

Election Information:

To be eligible for election:

- Must be a current “active JANS member”
- Must be dedicated, devoted, and ready to work
- Has to make time for JANS
- Must possess academic achievement
- Must sign up on ballots outside of JANS office
- Must read bylaw regulations and Article V Board of Directors (See Bottom) for description of duties.
- Must present themselves to JANS membership at next meeting
 - What you plan to do for JANS
 - Why your interested in running for office

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 duly 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.