

Bylaws KSU – SNA

Adopted August 2018

Kennesaw State University
WellStar School of Nursing
Student Nurses' Association

ARTICLE I – Name:

The name of this organization shall be Kennesaw State University Student Nurses Association, herein after referred to as KSU SNA, a constituent of the National Student Nurses Association (NSNA), Inc. and of the Georgia Association of Nursing Students (GANS).

ARTICLE II – Purpose and Function

Section I – The Purpose of KSU SNA:

- a. To assume responsibility for contributing to nursing education to provide for the highest quality of health care.
- b. To provide programs that reflect the fundamental interests and concerns of nursing students.
- c. To aid in the development of the whole person, including the professional role as a nurse, and the sense of responsibility for health care of all clients.

Section II – The Function of KSU SNA:

- a. To have direct input into standards of nursing education and influence the education process.
- b. To influence health care, 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 nursing students to the consumer, institutions, and other organizations.
- e. To promote and encourage student participation in interdisciplinary activities.
- f. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, gender, lifestyle, national origin, age, or economic status.
- g. To promote and encourage collaborative relationships with nursing and health-related organizations.

ARTICLE III - NON-DISCRIMINATION AGREEMENT

The Organization does not discriminate based on race, sex, age, religion, creed, color, handicap, disability, veteran status, national origin, ancestry, or sexual orientation.

ARTICLE IV – Members:

Section I – School Constituent

- a. School constituent membership is composed of active or associate NSNA members who are enrolled at Kennesaw State University.

- b. KSU SNA shall be composed of a least 10 active NSNA members enrolled in the WellStar School of Nursing, herein after referred to as WSON, at KSU or the total school enrollment if less than 10. There shall be only one chapter on the KSU campus.
- c. For yearly recognition as a NSNA constituent, the President of KSU SNA 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.
- d. A constituent association which fails to comply with the bylaws and policies of 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.
- e. KSU SNA is an entity separate and apart from NSNA and its administration of activities with NSNA and GANS exercising no supervision or control over these immediate daily and regular activities. NSNA and GANS have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of KSU SNA or members thereof. In the event any legal proceedings are brought against NSNA and GANS, KSU SNA will indemnify and hold harmless the NSNA and GANS from any liability.

Section II – Categories of NSNA Constituent Membership

Membership of constituent associations shall be comprised of:

- a. Active Members:
 - 1. Undergraduate students and registered nurses enrolled in state approved programs leading to a baccalaureate degree with a major in nursing.
 - 2. 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 preparation for entrance into a program leading to a baccalaureate degree in nursing.
 - 2. Associate members shall have all the privileges of membership except the right to hold elected or appointed positions.
- c. Renewal:
 - 1. KSU SNA active and associate NSNA membership is renewed annually upon continuation of enrollment in a program leading to a baccalaureate degree with a major in nursing. Active and associate membership may be extended 6 months beyond the completion of a student's program in nursing. A list of current members is maintained by the Membership Chair.

Section III – Categories of KSU SNA Membership

Membership shall be comprised of:

- a. Active Members:
 - 1. Students currently enrolled in KSU WSON baccalaureate degree in nursing (BSN) program.

2. Active members shall have all the privileges of membership
3. A list of current members is maintained by the Membership Chair
- b. Associate Members:
 1. Kennesaw State University pre-nursing students enrolled in courses designed as preparation for entrance into a program leading to baccalaureate degree in nursing.
 2. Students currently enrolled at Kennesaw State University and in good standings with the University.
 3. Associate members shall have all of the privileges of membership except the right to hold elected or appointed positions.
 4. A list of current associate members is maintained by the Membership Chair.

ARTICLE V – Dues

Section I

- a. Student activity fees collected by KSU pay for each active and associate member's membership in KSU SNA.
- b. State and national dues shall be payable individually directly to NSNA should they choose to join. NSNA shall remit to each state constituent the dues received on behalf of the constituent.

ARTICLE VI – Board of Directors and Class Representatives

Section I – Composition

- a. The Board of Directors of this association shall consist of the Officers, Breakthrough to Nursing Director, Community Health Director, Legislative Director, Publications-Media Director, all elected Class Representatives and elected Standing Committee Chairs.
- b. The Officers of this association shall consist of a President, Vice President, Secretary, and a Treasurer.

Section II – Qualifications

- a. Candidates for Board of Directors and Class Representatives shall be accepted into the WSON program leading to a baccalaureate degree in nursing at KSU and active members of the KSU SNA association.
- b. Candidates must be in either their first or second semester for traditional class students, or their first semester for accelerated students, to be eligible to run for office.
- c. Candidates must review the KSU SNA bylaws and have a comprehensive understanding of the duties of office before seeking election.
- d. Advisors shall be recommended by the Board of Directors and appointed by the Director of the Undergraduate Program.
- e. All members of KSU SNA Board of Directors, Class Representatives, and Officers shall hold an active NSNA membership.

Section III – Term of Office

- a. The term of office shall begin when the previous member occupying the position graduates, resigns, or is removed from office and continues until the completion of nursing school, resignation, or removal from office.

- b. Two unexcused absences from Board meetings in one semester shall result in mandatory review by the Board of Directors to evaluate the continuation of their position.
 - 1. An excused absence can be: class, clinical, or sickness
All elected officials are expected to attend general meetings, pinning ceremonies, new student orientation, and family orientation events.
- c. Class Representatives who experience a delay in their graduation date shall resign from their position by the end of the semester immediately preceding their absence. A new Class Representative will then be elected.
- d. SNA Officers, Directors, Committee Chairs, and elected committee personnel must place their position up for election at the beginning of their last semester, prior to graduation, to allow enough time to acquire and properly train an Elect.

Section IV – General Duties of Board of Directors and Class Representatives:

- a. The Board of Directors:
 - 1. Transacts the business of the association between meetings and reports such transactions at the next meeting of the association.
 - 2. Approves the budget, authorizes all monetary disbursement, and provides for the annual audit of accounts at the close of the fiscal year (December 31st).
 - 3. Performs all other duties as specified in these bylaws.
 - 4. Be familiar with parliamentary procedure as set forth in Robert's Rules of Order, Revised.
- b. Each Board Director must maintain a written record of KSU SNA activities related to their position.
- c. Each Board Director and Class Representative must submit all records, papers, and other properties belonging to the organization upon vacation of office.
- d. The advisor(s) shall advise the Board of Directors, Chairpersons, Class Representatives, and members as needed, regarding programs, budget, expenditures, and accountability.
- e. The KSU SNA funds will be maintained in a noninterest-bearing account at a designated bank. Monthly expenditure and deposit reports will be submitted to the Board of Directors by the Treasurer.
- f. Expenditures of \$100 or more per event must be submitted to the Treasurer and approved by the Board of Directors.
- g. Expenditures under \$100 per event must be submitted to the Treasurer or the President for approval.
- h. All Board Directors and Class Representative positions are subject to performance review on an as needed basis. Action may result in removal of office, pending majority vote by the Board of Directors, with involvement from Advisors.
- i. Submit application for applicable awards through GANS and NSNA annually.

Section V – Duties of Board of Directors and Class Representatives:

A. The President

- a. Presides at all business meetings of the organization and of the Board of Directors and Class Representatives.
- b. Appoints special ad hoc committees with the approval of the Board of Directors.
- c. Serves as an ex officio member of all committees.
- d. Approves expenditures as submitted by the Treasurer and authorized by the Board of Directors.
- e. Ensures there is an Officer of the organization present in all matters relating to GANS or NSNA, including serving as school delegate at GANS and NSNA conventions.
- f. Provide a monthly report to Board of Directors and Class Representatives at board meetings.
- g. Retains signature authority, with the Treasurer and Vice President, on all KSU SNA financial accounts.
- h. For yearly recognition as a constituent, the President of KSU SNA 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.
- i. Performs all other duties pertaining to the office.

B. The Vice President

- a. Presides at all regular meetings in the absence of the President or at the President's request.
- b. Assure that parliamentary procedure is followed at all board meetings and state convention. Provide education to members concerning parliamentary procedures as needed.
- c. Accede to the office of President in the case of a vacancy in the office, until official election can be held.
- d. Work in conjunction with the Legislative Director in writing annual resolutions.
- e. Shall serve as a school chapter delegate in the GANS Annual House of Delegates.
- f. Provide a monthly report to Board of Directors and Class Representatives at board meetings.
- g. Retains signature authority, with the Treasurer and President, on all KSU SNA financial accounts.
- h. Plan and arrange for education and/or social programs for the general meetings of the association in collaboration with other board members.
- i. Oversee the Events Committee.
- j. Perform other duties as assigned by the President.

C. The Secretary

- a. Records the minutes of all meetings and distributes them within 10 days to Board of Directors, Class Representatives, and Advisors and submits them to the Publications-Media Director to be posted to Owl Life.
- b. Maintains a file as a permanent record of all reports, papers, and documents submitted to the Secretary.

- c. Conducts the general correspondence of the organization as requested by members of the Board of Directors and Class Representatives.
- d. Sends a list of names and addresses of the Board of Directors and Class Representatives to the board members, Advisors, GANS, and the Student Life Department.
- e. Provide a monthly report to Board of Directors and Class Representatives at board meetings.
- f. Work with the Publications-Media Director to organize all communications for disbursement to the membership.
- g. Perform other duties as assigned by the President.

D. The Treasurer

- a. Acts as custodian of organization funds.
- b. Prepares and presents to the Board of Directors a detailed annual financial report (i.e. previous year and year-to-date).
- c. Retains signature authority, with the President and Vice President on the KSU SNA financial accounts.
- d. Makes monetary disbursements with approval of the Board of Directors.
- e. Prepares and presents a biannual budget for approval by the Board of Directors at each strategic planning meeting and makes it available to the membership.
- f. Prepares and submits funding requests to be authorized to the Board of Directors and submitted to the Student Activities and Budget Advisory Committee (SABAC) and is accountable for disbursement of such funds.
- g. Treasurer, President and Vice President, with approval of the Board of Directors, have authority to change financial institution if necessary.
- h. Oversees activities of the Fundraising Committee.
- i. Provide a monthly report to the Board of Directors and Class Representatives at board meetings.
- j. Prepare and file all necessary tax documents in accordance with State and Federal Law.
- k. Perform other duties as assigned by the President.

E. Breakthrough to Nursing (BTN) Director

- a. Work to develop nursing school recruitment materials and guidelines for recruiters appropriate to the state's recruitment needs.
- b. Identify and compile a listing of state and national financial aid sources for nursing students.
- c. Submit BTN Projects to the Board of Directors and keep the Board of Directors informed of the goals and progress of the projects.
- d. Oversees activities of the Mentorship Chair.
- e. Provide a monthly report to Board of Directors and Class Representatives at board meetings.
- f. Perform other duties as assigned by the President.

F. Community Health Director

- a. Submit Community health projects to the Board of Directors and keep the Board of Directors informed of the goals and progress of the projects.

- b. Work to develop or participate in local, statewide, national, or international community service projects.
- c. Maintain and distribute a flyer of current Community Health projects to the membership and/or KSU student body.
- d. Provide a monthly report to the Board of Directors and Class Representatives at each Board meeting.
- e. Perform other duties assigned by the President.

G. Legislative Director

- a. Keep the Board of Directors, Class Representatives and the SNA constituent's informed concerning nursing legislation in the state and nation, including, but not limited to, writing quarterly *Legislation Connection* articles in the SNA Newsletter.
- b. Maintain and revise the organization's bylaws.
- c. Presents the Bylaws to the Board of Directors for review annually.
- d. Ensure the KSU SNA members have access to the KSU SNA Bylaws and help facilitate members' understanding of its contents.
- e. Oversee that all KSU SNA business is conducted in accordance with current Bylaws.
- f. Submit resolutions to the GANS House of Delegates at the annual convention. Work in conjunction with the Vice President in writing the resolutions.
- g. Shall serve as a school chapter delegate in the GANS Annual House of Delegates.
- h. Provide a monthly report to the Board of Directors and Class Representatives at board meetings.
- i. Oversee the Nominations and Elections Committee.
- j. Perform other duties assigned by the President.

H. Publications-Media Director

- a. Responsible for the compilation and distribution of the SNA newsletter, with schedule to be determined and approved by the Board of Directors.
- b. Maintain Owl Life and bulletin board.
- c. Oversee Historian
- d. Provide a monthly written report to the Board of Directors and Class Representatives at board meetings.
- e. Work with the Secretary to organize and distribute all communication for disbursement to the membership.
- f. Perform other duties assigned by the President.

I. The President Elect

- a. Attends meetings of the Board of Directors and Class Representatives and general meetings.
- b. Orients to the responsibilities of the office of president.
- c. Assumes full responsibility of president once the office is vacated.

J. The Vice President Elect

- a. Attends meetings of the Board of Directors and Class Representatives and general meetings.
- b. Orients to the responsibilities of office of vice president.

- c. Assumes full responsibility of vice president once the office is vacated.

K. The Secretary Elect

- a. Attends meetings of the Board of Directors and Class Representatives and general meetings.
- b. Orients to the responsibilities of the office of secretary.
- c. Assumes full responsibility of the secretary once the office is vacated.

L. The Treasurer Elect

- a. Attends meetings of the Board of Directors and Class Representatives and general meetings.
- b. Orients to the responsibilities of the office of treasurer.
- c. Assumes full responsibility of treasurer once the office is vacated.

M. The Breakthrough to Nursing (BTN) Director Elect

- a. Attends meetings of the Board of Directors and Class Representatives and general meetings.
- b. Orients to the responsibilities of the office of BTN Director.
- c. Assumes full responsibility of BTN Director once the office is vacated.

N. The Community Health Director Elect

- a. Attends meetings of the Board of Directors and Class Representatives and general meetings.
- b. Orients to the responsibilities of the office of Community Health Director.
- c. Assumes full responsibility of Community Health Director once the office is vacated.

O. The Legislative Director Elect

- a. Attends meetings of the Board of Directors and Class Representatives and general meetings.
- b. Orients to the responsibilities of the office of Legislative Director.
- c. Assumes full responsibility of Legislative Director once the office is vacated.

P. The Publications-Media Director Elect

- a. Attends meetings of the Board of Directors and Class Representatives and general meetings.
- b. Orients to the responsibilities of the office of Publications-Media Director.
- c. Assumes full responsibility of Publications and Media Director once the office is vacated.

Q. Committee Chairperson Elect

Events, Mentorship, NEC, Fundraising, and Membership

- a. Attends meetings of the Board of Directors and Class Representatives and general meetings
- b. Orients to the responsibilities of the office of Committee Chairperson
- c. Assumes full responsibility of Committee Chairperson once the office is vacated

R. Traditional Class Representative

- a. One active member from each Traditional graduating cohort shall be elected as Class representative. Each individual cohort shall elect its representative.

- b. Attends meetings of the Board of Directors and Class Representatives and general meetings.
- c. Relay all information from the SNA to their cohort.
- d. Establish a Pinning Committee within cohort to assist with organizing and planning Pinning Ceremony.
- e. Submit the names of classmates serving on your Pinning Committee to Events Chairperson.
- f. Attend all Pinning Ceremonies
- g. Co-Chair your cohort's Pinning Committee, along with Events Chairperson, working in conjunction to plan your cohort's Pinning Ceremony
- h. Provides a Pinning Ceremony finance report to the Board of Directors at board meeting.
- i. Works with the Treasurer and Events Chairperson to finance the event.
- j. Submit updated class roster to the Secretary at the beginning of each semester.
- k. Ensure that the desires of their cohort are translated to the SNA and act as an advocate during all Officers meetings.

S. Accelerated Class Representative

- a. One active member from each Accelerated graduating cohort shall be elected Class Representative. Each individual cohort shall elect its representative.
- b. Attend meeting of the Board of Directors and Class Representatives and general meetings.
- c. Relay all information from the SNA to their cohort.
- d. Establish a Pinning Committee within cohort to assist with organizing and planning Pinning Ceremony.
- e. Submit the names of classmates serving on your Pinning Committee to Events Chairperson
- f. Attend all Pinning Ceremonies
- g. Co-Chair your cohort's Pinning Committee, along with Events Chairperson, working in conjunction to plan your cohort's Pinning Ceremony
- h. Provides a Pinning Ceremony finance report to the Board of Directors at board meeting.
- i. Works with the Treasurer and Events Chairperson to finance the event.
- j. Submit updated class roster to the Secretary at the beginning of each semester.
- k. Ensure that the desires of their cohort are translated to the SNA and act as an advocate during all Officers meetings.

ARTICLE VII – Elections

Section I – Board of Directors and Class Representatives shall be elected in accordance with Article VI, Section II.

Section II – All elections shall be by secure electronic or paper ballot, as deemed necessary by the Board of Directors.

Section III – All members of SNA are eligible to vote.

Section IV –When a new election cycle begins, eligible members must complete a mandatory application for the specific office they wish to be considered for election. Eligible members may only apply for one position per election cycle. An application must be received by the Nominations and Elections Chair for review and approval within the given time-period to be considered for nomination. The Nominations and Elections Chair will screen all potential candidates based on received applications and place approved candidates on the election ballot. Voting shall be for all approved candidates for any specific office.

Section V – Elections shall be decided based on a majority of votes cast. In the event of a tie, a revote shall be held.

Section VI – Elections shall be held on a semester basis based on open or opening positions. Newly elected Board Directors and Class Representatives shall assume the position upon vacation of office by their predecessor.

Section VII – Should a vacancy occur in any office; a special election shall be held at the discretion of the Board of Directors to ensure fulfillment of elected positions.

Section VIII – Students in their final two semesters, excluding summer semester, may not hold the position of President-Elect, Vice President-Elect, Secretary-Elect, Treasurer-Elect, Breakthrough to Nursing Director-Elect, Community Health Director-Elect, Legislative Director-Elect Publications-Media Director-Elect, Committee Chairperson-Elect, or Historian-Elect.

ARTICLE VIII – Voting Power

Section I – The voting body of this association shall consist of the Board of Directors as defined in Article VI, Section I.

Section II – The Board of Directors shall meet at such times as deemed necessary by the President and/or Vice President with consideration to the schedules of all Board of Directors and Class Representatives.

Section III – In the interval between meetings of the Board of Directors and Class Representatives, the president of the association may refer and submit by mail, email, electronic media or telephone to the members of the Board, questions relating to the affairs of the association, which in the opinion of the president requires immediate action. The result of this action requires a majority vote of the board, through secure voting measures, and shall control the action of the association, Board of Directors, Class Representatives, and Committees, provided such action is not inconsistent with the will of the association.

Section IV – Quorum is required before a vote can be brought to the floor. A quorum for the board meeting shall be the President and/or Vice President, at least fifty percent of the Board of Directors, and one Faculty Advisor.

Section V – If a member of the Board of Directors is absent, the Elect for the absentee may vote in their place.

ARTICLE IX – Advisory Council

Section I – The advisory council shall consist of a minimum of two faculty advisors. They shall be members of a professional nursing organization. Advisors shall be

recommended by the Board of Directors and appointed by the Director of the Undergraduate Program.

Section II – The functions of the advisory council are to:

- a. One or more advisors should attend convention with students who plan to attend.
- b. The advisor(s) will serve as a resource to students and faculty.

ARTICLE X – Standing Committees

Section I – Standing committees shall be composed of members of the association and shall assume such duties as they are assigned by the President and specified in these bylaws.

Section II – The standing Committee Chair shall attend all meetings of the Board of Directors, report to the Board of Directors at meetings and at such times as requested by the Board of Directors.

Section III – There shall be the following standing committees:

- a. Events Committee
- b. Mentorship Committee
- c. Fundraising Committee
- d. Nominations and Elections Committee
- e. Membership Committee

Section IV – Duties of the Committee Chairperson and Committee

A. The Events Chair and Committee

- a. Performs all duties required as reservation delegate for all on-campus KSU SNA activities
- b. Collaborates with Board Members to facilitate and organize events delegated to the Events Chairperson.
- c. Coordinates with Publications Media Director to publicize all meetings and events in a timely manner.
- d. Works with the Treasurer to finance programs.
- e. Works with the graduating Class Representatives on the planning, organization and implementation of the Pinning Ceremony.
- f. Oversees pinning committees established by Class Representative
- g. Co-Chair graduating cohort's Pinning Committee, along with graduating Class Representative, working in conjunction on all Pinning Ceremony Planning
- h. Assist the graduating Class Representative with creation of Pinning Ceremony finance report
- i. Shall be overseen by the Vice President.
- j. Shall be Chaired by an elected member.
- k. Provides a monthly report to the Board of Directors and Class Representatives at board meetings.
- l. Performs other duties assigned by the President.

B. The Mentorship Chair and Committee

- a. Coordinates the volunteer of students who successfully completed nursing courses to mentor students who are in need of assistance.

- b. Determines the benefit of the program to students through follow up and polling of students who are mentored.
- c. Promotes the mentor program through use of the SNA Bulletin board, KSU Student Nurses' Association Facebook page, Instagram and Owl Life.
- d. Provides a monthly report to the Board of Directors and Class Representatives at board meetings.
- e. Shall be overseen by the BTN Director.
- f. Shall be Chaired by an elected member.
- g. Performs other duties assigned by the President.

C. The Fundraising Chair and Committee

- a. Generates revenue for the organization through creation of ideas for items to sell, donation of items to raffle and any other opportunities that may exist.
- b. Submits ideas in writing, including a financial proposal, to the Officers for approval.
- c. Works with vendors from development to delivery of product
- d. Organizes the promotion and sale of products.
- e. Shall be overseen by the Treasurer.
- f. Shall be Chaired by an elected member.
- g. Provides monthly report to the Board of Directors and Class Representatives at board meeting.
- h. Chairperson will work with the Treasurer to oversee all monetary transactions.
- i. Performs other duties assigned by the President.

D. The Nominations and Elections Chair and Committee

- a. Shall be comprised of only Non-voting members of the organization.
- b. Plans and organize all Elections for the organization.
- c. Collects and organize candidate applications and determine eligibility.
- d. Ensures that all Elections are preformed according to these bylaws and in accordance with Roberts Rules of Order, Revised.
- e. Determines winner of election based on a majority rule of all votes made
- f. Pre-slates all candidates for office based on qualifications.
- g. Shall be overseen by Legislative Director.
- h. Shall be Chaired by an elected member.
- i. Provides a monthly report to the Board of Directors and Class Representatives at board meeting
- j. Members of this committee shall not have a vote in said elections.
- k. Performs other duties as assigned by the President.

E. The Membership Chair and Committee

- a. Responsible for NSNA, GANS, and KSU SNA membership recruitment and retention, including WSON students and KSU pre-nursing students.
- b. Shall be chaired by an elected member.
- c. Provides a monthly report to the Board of Directors and Class Representatives at board meetings.

- d. Facilitates WSON student awareness/education about earning KSU SNA points.
- e. Provides an accurate record of all SNA points obtained by the constituents of KSU SNA.
- f. Recruits WSON students to get involved with SNA committees.
- g. Performs other duties as assigned by the president.

Section V—Elected Standing Committee Personnel

A. Historian(s)

- a. Document SNA-sponsored events, general meetings, and other occurrences as identified using photo, video, and other visual means and maintain records in an organized manner that is accessible to KSU SNA members and leadership.
 - 1. If unable to attend any of the scheduled SNA-sponsored events, general meetings, and other occurrences, finding a suitable replacement is recommended, either another committee member or Board member. Additionally, a written notice, stating the reason for absence and the name of the member filling in, if applicable, must be submitted to the SNA President, Vice-President, Secretary, and Membership Committee Chair one week prior to the event commencing.
 - 2. Acquiring more than two non-excused absences, as outline in Section III, clause b1, in a semester shall result in mandatory review by the Board of Directors to evaluate the continuation of their position.
- b. Document the number of attendees at each event and submit to Membership Chair within seventy-two hours.
- c. Manage KSU SNA Instagram and KSU SNA Facebook page.
- d. Work with the Publications-Media Director to distribute event photos, video, and other visual means in Owl Life, SNA newsletter, bulletin board and/or other media outlets.
- e. Member of the Membership Committee
- f. Perform other duties assigned by the President and/or Membership Committee Chair.

B. Historian Elect

- a. Attends SNA-sponsored events, general meetings, and other occurrences.
- b. Orients to the responsibilities of the office of Historian.
- c. Assumes full responsibilities of Historian once the office is vacated.

ARTICLE XI – NON-HAZING AGREEMENT

The organization will not practice any physical or psychological forms of hazing, and our members are free to discontinue their membership without undue pressure or interference.

ARTICLE XII – Fiscal Year

The fiscal year of this association shall be from the 1st of January until the 31st of December that same year.

ARTICLE XIII – Parliamentary Authority

All meeting shall be conducted according to parliamentary procedure as set forth in Robert’s Rules of Order, Revised.

ARTICLE XIV – Meetings

Section I – At least three Board and three general membership meetings of the association shall be held during the Fall and Spring academic semesters and at such other times as determined by the President and/or Vice President.

Section II – Special meetings of the association shall be called by the President upon the written request of four members. Board of Directors and Class Representative meetings shall be announced in advance to all members.

Section III – All meetings of the association shall be open to any active or associate member, faculty, and special guests of the association, unless voted otherwise before a specified meeting.

ARTICLE XV – Order of Business

The order of business at meetings shall include:

Call to order

Attendance

Determination of quorum

Report from the President

Report from the Vice President

Report from the Secretary

Report from the Treasurer

Report from Community Health Director

Report from Breakthrough to Nursing Director

Report from Legislative Director

Report from Publications-Media Director

Reports from the standing committees

Reports from Class Representatives

Old business

New business

Guest speaker/ program

Adjournment

ARTICLE XVI – Bylaws Amendments

Section I – These bylaws may be amended at any time by a two-thirds vote of the Board of Directors present for the vote. Proposed Amendments must be presented to the Board of Directors for review prior to voting. All members of the association may submit amendments, and all variations of proposals must be included in the vote. Proposed amendments may be voted individually or as a whole.

Section II—Amendments approved by the Board of Directors shall be sent to the general membership for a vote of acceptance.

Section III - Amendments and revisions to this Constitution must be submitted to the Department of Student Life and/or SABAC for approval.

Section IV – Proposed amendments to these bylaws shall become effective immediately after being accepted by the KSU SNA members' vote and approval from Department of Student Life and/or SABAC approval.

Section V - The newly adopted bylaws shall be submitted to GANS for Constituency.

ARTICLE XVII – Agreement to SABAC

The organization agrees to abide by the policies of Kennesaw State University as well as all federal, state, and local laws. This Constitution, by-laws and any revisions or amendments must be approved by Student Activities Budget Advisory Committee (SABAC) prior to implementation.

ARTICLE XVIII – Reimbursement Policy

Section I – Purchases made without documented approval will not be eligible for reimbursement as stipulated in Section IV Sub-clause (f) and (g).

Section II - All approved reimbursements will only be fulfilled if a reimbursement form and all original itemized receipts are submitted to the Treasurer within 30 days of the purchase date. If the criteria is not met, the organization is not obligated to provide reimbursement.