

The Johns Hopkins University Student Nurses' Association Bylaws
Updated June 2016

Reasons for Being

Preamble:

We, students of nursing, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing.

We believe every citizen has a right to the highest quality of health care.

We believe in the development of the whole person toward his/her professional role with its rights, responsibilities, and ideals.

We believe every right bears inherent responsibility.

We believe responsibilities are participatory, not purely philosophical or ideological, and

We believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

Rights/Responsibilities:

Students have a right to and a responsibility for:

- a creative, sound education opportunity;
- access to the highest quality practitioner-teacher;
- providing input into curriculum planning;
- self-directed learning;
- equal participation in all areas of clinical practice;
- participating in interdisciplinary activities;
- due process;
- ensuring peer review and self-evaluation;
- privileges of internal governance;
- organizing and participating in an organization directed toward achieving professional goals;
- facilitating change in health care delivery through various channels;
- Assembling and exploring fundamental and current professional issues and concerns;
- organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- Fostering a better correlation between nursing education and practice.

Article I
NAME AND LOCATION

Section 1. Name

The name of this organization shall be the Johns Hopkins University Student Nurses' Association, hereinafter referred to as **JHUSNA**.

Section 2. Location

Principle office of the association shall be located at 525 North Wolfe Street, Room 439, Baltimore, MD 21205.

Article II
PURPOSES & FUNCTIONS

Section 1. Purposes

The purposes of the JHUSNA are:

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
- B. To provide programs representative of fundamental and current professional interest and concerns to nursing students.
- C. To aid in the development of the whole person, his/her professional role and, responsibility for health care of people in all walks of life.

Section 2. Functions

The functions of JHUSNA are:

- A. To have direct input into standards of nursing education and influence the educational 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 towards improved health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' 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, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.

To promote and encourage collaborative relationships with area nursing schools, the Maryland Association of Nursing Students, hereinafter referred to as MANS, the American Nurses Association (ANA), and National League for Nursing (NLN), Maryland Nurses Association (MNA), as well as other health related organizations and professionals.

Article III
MEMBERSHIP

Section 1. School Constituent

- A. School constituent membership is composed of active or associate members who may be of the National Student Nurses' Association, hereinafter referred to as NSNA, and MANS.
- B. The JHUSNA shall be composed of at least 10 members from the Johns Hopkins University School of Nursing. There shall be only one chapter at Johns Hopkins University.
- C. The secretary of the JHUSNA shall submit the official application for NSNA constituency status annually. Such application shall include the following areas for conformity: purpose and functions, membership, dues, and representation.
- D. The JHUSNA will comply with the bylaws and policies of the NSNA to prevent having its constituent status 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 the opportunity to be heard.
- E. The JHUSNA is an entity separate and apart from NSNA and its administration of activities, with NSNA and MANS exercising no supervision or control over those immediate daily and regular activities.
- F. NSNA and MANS have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of JHUSNA or the members thereof.
- G. In the event any legal proceedings are brought against NSNA and MANS, the JHUSNA will indemnify and hold harmless the NSNA and MANS from any liability.

Section 2. Categories of Constituent Membership

Members of the constituent shall be current, enrolled members in the NSNA and JHUSNA. Constituent members include:

- A. Active Members:
 - 1. Must be students enrolled in the Johns Hopkins University School of Nursing in Associate Degree, Diploma, Baccalaureate, generic Masters or generic Doctoral programs preparing students for Registered Nurse licensure, or RNs in BSN completion programs. The Johns Hopkins University School of Nursing, is a Maryland-approved program that leads to licensure as a registered nurse.
 - 2. Active members shall have all the privileges of membership.
- B. Active Members in Good Standing
 - 1. Any active members who attend two or more monthly membership meetings per semester period.
 - 2. Participate in at least one activity coordinated or sponsored by the JHUSNA during each semester, including panels, seminars, participation in committees or community projects, or other approved projects. The JHUSNA shall aim to

coordinate or sponsor a minimum of two activities each month. Membership on a JHUSNA committee and writing a brief article for either the electronic or print newsletters may also count as an activity.

3. In consideration of clinical and practicum commitments outside of the Baltimore area, a member in their final semester will be considered active in good standing by having attended one SNA-sponsored activity during the final semester provided the member was in good standing the prior semester.
4. May be eligible for appointment as a delegate or representative at MANS and NSNA Conventions or Conferences.
5. Are eligible to receive and wear pins and cords at graduation.

C. Associate Members:

1. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
2. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at the state and national levels.

D. Individual Members:

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

E. Renewal:

1. Active and associate memberships shall be renewable annually.

Section 3. Membership Extensions

Active and associate NSNA membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program. Members utilizing extensions may hold a position on the executive board during those 6 months.

Article IV **DUES**

- A. JHUSNA dues will be a one-time fee of \$10.00, payable for the appropriate dues year, which shall be for a period including the current academic year and shall not be prorated.
- B. JHUSNA members are encouraged to join NSNA and as such are required to pay NSNA membership dues in accordance with the NSNA policy. Any member who wishes to attend NSNA conferences are required to hold NSNA membership.
- C. The JHUSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set by these bylaws.
- D. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.
- E. Any member who fails to pay current dues shall forfeit all privileges of membership.

F. HUSNA and NSNA are separate entities. Membership in one does not extend membership to the other and separate bylaws and membership privileges are extended at the discretion of the respective Boards of Directors.

Article V
MEMBERS OF THE BOARD

Section 1. Composition

- A. The Executive Board members will consist of President, Vice President, Secretary, and Treasurer.
- B. The Board of Directors will consist of President, Vice President, Secretary, Treasurer, Masters Entry into Nursing (MEN) Fall Entry Class Director, MEN Spring Entry Class Director Communications Director, Community Projects Director, Historian, and Breakthrough to Nursing Director.
- C. The Board of Directors will be advised by a faculty member from within The Johns Hopkins University School of Nursing. The faculty advisor shall be nominated by the Board of Directors and approved by 2/3 vote of membership and approval by the Dean of Student Affairs. The faculty advisor shall serve for until he or she chooses to resign or is asked to resign through 2/3 vote of the membership.
- D. A member from Student Affairs shall be granted ex-officio status by the Board of Directors.

Section 2. Qualifications of Board Members

All Board of Director members must maintain active membership in the NSNA and be in good standing within JHUSNA during time in office. Failure to do so results in termination of office.

Section 3. Duties of Officers and Directors

- A. The Board of Directors shall be responsible for:
 - 1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting;
 - 2. Attending MANS meetings to facilitate state-wide communication of business, education and community service opportunities, as well as up-and-coming events.
 - 3. Filling vacancies in any office by 2/3 majority vote of the Board of Directors except the office of President, as described in Section 5.
 - 4. Reviewing monetary disbursements, acquisitions and fundraising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.
 - 5. Represent the JHUSNA chapter at NSNA conventions and conferences as described in Article IX.

Section 4. Quorum

A quorum for Board of Directors meetings shall be the President, Vice President, two other board members and the faculty advisor or Student Activities advisor.

Section 5. Specific Duties of the Board of Directors

- A. The President shall:
 - 1. Preside at all meetings of the JHUSNA.
 - 2. Appoint special committees and chairpersons of special committees as needed, with approval from the Executive Board.

3. Represent the JHUSNA in all matters of the Johns Hopkins University School of Nursing, MANS, the NSNA, the Maryland Nurses' Association, hereinafter referred to as MNA, and any other professional and student organizations.
 4. Shall serve as the Chairperson of the Executive Board and Board of Directors and ex-officio executive member of all other committees.
 5. Serve as the Chairperson of JHUSNA's MANS Committee, as deemed necessary by the Board of Directors.
 6. Attend MANS meetings as a representative of the JHUSNA.
 7. Submit articles to the Maryland Association of Nursing Students newsletter on the happenings of the JHUSNA chapter.
 8. Perform all other duties pertaining to the office of President.
- B. The Vice President shall:
1. Assume the duties of the President in the absence or disability of the President.
 2. Accede to the office of President in the event of a vacancy in the office.
 3. Perform all duties and assist the President as delegated by the President.
 4. Act as advisor to the President.
 5. Serve as Chairperson of the By-laws committee, as deemed necessary by the Board of Directors.
 6. Represent the JHUSNA in all matters to The Johns Hopkins University School of Nursing Alumni Association, and be accountable for informing members of Alumni activities. .
 7. Represent the JHUSNA in all matters related to the Student Government Association, hereinafter referred to as SGA
- C. The Secretary shall:
1. Record and distribute the minutes of all meetings of this association as directed by the President.
 2. Keep electronic and hard copies of all reports, papers, correspondence and documents including any official business created by the JHUSNA as a permanent record.
 3. Refer to duly appointed committees the necessary records for the completions of business.
 4. Arrange meeting times and locations and distribute information to membership.
 5. Forward membership meeting minutes and names and contact information of all officers and committee chairpersons after their election or appointment to the MANS Board.
 6. Prepare the Official Application for NSNA Constituency Status, which shall include the following areas of conformity: purpose and functions, membership, dues, and representation, annually.
 7. Assist the MANS legislative direction in the preparation and submissions of letters to legislators in support of those issues supported by NSNA.
- D. The Treasurer shall:
1. Serve as advisor to any committee where monetary/budgetary issues are involved.
 2. Serves as Chairperson of the Budget Committee.
 3. Be a member of the Fundraising Committee.
 4. Submit financial reports to the membership, as directed by the President.

5. Prepare financial reports to be submitted to the Board of Directors at monthly meetings.
 6. Keep a permanent record of all dues received from members and any other income and/or disbursements of JHUSNA funds, including grants and funds raised.
 7. Remit payment for approved debits according to the following:
 - a. Disbursement of Funds
 - i. Requests for disbursement of funds shall be made in writing to the Board of Directors at monthly meetings and presented for approval.
 - ii. Upon approval of 2/3 vote by Board of Directors, the treasurer will issue checks for those requests approved.
 - iii. No funds will be disbursed without prior approval of 2/3 vote by Board of Directors.
 - iv. Present to the current membership at its regular meetings all requests approved.
 8. Maintain a record of active, associate and individual members including recording members' activities and attendance records for active member-in-good-standing status.
- E. The Class Directors (MEN Fall Entry and MEN Spring Entry) shall:
1. Serve as co-chairpersons of the Membership and Recruitment Committee.
 2. Act as liaisons between the Board of Directors and their respective classes.
 3. Be responsible for advertising and communicating JHUSNA meeting dates and times and upcoming activities to their respective classes.
- F. The Communications Director shall:
1. Serve as Chairperson of the Communications committee.
 2. Prepare one newsletter per semester to be sent out electronically via the Student Affairs Newsletter as well as posted on the website.
- Submit articles to Imprint, as directed by the President.
3. Make contacts with other Johns Hopkins Medical Institutions, the Johns Hopkins Gazette and other news media to promote JHUSNA activities.
 4. Maintain the JHUSNA website blog.
- G. The Community Projects Director shall:
1. Serve as Chairperson of the Community Projects committee.
 2. Act as JHUSNA liaison to SOURCE.
 3. Create and manage service and/or health-related Community Projects for membership participation.
- H. The Breakthrough to Nursing Director shall:
1. Serve as Chairperson of the Breakthrough to Nursing Committee.
 2. Implement the current NSNA Breakthrough to Nursing program in East Baltimore.
 3. Participate in MANS and NSNA Breakthrough to Nursing initiatives.
- I. The Historian shall:

1. Document SNA-sponsored events, meetings, and other occurrences as identified using photo, video, and other visual means and maintain records in an organized manner that is accessible to JHUSNA members and leadership.
 2. Maintain the website calendar of SNA events and, working with the Treasurer, document the number of attendees at each event.
 3. Complete other historical duties as identified
 4. Work with the Communications Director to manage Instagram, and website.
- J. The Faculty Advisor shall:
1. Attend monthly membership and monthly Board of Director meetings.
 2. Attend at least one NSNA convention and/or conference with JHUSNA representatives to extend his/her knowledge of role as faculty advisor to JHUSNA.
 3. Oversee and approve all tasks undertaken by the JHUSNA.
 4. Review items for publication, advertisement, and activities of the Board of Directors and all committees.

Section 6. Submission of receipts

- A. Officers, Directors and Chairpersons shall:
1. Submit a written request for reimbursement to the Treasurer at least two weeks prior to any activity. For expenses over \$50, members must submit an itemized list to the Treasurer in the same timeframe.
 2. Submit to the Treasurer, within two weeks of event, a report of any JHUSNA expenses, with receipts, for proper documentation and reimbursement of pre-approved events. The Treasurer will immediately forward the form to the Student Leadership Director and Administrative Director of Student Affairs for approval.

Section 7. Transfer of Office

Officers and Directors shall submit to their successions all hard copy and electronic files of records, papers, and other property belonging to the JHUSNA, by the end of the transition period.

Section 8. Absences

Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term without prior notification to the Board of Directors, or valid reason for such absences may be removed from office by a 2/3 vote of the current membership present at the next scheduled meeting. The officer in question shall be notified two weeks in advance of the meeting.

Section 9. Vacancies

- A. An officer may be removed from office if deemed negligent in performing the functions of that office, as outlined in the JHUSNA by-laws. The removal of such an officer may occur by a 2/3 vote by the Board of Directors at a meeting called for that specific purpose. Prior notification of two weeks shall be given to

the individual in question and a special Board of Directors meeting shall be held to review the circumstances.

- B. The Vice President shall assume responsibility of the office of President in the event of a vacancy occurring in the office until the next regular election.
- C. In the event that a member of the Board of Directors shall vacate their position, a membership meeting shall be called within two weeks to nominate and elect individuals for the vacant position.

Article VI **ELECTIONS**

Section 1. Election of the Board of Directors

- A. Elections shall be held in the fall and spring semesters to fill any vacancies on the Board of Directors. Any SNA member in good standing will be eligible to run for positions.
- B. If any member is newly elected into any office of the Board of Directors and concurrently holds another office on the Board of Directors, the individual shall resign their current position prior to assuming the responsibilities of their new position.
- C. Nominations shall be slated during the membership meeting at least two weeks before the election meeting. Any position will be open for nominations from the floor at the election meeting.
- D. Elections shall be determined by secret vote, unless there is a unanimous vote by the membership present to proceed with elections in another manner.
- E. In the event of a tie, the President shall cast the tie-breaking vote.
- F. Terms of office shall run from the month of election the following cycle's election. Once election results are tallied and announced, the newly elected officers will immediately assume their positions. Outgoing officers must complete a transitional meeting with new officers before the new officers' first Board meeting in their positions. The Executive Board offices may be eligible for reelection to a second term.
- G. In the event that tally ballots are used to determine the outcome of an election, the nominations committees shall be brought into effect, and shall be used to count the votes.

Article VII **MEETINGS**

Section 1. Board of Director Meetings.

- A. Board of Director meetings shall be held monthly before general membership meetings, as school schedule permits.
- B. Meeting location and time will be prearranged by the Secretary with The Johns Hopkins University School of Nursing based on room and time availability.
- C. The President shall have the authority to convene a special meeting at such time as deemed necessary and shall notify the Board of such meeting, location, and time.

Section 2. Membership Meetings

- A. Membership meetings shall be monthly, as school schedule permits.

- B. Meeting location and time will be prearranged by the Secretary with The Johns Hopkins University School of Nursing based on room and time availability.
- C. The President shall have the authority to convene a special meeting at such time as deemed necessary and shall notify the Board of such meeting, location, and time.
- D. There shall be, at minimum, at least two meetings per semester; one at the commencement of the semester and one prior to the mid-year conference or National Convention.
There shall also be, at minimum, two meetings per summer semester; one at the commencement of the semester and one towards the end of the semester.

Article VIII

STANDING COMMITTEES & NON-STANDING COMMITTEES

Section 1. Committees

- A. Each committee shall have one chairperson. The establishment of any new standing committee shall require 2/3 approval of the Board of Directors.
- B. Standing committee chairpersons shall consist of the Board of Directors, as outlined by the responsibilities of the Directors in Article V, section 5, items A-I. Review of standing and non-standing committees shall occur as deemed necessary by the Board of Directors throughout the academic school year.
- C. Non-standing committee chairs may be appointed by the Board of Directors.
- D. Committee members shall be volunteers from the general membership.
- E. Any member shall have the right to become a committee member. Each committee shall consist of a minimum of 3 members, and each member shall be actively involved in accordance with duties established by the chairperson of that committee.
- F. A chairperson shall have the right to dismiss any committee member who is not fulfilling his/her duties within the committee.
- G. Committees shall be responsible for holding meetings separate from the membership meetings, at the discretion of the committee members, but shall meet a minimum of two times per academic year.
- H. All committees shall be responsible for reporting committee activities to the Board of Directors on a regular basis, and shall, upon the direction of the Board of Directors, report the same to the general membership.

Section 2. Standing Committees

- A. JHUSNA standing committees include:
 - 1. Community Projects Committee
 - a. The Community Service Project Committee initiates and organizes community-based activities for the JHUSNA. The community organizations that the JHUSNA chooses to participate in shall be decided by a 2/3 or majority vote of the membership each election period and at any time such a community organization is presented to the JHUSNA for services.
 - 2. Communications Committee

- a. The Communications Committee is responsible for informing both the membership and the general public about the ongoing activities and upcoming events of the JHUSNA. This includes, but is not limited to, communications with Imprint, Daily SON, and the JHUSNA student portal.
- 3. Bylaws Committee
 - a. The Bylaws Committee is responsible for reviewing and suggesting yearly changes to the bylaws and ensuring that the bylaws are followed by the Board of Directors and general membership. The Bylaws Committee shall refer to NSNA (National Student Nurses Association) for guidance.
 - b. All members of the Board of Directors are default members of the Bylaws Committee and the Vice President shall serve as chair as outlined in Article V Section 5. Item B. 5. In addition, committee membership shall be open to general JHUSNA membership.
- 4. Breakthrough to Nursing Committee
 - a. The Breakthrough to Nursing Committee is responsible for creating and carrying out projects in accordance with the NSNA's Breakthrough to Nursing Curriculum, specifically targeting elementary, middle and high school students, undergraduate college students, and career changers.
- 5. Fundraising Committee
 - a. The Fundraising Committee is responsible for planning and organizing events focused on raising funds to support the operation and implementation of events and projects sponsored by JHUSNA.

Section 3. Non-Standing Committees

- A. JHUSNA non-standing committees shall be used on an as-needed basis, as deemed necessary by the Board of Directors. Such committees shall abide by all committee responsibilities and regulations as outlined in Article VIII, Section 1, items A-H.
- B. Non-standing committees include, but are not limited to:
 - 1. Nomination and Elections Committee
 - 2. Budget Committee
 - 3. MANS Committee
 - 4. Resolution Committee
 - 5. Legislative Education Committee

**Article IX
DELEGATES AND ALTERNATES**

Section 1. Purpose and Function

- A. To serve as a spokesperson for the JHUSNA at the annual state and national conventions.
- B. Present to the state and national organizations all proposed resolutions, amendments to the by-laws, or policies proposed by JHUSNA.
- C. Keep informed of all current and proposed resolutions at the state and national levels and report information to the membership at regularly scheduled membership meetings.
- D. Update, explain, and provide materials of proposed and current resolutions at both the state and national levels.

- E. Encouraged to run for a leadership position the following election term, provided they are eligible for office.

Section 2. Qualifications and Appointment

- A. The newly elected JHUSNA President will automatically be nominated to attend the annual convention of the current year.
- B. Any member maintaining a grade level of B or above, and is an active member in good standing in the JHUSNA is eligible to hold the position of delegate.
- C. A standard application process including essay and clinical absenteeism approval from instructors, will serve as the process through which members will apply to serve as a delegate or alternate at annual convention. These applications may be revised and updated as the President and the Board of Directors feels necessary.
- D. The faculty and student activities advisors shall be responsible for reviewing the applications and corresponding essays, so as to maintain anonymity of the applicants. The Dean of Student Affairs may be called in to help in the application review process.
- E. The number of allowable school constituents is explained in Article IX, Section 3, Item 1. Applicants will be notified within 15 days of the deadline and will be required to submit acceptance of the delegate/alternate position within one week of notification.

Section 3. Delegate Representation

- A. School constituents:
 - 1. The JHUSNA, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
 - 2. The JHUSNA delegate(s) and alternate(s) shall be active members in good standing in the chapter and shall be selected according to chapter bylaws (see Article IX, Section 2). The school association may designate an alternate delegate for each delegate by selection according to chapter bylaws.
 - 3. If the JHUSNA is unable to fill their delegation, it will provide written authorization to the MANS Board of Directors requesting them to appoint one member of the MANS Board to act as a state-appointed alternate delegate for the JHUSNA.
 - a. The JHUSNA shall approve the appointment.
 - b. The MANS Board of Directors shall verify that any state appointed delegate is a member in good standing of the NSNA and MANS.
 - c. The JHUSNA must have at least one selected and/or elected delegate present at the NSNA convention in order to have a state-approved delegate seated in the House of Delegates.
 - 4. The JHUSNA shall be entitled to delegates according to the number of members in good standing in the NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

Article X **BYLAWS**

Amendments to the bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least two weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered. The bylaws will be reviewed at least once each year by the Board of Directors and/or by the newly-elected Vice-President.

Article XI

PARLIAMENT AUTHORITY

All meetings of this association shall be conducted according to the parliamentary law as set forth in Robert's Rules of Order Newly Revised where the rules apply and are not in conflict with these bylaws.

Last Revision 6/26/2016

Previously Revised 1/28/2005, 5/10/2007, 7/15/2012, 04/17/2013, 3/23/2015, and 7/13/2015