Jacksonville State University

Lurleen B. Wallace College of Nursing and Health Sciences

Jacksonville Association of Nursing Students

Bylaws Manual
ARTICLE I
NAME

The name of this organization shall be the Jacksonville Association of Nursing Students (JANS).

Article II
PURPOSE

Section 1 The purpose of the JANS is:
   a) To assure responsibility for contributing to nursing education in order to provide the highest quality health care;
   b) To provide programs representative of fundamental and current professional interests and concern;
   c) To aid in the development of the whole person, and his/her responsibility for health care of people in all walks of life;

Section 2 The function of the JANS shall include the following:
   a) To have direct input into the standard of nursing education and the influence in the education process;
   b) To influence healthcare, nursing education and practice through legislative activities as appropriate;
   c) To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues;
   d) To represent Jacksonville nursing students to consumers, institutions, and other organizations;
   e) To promote and encourage student participation in the interdisciplinary activities’
   f) To promote and encourage student recruitment efforts, participation in student activities, and educational opportunities regardless of the person’s race, color, creed, sex, lifestyle, national origin, age and economic status;
   g) To promote and encourage collaborative relationships with the Alabama Association of Nursing Students and the Alabama League of Nursing, as well as other nursing and related health organizations
Article III
MEMBERSHIP

Section 1  School constituent
a) A school constituent membership is composed of active or associate members who are members of the National Student Nurses Association (NSNA) and the Alabama Association of Nursing Student (AANS).
b) The JANS shall be composed of at least 10 members from the Lurleen B. Wallace College of Nursing and Health Sciences, or the total school enrollment if less than 10.
c) There shall be only one chapter on this campus.
d) For yearly recognition as a constituent, an officer of the JANS shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
e) A constituent association that fails to comply with the bylaws and policies of the NSNA shall have its status as a constituent revoked by a 2/3 vote of the board of directors, provided that written notice 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.
f) JANS is an entity separate and apart from NSNA and its administration of activities, with NSNA and AANS have no liabilities for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of JANS or the members thereof. In the event any legal proceedings are brought against the NSNA and AANS, JANS will indemnify and hold harmless the NSNA and AANS 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 the privileges of membership.
   4. Active members shall be the only members signified at graduation ceremonies with the privilege of wearing NSNA cords.
   5. Active members are defined as those who have attended at least three meetings during the school year and have accumulated at least 10 hours of community service through the organization.
b) Associate members:
   1. Pre-Nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma, or baccalaureate degree in nursing.
   2. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at the local, state or national levels.
   3. Associate members of the JANS shall have at least 5 hours of community service.
   4. Associate members of the JANS shall attend at least two meetings.
   5. Associate members can only wear cords at graduation when graduating with a baccalaureate degree in nursing from this institution.

c) Individual members:
   1. Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in the NSNA bylaws.

d) Membership renewal:
   1. Active and associate membership shall be renewable annually.

Section 3

a) Membership Extension
   1. Active and Associate NSNA membership may be extended six months beyond graduation from a student’s program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

Article IV
DUES

Section 1

a) Membership Dues
   1. The annual NSNA dues for active and associate members shall be $50 per member, $20 of which will be allocated towards JANS and State funds. The dues year for membership shall be a period of twelve consecutive months.
   2. The annual NSNA dues for active and associate members joining for two years shall be $85 per member, $15 of which will be allocated towards JANS and State funds. The dues years for these members shall be a period of twenty-four consecutive months.
3. JANS Board of Directors shall have the authority to change membership dues.
4. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.
5. Any member who fails to pay current dues shall forfeit all privileges of membership.
6. All members who have paid current dues are indicated by membership files and national roster these members listed on this roster are those eligible for graduation cords, and those who are considered active on the basis of due payment, therefore these members must abide by the bylaws set forth on sustaining active membership other than paying dues. Regardless of any past position held name must be on a current roster for the above to be allowed.

ARTICLE V
BOARD OF DIRECTORS

Section 1 Duties
a) The President shall:
   1) Preside at all business meetings of this association and the JANS Executive Board.
   2) Appoint special committees with the approval of the JANS executive board
   3) Establish and maintain contact with the president of the AANS and the Executive Director of the ASNA concerning legislation pertinent to the nursing profession.
   4) Serve as ex-officio member of all committees.
   5) Approve expenditures as submitted by the Treasurer and authorized by the JANS executive board.
   6) Be accessible to the president-elect in an advisory capacity until June 1st after elections have taken place.
   7) Have the power to disburse funds with eh approval of the JANS executive board in the event of a vacancy in the office of the Treasurer.
   8) Perform all duties as outlined in the JANS policy manual.
   9) Perform all duties pertaining to the office and represent all matters relating to the JANS, AANS, NSNA, or the ALN.
   10) Vote only in the event that there is a tie.
11) Shall maintain membership in the AANS and the NSNA throughout the holding of office.

b) The Vice-President Shall
   1) Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
   2) Shall preside at meetings in the absence of the president.
   3) Shall assist the president as delegated and act as advisor to the president.
   4) Shall advise over all fundraising projects set forth by the Board of Directors wholly.
   5) Shall maintain membership in the AANS and NSNA throughout holding office.

C) The Secretary
   1) Shall record and distribute the minutes of all meetings of this association as directed by the president.
   2) Shall keep on file as a permanent record of all reports, papers and documents submitted to the secretary.
   3) Refer to dully appointed committees as the necessary records for the completion of business.
   4) Forward minutes to AANS as well as the names and addresses of all officers and committee chairpersons after their election or appointment.
   5) Deliver the newly elected secretary all association papers.
   6) Shall maintain membership in AANS and NSNA throughout holding of office.

d) The Treasurer
   1) Shall serve as chairperson of the budget/finance committee when one exists.
   2) Submit financial reports to the membership as directed by President.
   3) Prepare financial reports submitted at the monthly Board of Directors Meeting.
   4) Keep a permanent record of all dues received from members and any other income and expenses.
   5) Remit payment for approved debits according to the following.
      a. Disbursement of Funds
         i. Requests for disbursement of funds shall be made in writing to the board of directors.
         ii. Upon approval the treasurer will request a purchase order (PO) through the school
office 2 weeks before the PO is to be delivered and be responsible for its delivery upon approval.

iii. No funds will be disbursed without prior approval.

6) Submit fundraising solicitation requests to Office of Student Life 2 weeks before fundraiser is scheduled to take place. (Cont.)

7) Shall maintain membership in the AANS and NSNA throughout holding office.

e) Projects Chairperson
   1) Serve as chairperson of Projects Committee when one exists.
   2) Attend organizational Council Meetings
   3) Be accountable to the membership for notification of pending student activities.
   4) Shall maintain membership in the AANS and NSNA throughout holding office.

f) Web Site Editor
   1) Submit Articles to AANS
   2) Submit articles to Imprint “Happenings” column according to publication deadline.
   3) Maintain School website with assistance of technology coordinator.
   4) Shall maintain membership in AANS and NSNA throughout holding of office.

Section 2 Officer Eligibility:
   a) Only JANS members who shall have a nursing student status throughout three-fourths of term of office are eligible to an JANS Executive Board Office.

Section 3 Term of Office:
   a) The term of office shall be one (1) year from the election date.
   b) The New Executive Board shall take office officially on June 1st following elections in April.

ARTICLE VI
ELECTIONS

Section 1 The JANS Executive Board officers shall be elected in the month of April on the scheduled election day.
Section 2 All elections shall be by secret ballot, and the ballots shall be destroyed immediately after tally.

Section 3 A plurality votes of all delegates present entitled to vote shall constitute an election.

Section 4 The entire body of nursing students may vote for the Executive Board, as they are representatives of the student body of the Lurleen B. Wallace College of Nursing and Health Sciences.

Section 5 In the event of a tie a revote shall be held.

Section 6 Any active JANS member may be nominated for the executive board.

ARTICLE VII
MEETINGS

Section 1 Meetings of the JANS shall be held at such times and places as will be determined by the JANS Executive Board.

Section 2 Special meetings of this association may be called by the JANS President upon written request of one-third or more of the JANS constituent associations.

Section 3 All meetings of JANS shall be open unless voted otherwise by the voting body of this association.

Section 4 The President shall have the power and authority to call a meeting of the JANS Executive Board when it is deemed necessary.

Section 5 If any officer misses more than two (2) meetings of JANS this will constitute negligence and termination shall be at the discretion of the Executive Board. If a meeting is to be missed a prior notification must be sent to the president with reasonable cause as to why the officer will be absent for the meeting. All missed meetings and excuses will be discussed with the other Executive Board members.

Section 6 An officer may also be removed from office by plurality vote of the Board of Directors present at a meeting called for that purpose if that officer is negligent in the functions of that office as stated in these bylaws.

Section 7 Prior notification of two weeks shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances.

Section 8 Meeting location and time will be voted on or approved by a plurality vote of members present and voting at each present meeting.
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ARTICLE VIII
COMMITTEES

Section 1 Appointments
a) A committee chair appointments shall be made by the Board of Directors and shall be deemed standing committees unless otherwise stated at time of appointment, or the committee chair may be solely appointed by the president if necessary.
b) Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.

Section 2 Responsibilities
a) All committees shall be responsible to the Board of Directors for reporting committee activities on a regular basis and shall, upon direction of the Board of Directors, report the same to the general membership.

ARTICLE IX
EXECUTIVE BOARD

Section 1 The Executive Board shall exist of the elected officers.
Section 2 The Executive Board shall meet at least bi-monthly
Section 3 The JANS Executive Board Shall
   a) Transact business of the association between meetings and report such transaction at the next meeting of the association.
   b) Have the power to fill vacancies in any office except President.
   c) Approve budgets, authorize all monetary disbursements, and provide for the annual audit of the accounts at the close of the fiscal year.
   d) Devise a program of action, implementing and augmenting the purposes of this association, for presentation to membership.

Section 4 No member of the JANS Executive Board shall hold two (2) voting positions simultaneously on such Board.
Section 5 The JANS Executive Board shall at is discretion establish other communities deemed necessary to carry on the work of the association, and determine the functions, terms, and membership of these committees. A quorum of these committee meetings shall be a majority of these members.
ARTICLE X
DELEGATES

Section 1  Purpose and Function
a) To serve as spokesperson for this association at the annual state and national convention.
b) Present to the state and national organizations all proposed resolutions or amendments to bylaws or policies proposed by the JANS.
c) Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association’s membership at regularly scheduled membership meetings.
d) Make available to member updates, explanations, and copies of current and proposed state and national resolutions.

Section 2 Qualifications and Appointment
a) Any member maintaining an average grade level of 2.5 or higher and in good academic standing who is currently active in the JANS projects and is nominated by current membership at a regularly scheduled meeting is eligible to hold the position of delegate.
b) Appointment shall be one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position.

Section 3 Delegate Representation
a) School Constituents
   a. JANS, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
   b. The JANS delegate(s) and alternate shall be a member(s) in good standing with the JANS and shall be selected or elected by the membership at a proper meeting according to chapter bylaws. JANS may designate an alternate delegate for each delegate by one of the following two means:
      i. Selection and or election by the membership according to the JANS bylaws or;
      ii. Written authorization to the State Board of Directors requesting them to appoint a member of
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the State Board to act as a state-appointed alternate for the JANS.

1. JANS shall approve the appointment.
2. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and AANS.
3. JANS must have a selected and or elected delegate present at the NSNA convention in order to have a state-appointed alternate seat in the House of Delegates.
4. All alternates whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the house.

b) JANS 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 as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

ARTICLE XI
QUORUM

Section 1 A majority of the JANS Executive Board officers shall constitute a quorum at any meeting of the JANS Executive Board.
Section 2 The majority of the committee members shall constitute a quorum at meetings.

ARTICLE XII
Parliamentary Procedure

Meetings of this association shall be conducted according to the parliamentary law as set forth in Robert’s Rule of Order. The Newly Revised, 9th Edition (1990) where the rules have no direct conflict with these bylaws.
ARTICLE XIII
AMENDMENTS

Section 1 These bylaws may be amended at the first meeting of the fiscal year, and only this meeting, therefore, these bylaws must remain in effect for the entire year unless amended on that meeting date by the Executive Board. Amendments must be by a two-thirds vote by the Executive Board all who are entitled to vote, due notice having been given.

Section 2 All proposed amendments shall be prepared by the Committee on Bylaws and submitted to the JANS Executive Board for approval at least two (2) months before the first fiscal meeting date of the JANS year.

Section 3 Copies of all proposed amendments shall be sent to the President of the JANS at least four (4) weeks before the first fiscal meeting of the JANS year.

Section 4 An amendment to these bylaws shall become effective immediately upon its approval at the JANS meeting at the beginning of the fiscal year unless the amendment specifies a time for it going into effect.

Section 5 Amendments to the bylaws of the NSNA adopted at the NSNA annual meeting which directly relate to the business of the constituent associations in the area of conformity, shall automatically and immediately affect the necessary amendment to the bylaws of the constituent associations and shall be promptly incorporated into their bylaws.