensure Robert's Rules of Order are followed.
- (b) Appoint committees and their chairperson with the approval of the executive board, and serve as ex-officio member of all standing committees.
- (c) Approved check expenditures by the board should be authorized by the Treasurer and co-signed by the President. Other forms of expenditures shall be approved by the President and Treasurer of the SNA-SC board.
- (d) Represent this association in all matters relating to the South Carolina Nurses' Association, as well as act as liaison for SNA-SC with SCNA, SCLN, and SCHA.
- (e) Have the option of appointing a Corresponding secretary, with approval of the executive board, from the same school as the President. The duties shall be determined by the President.
- (f) Have the authority to issue funds and make deposits in lieu of the Treasurer in time of emergency if given authority by the Executive Board.
- (g) Serve as SNA-SC representative to the NSNA Council of State Presidents (COSP).
- (h) Be chairperson of the Executive Committee of Council of School Representatives, if active.
- (i) Act as liaison between Executive Board and Constituent schools including each school's Dean, Advisors, and Faculty.
- (j) Be bonded.
- (k) Attend at minimum one (1) meeting of the South Carolina Council of Deans and Directors of Nursing Education (SCCDDNE).

- (l) Shall have the ability to delegate any tasks to other Executive Board members as they see fit.

4.4-2 The President-Elect shall:

- (a) Be familiar with the roles and responsibilities of the SNA-SC board.
- (b) Perform other duties as assigned by the president.
- (c) For the Annual MidYear Event, the President-Elect will assume primary responsibility and other Executive Board Members will assist as needed.
- (d) Accompany the President in attending functions pertaining to SNA-SC and other affiliated Associations including the NSNA National Convention and COSP.
- (e) Use the above duties to prepare to assume the position of the President after the President's term of office or in the event the President is absent.

4.4-3 The Vice President shall:

- (a) For the Annual SNA-SC State Convention, the Vice President will assume primary responsibility and other Executive Board Members will assist as needed.
- (b) Accompany the President and President-Elect in attending functions pertaining to SNA-SC and other affiliated Associations.
- (c) Use the above duties to prepare and automatically and consecutively assume the position of the President or President-Elect in the absence of.

4.4-4 The Secretary shall:

- (a) Record and distribute the minutes of this association to the NSNA and the Executive Board on a monthly basis.
- (b) Keep an attendance list of all Executive Board members for roll call and business purposes, as well as announcing absences each meeting.
- (c) Keep on file as a permanent record all reports, papers and documents submitted to the secretary.
- (d) Attend a minimum of one (1) meeting of the SCCDDNE.
- (e) Have SNA-SC minutes signed by the President and Secretary each month for the submission to NSNA .

- (f) Maintain a current list of all Constituent School Officers.
- (g) Accept and file monthly School Constituent minutes.

4.4-5 The Treasurer shall:

- (a) Attend all NSNA Treasurer's workshops.
- (b) Act as a custodian of organization funds and deposit these funds in a bank approved by the Executive Board.
- (c) Prepare an annual budget and the monetary disbursements with the approval of the President and as authorized by the Executive Board. Treasurer will receive reimbursement after the approval of the professional consultants and the Executive Board.
- (d) Keep accurate entries of acquisitions and disbursements of organization funds.
- (e) Prepare a report of the transactions of the Treasurer's office to be submitted at the annual convention.
- (f) Keep a permanent record of all NSNA membership reimbursements.
- (g) Submit a financial report to the Executive Board at quarterly intervals and when requested to do so by any member of the Executive Board.
- (h) Communication with the CPA shall be at a minimum of every quarter and before leaving office. All SNA-SC financial records are to be reviewed by a CPA or accountant at the expiration of the Treasurer's term with a written statement from the CPA of the review. This review shall be submitted to the President and Professional Consultants.
- (i) Follow the policy and procedure here for communications with the CPA: first point of contact via email, if no response within a week send a second email, if no response within two (2) weeks of first point of contact attempt phone call to CPA, if still no response after a three (3) weeks period and the above measures Treasurer should recommend to the Executive Board a vote to obtain a new CPA.
- (j) The retiring Treasurer shall deliver to the newly elected Treasurer all money and properties of the association held in custody upon reconciliation of annual State Convention acquisitions and disbursements no later than the first meeting of newly elected SNA-SC Executive Board.

- (k) Be bonded.
- (l) Draft and ensure completion of CPA contract including these points:
 - (1) Be contracted for the fiscal year with possible renewal based on board approval.
 - (2) Complete a quarterly review of the books and submit them to the Treasurer.
 - (3) File taxes within five (5) months after the end of the fiscal year.
 - (4) Assist with the transition of power.
 - (5) Provide a written statement of financial record review at the end of the Treasurer's term to the President and Professional Consultants.
 - (6) Respond to phone or email communication from the Executive Board within fifteen (15) business days unless having notified the Executive Board in advance of absence.

4.4-6 The Public Relations Director of this association shall:

- (a) Maintain accuracy to the SNA-SC's website and all social media platforms which includes but is not limited to the following: Facebook, Twitter, Instagram.
- (b) Be the main point of contact for SNA-SC; responsible for triaging correspondences and communications to the appropriate Executive Board officers. The Public Relations Director, unless approved by the President, is the only one responsible for communicating to constituents on behalf of SNA-SC.
- (c) Create and maintain Eventbrite and any other ticketing websites for all official SNA-SC events, this includes sending purchase requests to the Treasurer and producing promotional materials such as merchandise items and social media flyers.
- (d) Plan and coordinate the photographer that will be taking Executive Board photos annually.
- (e) Archive photos and videos of the SNA-SC Executive Board throughout the year, including photos taken at all of SNA-SC's events and functions.

- (f) Two (2) weeks prior to the Annual House of Delegates, request from the Ethics and Governance Director the number of delegates each constituent school may have and then notify each constituent association the number of delegates to which it is entitled. This number shall be forwarded to the Secretary of SNA-SC at the same time.

4.4-7 The Populations and Global Health Director shall:

- (a) Be responsible for coordinating a service project for the Annual SNA-SC State Convention.
- (b) Promote, plan, implement and evaluate at least one (1) population and global health activity on a statewide level. These shall be distinct from the projects carried out at the Annual SNA-SC State Convention. If the Board so chooses, an application can be submitted to the NSNA by the designated deadline for consideration for an award.
- (c) Serve as a resource to constituent schools for population and global health activities.

4.4-8 The Nominations and Elections Committee Director shall:

- (a) Approve and present a slate of qualified candidates at the Annual State Convention after interviewing and collaborating with the Executive Board.
- (b) Update and make available, a minimum of one (1) month prior to the Annual State Convention, a SNA-SC Executive Board Candidate Packet.
- (c) Educate and encourage qualified candidates to run for positions on the SNA-SC Executive Board.
- (d) Serve as the Membership Coordinator for SNA-SC to recruit members and promote involvement in SNA-SC and NSNA.

4.4-9 The Breakthrough to Nursing Director shall:

- (a) Plan an annual minority event to promote involvement in SNA-SC and NSNA.
- (b) Receive and disperse submissions to appropriate Board Members.
- (c) Encourage recruitment of minority groups and any interested middle and high school students into the nursing profession.
- (d) Update the Awards Booklet annually and send to constituents a minimum of one (1) month prior to the Annual Convention.

4.4-10 The Ethics and Governance Director shall:

- (a) Furnish to the chairperson of the Tellers not less than one (1) hour before the opening of the polls a list of delegates entitled to vote at the annual meeting.
- (b) Assist in the implementation of adopted resolutions passed by the House of Delegates related to ethics and governance; engaging members in the Code of Ethics; assisting chapters to submit amendments to the Code of Ethics; guiding chapters with bylaws; reviewing NSNA's Bylaws when related issues arise.
- (c) Promote political awareness among nursing students and plan legislative activities on a statewide level, including in-person or online workshops, once in the Fall and once in the Spring for all constituents, leading up to the Annual SNA-SC State Convention.
- (d) Propose any needed Bylaw amendments to the Board and present proposed amendments to the House of Delegates at the Annual SNA-SC State Convention.
- (e) Update and provide a handbook on writing Resolutions annually. Resolutions Handbook to be distributed a minimum of six (6) months prior to the annual convention and should include all approved NSNA resolutions from the current year.
- (f) Update and provide a Delegate Packet for each delegate at the Annual Convention. At least one (1) copy of the Delegate Packet should be available to each school constituency a minimum of one (1) month prior to the annual convention.

4.4-11 Other general duties of officers shall be:

- (a) Shall be members of the Executive Committee of the Council of School Representatives (COSR), if active.
- (b) Officers should submit regularly to the Treasurer a report of their expenses with receipts within two (2) weeks of the event.
- (c) Officers shall deliver to their successors all records, timeline of important position specific deadlines and other property belonging to the association in an organized binder with digital files on Google Drive.

- (d) Officers are required to attend Executive Board meetings, National, State, and Leadership Conventions, and any other SNA-SC community function in compliance with Executive Board attendance policy.
- (e) Review the SNA-SC Bylaws and promote conformity with NSNA Bylaws.

ARTICLE V

ELECTIONS

- 5.1 The officers of this association shall be elected at each annual meeting by the House of Delegates.
- 5.2 The elections shall be taken by secret ballot. A majority vote shall elect. A tie vote shall be decided by a revote.
- 5.3 Before the opening of the polls, opportunity shall be given for nominations from the floor. Persons nominated from the floor after verification of eligibility and availability (4.2) shall be posted in the polling places and may be added in on the ballot. Only write-ins nominated from the floor shall be eligible.
- 5.4 Delegates shall be notified of the hours of voting and the place for the election at the opening House of Delegates meeting at the Annual Convention.
- 5.6 The Executive Board will appoint the Tellers Committee to include the NEC Director, one Professional Consultant and the President. In the event the NEC Director is running for re-election, the Executive Board will vote on a substitute.
- 5.7 All candidates nominated will be guided through the interview and elections process.

ARTICLE VI

MEETINGS

- 6.1 Executive Board meetings will be held monthly at times and places as determined by the Executive Board. At least two (2) in-person meetings will be held each semester unless the Executive Board deems it inappropriate.
 - 6.1-1 Reimbursements for mileage will be based on the annual IRS standard mileage rates, to be calculated from the Executive Board members' school address to the location of the meeting or event. Requests for reimbursement will be submitted to the Treasurer via the Google Form for check distribution.

- 6.2 Special meetings of the association may be called by the Executive Board or by the President. Notice of time, place and purpose of the special meeting shall be sent at a minimum of five (5) days prior to the special meeting.
- 6.3 The annual meeting of the association shall be held at such time and place as shall be determined by the Executive Board. 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. Notice of the meeting shall be sent to the President of each constituent association and other members of the voting body.
- 6.4 Voting decisions during Executive Board meetings shall only be made if the President, President-Elect or Vice President and the board member directly responsible for the decision, if applicable, are in attendance. Decisions will be made with a majority vote of members in attendance. If voting results in a tie, the vote will be postponed until the next Executive Board meeting.

ARTICLE VII

REPRESENTATION

7.1 Representation at the Annual House of Delegates Meeting:

7.1-1 The House of Delegates shall be the governing and voting body of the association and shall be composed of delegates from the constituent associations and members of the Executive Board. The business of the annual meeting shall be conducted by the House of Delegates.

7.1-2 Each constituent association shall be entitled to delegates according to the number of members in good standing in SNA-SC. Delegates shall be elected by the various constituent school chapters. The school chapter may designate an alternate delegate for each delegate by selection and/or election by members of the school chapter according to chapter bylaws. Each recognized chapter shall be represented by 2 delegates, in senatorial fashion, with additional percentage-based membership. Additional delegates shall be:

% of Members	Delegates
0-10	1
11-20	2
21-30	3
31-40	4
41-50	5
51-60	6
61-70	7
71-80	8
81-90	9
91-100	10

7.1-3 The delegates and the Executive Board will be expected to attend all meetings of the House of Delegates.

7.1-4 The constituent associations shall provide a list of elected/selected delegates and alternatives prior to the first House of Delegates meeting.

7.1-5 In the case that the constituent organization does not submit their number of all students in their school meeting the qualifications to be active or associate members, they will only be allowed the two (2) base delegates and no percentage-based delegates.

7.2 Voting

7.2-1 Representation to the NSNA meeting shall be in accordance with NSNA Bylaws; (Section 3) with the exception of determining a delegate count. The delegate count will be determined as described in 7.1-2 of the SNA-SC Bylaws.

7.3 Representation

7.3-1 The privilege of making motions and voting shall be limited to the voting body. A voting member shall have but one vote in any election or any House of Delegates discussion.

7.3-2 All meetings of the SNA-SC shall be open meetings unless otherwise voted by the House of Delegates. Student members, other than voting delegates, may attend the annual meeting as observers but shall not be seated with the delegate body.

7.4 Voting

7.4-1 Voting delegates may speak before the house until debate has ended or another motion has been set in place.

7.5 Quorum

7.5-1 The quorum for the annual meeting shall consist of delegates from at least 51% of the total number of delegates credentialed at the annual meeting and which represent at least two-thirds of the schools with delegates credentialed, and at least four (4) members of the Executive Board, including the President, President-Elect or Vice President.

ARTICLE VIII **EXECUTIVE BOARD**

8.1 The Executive Board shall consist of the elected officers and directors of the SNA-SC. All members of this Executive Board have the power to vote. The consultants shall serve as ex-officio members without a vote.

8.2 The Executive Board has the power to act on behalf of SNA-SC. The Board shall not nullify nor modify any vote or action taken by the House of Delegates during the Annual Convention, subject to the provisions of these Bylaws.

8.3 The Executive Board shall not be responsible for any contract, claim or obligation of any kind incurred, or for any position <https://passport.carelearning.com/profile> taken by any officer, member or constituent unless the same was duly authorized by the Executive Board.

8.4 The Executive Board shall:

8.4-1 Have the power to fill vacancies in any office with a majority vote from the Executive Board Members, except for the office of President or President-Elect, for the unexpired term.

(a) The candidates for a vacant office must meet all eligibility requirements noted in 4.2.

(b) If the President and President-Elect are not available, the Executive Board will have a meeting with the Professional Consultants to determine who would assume the roles of the position(s).

8.4-2 With a two-thirds vote approve the budget, authorize all monetary disbursements, and approve the annual audit of accounts at the close of the fiscal year.

8.4-3 Review and approve the terms of official relationships established with other organizations singly or with a two-thirds vote.

8.4-4 If a member of the Executive Board fails to fulfill their responsibilities as defined in the Bylaws of SNA-SC, the Executive Board shall have the option of removing that Board member from the office. The action will require a three-fourths vote of the Executive Board. An appeal to this decision must be submitted in writing to SNA-SC within two (2) weeks. The appeals case will be considered by the Executive Board within two (2) weeks of appeal receipt. The appealing officer shall be reinstated by a three-fourths vote of the Executive Board.

8.4-5 Be responsible for repayment of expenses to SNA-SC related to travel, per diem and lodging in the event any official elected by the SNA-SC House of Delegates resigns or is removed from office contingent upon the signed accountability form at the beginning of the official term. Repayment need or amount will be the decision of the SNA-SC board relating to the nature of the resignation or removal.

8.5 The official delegate of the association to the annual convention of the NSNA shall be the President. The Council of State Presidents shall be attended by the President and the President-Elect of this association. If the President cannot serve as designated representative, an alternate shall be elected by a majority of the Executive Board.

8.6 A minimum allotment of \$800.00 per Executive Board position to be left in the savings account by the time term of office ends. Each expenditure must have prior approval of the Executive Board.

8.7 Executive Board Policies

8.7-1 All Executive Board members shall sign a contractual agreement prior to induction stating that they have read and will abide by the SNA-SC Bylaws.

8.7-2 Executive Board Member Absence

- (a) Executive Board Members are allowed two (2) during their term in office. After two (2) absences, a meeting will be held with the President, President-Elect, and Secretary explaining reasons for time missed. The Executive Board Member being counseled and the above mentioned positions will sign a document to verify the results from this meeting. If another meeting or scheduled SNA-SC event is missed, then an expulsion hearing will be conducted at the next scheduled monthly meeting. The absent Board Member will receive no less than two (2) weeks notice that a hearing regarding their time missed will be conducted. The Board will discuss the reasons for expulsion and have a majority vote to determine if expulsion is appropriate.
- (b) In the event of an absence of an officer from a meeting, the President must be notified prior to the meeting. Exceptions can be made for extenuating circumstances.

8.7-3 Any Executive Board member who is not fulfilling their duties of office shall be given written notification outlining steps to meet established objectives prior to further action and a deadline in which the objectives are to be completed. In the event the objectives are not met within the timeline established, the option of removal as outlined in 8.4-4 is followed.

ARTICLE IX

COUNCIL OF SCHOOL REPRESENTATIVES

9.1 The council of school representatives may consist of the Executive Board and any/all representatives from the constituent associations.

9.2 If a Council of School Representatives is active, there shall be an Executive Committee of the Board of Directors composed of the President, Vice President, Secretary, Treasurer, and a Professional 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. The Board will be notified of the emergency meeting, the purpose of the meeting. All transactions (meeting results) 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, email or in-person.

ARTICLE X

CONSULTANTS

10.1 There shall be a council of consultants. The council shall consist of at least two (2) professional consultants but no more than three (3) and at least one (1) executive consultant that will be recommended by the previous Executive Board and appointed by the newly elected Executive Board.

10.1-1 The consultants will attend a minimum of four (4) meetings annually, review board minutes monthly, be familiar with the functions of the organization, and be available as a resource to make appointments with Executive Board Members, as needed.

10.1-2 The professional consultants shall be instructors or administrators in a state approved school of nursing. The new professional consultants shall be appointed for two (2) Executive Board terms with the option of reappointment at the end of each term, alternating such that there is a one-year overlap between consultants. The appointing of a new professional consultant shall take place no later than the first Executive Board meeting following the Annual SNA-SC State Convention.

10.1-3 The council shall:

- (a) Serve as a resource by counseling and advising officers, committees and members.
- (b) Attend MidYear Conference and Annual Convention, as well as a minimum of one (1) board meeting every semester.
- (c) Maintain channels of communication with consultants of constituent student associations.
- (d) Travel expenses for the council for the monthly meetings of the board shall be paid by SNA-SC. In the event that two or more executive officers or council members are traveling together, travel expenses shall be paid only to one individual.
- (f) Be an NSNA sustaining member and an ANA member, to be paid by SNA-SC.

ARTICLE XI

COMMITTEES

11.1 The Executive Board, at its discretion, shall establish committees deemed necessary to carry on the work of the association and determine the functions, terms, and membership of the committees. A decision to be made during committee meetings shall be passed with a majority vote.

11.2 Standing committees may be composed of members of the association and shall assume such duties as described in the SNA-SC Bylaws and shall report and submit a bi-annual report to the COSR, if active, and position reports that will be updated on the SNA-SC website.

11.3 There may be standing committees, which shall consist of at least three (3) members each, with members being subject to the approval of the President.

ARTICLE XII

FISCAL YEAR

12.1 The fiscal year begins on March 1st and ends on the last day of February.

ARTICLE XIII

ORDER OF MEETINGS

13.1 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 XIV

AMENDMENTS

14.1 These Bylaws may be amended at the annual meeting of the association by a two-thirds vote of the delegates present and voting provided that notice of the proposed amendments has been sent to members at least four (4) weeks prior to the meeting.

14.2 Proposed amendments may be submitted only to the Executive Board of SNA-SC. Proposed amendments shall be submitted in writing, carrying proponent's signature, to the Executive Board for review no later than the COSR meeting preceding the annual meeting.

14.3 Proposed amendments may be amended at the annual meeting by a two-thirds vote of those present and voting, provided previous notice shall have been given at an earlier meeting of the same session, and provided that the proposed amendment shall have been presented to the presiding officer and parliamentarian before the meeting where previous notice is given.

14.4 Any bylaw amendments approved by the House of Delegates at the annual Convention, must be submitted to the NSNA within three weeks immediately following

the annual convention. Amended bylaws may be emailed or three (3) copies may be mailed directly to NSNA headquarters.

14.5 Following adoption by the House of Delegates, all bylaw amendments shall be indicated in red and shall remain so for one (1) year before becoming permanent record.