

How to Start a Chapter

General requirements a school needs to start an FNSA Chapter:

1. Each chapter must contain 15 general members (or the total school enrollment if less than fifteen).
2. Each member of the chapter must pay annual dues to the NSNA. (These dues cover membership into both NSNA and FNSA)
3. Must submit a Starting a Chapter Request form to the NSNA. Must also submit application for both NSNA and FNSA constituency status annually no later than 10 working days after the close of House of Delegates Meeting of the same year.
4. A copy of chapter bylaws must be submitted with the FNSA Official Constituency Form. Bylaws must be maintained according to the National and State bylaws and resubmitted each year for approval.

2007- 2008 FNSA Executive Board

**President
Devaney Fort**

**1st Vice President
Josie Schreder-Guhl**

**2nd Vice President
Patrick Pustay**

**Treasurer
Pat Majilton**

**Recording Secretary
Sarah Linck**

**Corresponding Secretary
Michelle Rogers**

**Region 1 Director/BTN Chair
Megan O'Boyle**

**Region 2 Director/Resolutions Chair
Summer Edmonds**

**Region 3 Director/Legislative Chair
Allison Gallagher**

**Region 4 Director/NEC Chair
Jennifer Richardet**

**Region 5 Director/Community Health Chair
Uzo Nwankpa**

**Region 7 Director/Communications Chair
Janet Meneskie**

Florida Nursing Students' Association

Official Application for Constituency Status 2008

THIS APPLICATION MUST BE SUBMITTED ANNUALLY. PLEASE NOTE CHANGES. BRING TO THE ANNUAL CONVENTION
Florida Nursing Students' Association, P.O. Box 566985, Orlando, FL 32853-6985

PLEASE NOTE: Membership Applications must be received by September 29, 2008 to count toward delegate representation. Your Official Application for Constituency Status must be submitted during Delegate Credentialing or it can be mailed or faxed to FNSA postmarked no later than November 10, 2008.

What is an FNSA Constituent?

An FNSA constituent is any school chapter in a state-approved program preparing students for licensure as a Registered Nurse (RN) that meets the annual constituency requirements detailed below. FNSA constituents qualify for prizes and awards issued by FNSA. If you have any questions, please contact the FNSA Executive Board.

How to Become an FNSA Constituent

This application must be submitted annually and can be submitted at the Annual House of Delegates meeting. For those school chapters unable to send a representative to the Annual House of Delegates meeting, the application may be sent to FNSA postmarked no later than 10 working days after the close of the House of Delegates meeting of the same year.

Chapter Association (Please spell out completely)

School Address (and campus if needed)

Chapter President / Email address

Board member responsible for Bylaws updates / Title / Email address

Month of next anticipated Chapter Election

Elected chapter presidents are responsible for signing and submitting this application. State officers cannot sign applications for chapters unless the officer is also the elected chapter president. Applications signed by faculty will be returned for appropriate signature. By signing this application the Chapter President agrees that he or she understands that:

1. This application in itself does not fulfill the requirements for NSNA or FNSA constituency status;
2. Chapter Bylaws have been reviewed, submitted, and comply with the Areas of Conformity below;
3. This Application is valid only for one year and must be submitted annually by the deadline;

Chapter President's Signature

Areas of Conformity

ARTICLE II PURPOSE AND FUNCTION

Section 1. The purpose of

(Use chapter initials) is:

- (a) To aid in the preparation of nursing students for the assumption of professional responsibilities.
- (b) To aid in the development of the whole person and that person's responsibility for the healthcare of people in all walks of life.
- (c) To provide programs representative of fundamental and current professional interest and concerns.

Section 2. The function of

(Use chapter initials) shall include the following:

- (a) To provide a professional organization at a state level of nursing students and to encourage participation in meetings and activities of the association.
- (b) To promote collaborative relationships with ANA, NLN, The International Council of Nurses, and their constituents, as well as with other nursing and related health organizations.
- (c) To stimulate interest in and an understanding of the program of FLN and FNA.
- (d) To serve as a channel of communication between the nursing students' organization and the various state and district units of the graduate professional nurses' organization.
- (e) To participate as an active constituent of the National Student Nurses' Association, Inc., through duly elected representatives.
- (f) To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues.
- (g) To speak for nursing students to the public, institutions, and governmental bodies, and to influence health care, nursing education and practice through appropriate legislative activities.
- (h) To promote and encourage students' participation in interdisciplinary activities.
- (i) To have direct input into standards of nursing education and influence the educational process.
- (j) To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of persons' race, color, creed, sex, lifestyle, national origin, age or economic status.

ARTICLE III CONSTITUENT ASSOCIATIONS

Section 1. School Nursing Students' Associations may upon request and by a majority vote of this association, be recognized as constituents of FNSA, provided they have met the following criteria:

- (a) The chapter consists of a minimum of fifteen (15) members or the total school enrollment if less than fifteen (15).
- (b) The dues of these members have been remitted to NSNA.
- (c) Any school chapter or state association whose membership is composed of active or associate NSNA members and has submitted the Official Application for NSNA Constituency Status (the application) containing the areas of conformity, and upon meeting such other policies as the Board of Directors may determine, shall be recognized as a constituent. The application must be submitted annually and can be submitted at the Annual Convention site during the delegate credentialing process for the Annual House of Delegates meeting. For those school and state associations unable to send representatives to the Annual House of Delegates meeting, the application may be sent to the NSNA on a date postmarked no later than ten (10) working days after the close of the House of Delegates meeting of the same year.
- (d) The chapter has submitted an Official Application for FNSA status. The FNSA application must be submitted annually, 2 weeks prior to FNSA's Annual Convention and can be submitted at the Annual Convention site during the delegates credentialing process for the Annual House of Delegates meeting. For those schools unable to attend the FNSA State Convention, the application may be sent to the FNSA's First Vice President no later than ten (10) working days after the House of Delegates meeting of the same year.
- (e) When an organization establishes constituency for the first time, a copy of chapter bylaws must be submitted with the FNSA Official Constituency form to the FNSA First Vice President. Each school chapter is responsible for creating and maintaining their own bylaws which are in compliance with State and National bylaws.

Section 2. Boundaries of local Nursing Students' Associations shall be clearly defined and recorded by the Executive Board of the association. These boundaries shall be individual school associations.

Section 3. A constituent association not complying with these bylaws may be removed from membership in FNSA by a two-thirds (2/3) vote of the Executive Board, provided due notice has been given to the constituent association at least two months before the vote is taken.

Section 4. FNSA is an entity separate and apart from NSNA in its administration of activities, with NSNA exercising no supervision or control over these immediate daily and regular activities. NSNA will not be held liable for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of FNSA, or the members thereof. In the event any legal proceeding is brought against NSNA as a result of such acts of omission or commission by FNSA, said state association will indemnify and hold harmless the NSNA from any liability.

Section 5. School chapters are entities separate and apart from FNSA in their administration or activities, with FNSA exercising no supervision or control over these immediate daily and regular activities. FNSA will not be held liable 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 proceeding is brought against FNSA as a result of such acts of omission or commission by school chapter, said school chapter will indemnify and hold harmless the FNSA from any liability.

ARTICLE IV MEMBERSHIP

Section 1. Members of the constituent associations shall constitute the membership of the FNSA.

Section 2. Members of the constituent association shall be:

- (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 baccalaureate degrees with a major in nursing.
 3. Active members shall have all the privileges of membership.
- (b) Associate members:
 1. Pre-nursing students, including registered nurses enrolled in college or university programs designed as a preparation 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 the offices of President and First Vice President at the state level and the offices of the President and Vice President at the national level.
 3. Pre-nursing students must be currently enrolled in or have completed nine credit hours of nursing prerequisites, must be actively taking nursing prerequisites, and must be identified as such by the Dean/Director of the state approved school they are planning to or are attending.
- (c) Individual members:
 1. Individual membership shall be open at the state and 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 Article IV, Section 2, items 1 and 2, depending upon that person's status.

Section 3. Categories of non-constituent membership shall be:

- (a) Sustaining members:
 1. Sustaining membership shall be open at the state level to any individual or organization interested in furthering the development and growth of the FNSA. Sustaining members shall receive *Hotline* and other information from the FNSA Corresponding Secretary but shall have none of the obligations or privileges of membership.
- (b) Honorary members:
 1. Honorary lifetime membership may be conferred by a two-thirds (2/3) vote of the House of Delegates with recommendation of the Executive Board upon persons who have rendered distinguished service or valuable assistance to FNSA. Honorary members shall have none of the obligations or privileges of membership.

Section 4. Active and individual membership may be extended six months beyond completion of a student's program in nursing. Active, associate, individual, and sustaining membership shall be renewed annually.

Section 5. Every member that is in good standing in FNSA is a member of the National Student Nurses' Association, Inc.

FLORIDA NURSING STUDENTS' ASSOCIATION
BYLAWS
2007 - 2008

ARTICLE I
NAME

The name of the organization shall be the Florida Nursing Students' Association, a constituent of the National Student Nurses' Association, Inc. (hereinafter referred to as "FNSA").

ARTICLE II
PURPOSE AND FUNCTION

Section 1. The purpose of FNSA is:

- (a) To aid in the preparation of nursing students for the assumption of professional responsibilities.
- (b) To aid in the development of the whole person and that person's responsibility for the healthcare of people in all walks of life.
- (c) To provide programs representative of fundamental and current professional interest and concerns.

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1. Pre-nursing students, including registered nurses enrolled in college or university programs designed as a preparation 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 the offices of President and First Vice President at the state level and the offices of the President and Vice President at the national level.
4. Pre-nursing students must be currently enrolled in or have completed nine credit hours of nursing prerequisites, must be actively taking nursing prerequisites, and must be identified as such by the Dean/Director of the state approved school they are planning to or are attending.

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(b) Honorary members:

1. Honorary lifetime membership may be conferred by a two-thirds (2/3) vote of the House of Delegates with recommendation of the Executive Board upon persons who have rendered

distinguished service or valuable assistance to FNSA. Honorary members shall have none of the obligations or privileges of membership.

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Section 5. Every member that is in good standing in FNSA is a member of the National Student Nurses' Association, Inc.

ARTICLE V DUES

Section 1. Membership in NSNA/FNSA is for either a one or two-year period, starting with the first of the month in which a student membership form and dues are received by NSNA. Two dues payment options are available:

- (a) Option 1: One-year membership, paid in full, thirty dollars (\$30.00) for national dues plus ten dollars (\$10.00) FNSA dues. Dues must be paid in full.
- (b) Option 2: Two-year membership, paid in full, fifty dollars (\$50.00) for national dues (a \$10.00 discount) plus twenty dollars (\$20.00) FNSA dues. Dues must be paid in full.

Section 2. Payment of National Student Nurses' Association, FNSA and local dues, if any, is a prerequisite for membership in FNSA.

Section 3. NSNA and FNSA dues shall be payable directly to NSNA. NSNA shall forward FNSA dues to the FNSA Executive Director, or management firm. Local dues shall not be remitted to NSNA.

Section 4. Sustaining membership shall be:

- (a) Individual - Thirty dollars (\$30.00).
- (b) Local Organizations - Fifty dollars (\$50.00).
- (c) State Organizations - Fifty dollars (\$50.00).

Section 5. Sustaining membership shall be for the period of one calendar year (January - December).

Section 6. Any member who fails to pay current dues shall forfeit all the privileges of membership.

ARTICLE VI OFFICERS QUALIFICATIONS AND DUTIES

Section 1. Officers of this association shall consist of a President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and seven (7) Regional Directors.

Section 2. Officers shall be elected at each annual meeting to serve for one year or until their respective successors are elected. Only members who shall be nursing students throughout the full term of office or have the privileges of membership shall be eligible for office. Any board member eligible for

membership, but prohibited from renewing membership due to graduation must be a member of their state Nurses' Association.

Section 3. Any member of this association who has been nominated by a delegate of this organization or has been placed on the ballot by the committee on Nominations and Elections shall be eligible to be a candidate for office, subject to the requirements of the following:

- (a) Candidates shall be chosen from among members in good standing with FNSA.
- (b) Candidates must present a completed application for nomination to the Committee on Nominations and Elections by a date designated by the Nominating Committee.
- (c) Candidates must give their own consent to serve, if nominated.
- (d) Candidates must have written/verbal recommendation supplied to the Nominations Coordinator from their Dean or Director of Nursing or other appropriate faculty, that they are in good academic standing and that they have their support to run for office.
- (e) All candidates must have timely access to a computer and E-mail and be knowledgeable or be willing to become knowledgeable in their operation.

Section 4. The President shall:

- (a) Preside at all meetings of this association and of the Executive Board.
- (b) Appoint special committees with the approval of the Executive Board.
- (c) Appoint Regional Directors to positions of committee Chairpersons at the post-convention Executive Board meeting.
- (d) Serve as an ex-officio member of all committees except the Committee on Nominations and Elections.
- (e) Represent this association in professional matters to other organizations.
- (f) Act as the Chairperson of the Regional Directors.
 - 1. Maintain open lines of communication with the Regional Directors.
 - 2. Hold Regional directors meetings prior to regular board meetings and as deemed appropriate.
 - 3. Assist each Regional Director with any projects as deemed necessary.
 - 4. Function as the resource person for the regions.

Appoint Special Liaisons to the FNSA Executive Board with the approval of the Executive Board. At the time of the appointment, the President shall instruct said Special Liaisons in the responsibilities and expectations of their positions. The President, with the approval of the Executive Board, may remove a Special Liaison under the provisions set forth in **ARTICLE XIII, Section 3** of these bylaws.

Perform all other duties pertaining to the office.

Section 5. The First Vice-President shall:

- (a) In the event of a vacancy occurring in the office of the President, the First Vice-President shall assume the duties of the President. In the event of a vacancy in the office of First Vice-President, the vacancy would be filled by presidential appointment with the advice of the Executive Board.
- (b) Be Chairperson of the Committee on Bylaws.
- (c) Make revisions to the state bylaws, as necessary, after the annual meeting.
- (d) Submit a set of revised state bylaws and a constituency application to each FNSA district.
- (e) Submit the official application of constituency to NSNA by the deadline date.
- (f) Assist the President.
- (g) Be Chairperson of the Peer Review Committee.
- (h) Perform all other duties pertaining to the office.

Section 6. The Second Vice-President shall:

- (a) In the event of a vacancy in the office of Second Vice-President, the vacancy would be filled by presidential appointment with the advice of the Executive Board.
- (b) Be Chairperson of the Committee on Conventions and Programs.
 - 1. Visit convention site prior to Pre-Convention Workshop.
 - 2. Plan and implement the convention program.
 - 3. Author and arrange for the convention booklet with the Treasurer acting as advertising coordinator.
 - 4. Identify host schools and communicate responsibilities for this designation to chosen schools before the annual convention.
 - 5. Write thank you notes to the speakers and other contributors to the Annual Convention.
 - 6. Maintain a historical archive of all past Convention booklets.
 - 7. Contact the media (radio, newspaper, television) regarding the FNSA Annual Convention.
- (c) Perform all other duties pertaining to the office.

Section 7. The Corresponding Secretary shall:

- (a) Notify Deans and/or Directors of the election of the new state board members from their schools.
- (b) Notify the Secretary-Treasurer of NSNA, the President of FNA and FLN of the newly elected board members.

- (c) Notify Honorary Lifetime Members of their selection after the convention.
- (e) Send the new board members' addresses and phone numbers to each district, other board members, consultants, NSNA, FNA and FLN.
- (f) Type, send by electronic mail and mail a *Hotline* to board members, chairpersons, sustaining and lifetime members, consultants, and all school chapters or to all members, as decided by the Executive Board, no later than 14 days after each board meeting.
- (f) Compile a current list of district addresses and consultants.
- (g) Keep a current listing of board members' addresses and phone numbers.
- (h) Keep all official correspondence for FNSA.
- (i) Write other letters for the Executive Board, as necessary.
- (j) Mail out pre-convention packets compiled by the President that were not picked up at pre-convention workshop.
- (k) Serve as Project/Activities Coordinator. Select judges for each award.
- (l) Maintain records of all award winners from previous years.
- (m) Notify schools that are in possession of trophies to bring the trophies to convention.
- (n) Notify Employers of an Executive Board member's appointment.
- (o) Be responsible for sending state news to the *Imprint* editor of NSNA.
- (p) Work to increase public media presentations of nurses as professionals to promote a positive image of nurses and of the profession.
- (q) Perform all other duties pertaining to the office.

Section 8. The Recording Secretary shall:

- (a) Record minutes of all meetings of this association and the Executive Board beginning with the post-convention meeting and ending at the closing of the House of Delegates of the next year's annual convention.
- (b) Type the minutes of each meeting, following the example of previous minutes.
- (c) Make FNSA executive board minutes available to Board Members, Liaisons, consultants, and districts. Send fifteen (15) copies or a file via electronic mail, whichever NSNA approves to the NSNA and the Imprint Editor no later than fourteen (14) days following the Executive Board meetings.
- (d) At each meeting, present the minutes of the previous meeting to the Executive Board for approval.
- (e) Call roll at each executive board meeting.

- (f) Keep a register of all constituent associations for roll call and business purposes.
- (g) Keep on file as permanent record all important reports, documents, and papers submitted.
- (h) Keep several copies of motion forms to give to members making motions at board meetings.
- (i) Serve as Chairperson of the Committee on Policies, and revise every year and as deemed necessary by the board.
- (j) Co-sign with the President, when the need arises, all documents concerning association business.
- (k) Maintain a file of FNSA minutes at the FNA headquarters, and ensure completeness of the file at the end of term.
- (l) Furnish to the Chairperson of the tellers, not less than two hours before the opening of the polls, a list of members entitled to vote at the annual meeting.
- (m) Be responsible for delegate credentialing at the FNSA Annual Convention.
- (n) Call roll at each House of Delegates meeting.
- (o) Be responsible for delegate sign-in at the presentation of candidates and caucus.
- (p) Perform all other duties pertaining to the office.

Section 9. The Treasurer shall:

- (a) With the assistance of the Executive Director, or management firm, gain a working knowledge of the financial business of the organization.
- (b) Assist the Executive Director, or management firm, as needed and deemed appropriate by the Executive Director.
- (c) Function temporarily as Executor of FNSA's funds in the event of a vacancy in the office of the Executive Director, or management firm.
- (d) Be Chairperson of the Committee on Ways and Means.
 - 1 Formulate, organize, initiate, and implement fund-raising activities with the approval of the Executive Board, including all scholarships and Pennies PRN and other fund-raising activities as deemed appropriate by and for the organization's activities
 - 2 Act as advisor to the districts regarding fund-raising activities.
- (e) Function as a liaison between an appointed legal consultant and the board as needed for organizational matters as deemed necessary by the Executive Board.
- (f) Have an annual report available to the general membership, written and placed in the first available *Hotline* of the New Year.
- (g) Be responsible for the advertising section of the annual convention booklet.
- (h) Perform all other duties pertaining to the office

Section 10. The Regional Director shall:

- (a) Represent one region, in which they reside, within the state. If representation is unavailable from a region a representative from another region may be selected to fill this position.
- (b) Promote the following purposes:
 - 1 To maintain open lines of communication between each school chapter and the Executive Board.
 - 2. To promote activity between the school chapters within each region.
 - 3. To increase the knowledge of the organization's activities and functions.
 - 4. To exchange ideas of interest between the school chapters.
- (c) Duties of the Regional Director shall be:
 - 1 To serve as Chairperson of a Standing Committee as appointed by the President and approved by the Executive Board at the post-convention Executive Board meeting.
 - 2. To maintain active membership in NSNA and FNSA.
 - 3. To maintain an organizational force within the region.
 - 4. To attend Executive Board meetings representing the region.
 - 5. To submit one item for publication to the *Hotline* for each issue.
 - 6. To correspond with the school chapters within the region.
 - 7. To maintain contact with the district FNA Presidents within their regions.
 - 8. To write, edit, and publish a regional newsletter to be posted on the FNSA website and mailed to each chapter consultant and president within their region after each board meeting. The newsletter shall include activities, projects, a summary of the activities at the Executive Board meetings, and any further information that needs to be disseminated to the school chapters and their members.
 - 9 To organize at least one regional meeting per year to provide each chapter the opportunity to meet face to face with each other.

Section 11. Each officer shall submit to the President a written progress report two (2) weeks prior to each Executive Board meeting and a written annual report to the Second Vice-President six (6) weeks prior to the annual convention.

Section 12. The Executive Director, or management firm, shall:

- (a) Be contracted by the Executive Board at each post-convention meeting to serve a one-year term. This term will begin on January 1 and end on December 31 of the year following the post-convention board meeting.

- (b) Act as custodian of organizational funds and deposit these funds in a bank approved by the Executive Board.
- (c) Make monetary disbursements as authorized by the Executive Board.
- (d) Keep an itemized account of all receipts and disbursements.
- (e) Reimburse officers or chairpersons for authorized expenses when the Executive Director, or management firm, has received a voucher with receipts.
- (f) Be bonded and obtain an accountant to conform with fiscal year ending December 31.
- (g) Prepare and present a financial budget to be approved at the first board meeting.
- (h) Notify, officially, each constituent association three (3) weeks prior to the state convention, of the number of delegates to which it is entitled and forward such a list to the Recording Secretary prior to the annual meeting.
- (i) Submit a written statement of financial activities at each Executive Board meeting.
- (j) Visit, evaluate and recommend convention sites and negotiate contracts with hotels based on established criteria. This may be done several years in advance. Finalize contracts with hotel.
- (k) Maintain an updated list of convention exhibitors.
- (l) Contact potential exhibitors prior to convention to cover essential information and solidify any remaining negotiations.
- (m) Conduct all further negotiations regarding monetary and contractual agreements.
- (n) Deliver to the newly appointed Executive Director, or management firm, upon retiring, all money vouchers and property of FNSA held in custody.
- (o) Maintain correct membership files as per NSNA.
- (p) Maintain communication with and inform the Treasurer of financial transactions and business of the organization.
- (q) Assist the Treasurer to gain a working knowledge of the financial business of the organization.
- (r) Provide an annual financial report to the general membership, at the annual meeting of this association.
- (s) Perform all other duties pertaining to the office.

ARTICLE VII ELECTIONS

Section 1 The officers of this association shall be elected at each annual meeting.

Section 2. All elections shall be by ballot or proxy in the event a registered delegate must leave the convention. A plurality vote shall elect. A tie vote shall be decided by a re-vote, and then if necessary, by casting a lot.

Section 3. Persons nominated for Regional Director should hold membership in a school chapter within that given Region.

Section 4. In the event that a particular Region has no nominees, persons from school chapters outside of that Region may be nominated. These nominations may only take place during the last business meeting at which nominations are accepted.

ARTICLE VIII MEETINGS

Section 1. Meetings of this association shall be held annually at such times and places as may be determined by the Executive Director, or management firm. In the event of an emergency cancellation of a meeting, the President shall notify all officers, via electronic mail and telephone call, if the cancellation is within 48 hours of the scheduled meeting.

Section 2. Special meetings of the association may be called by the Executive Board when one-third (1/3) or more of the constituent associations issue written request of a special meeting. The President shall notify members seven (7) days prior to the date of a special meeting.

Section 3. All meetings of this association shall be open to any nursing student currently enrolled in a state-approved school of Registered Nursing, to special guests of the association, and to consultants, unless otherwise voted on before a specified meeting. In the event of a special meeting of the association, notifications of delegate representation shall be handled at the discretion of the Executive Board.

ARTICLE IX REPRESENTATION

Section 1. The voting body of all meetings of this association shall consist of the duly elected officers and duly accredited delegates from the chapter associations. All delegates shall be members of the FNSA. Each school chapter must be a constituent of both FNSA and NSNA.

- (a) Each constituent district shall be allowed one delegate for fifteen (15) members, or major fraction thereof, to the state annual meeting.
- (b) Each school chapter having achieved NSNA constituency shall be eligible for one delegate to state convention regardless of FNSA constituency. This delegate shall be over and above the number earned due to FNSA constituency.
- (c) Delegate representation shall be computed on the basis of membership in the district Nursing Students' Association twenty-five (25) days preceding an annual convention or special meeting of the association or postmarked by such time, or by submitting a complete list of members with verification (may consist of a photocopy of membership card or application and receipt of payment) to the Corresponding Secretary two (2) weeks preceding the annual convention.

- (d) Only persons selected by their district and credentialed at the annual convention may be seated as delegates. An alternate may be designated.
- (g) If a person is no longer able to fulfill the duties of a delegate, an alternate delegate may be designated.
- (h) Alternate delegates must be credentialed prior to being seated. Each school chapter meeting constituency requirement will be allowed one (1) alternate delegate for up to five (5) delegates or fraction thereof. (e.g. 1-5 = 1 alternate, 6-10 = 1 additional, etc.)
- (g) Members in attendance who are not voting delegates may discuss an issue before the House of Delegates but may not make a motion or vote.

Section 2. Representation at Meetings of the NSNA.

- (a) Representation for the Executive Board of the FNSA at meetings of NSNA shall be one voting delegate and alternate. This delegate shall be the FNSA President. If the President cannot serve, a designated representative and alternate shall be elected by the Executive Board.
- (b) This delegate shall represent also, those school chapters and members that are unable to meet delegate representation for NSNA Convention
- (c) In order to be eligible to send a delegate to the NSNA Annual Convention, each constituent association (state or school) must sign and return the *Official Application for NSNA Constituency Status* by the annual deadline as specified in **ARTICLE III**, Section 1(c) of these bylaws.
- (d) Each school chapter that is a recognized constituent, as determined by these bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every fifty (50) members.
- (e) The school chapter delegate(s) shall be a member(s) of NSNA and in good standing with the school chapter and shall be elected by members of the school chapter in accordance with chapter bylaws. The school chapter may designate an alternate delegate for each delegate by election by members of the school chapter in accordance with chapter bylaws.
- (f) If a constituent school is unable to fill their delegation, said school should provide written authorization to their State Board of Directors requesting them to appoint one member of the State board to act as a state-appointed delegate for their school chapter.
 - 1. School chapters shall approve the appointment.
 - 2. The State Board of Directors shall verify that any state appointed delegate is a member in good standing of the NSNA and the state association.
 - 3. A school chapter must have at least one selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed delegate seated in the House of Delegates.

ARTICLE X EXECUTIVE BOARD

Section 1. The officers of this association shall constitute the Executive Board.

Section 2. The consultants shall serve on this board as ex-officio members without a vote.

Section 3. The Executive Board shall:

- (a) Employ an Executive Director, or management firm, define the duties, and fix compensation.
- (b) Meet before the annual convention of this association and immediately following the convention and at such times deemed necessary by the Executive Board.

Section 4. The Executive Board shall transact business of the association between meetings of the association and shall report such transactions at the next meeting.

Section 5. Replacement of Executive Board Members failing to satisfactorily perform the duties of their office, or resigning from office, except President shall be handled in the following manner:

- (a) In the event that an Executive Board member fails to uphold the duties and responsibilities as an FNSA officer, the remaining Executive Board members may vote to remove said officer from the position by a two-thirds (2/3) vote. The following shall be considered failure to perform duties:
 - 1. Two unexcused meeting absences. President must approve absence for extreme extenuating circumstances prior to the meeting.
 - 2. Failure to perform duties for office/position as outline in these by-laws.

If 2/3 vote is in the affirmative to remove said member, the following notifications will be made:

- 1. The President will notify said member in writing.
- 2. Official notification will be sent to the faculty member or Dean/Director who supplied the officer's recommendation.

Dean/Director who supplied the officer's recommendation. In the event that a board member is accused of inappropriately representing the association while in an official capacity by conduct unbecoming a professional, the board member will be asked to appear before the Peer Review Committee within 14 days in order to respond.

- (b) At the time of vacancy, any active member of FNSA may be appointed by the President as an interim replacement for the former Executive Board member after the President consults with the remaining members of the Executive Board. The interim Executive Board member will assure open lines of communication with the schools, appropriate committees, and/or any other group or individual as required by the duties and responsibilities of the office. The individual will retrieve all documents of importance to said office, and fulfill all duties of the vacated office.
- (c) All schools will be notified of the vacancy prior to the following Executive Board meeting via reasonable means of communication.
- (d) Active members of FNSA wishing to run for the office will be required to attend the following Executive Board meeting to announce their intent. The new Executive Board member shall be selected from the list of all interested members by a majority vote of the Executive Board and will take office immediately following appointment. This procedure will also apply to offices made vacant due to voluntary resignation of any Executive Board member except the President.

Section 6. NSNA National Convention:

- (a) The Executive Board shall send the President as the official delegate, and one (1) alternate, to the NSNA National Convention. The alternate will be a member of the Executive Board and will be chosen by a majority vote of the Executive Board. In the event that the President cannot attend the NSNA National Convention, the Executive Board may, by a majority vote, send another member of the Executive Board in their place.
- (b) In the event there are budgeted funds remaining, the Executive Board, by a majority vote, may decide to disseminate said funds evenly among the remaining Executive Board members who wish to attend the NSNA National Convention.

Section 7. In the interval between meetings of the Executive Board, the President of the association may refer and submit by mail or electronic mail to the members of the Executive Board definite questions relating to the affairs of the association, which, in the opinion of the President, require immediate action on the part of the Executive Board. The result of such referendum which requires a majority vote of the members of the Executive Board, officers, and committees, provided such action is not inconsistent with the bylaws or the policies of the association, or resolutions passed by the association.

Section 8. The Executive Board shall approve expenditures and the budget as submitted by the Executive Director, or management firm.

Section 9. The Executive Board shall assume responsibility with regard to constituents as shall be specified in Article III Constituent Association.

Section 10. The Executive Board shall perform all other duties as may be specified in these bylaws. Officers shall deliver to their successors all records, papers, or other property belonging to the association, in proper order, no later than the close of the annual meeting.

Section 11. All Executive Board members shall be responsible for promoting membership.

ARTICLE XI CONSULTANTS

Section 1. The consultants will consist of two members:

- (a) Two members shall be representative of the Florida Nurses' Association and the Florida League for Nursing Coordinating Council, one to be approved by the Board of Directors of the Florida Nurses Association and one to be approved by the Board of Directors of the Florida League for Nursing, when requested by the Executive Board of FNSA.

Section 2. The Florida League for Nursing and Florida Nurses' Association consultants shall be appointed at the first FNSA Executive Board meeting following January 1st of each year.

Section 3. Special consultants can be appointed by the Executive Board as the need arises.

Section 4. Consultants shall counsel and advise the officers and members of this association as the need arises.

ARTICLE XII STANDING COMMITTEES

Section 1. Standing committee shall be composed of members of this association and shall assume such duties as are assigned by the President and specified by the bylaws.

Section 2. The Standing committee chairperson shall submit to the President a written report two (2) weeks prior to each Executive Board meeting, and a written annual report to the Second Vice-President eight (8) weeks prior to the annual convention.

Section 3. There shall be the following Standing Committees, which shall consist of members appointed by the President:

- (a) Membership Committee
- (b) Committee on Breakthrough to Nursing.
- (c) Committee on Community Health.
- (d) Committee on Legislation.
- (e) Committee on Resolutions.
- (f) Committee on Nominations and Elections.
- (g) Committee on Bylaws.
- (h) Committee on Convention and Programs.
- (i) Committee on Policies.
- (j) Committee on Communication
- (k) Committee on Ways and Means.
- (l) Peer Review Committee
- (m) Political Action Network

Section 4. The Membership Committee shall:

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Be responsible for coordinating activities for Nursing Student Week after consultation with the Executive Board.
 - 1. Select a theme for Nursing Student Week.
 - 2. Write to the Governor asking him to proclaim this week voted by the Executive Board as Nursing Student Week.
 - 3. Prepare posters to make students and the community aware of Nursing Student Week.
 - 4. Inform all chapters of activities planned for Nursing Student Week.

5. Make recommendations for activities regarding Nursing Student Week to the newly elected board members.
- (c) Correspond with all chapter Membership Chairs for an exchange of ideas and activities.
- (d) Send mail-outs prior to convention to all chapter Membership Chairs informing them of convention plans.
- (e) Work on recruitment of nursing students for membership on both state and local level.
- (f) Perform all other duties pertaining to the office.

Section 5. The Committee on Breakthrough to Nursing (BTN) shall:

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Encourage each chapter to participate in the BTN project on the local level by:
 1. Writing or presenting an article for each edition of the *Hotline*.
 2. Encouraging each chapter to appoint a local BTN Representative or Chairperson, and keep a current list for correspondence.
- (c) Initiate an exchange of ideas and information regarding BTN among NSNA, FNSA and local chapters.
- (d) Serve as coordinator of the BTN Award to be presented at the annual convention.
- (e) Submit the BTN state project to the NSNA National Convention.
- (f) Perform all other duties pertaining to the office.

Section 6. The Committee on Community Health shall:

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Work in conjunction with the Community Health committee of the NSNA.
- (c) Initiate and maintain contact with local chapters on community health projects.
- (d) Consist of members from each region of the state, when possible.
- (e) Write articles related to community health for the *Hotline*.
- (f) Distribute information on national and state Community Health Projects to the chapters, when appropriate.
- (g) Initiate, set criteria for and judge entries for the annual community health award.

- (h) Submit the Community Health state projects to NSNA National Convention.
- (i) Work in conjunction with Prevent Blindness of Florida when appropriate.
- (j) Initiate and maintain contact with local chapters about CAPS.
- (k) Consist of members from each region of the state, when possible.
- (l) Write articles related to CAPS for the *Hotline*.
- (m) Receive screening data and awards applications for annual CAPS awards.
- (n) Have as an ex-officio member, a FNSA Consultant who will help assure continuity from one Executive Board to the next. This Consultant will be appointed by the President, with the Consultant's permission, and approved by the Executive Board.

Section 7. The Committee on Legislation shall:

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Consist of members from each region of the state, when possible.
- (c) Work in conjunction with Legislative Committee of NSNA and FNA.
- (d) Write articles related to legislation for the *Hotline*.
- (e) Initiate and maintain contact with FNA and FLN Legislative Committees.
- (f) Represent FNSA at public hearings, the legislature, and local legislative districts.
- (g) Chairperson (Regional Director) shall serve as FN-PAC student representative of FNSA.
- (h) Encourage chapters to initiate and maintain contact with their local legislative districts.
- (i) Provide each chapter with information on how to utilize the "political process" effectively to be of influence in health care issues.
- (j) Encourage and promote voter registration on chapter and state level.
- (k) Recruit and receive applications for the annual legislative award.

Section 8. The Committee on Resolutions shall:

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Consist of members from each region of the state, when possible.
- (c) Provide FNSA chapters with resolutions format.

- (d) Write resolutions for the Executive Board to present at convention.
- (e) Edit resolutions presented at convention.
- (f) Conduct resolution hearing at convention.
- (g) Submit a state resolution (1) to NSNA for consideration at the National Convention.
- (h) Implement specified actions as proposed in newly adopted resolutions.

Section 9. The Committee on Nominations and Elections shall:

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Consist of members from each region of the state, when possible.
- (c) Appoint tellers who shall act as inspectors of the election.
- (d) Have the responsibility of nominations, pre-election activities, and the voting procedure at the annual convention.
- (e) Utilize the *Hotline* for communication to make nursing students aware of the offices open at convention.
- (f) Perform all other duties pertaining to the office.
- (g) The Chairperson must submit a letter stating their intent to run for an FNSA office sixty (60) days prior to the Pre-Convention workshop. In the event the Chairperson runs for an FNSA office, he/she will no longer be involved with the Nomination & Election Committee. The President will appoint a new N&E Chairperson with the Executive Board's approval.
- (h) Committee members shall resign from the N&E Committee in the event they decide to run for FNSA office.

Section 10. The Committee on Bylaws shall:

- (a) Be chaired by the First Vice-President and consist of members who represent each region of the state, when possible.
- (b) Receive suggestions for amendments to these bylaws.
- (c) Submit all proposed amendments to the Executive Board of this association and the NSNA Committee on Bylaws for review and approval.
- (d) Submit all proposed amendments to the FNSA chapters at least one month prior to the annual meeting.
- (e) Review the respective bylaws and subsequent amendments of constituent associations and refer recommendations for action thereof to the Executive Association, Section 3, of these bylaws.

Section 11. The Committee on Conventions and Programs shall:

- (a) Consist of a Chairperson (Second Vice-President) and members from each region of the state, when possible.
- (b) Assist the Chairperson in the planning and coordinating of the convention, including speakers, location, determination, agenda, programs, menus, and further assistance as deemed appropriate.

Section 12. The Committee on Policies shall:

- (a) Be chaired by the Recording Secretary.
- (b) Review policies annually and submit the revisions to the Executive Board for approval.
- (c) Distribute the revised policies to the chapters no later than the annual meeting of the FNSA.

Section 13. The Committee on Ways and Means shall:

- (a) Consist of the Chairperson (Treasurer) and members who represent each region of the state, when possible.
- (b) Formulate, organize, initiate, and implement fund-raising activities with prior approval of the Executive Board.
- (c) Be responsible for all FNSA Scholarship funds and monies from Pennies PRN.
- (d) Be responsible for sustaining membership drives.
- (e) Initiate an exchange of ideas and information regarding fund-raising activities between NSNA, FNSA, and local chapters.
- (f) Perform all other duties pertaining to the office.

Section 14. Peer Review Committee

- (a) The establishment of a Peer Review Committee is for the purpose of investigating and evaluating a board members' misconduct and unethical behavior. The Peer Review Committee is to consist of board members and members at large. The board member accused of inappropriately representing the association will appear before the Peer Review Committee and receive a fair review of the conduct. Confidentiality will be maintained throughout and after the process to protect the said board member's privacy.
- (b) The Peer Review Committee will utilize as models, the state of Florida Nurse Practice Act, the NSNA Code of Academic and Clinical Conduct and other appropriate statutory documents relative to the alleged act.
- (c) The Peer Review Committee shall be chaired by the First Vice President and shall consist of one (1) member of the Executive Board, and one (1) representative from each region of the state, whenever possible.
- (d) Regional representatives will be chosen by the residing Executive Board. This committee will be selected as needed.

- (e) The Peer Review Committee will, after careful consideration, determine the retention or removal of said board member by two-thirds (2/3) vote.
- (f) The Peer Review Committee will notify the said board member and the Executive Board of the decision within Fourteen (14) days.
- (g) The Dean and / or Academic Supervisor will be notified in the event of the removal.
- (h) All above-mentioned notification will be via certified mail.

Section 15. Political Action Network

- (a) The Political Action Network shall consist of a Chairperson, and a Political Action Network Representative from each region of the state, whenever possible.
- (b) The Chairperson shall be an active FNSA member, appointed to the position by the President and approved by the new Executive Board at the post-convention Executive Board meeting each year.
- (c) Political Action Network Representatives shall be appointed by the President and Chairperson, and approved by the Executive Board at any Executive Board meeting.
- (d) The Political Action Network shall:
 1. Facilitate communication to the schools regarding legislation and other urgent issues in a timely manner.
 2. Maintain a current master list of each chapter, its President and Faculty Consultant, including telephone numbers, addresses, electronic mail addresses, and facsimile numbers when available.
 3. Write articles related to legislative issues for FNSA publications.
 4. Maintain contact with members of FN-PAC and other appropriate organizations and committees involved in legislation and other issues important to nursing students and the profession of Nursing.
 5. Maintain contact with the Legislative Committee and assist with the performance of its duties and requirements when requested by the Legislative Committee Chairperson or the President.
 6. Assist Executive Board members, and their committees, with the dissemination of information to the schools, when possible, if requested by the President or any other Executive Board member.

Section 16. Committee on Communications

- (a) Be chaired by a Regional Director appointed to the position by the President and approved by the Executive Board at the post-convention Executive Board meeting.
- (b) Be responsible for maintaining the FNSA website by:
 1. Posting each edition of the *Hotline* and region newsletters.

2. Updating the calendar and announcement pages.
 3. Updating all materials dealing with conventions, committees, liaisons, sustaining members, board members, bylaws and any other materials deemed appropriate by the Executive Board.
- (c) Initiate an exchange of ideas with the Web Master for changes that need to be made to improve the Web Site.
 - (d) Serve as the resource for technical and communications related questions of FNSA constituents.
 - (e) Maintain dialogue with other members of the FNSA executive board, and forward emails as appropriate.
 - (f) Develop means to enhance communications between executive board members and FNSA constituents utilizing the website and other resources deemed appropriate by the executive board.
 - (g) Provide information session(s) to school chapters on utilization of the FNSA website at Pre Convention annually.
 - (h) Submit the Web Site for an award to the NSNA National Convention.
 - (i) Write *Hotline* articles as requested regarding the Communications position, including correspondence involving affiliated websites, and other media deemed appropriate by the executive board.
 - (j) Be responsible for the keeping and updating of the FNSA Handbook with suggestions made from the Executive Board.
 - (k) Perform all other duties pertaining to the office.

Section 17. The Executive Board, at its discretion, shall establish any other committees deemed necessary to carry on the work of the association, and determine the functions, aims, and membership of such committees.

ARTICLE XIII SPECIAL LIAISONS TO THE EXECUTIVE BOARD

Section 1. Special Liaisons to the FNSA Executive Board shall be appointed by the President and approved by the Executive Board at any meeting of the FNSA Executive Board.

Section 2. At the time of their appointment, Special Liaisons will be instructed in the responsibilities and expectations of their appointment by the President. These responsibilities and expectations can include:

- (a) Attendance at meetings of other organizations.
- (b) Written and verbal reports of attended meetings and other position-specific matters.
- (c) Attendance at meetings of the FNSA Executive Board.
- (d) Any other responsibilities deemed appropriate by the President.

Section 3. A Special Liaison may be removed from said office by the President, with the approval of the Executive Board for any of the following reasons:

- (a) The Special Liaison fails to perform the responsibilities of said appointment.
- (b) The Special Liaison is found to have misrepresented FNSA in any way.
- (c) The Special Liaison engages in inappropriate conduct or unprofessional acts while representing the FNSA Executive Board.

ARTICLE XIV FISCAL YEAR

Section 1. The fiscal year of this association shall be from January 1 to December 31.

ARTICLE XV QUORUM

Section 1. 50% plus 1 officer of this association and delegates from one-half (1/2) of the constituent associations shall constitute a quorum at meetings of this association.

Section 2. A quorum at Executive Board meetings will consist of 50% plus 1 of Executive Board members and one Consultant.

Section 3. A majority of the Standing Committee members shall constitute a quorum at meetings of the Standing and Special Committees.

ARTICLE XVI PARLIAMENTARY AUTHORITY

Section 1. All meetings of this organization shall be conducted according to the parliamentary law as set forth in the most current version of Robert's Rules of Order where the rules apply and are not in conflict with these bylaws.

ARTICLE XVII AMENDMENTS

Section 1. These bylaws may be amended at the annual meeting of this association, by a two-thirds (2/3) vote of the member delegates present and voting, provided that a copy of all amendments has been sent to all constituent associations, at least one month before the annual meeting. The proposed amendments may be submitted to all constituent associations by means of publication in the *Hotline* pre-convention issue, or by written correspondence.

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

Section 3. Proposed amendments may be submitted to the Committee on Bylaws by any Constituent association.

Section 4. An amendment to these bylaws shall become effective immediately upon its approval at the annual meeting, unless the amendment specified a time for its going into effect.

Section 5. These bylaws may be amended without previous notice at the annual meeting duly called for such purposes, by ninety-five percent (95%) 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.

Helpful Links:

NSNA On-Line Membership Application:

<https://nsnamembership.org/Step1Member.aspx?Type=New>

NSNA Starting a Chapter Request Form:

http://www.nсна.org/membership/recruitment/pdf/Start_a_Chapter_Request.pdf

NSNA Constituency Form:

<http://www.nсна.org/pubs/pieces/pdf/ConstituencyApplication.pdf>

Sample Bylaws:

<http://www.nsnaleadershipu.org/NSNALU/Default.aspx?tabid=128>

FNSA Chapter Handbook:

http://www.fnsa.net/documents%204/2007_Chapter_Handbook_complete.pdf