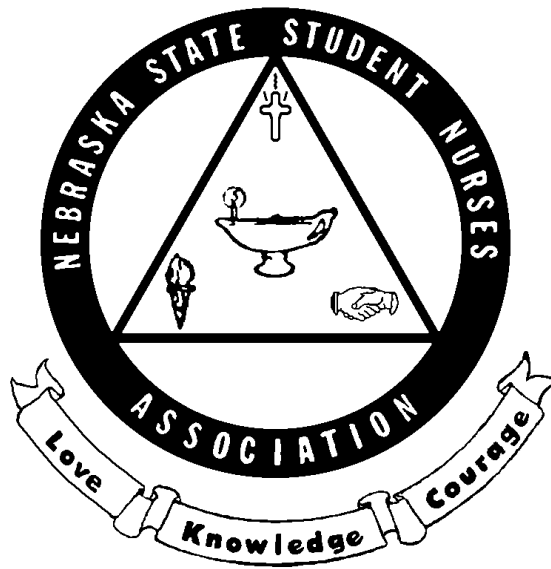


**NEBRASKA STATE STUDENT  
NURSES' ASSOCIATION  
BYLAWS**



# Table of Contents

Article I .....	3
Article II .....	3
Article III .....	4
Article IV .....	7
Article V .....	11
Article VI .....	12
Article VII .....	14
Article VIII .....	16
Article IX .....	18
Article X .....	19
Article XI .....	19
Article XII .....	20
Article XIII .....	20

NEBRASKA STATE STUDENT NURSES' ASSOCIATION  
**1601 East 27<sup>th</sup> St.**  
**Scottsbluff, NE 69361**

BYLAWS

*ARTICLE I: Name*

The Name of this association shall be the Nebraska State Student Nurses' Association, a constituent of the National Student Nurses' Association, Inc. hereinafter referred to as NSSNA and NSNA.

*ARTICLE II: Purpose and Function*

A. The purpose of the NSSNA is:

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

B. The functions of the NSSNA shall include the following:

1. To have direct input into standards of nursing education and influence the educational process.
2. To influence health care, nursing education and practice through legislative activities as appropriate.
3. To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
4. To represent nursing students to the consumer, to institutions, and other organizations.

5. To promote and encourage nursing students' participation in interdisciplinary activities.
6. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes.
7. To promote and encourage collaborative relationships with the American Nurses Association (ANA), the National League for Nursing (NLN), the International Council of Nurses (ICN), Nebraska Nurses Association (NNA) and Nebraska League for Nursing, as well as the other nursing and related health organizations.

*ARTICLE III: Members*

Section 1: Constituent Associations

A. Any school chapter or state association whose membership is composed of active or associate NSNA members and who 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.

a)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 10 working days after the close of the House of Delegates meeting of the same year.

b)Recognized Constituents shall be composed of at least 10 members from a school, or the total school enrollment if less than 10. This requirement of 10 or more members must be met on a date eight weeks prior to the Annual House of Delegates Meeting. There shall be only one chapter in each school campus.

Handbook 2018-201928

c)A state association shall be composed of at least two school constituents in a state or only one school constituent if there is only one nursing school in the state. There shall be only one state association in any state. School chapters shall belong to their state association when one exists. The term "state" in these bylaws shall be understood to apply equally to any state in the United States of America, to the District of Columbia, or to any territory, possession, or dependency of the United States of America.

d)For yearly recognition as an NSNA constituent, constituent associations shall be required to submit annually the Official Application for NSNA Constituency Status which shall include the following area of conformity for active and associate members:purpose & function, membership, dues and representation.

e)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.

f)School chapters and state associations are entities separate and apart from NSNA in their administration of activities, with NSNA exercising no supervision or control over their immediate daily and regular activities. NSNA has no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters or state associations, 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 a school chapter or state association, said school chapter or state association will indemnify and hold harmless the NSNA from any liability.

Section 2: Categories of Constituent Membership: Members of the constituent associations 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 a baccalaureate degree 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 and licensed practical nurses enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma, or baccalaureate degree in nursing.
2. Associate members shall have all of the privileges of membership except the right to hold office as president and vice president at state and national levels.

C. Individual Members:

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 of the NSNA bylaws.

D. Active and associate membership shall be renewable annually.

### Section 3: Categories of Non-Constituent Membership

A. Sustaining Members:

Sustaining membership shall be open at the national level to any individual or organization interested in furthering the development and growth of the NSNA, upon approval of the Board of Directors. This membership category is not open to those eligible for active or associate membership. Sustaining members shall receive literature and other information from the state and national office.

B. Honorary Members:

Honorary membership may be conferred by 2/3 vote of the House of Delegates upon recommendation by the Board of Directors to persons who have rendered distinguished service or valuable assistance to NSNA. Honorary members shall have none of the obligations or privileges of membership

### Section 4: Extended Memberships

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

### Section 5: National Dues

A. Annual Dues

- a. The annual dues for active, associate, and individual members shall be \$31 per member, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.
- b. The dues for active, associate, and individual members joining for two years shall be \$50 per member, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- c. The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.

- d. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received in behalf of the constituent.
- B. The annual dues for sustaining members shall be established by the Board of Directors, and shall be paid directly to the NSNA office.
- C. Any member who fails to pay current dues shall forfeit all privileges of membership.
- D. One dollar (\$1.00) from the total dues paid for each active, associate and individual member will be donated to NSNA Foundation for undergraduate nursing scholarships.
- E. The NSSNA monetary donation to the foundation will be made each January and will be the total number of dollars collected during the previous twelve months.
- F. Constituent associations may or may not charge membership dues. The amount of such dues is at the discretion of each school constituent.
- G. The state dues shall be determined by a 3/4 vote of the NSSNA board of directors.

*ARTICLE IV. Officers*

Section 1: Officers

The officers of the NSSNA shall be the president, 1<sup>st</sup> vice president, 2<sup>nd</sup> vice president, secretary, treasurer, communications editor chair, nominations chair, legislative chair, breakthrough to nursing chair, community service chair, image chair, and student advisor.

Section 2: Eligibility

- A. Candidates shall be chosen from among those members who have been nominated by a school of nursing, and who are active members of NSNA, and in a constituent association of NSSNA **according to the procedure outlined in these bylaws.**
- B. Only members who shall be nursing students throughout at least ¾ of their term of office **and have the privileges of active membership** shall be eligible.
- C. No member shall hold more than one elected state position at any one time.
- D. Those members holding a local office whose local terms extend for more than seven months from the day of election to a state position must resign from one of these offices at least three weeks prior to the second NSSNA Board meeting or a vacancy will be declared in the state position.

E. Only members who shall be nursing students throughout at least 6 months of the school year during their term of office and have the privileges of active or associate membership shall be eligible for the offices of secretary, treasurer, membership director, community health director, newsletter editor, and nominating and elections committee members (3).

F. Only members present at the annual meeting may be nominated from the floor.

G. When absent during the annual meeting, only members who filed as candidates for office prior to convention may be elected to office.

H. No member should serve more than two terms on the Board of Directors.

### Section 3: Term of office

The term of office shall be one year from the adjournment of the NSSNA annual meeting at which officers are elected to the adjournment of the meeting at which their successors are elected.

### Section 4: Duties of Officers

A. The President shall:

1. Serve as the principal officer of the association and preside at all meetings of the NSSNA and the Board of Directors.
2. Appoint committees and their chairpersons, subject to the approval of the NSSNA Board, and make other appointments as necessary.
3. Serve as ex-officio member of all committees except the Committee on Nominations.
4. Be responsible for seeing that lines of direction given by the voting body and the actions of the NSSNA Board are carried into effect and for reporting to the membership and the NSSNA Board on the conduct of the affairs of the association.
5. Perform all other duties pertaining to the office and represent NSSNA in all matters relating to the NSNA, the Nebraska Nurses Association, and the Nebraska League for Nursing.
6. Vote only in the event of a tie on a motion before the Board.
7. Appoint the Tellers Committee at the annual meeting to count ballots and report the results.



- B. The First Vice President shall:
1. Assume the duties of the President in the absence of the President.
  2. Coordinate the annual convention of this Association, in addition to proposing the meeting site for the succeeding year's annual convention, with Board approval.
  3. Be the chairperson of the Committee on Convention Planning.
  4. Perform other duties as assigned by the President.
- C. The Second Vice President shall:
1. Assume the duties of the President in the absence of both the President and First Vice President.
  2. In the event of a vacancy occurring in the office of the First Vice President, assume the duties of the First Vice President.
  3. Serve as chairperson of the Bylaws Committee.
  4. Assume responsibility for reviewing the policies of NSSNA and initiate revision by the NSSNA Board.
  5. Serve as the chairperson of the Resolutions Committee.
  6. Perform other duties as assigned by the President.
- D. The Secretary shall:
1. Record and review the minutes of all business meetings of the NSSNA Board and ensure accuracy prior to distribution.
  2. Submit copies of the approved minutes of each meeting of the NSSNA Board to NSNA, either electronically or as hard copy.
  3. Keep on file an accurate list of the names and addresses of all officers of the NSSNA Board and all constituent associations to be used for correspondence purposes.
  4. Keep records of all organization correspondence.
  5. Conduct the general correspondence of NSSNA as requested by the President or the NSSNA Board.

6. Send to the Headquarters of the NSNA, the names and addresses of all officers and committee chairpersons of NSSNA immediately after their election or appointment.
7. Act as chairperson of the Awards Committee for state convention if needed.
8. Keep on file as a permanent record, all reports, papers, and documents of the Association.
9. Refer to duly appointed Committees the necessary records for the proper performance of their duties.
10. Notify all schools of their state constituency status, the number of voting delegates, and the date, time, and place of the annual meeting at least 30 days prior to the meeting.
11. Perform other duties as assigned by the President

E. The Treasurer shall:

1. Act as custodian of organization funds and ensure that an annual financial report is prepared for the NSSNA Annual Convention.
2. Prepare an annual budget for approval by the NSSNA Board.
3. Present a report of the transactions of NSSNA at all business meetings.
4. Make monetary disbursements with the approval of the President and as authorized by the Board of Directors.
5. Serve as chairperson of the Committee on Fundraising.
6. Perform other duties as assigned by the President

F. The Communications Editor

1. The communication editor serves as the statewide communication chair main
2. He/She is responsible for updating the NSSNA website and the NSSNA newsletter
3. Create the post and booklet for the state convention

G. The **Directors** shall:

1. Perform such duties as assigned by the President in accordance with the priorities and needs of the association.

2. Submit regularly to the Treasurer a report of their expenses with receipts.
3. Deliver to their successors all records, papers, or other property belonging to NSSNA within two weeks following their cessation of the term of office.

H. The Image of Nursing Director Shall:

1. Serve as chairperson of the Image of Nursing Committee.
2. Maintain all social media accounts and ensure that they stay active throughout the term.
3. Collaborate with the Awards Committee to select the winner of the Image of Nursing Social Media Award.
4. Create and distribute social media advertisement for all NSSNA and Committee activities, including Annual Convention
5. Create NSSNA merchandise.
6. Collaborate all NSSNA Officers and Directors.
7. Perform tasks assigned by the President in accordance with the priorities and needs of the association.
8. Promote the profession of nursing positively and professionally.
9. The Image of Nursing Chair's duties involve educating the public on the changing roles of a nurse.
10. He/she encourages patients and others to speak with managers and administration when they have a negative or positive experience.
11. He/she will educate nursing students on what professionalism and positive image are and their role in the development of nursing status as a profession.
12. The Image of Nursing Chair encourages students to participate more in positive promotions of nursing rather than reacting to events after the fact to work with other nursing association projects in a collaborative manner.

I. Breakthrough to Nursing Director

1. The Breakthrough Chair recruits high school students to schools of nursing in Nebraska.
2. The duties of this office include informing the high school and communications editor of the programs to be presented and the response.
3. Organize, represent, and mentor potential nursing school candidates.
4. Represent positive image of NSSNA and nursing with characteristics such as responsibility, accountability, and respect
5. Enhance recruitment and retention within the nursing profession through the support and encouragement of the peer support system of the Breakthrough to Nursing Committee
6. The Breakthrough Chair submits reports the progress and response to the state and national offices as needed.

J. Community Service Director

1. The Community Service Chair serves as a resource for local chapters.
2. This officer provides ideas for community service projects as well as records and sends in all statewide community service activities to the national office.

3. The Community Service Director will also be responsible for choosing and promoting the annual philanthropy.
4. This position is also responsible for maintaining and updating Community Service Award applications.

K. Nominations Director

1. The Nominations Chair encourages and recruits qualified candidates to run for state office.
2. He/she revises the candidate forms and sends them to local chapters in the winter so that members can run for office.
3. The duties include setting up a ballot for state officer elections and considering qualifications of candidates.
4. The Director enforces policies regarding candidates and campaigns.
5. He/she oversees the nomination, election, and induction of officers at the state convention.

L. Legislative Director

1. The Legislative Chair monitors major state and national legislation.
2. He/she coordinates state legislative programs and educational activities to prepare Nebraska students to participate in the legislative process.
3. He/she supports the NSNA positions on legislative issues.
4. He/she acts as a liaison with legislatures, legislative organizations, government agencies, and other organizations concerned with legislature.
5. The legislative chairman is responsible for dissemination of information to Nebraska schools chapters in the event of an NSNA "Legislative Alert."

Section 5: Vacancies

A. A vacancy on the NSSNA Board other than the President shall be filled by appointment A 2/3 (two-thirds) vote of the NSSNA Board is required to fill the vacancy. The appointed individual must meet the same eligibility requirements and submit the same paperwork as the elected officers, and shall serve to complete the term until the next regular election of officers.

Section 6: Attendance policy

A. Three unexcused absences of an officer from meeting during the year shall constitute a resignation. A resignation may be appealed to the Board of Directors.

B. If an officer is going to be absent, a written or verbal explanation of reason shall be given to the president. The Board will decide by  $\frac{3}{4}$  vote if the absence is excused or unexcused.

C. After two unexcused absences from two Board of Director meetings, notification shall be sent stating that an additional absence shall constitute a resignation.

D. Any resignation from a position on the NSSNA Board shall be in writing, submitted to any NSSNA Board member or to the State NSSNA office, and shall be effective immediately upon receipt of the same by the NSSNA.

E. In the event that a verbal resignation is tendered to a member of the Executive Committee without the written confirmation as stated above, the NSSNA Board shall consider the resignation valid and declare the office vacant by a 3/4 vote.

F. This vacancy shall then be filled by appointment by the NSSNA Board.

#### *ARTICLE V. Nominations and Elections*

##### Section 1: Nominations Committee

A. The Nominating Committee shall consist of one representative elected by each constituent association, plus the chairperson of the committee, who shall be elected at the annual meeting to serve one year or until a respective successor is elected.

B. Any member of the Committee nominated as a candidate for officer or director shall resign from the Committee.

C. Any vacancy on the Nominating Committee shall be filled by appointment by the NSSNA Board with a nominee recommended by the Nominating Committee. In the case of a member not performing his/her duties, the NSSNA Board shall declare the position vacant and shall fill the vacancy by appointment with a nominee recommended by the Committee.

##### Section 2: Duties of the Nominating Committee

A. The Nominating Committee shall receive official NSSNA applications of proposed candidates submitted in writing by any constituent association. The Committee shall consider the qualifications of these proposed candidates but shall not be limited or controlled by these nominations.

B. The Nominating Committee shall prepare a slate of candidates for the officers, the directors, and members of the Nominating Committee. The consent of the candidates shall be obtained in writing before placing the names on the ballot. Candidates shall obtain and submit the written support of their nursing program director or an explanation of why support was withheld.

The Nominating Committee shall prepare a ballot prior to the opening of the NSSNA annual meeting. The report of the Nominating Committee shall be presented on the first day of the annual meeting of the association, provided that the eligibility of the nominated individuals has been established, as determined by these bylaws, and written consent of such individuals is submitted prior to said meeting. Nominees must sign the nomination form to accept a nomination.

C. Nominations may be made from the floor at the annual meeting of the association provided that the eligibility of the nominated individual has been established, as determined by these bylaws, verbal and written consent of each individual is secured and submitted prior to voting at the annual meeting Any issues regarding nomination verification shall be determined according to the NSNA Bylaws.

### Section 3: Elections

A. The voting body at the annual meeting of the NSSNA shall consist of active, associate and individual members in good standing who have presented their credentials upon pre-registration or registration.

B. The officers, directors, and one advisor shall be elected at the annual meeting.

C. The election shall be by ballot; a plurality vote shall elect. A tie vote shall be decided first by a revote, and, if necessary, then by casting a lot.

D. The NSSNA Board shall delegate the responsibility of appointing tellers, who shall act as inspectors of the elections.

## *ARTICLE VI: Meetings*

### Section 1: Annual Meeting

The annual meeting of the association shall be held at such time and place as determined by the NSSNA Board. The annual meeting shall be for the purpose of holding an election, receiving reports and conducting such other business as may properly come before the voting body. Notice of the meeting shall be sent to the Presidents of each constituent association and other members of the voting body.

### Section 2: Motions and Voting

The privilege of making motions and voting shall be limited to the voting body. The President may request that a member of the voting body initiate a motion. A voting member shall have but one vote in any election or on any question. This vote must be exercised in person by the member, and in his/her absence may not be assigned to, or exercised by, any other member or individual by means of a proxy or other written or oral assignments.

### Section 3: Quorum

The quorum for the annual meeting shall consist of members from at least 2/3 of the local constituents and at least 4 (four) members of the NSSNA Board, including the President or Vice President or the Second Vice President

#### Section 4: Special Meetings

A. A special meeting may be called by the NSSNA Board and shall be called by the President upon written request of 1/3 (one-third) of the constituent associations Notice of time, place, and purpose of the meeting shall be sent to all constituent associations not less than 5 (five) days prior to the meeting.

B. The voting body shall be the same, insofar as possible, as that in the annual meeting Other members may attend and shall have only the privilege to speak once to each issue.

C. The quorum shall be 1/3 (one-third) of the constituent associations and at least four members of the NSSNA Board, including the President or Vice President or the Second Vice President.

#### Section 5: Council of Student Participants

A. There shall be meetings of student participants of constituent associations held once yearly, in the fall, and facilitated by the NSSNA President This collective body shall be called the NSSNA Council of Student Participants (COSP).

B. The purpose of the NSSNA Council of Student Participants shall be to discuss priorities of the association, activities for the year, accomplishments, problems, and to share ideas It shall also allow for the interchange and consultation between school presidents and the NSSNA Board.

C. The members of the NSSNA Council of Student Participants shall be the NSSNA Chapter Presidents, or the designated alternates, and the members of the NSSNA Board.

D. The following shall be invited to participate in the NSSNA Council of Student Participants: members of the NSSNA Committees, NSSNA Consultants, the NSSNA Student Advisor, and the School Advisors.

#### Section 6: Delegate Representation to NSNA Meetings

A. School Constituents:

1. Each school chapter when recognized as an official NSNA constituent shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 (fifty) members.

2. The school chapter delegate(s) and alternate(s) shall be member(s) in good standing in the chapter and shall be elected by members of the school chapter at a proper meeting according to chapter bylaws

B. Delegates and Alternates

1. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
  - a) Election by members of the school chapter according to chapter bylaws.
  - b) Written authorization to the NSSNA Board requesting them to appoint a member of the NSSNA Board to act as a state-appointed alternate for their school chapter.
    1. School chapters shall approve the appointment.
    2. The NSSNA Board shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.
2. A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
3. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
4. Each school constituent shall be entitled to delegates according to the number of members in good standing in NSNA Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

C. State Constituents

The state constituent is entitled to one voting delegate and alternate. This delegate shall be the state President If the state President cannot serve, a designated representative and alternate shall be elected at a state meeting or by the NSSNA Board.

*ARTICLES VII: NSSNA Board*

Section 1: Board of Directors

- A. The NSSNA Board shall consist of the officers. The consultants and Student Advisor shall serve as ex-officio members without a vote



- B. All the powers of the association are vested in, and shall be exercised by the NSSNA Board during the interim between association meetings. The board shall not nullify nor modify any action by the voting body in convention, and the board is subject to provisions of these Bylaws.
- C. The NSSNA Board shall not be responsible for any contract, claim or obligation of any kind incurred or for any position taken by, any officer or member or constituent unless the same was duly authorized, in writing, by the NSSNA Board.

## Section 2: Management by NSSNA Board

- A. Constitute the membership of the NSSNA and hold meetings in that capacity at the time and place specified in these Bylaws.
- B. Define the authority and responsibilities of support staff, approve all contracts for support staff and annually review all contractual arrangements for support staff, within approved budget limitations.
- C. Review and approve the terms of official relationships established with other organizations.
- D. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in NSSNA's relationships with other organizations.
- E. Approve the budget and provide the annual audit of accounts at the close of the fiscal year, to be submitted to the voting body.
- F. Fill vacancies for the unexpired term, unless otherwise specified in these Bylaws.
- G. Declare an office vacant by 3/4 (three-fourths) vote of the NSSNA Board if the member fails to his or her responsibilities defined in the bylaws.
- H. In case of an emergency, vote by referendum may be taken by the NSSNA Board, provided the material is sent in the same words to each member.
- I. Transact business of NSSNA between meetings and report such transactions at the next meeting of NSSNA.
- J. Assume responsibility with regard to constituents as specified by Article III, Members, of these Bylaws.

## Section 3: Meetings

A. Regular meetings of the NSSNA Board shall be held immediately before and after the annual convention and at such other times as deemed necessary by a majority of the board The President shall determine the date and place of the meetings in consultation with the Board members.

B. A quorum shall be a majority (greater than 50%) of the voting Board members, including the President or First Vice President or Second Vice President.

#### Section 4: Executive Committee

A. There shall be an Executive Committee of the NSSNA Board composed of the President, First Vice President, Second Vice President, Secretary, Treasurer, and a Student Advisor. This committee shall have the power to transact business only of an emergency nature that which cannot wait until the next meeting of the NSSNA Board.

B. All transactions of this Committee shall be reported in full at the next scheduled meeting of the NSSNA Board The Executive Committee may conduct such emergency business by telephone, mail, or email

#### *ARTICLE VIII: Consultants and Student Advisor*

##### Section 1: Appointment of Consultants

A. Consultants may be appointed at the discretion of the Board of Directors One consultant shall be appointed by each of the Board of Directors of the NNA and the NLN with the approval of the NSSNA Board. Additional Consultants may be appointed by the Board of Directors as needed. They shall be appointed until their respective successors can be appointed. No appointments shall be made without the approval of the NSSNA Board of Directors. In the event that consultants do not meet desired criteria or the appointment of consultants will not be in the best interest of the organization, the NSSNA Board reserves the right to decline installation of the consultants.

B. Consultant(s) shall be sustaining member(s) of NSNA.

C. Consultants do not have a vote on the NSSNA Board.

D. Consultants will be subject to annual evaluation by the NSSNA Board of Directors.

E. Duties of the NSSNA/NNA Liaison Consultant shall include:

1. Serve as Parliamentarian at Board and House of Delegate meetings.
2. Serve as Chair of the Ballot Committee.

3. Provide interchange of information between the Board of Directors of the NNA and NSSNA, including assisting graduating student to transition to a professional nursing organization, such as, but not limited to ANA/NNA, NeLN, etc.
  4. Attend meetings of NSSNA, state convention and to the extent possible, the NSNA Convention.
  5. Foster problem solving, objective analysis and goal centered planning in the pursuit of the objectives and activities of NSSNA.
- F. Serve as a resource person in planning, deliberations, implementation and evaluation of NSSNA activities.
  - G. Identify potential resources and expertise needed for the NSSNA in decision-making and program planning.
  - H. Assist, as necessary, in providing direction and assistance in operational aspects. The advisor will not serve as support staff.
  - I. Communicate and objectively interpret major issues and concerns for the nursing profession.
  - J. Stimulate and encourage personal and professional growth and skill development of officers and other members of NSSNA.
  - K. Provide interchange of information and communication between the NSSNA Board of Directors, NSSNA members and NSSNA faculty advisors and NNA.
  - L. Receiving Board Minutes, agendas, the most recent copies of the NSSNA Bylaws, Policies and Procedures and any other documents deemed necessary by the NSSNA Board.
  - M. Will assist with selecting judges for Student Nurse of the Year for the NSSNA annual convention.
  - N. In the event that reimbursement should be desired, any and all receipts must be submitted to the NSSNA Board of Directors within 30 days of the expense being paid. No reimbursement shall be given without a 3/4 approval of the NSSNA Board.

## Section 2: Student Advisor

- A. The Student Advisor shall be elected at the annual meeting and shall serve for one year or until their respective successor is elected This Student Advisor shall have served as an officer of the NSSNA or as a director.
- B. The Student Advisor shall be a Sustaining Member of NSNA.
- C. The Student Advisor does not have a vote on the NSSNA Board.

### Section 3: The consultants and Student Advisor

Consultants and the Student Advisor shall serve as resource persons consulting with the NSSNA Board, members, and staff; attend meetings of the NSSNA; and be responsible for providing interchange of information between the NSSNA Board and the Nebraska Nurses Association and Nebraska League for Nursing.

## *ARTICLE IX: Committees*

### Section 1: Committees

The NSSNA Board, at its discretion, shall establish committees deemed necessary to carry on the work of the association and determine the functions, terms, and membership of the committees A quorum for committee meetings shall be a majority of the members.

### Section 2: Legislative Committee

The Legislation Committee shall consist of one representative from each constituent association, plus the chairperson of the Committee, who shall be elected at the annual meeting to serve one year or until a respective successor is elected The Legislative Committee should develop a legislative program with clearly defined objectives; formulate basic policy in advance to guide in defining the association's position on specific legislation; assure that its legislative program is consistent with the national and state objectives and policies; develop a working plan, with a timetable for coordinated measures, including appropriations bills passed during preceding session to make sure they are put into effect as soon as possible and consult with the legislative committees of the constituent associations.

### Section 3: Breakthrough to Nursing Committee

The Breakthrough to Nursing Committee shall consist of one representative elected by each constituent association, plus the chairperson of the Committee, who shall be elected at the annual meeting to serve one year or until a respective successor is elected. The principle mission of the “Breakthrough to Nursing” position is to reach out to students interested in a career in the health field, specifically in the nursing role. This position helps to organize, represent, and mentor these potential candidates. Important aspects of Nursing include responsibility, accountability, and respect. These characteristics are supported and encouraged through the peer support system offered through the Breakthrough to Nursing committee, which will enhance recruitment and retention within the nursing profession. The Breakthrough to Nursing Committee should organize nursing students and faculties for the purpose of recruiting minorities into nursing programs; organize breakthrough committees; establish with the help of constituents a target area; explain to the community its purpose and function; seek out minorities and help explain how Breakthrough can help them through nursing.

#### Section 4: Communication Committee

The Communications Editor shall be elected at the annual meeting to serve one year or until their respective successor is elected. The editor will be in charge of publishing the official publication of NSSNA. Constituent associations are responsible for appointing Associate Editors who are responsible for submitting current activities and projects of the constituent association to the Editor.

#### Section 5: Community Service Committee

The Community Service Chairperson shall be elected at the annual meeting to serve one year or until their respective successor is elected. The Community Service Chairperson will be in charge of coordinating statewide community service projects, be responsible for the Community Health Award, and perform other duties as designated by the President.

#### Section 6: Image of Nursing Committee

The Image of Nursing Committee Chairperson shall be elected at the annual meeting to serve one year or until their respective successor is elected. The Image of Nursing Committee will be responsible for promoting a positive image of nursing to the public, promoting professionalism among nurses, educating the public about the value of services nurses provide, and other duties as designated by the President.

#### Section 7: Bylaws Committee

The Bylaws Committee shall be composed of a chairperson (Second Vice President) and one representative from each constituent association. Responsibilities include annual review of state and all school constituent associations and assuring bylaws are in congruence with NSNA Bylaws This committee shall suggest proposed amendments to the Bylaws of NSSNA and shall advise school constituents concerning proposed amendments to their Bylaws for congruence with NSNA/NSSNA Bylaws.

#### Section 8: Resolutions Committee

The Resolutions Committee shall be composed of a chairperson (Second Vice President) and four committee members who shall be appointed by the NSSNA President with NSSNA Board approval The committee will be appointed no less than four months prior to the annual meeting.

#### Section 9: Convention Planning Committee

The Convention Planning Committee shall be composed of a chairperson (First Vice President) and representatives from constituent associations in the state. Responsibilities of the committee include but are not limited to: outreach to exhibitors and sponsors, outreach to constituent associations, promotion of the annual convention, recruitment for speakers and presenters for focus sessions and the Keynote Address, and promoting the Annual Convention state-wide.

#### *ARTICLE X: Official Publication*

*Footnotes* shall be the official newsletter of this association. The Communications Editor shall be responsible to publish four editions of the official publication of NSSNA throughout the year unless voted otherwise by the NSSNA Board. The publication will be available to all nursing students on the NSSNA web site.

#### *ARTICLE XI: Dissolution of Organization*

In the event of the dissolution of NSSNA, any residual funds shall become the property of the National Student Nurses' Association (NSNA).

#### *ARTICLE XII: Parliamentary Authority*

All meetings of NSSNA shall be conducted according to parliamentary procedures as set forth in Robert's Rules of Order, newly revised unabridged version, where the rules apply and are not in conflict with these Bylaws. As determined necessary by the NSSNA Board.

Robert, H.M., III, Evans, W.J., Honemann, D.H., Balch, T.J. (2000)  
*Robert's rules of order newly revised* (10<sup>th</sup> ed.) Cambridge, MA: Perseus  
Publishing

*ARTICLE XIII: Amendments*

Section 1.

These bylaws may be amended at the annual meeting of NSSNA by a 2/3 (two-thirds) vote of the members present, entitled to vote, and voting, providing that a copy of all proposed amendments have been sent to all schools of nursing in the constituent associations at least one month before the annual meeting.

Section 2.

All proposed amendments shall be prepared by the Committee on Bylaws, chaired by the Second Vice President of NSSNA, and submitted in writing, carrying the proponents' signature(s) to the NSSNA Board for consideration at least ten weeks before the annual meeting.

Section 3.

These bylaws may be amended at the annual meeting by 99% vote of those present and voting, providing 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.

Section 4.

Amendments to the bylaws of NSSNA, adopted at the annual meeting which directly relate to the business of the constituent associations in the areas of conformity, shall automatically and immediately effect the necessary amendments to the bylaws of the constituent associations and shall promptly be incorporated into their bylaws.

Revised: 7/1997

Revised: 7/2002

Revised: 2/2007

Revised: 2/2010

Revised 1/2019

Submitted at annual convention – February 26, 2011  
Revised: 12/2015  
Submitted at annual convention – February 6, 2016  
Revised: 1/2019