



# OHIO NURSING STUDENTS' ASSOCIATION

**Make everyday count, choose nursing!**

**Bylaws 2008-2009**

## ARTICLE I. NAME

**Section 1.** The name of the nonprofit organization shall be the Ohio Nursing Students' Association, a constituent of the National Student Nurses' Association, hereafter referred to as ONSA and NSNA respectively.

## ARTICLE II. PURPOSE AND FUNCTIONS

**Section 1.** The purpose of ONSA is:

- a) To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- b) To provide programs representative of the fundamental and current professional interests and concerns, and
- c) 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.

**Section 2.** The functions of ONSA shall include the following:

- a) To have direct input into the 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 towards improved health care and the resolution of related social issues;
- d) To represent nursing students to the consume, to 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, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
- g) To promote and encourage collaborative relationships within nursing professionals, as well as related health organizations.

## ARTICLE III. MEMBERS

**Section 1.** Constituent Associations

- a) School chapter whose membership is composed of active or associated NSNA and ONSA members shall be recognized as constituents.
- b) A school chapter shall be composed of at least one member from a school. There shall only be one chapter on each school campus.
- c) A state association shall be composed of at least two chapters in a state, or only one school chapter if that is the only nursing school in the state.
- d) School chapters, ONSA, and NSNA are entities separate and apart in the administration of activities, with each exercising no supervision or control over the other in these immediate, daily and regular activities. Each has no liability for any loss, damages or inquiries sustained by third parties as a result of the negligence or acts of the others. In the event any legal

prosecution is brought against ONSA, NSNA, school chapters or members thereof as a result of such acts of omission or commission by said organization or individual, they will indemnify and hold harmless the others from any liability.

**Section 2.** Categories of Constituent Membership: Members of constituent associations shall be

a) Active Members:

- 1) Include students enrolled in state approved programs leading to licensure as a Registered Nurse,
- 2) Include registered nurses enrolled in programs leading to a baccalaureate degree, with a major in nursing,
- 3) Shall have all of the privileges of membership.

b) Associate Members:

- 1) Consist of pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into programs leading to an associate degree, diploma or baccalaureate degree in nursing;
- 2) Shall have all of the privileges of membership, except for the right to hold office as President or Vice President at the state and national levels.

**Section 3.** Categories of Non-Constituent Membership

a) Sustaining members shall be open at the state level to any individual organization interested in furthering the development and growth of ONSA, 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 office.

b) Honorary members may be confirmed by 2/3 vote of the House of Delegates, with recommendation from the Board of Directors, upon persons who have rendered distinguished service or valuable assistance to ONSA. Honorary members shall have none of the obligations of privileges of membership.

**Section 4.** Membership Extension

a) Active and associate membership may be extended six months beyond the completion of a student program in nursing.

b) Sustaining membership shall be renewable annually.

**Section 5.** Dues

a) The annual dues for active, associate and individual members in ONSA shall be determined by a unanimous vote by the Board of Directors at a scheduled meeting in the Spring, payable for the appropriate dues year.

b) National and state dues shall be payable directly to NSNA as of the first of the dues year. NSNA shall remit to ONSA the dues received on behalf of ONSA.

c) The annual dues for sustaining members shall be established by the Board of Directors, and shall be paid directly to the ONSA office.

d) Any member who fails to pay current dues shall forfeit all privileges of membership.

#### **ARTICLE IV. BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of elected officers and directors. The consultants shall serve as ex-officio members without a vote.

**Section 2.** All the powers of the association are vested in and shall be exercised by the Board of Directors during the interim between meetings of the association, except that the Board shall not nullify nor modify any action taken by the House of Delegates in convention, and subject to the provisions of these bylaws.

**Section 3.** The Board of Directors shall not be responsible for any contract claim, or obligation of any kind incurred, or for any position taken by any officer or member of a constituent unless the same was duly authorized in writing by the Board of Directors.

**Section 4.** The Board of Directors shall:

- a) Transact the business of the association between annual meetings and report such transactions at the next meeting of the association.
- b) Have the power to fill vacancies for the unexpired term, unless otherwise specified in these bylaws.
- c) Approve the budget and provide for the annual review of accounts at the close of the term year, to be submitted to the House of Delegates.
- d) Devise a program of action, implementing and augmenting the purposes of this organization for presentation to the membership.
- e) Approve any commitment in form of action, statement, policy, position, or financial obligation involved in ONSA's relationship with other organizations.
- f) Review and approve the terms of official relationships established with other organizations.
- g) Perform all other duties specified in these Bylaws, and in ONSA policies.
- h) Orient incoming Board of Directors for a transition period of 30-days after the close of annual convention. This includes being present at the first meeting and remaining in contact via phone or E-mail for the duration.

**Section 5.** Non-Professional Code of Conduct

- a) If a member of the Board of Directors fails to fulfill his/her responsibilities as defined in the Bylaws and policies of ONSA, the Board of Directors shall have the option of removing that member from office. The action will require a  $\frac{3}{4}$  vote of the Board of Directors.
  - 1) Unexcused absence from two meetings during one's term of office; an excused absence consists of work, illness, death of a close friend or relative, transportation difficulties, and other situations deemed appropriate by the Board of Directors. Notice of absence, excluding illness, death of a close friend or relative or transportation difficulties, must be given to the Secretary or other executive officer if the Secretary is not available at least one week prior to the scheduled meeting. If proper notice is not given, an unexcused absence is constituted.
  - 2) A letter describing that member's reason for dismissal shall be sent to the officer's Dean or Director of Nursing.
  - 3) Conduct unbecoming of a professional registered nurse, to be determined by the Board of Directors at the discretion of American Nurses Association and National League for Nursing standards.
- b) Misconduct or dereliction of duty shall include, but not be limited to:
  - 1) Unexcused absence from two meetings during one's term of office; an excused absence consists of work, illness, death of a close friend or relative, transportation difficulties, and other situations deemed appropriate by the Board of Directors. Notice of absence, excluding illness, death of a close friend or relative or transportation difficulties, must be given to the Secretary or other executive officer if the Secretary is not available at least one week prior to the scheduled meeting. If proper notice is not given, an excused absence is constituted.

- 2) Failure to perform duties as assigned by the Board of Directors as specified in these Bylaws, or as specified in the policies.
- 3) Conduct becoming of a professional registered nurse, to be determined by the Board of Directors at the discretion of American Nurses Association and National League for Nursing standards.

**Section 6. Meetings**

Regular meetings of the Board of Directors shall be held immediately before and after the annual convention and at such times as deemed by a majority of the Board.

**ARTICLE V. OFFICERS AND DIRECTORS**

**Section 1.** The officers of the association shall be the President, Vice President, Secretary and Treasurer.

**Section 2.**

- a) There shall be seven directors of the association; these shall include Legislation Director, Communication Director, Membership Director, Breakthrough to Nursing Director, Community Health Director, Convention Planning Director and Council of School Presidents Director.
- b) There shall be a Nominations and Elections Director that shall serve on the Board of Directors without a vote.

**Section 3.** Candidates for office shall:

- a) Be any member of the association who has been nominated by a delegate, has been nominated by the ONSA Committee on Nominations, or Nominations and Elections Director, and shall have paid his/her dues prior to the opening of the annual meeting.
- b) Be students graduating no earlier than the Spring semester/quarter following their election.
- c) Only be those members who have held an office applicable to the nursing educational programs on a national, state, school level, or have served on an ONSA/NSNA committee to be eligible for the offices of President and Vice President.
- d) Only be slated for one office per election.

**Section 4.** Term of Office

- a) The term of office shall, except for that of Treasurer, be one year from the adjournment of the annual meeting at which time officers and directors may be re-elected if eligible.
- b) The term of the office of Treasurer will be concurrent with the dates of the fiscal year, beginning the first day of November.
- c) No member shall hold more than one elected state position at a time.
- d) Those members holding state office who are then elected to a national office must resign from one of these offices prior to the Board of Directors meeting at the NSNA's MidYear conference. The ONSA Board of Directors reserves the right to declare a vacancy if the officer does not resign from either position.

**Section 5.** Duties of the Officers and Directors

**a) The President shall:**

- 1) Preside at all meetings of ONSA, the Board of Directors, and the Executive Committee.
- 2) Appoint special committees with the approval of the Board of Directors.
- 3) Serve as ex-officio member of all committees except the committee on nominations.
- 4) Contact Deans and Directors of Ohio nursing programs at least three times throughout his/her term of office to maintain open communication.
- 5) Represent ONSA in matters relating to the association and perform all other duties pertaining to the office.

- 6) Serve as second co-signer to the ONSA Treasurer on any and all ONSA accounts and transactions.
- 7) On an annual basis propose the need to audit the Treasury to the board.

**b) The Vice President shall:**

- 1) Assume, in order of rank, the duties of the President in the absence or disability of the President.
- 2) Accede to the office of President in case of vacancy of office.
- 3) Chair the Bylaws and Policies Committee responsible for reviewing and stating recommendations for changes in the Bylaws.
- 4) Co-chair the Resolutions Committee with the Legislative Director, and be responsible for collaboration with the local chapters to submit a minimum of one resolution per year to both the state and national levels.
- 5) Co-chair the Policy Committee with the Secretary.
- 6) Serve as second co-signer to the ONSA Treasurer on any and all ONSA accounts and transactions.

**c) The Secretary shall:**

- 1) Record and review the minutes of all business meetings of ONSA and insure accuracy prior to distribution to the Board of Directors.
- 2) Be seated on the Bylaws and Policies Committee.
- 3) Keep on file the names, addresses and telephone numbers of all of the state's colleges, universities, companies, hospitals, local school presidents, or other affiliates of ONSA.

**d) The Treasurer shall:**

- 1) Act as the custodian of the organizational funds.
- 2) Prepare the annual budget and the financial reports.
- 3) Serve as chairperson of the Finance Committee, when such a committee is established by the Board of Directors.
- 4) Along with the Finance Committee, provide guidance to the Board of Directors with regard to the investment of resources and acquisition of fixed assets.
- 5) Chair the Fund Raising Committee and assign duties to the Board of Directors and monitor the results
- 6) Provide written reports of office, available to all ONSA officers and consultants, during all ONSA meetings
- 7) Provide the ONSA Executive Board with copies of any financial statements or reports before monthly meetings
- 8) Work with the Director of Fundraising and Convention Planner to keep track of donations, sponsorships, and monies allocated to ONSA.

**e) The Legislative Director shall:**

- 1) Serve as chair of the Legislative Committee of which the primary responsibility is that of encouraging the establishment of legislative projects in each local chapter.
- 2) Be responsible for coordination legislative information among the constituents and keep the membership updated on legislative and health care issues affecting nursing.
- 3) Chair the Resolutions Committee and be responsible for collaboration with the local chapters to submit a minimum of one resolution per year to both the state and national levels.

- 4) Serve as a liaison to the Ohio Nurses Association by representing ONSA as a member of the ONA Legislative Committee.
- 5) Organize a state wide legislative project.

**f) The Communications Director shall:**

- 1) Be responsible for publication of a minimum of three newsletters annually, in the style and months voted upon by the Board of Directors.
- 2) Be responsible for coordinating and publishing the Annual Convention Program with the Convention Planning Director.
- 3) Be responsible for the maintenance of the ONSA website.
- 4) Be responsible for updating the website at least three times annually.

**h) The Membership Director Shall:**

- 1) Serve as a liaison between ONSA and nursing programs within the state of Ohio
- 2) Be responsible for membership promotion
- 3) Be the liaison to NSNA for all membership promotion/implementation of NSNA at the state level.
- 4) Compile a membership list of constituent schools, including contact person(s)
- 5) Submit a minimum of one article per newsletter that deals with membership promotion.

**g) The Breakthrough to Nursing Director shall:**

- 1) Serve as chair of the Breakthrough to Nursing Committee of which the primary responsibility is that of recruitment of minorities into ONSA and the nursing profession. These would include, but are not limited to, African Americans, Hispanics, Asians, men, non-traditional students and disadvantaged persons.
- 2) Serve as the liaison to ONA by representing ONSA as a non-voting member of the ONA Council on Practice.
- 3) Submit current activities to NSNA for update of ONSA's affairs.

**h) The Community Health Director shall:**

- 1) Serve as chair of the Community Health Committee of which the primary responsibility is that of encouraging the establishment of community health projects in each local chapter.
- 2) Help to make local nursing student association chapters aware of current health concerns and offer suggestions for intervention.
- 3) Serve as a contact person for community health activities within Ohio schools and keep a record of each chapter's community health projects.
- 4) Organize a statewide community health project.
- 5) Submit current activities to NSNA for update of ONSA's affair.

**i) The Convention Planning Director shall:**

- 1) Be responsible for serving as chairperson for the convention planning committee.
- 2) Be responsible for securing a site for convention by January.
- 3) Delegate tasks to committee members as deemed necessary throughout the planning and implementation process.
- 4) Consult the Board of Directors before making decisions that include signing contracts and/or making any financial obligations on behalf of ONSA
- 5) Serve as the contact person to all parties involved in the ONSA convention; involved parties include but are not limited to vendors, advertisers, sponsors, hotel contact persons, convention site contact persons and any other place of business supporting the ONSA annual convention. When deemed appropriate by the ONSA Board of

Directors, an alternate contact person on the convention planning committee may also be appointed.

**k) The Council of School Presidents Director shall:**

- 1) be an elected officer of an official NSNA/ONSA school chapter
- 2) Facilitate communication between school officers, school advisors and the ONSA
- 3) Conduct two meetings of the Council of School Presidents, one to be held during the ONSA Annual Meeting and once in between annual meetings.

**j) The Nominations and Elections Director shall:**

- 1) Serve on the Board of Directors without a vote.
- 2) Not be eligible to be nominated as a candidate or apply for nomination as a candidate for any elected position during that term.
- 3) Receive official applications of proposed candidates submitted by ONSA members.
- 4) Prepare a ticket with officers and directors. Consent of all proposed candidates shall be obtained in writing before placing their names on the ticket. Geographical representation shall be maintained when possible, and always in the case of the Regional Membership Directors.
- 5) Oversee the functions of the Campaign headquarters at annual conventions.
- 6) Present the nominating and elections report and the official slate of candidates at the first business meeting of the annual convention.
- 7) Run the candidates' presentation and presidential debate.
- 8) Monitor and investigate complaints of campaign violations.
- 9) Present the new officers to the House of Delegates.
- 10) Present the report of the Committee on Nominations on the first day of the annual convention. Further, nominations may be made from the floor at this time. Candidates nominated from the floor shall immediately present their written consent to serve.

**Section 6.** Additional obligations and duties of officers and directors shall be performed as assigned by the President, the Board of Directors, or as specified in the policies.

**Section 7. Vacancies**

- a) A vacancy on the Board of Directors other than President shall be filled, if deemed essential, by the Board of Directors.
- b) Any resignation from a position on the Board of Directors shall be in writing and shall be effective immediately upon receipt of the same by the President or any other Board Member.
- c) In the event that a verbal resignation is tendered without written confirmation, then the Board of Directors shall consider the removal of the individual by declaring the office vacant by a  $\frac{3}{4}$  vote
- d) Verbal resignations shall be tendered to the President and another board member. In the case that the President is verbally resigning, the President shall tender the resignation to the Vice President and another board member.
- e) Candidates for a vacant office must meet eligibility requirements.
- f) Filling a vacancy shall require a  $\frac{2}{3}$  vote of the Board of Directors.
- g) The office of the President shall not be vacated in order to run for a national position.

**ARTICLE VI. CONSULTANTS**

**Section 1.** The Board of Directors shall appoint a professional consultant(s), with the cooperation of the state nursing organizations, and student consultants, with cooperation from ONSA's previous Board of Directors.

**Section 2.** The Professional Consultants shall:

- a) Be responsible for the interchange of information between the Board of Directors of the state nursing organizations and ONSA.
- b) Serve as a resource person, consulting with the Board of Directors.
- c) Attend meetings of ONSA.

**Section 3.** The Student Consultant(s) shall be consultant(s) from the old Board, appointed by the new Board immediately following election, to attend Board meetings throughout the year and assist the Board as needed.

**Section 4.** Consultant Terms

- a) ONA and other professional consultants will serve two-year terms and may be eligible for reappointment.
- b) ONA consultant and other professional Board consultant positions will be recruited and asked to serve by the Board of Directors in January of each year, with at least one consultant chosen each year for a 2 year appointment.
- c) Student consultants will be voted on by the incoming Board of Directors and will serve as consultants for a period of one year.

#### **ARTICLE VII. NATIONAL CAMPAIGN FUNDING**

**Section 1.** The ONSA Board of Directors will vote by the first meeting following the NSNA Midyear Convention to set a dollar amount, including maximum per candidate, for national campaign each year, contingent upon yearly budget and financial statements.

**Section 2.** Candidates must follow all instructions in the NSNA candidate application packet, meeting all eligibility requirements and deadlines set by NSNA in order to be a slated candidate.

**Section 3.** Campaign funding will be available only to candidates for national office who submitted applications to NSNA by the slated candidate deadline.

**Section 4.** After the candidate has been slated by the NSNA Nominations and Elections Committee, the candidate must contact the ONSA President or Vice President and request to be presented to the ONSA Board of Directors at the next scheduled meeting of the Board. The candidate must present to the Board of Directors, a copy of the NSNA candidate application packet to be considered for campaign funding, along with a written campaign budget.

**Section 5.** In the event that more than one candidate from the state of Ohio runs for a national office, monies allocated for campaign funding will be divided equally among candidates who are NSNA constituents

#### **ARTICLE VIII. MEETINGS**

**Section 1.** ONSA shall hold an annual meeting: date, time, place, and registration fees are to be determined by the Board of Directors.

**Section 2.** The annual meeting shall be for the purpose of electing officers and Board members, receiving and acting on reports from the Board and taking all other actions which require membership vote.

**Section 3.** Special ONSA meetings may be called by the Board of Directors and shall be called by the President upon written request of 1/3 or more of the constituent associations. Notice of the time, place and purpose shall be given to all constituents at least ten days prior to the meeting. Representatives to special meetings shall be elected by the ONSA Board of Directors.

- a) 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

b) The quorum shall be 1/3 of the state constituent associations and at least four of the Board of Directors including the President or Vice President.

**Section 4.** All ONSA meetings shall be open unless voted otherwise by 2/3 of the ONSA voting body prior to the meeting. Student members, other than voting delegates, may attend annual meetings but shall not be seated with the delegate body. The privilege of making motions and voting shall be by the voting body. A voting member shall have but one vote in any question. This vote must be exercised in person by the delegate or alternate, and in their absence may not be assigned to, or exercised by any other delegate or individual by means of a proxy or other written oral assignments.

**Section 5.** House of Delegates.

a) The voting body at ONSA meetings shall consist of the duly elected Officers, duly elected Directors, and duly accredited delegates of the constituent associations.

b) All members shall have the privilege of debate.

c) ONSA is entitled to representation at the annual meeting of NSNA as specified in the NSNA Bylaws, Article IV: Section 1-A and C.

d) School constituents shall be entitled to representation at NSNA annual meetings as specified in the NSNA Bylaws, Article IV: 1-A and B.

e) Each school chapter that is a recognized constituency, as determined by these Bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every ten members.

**Section 6.** A quorum for the opening business meeting shall be two officers, with one being the President or Vice President, two directors, and credentialed delegates present. Quorum for subsequent meetings shall be two said officers, two said directors, and 51% delegate representation based on the number of delegates present at the opening business meeting.

**Section 7.** Elections:

a) The officers and directors shall be elected at each annual meeting by the House of Delegates

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

## **ARTICLE IX. COMMITTEES**

**Section 1.** The Board of Directors, at its discretion, shall establish committees and determine the functions, terms and membership of these.

**Section 2.** The Bylaws and Policies Committee shall consist of the Vice President, Secretary, and two representatives of the state that are to be appointed by the Board of Directors, to be responsible for the review and recommendations for changes in the Bylaws and Policies.

**Section 3.** Executive Committee

a) There shall be an Executive Committee of the Board of Directors that shall consist of the four officers.

b) The Executive Committee shall transact ONSA business between meetings of the Board of Directors in the case of emergency situations and report such business at the next Board meeting.

c) The Executive Committee shall meet as deemed necessary by the President. The Executive Committee may conduct such emergency business by telephone, mail or E-mail.

**Section 4.** A quorum for committee meetings shall be a majority of the members.

**Section 5.** ONSA offers ONSA officers the opportunity to be on ONSA committees:

- a) President and Vice President may serve on the Common Interest and Goals Joint Committee.
- b) Membership Director may serve on the Membership Committee.
- c) Breakthrough to Nursing Director may serve on the Council on Practice.
- d) Legislative Director may serve on the Legislative Committee.

#### **ARTICLE X. PARLIAMENTARY AUTHORITY**

All meetings of this association shall be conducted according to Robert's Rules of Order Newly Revised, when the rules apply and are not in conflict with these Bylaws.

#### **ARTICLE XI. AMENDMENTS**

**Section 1.** Proposed amendments shall be submitted to the Board of Directors by the Vice President at least one month prior to the annual meeting.

**Section 2.** These Bylaws may be amended at any annual ONSA meeting by a 2/3 vote of the member delegates present and voting, provided notice of the amendments has been given at least two weeks prior to the annual meeting.

**Section 3.** Any bylaw for which proper notification of amendment has not been made, may still be amended at the annual meeting, provided:

- a) A copy of the proposed amendment(s) has been presented to the presiding officer and the parliamentarian no later than two hours prior to the meeting;
- b) The amendment passes by a 99% vote of those present who are delegates, and not abstaining.

**Section 4.** An amendment shall become effective immediately upon its approval at the annual meeting, unless the amendment specifies a starting date.

**Section 5.** Amendments to the ONSA Bylaws, adopted at the annual meeting, which directly relate to the business of the constituent association in areas of conformity, purpose, functions, membership, dues and representation shall automatically and immediately affect the necessary amendments to the Bylaws of the constituent association and shall promptly be incorporated into their Bylaws.