

**MISSOURI NURSING STUDENTS' ASSOCIATION
BYLAWS
2022-2023**

Article I: Name of Organization

Section 1. The name of this organization shall be the Missouri Nursing Students' Association.

Article II: Purpose and Function

Section 1. Purpose

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

Section 2. Function

- A. To have direct input into standards of nursing education and influence the education process.
- B. To influence health care, nursing education and practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities towards 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, sex, lifestyle, national origin, age, or economic status.
- G. To promote and encourage collaborative relationships with nursing and health related organizations, including the Missouri Nurses' Association (MONA) and the Missouri League for Nursing (MLN).
- H. To promote nursing education by rewarding scholarships based on academic excellence and financial need, as funds are available.

Article III: Members

Section 1. State Constituent

- A. State constituent membership is composed of active or associate members who are members of the NSNA.

- B. School constituent association of the Missouri Nursing Students' Association shall be composed of at least 10 members from any school or the total school enrollment if less than 10. There shall be only one chapter per school campus.
- C. For yearly recognition as a constituent, an officer of the Missouri Nursing Students' Association shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and function, membership, dues, and representation. To be recognized as an official Missouri Nursing Students' Association chapter, each school must be in compliance with this NSNA regulation.
- D. A constituent association that fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
- E. Missouri Nursing Students' Association is an entity separate and apart from NSNA and its administration of activities, with NSNA exercising no supervision or control over these immediate daily and regular activities. NSNA and MONSA have no liability for any loss, damages, or injuries sustained by third parties because of negligence or acts of school associations or the members thereof. In the event any legal proceedings are brought against NSNA or Missouri Nursing Students' Association, constituent school associations will indemnify and hold harmless the NSNA and the Missouri Nursing Students' Association from any liability.
- F. Delegate Representation
 - a. The state Board of Directors shall verify that any state appointed delegate is a member in good standing of the NSNA and the state association.

Section 2. Categories of Constituent Membership

Members of the constituent association shall be:

- A. Active members:
 - 1. Students enrolled in state approved programs leading to licensure as a registered nurse.
 - 2. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
 - 3. Active members shall have all the privileges of membership.
- B. Associate member:
 - 1. Prenursing 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 the privileges of membership except the right to hold office as president, vice president, treasurer and secretary at state and national levels.

- C. Individual members: 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 the NSNA bylaws.
- D. Active and associate membership shall be renewable annually.
- E. 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.

Article IV: Dues

Section 1.

- A. The annual NSNA dues for active and associate members shall be \$37 for a new member; renewals are \$40.00. The membership shall be for a period of twelve consecutive months.
- B. The annual NSNA dues for active and associate members joining for two years shall be \$70 per member. The membership shall be for a period of twenty-four consecutive months.
- C. The Missouri Nursing Students' Association 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 on behalf of the constituent. NSNA does not collect nor remit school chapter dues.
- E. Any member who fails to pay current dues shall forfeit all privileges of membership.

Article V: Board of Directors

Section 1. Composition

- A. The Board of Directors will consist of: President, Vice President, Secretary/Treasurer, Southern Director, Northern Director, and the St. Louis Director. The Nominations and Elections Committee will be an appointed committee and will not be a voting member on the board.

Section 2. Qualifications for Board of Directors

Any member in good standing who meets the following qualifications shall be eligible to be a candidate for any office.

- A. Candidates must be a member of NSNA. It is recommended that candidates be a member of their school SNA if one exists. Candidates shall complete an

- application for office, provide proof of NSNA membership, and have given consent to serve.
- B. Candidates shall have obtained consent from their dean or SNA faculty advisor to hold office.
 - C. Board of Directors candidates shall be nursing students currently enrolled in a nursing program throughout at least five (5) months of a term of office and agree to fulfill their commitment to their position on the MONSA Boards of Directors throughout their full one-year term of office.
 - D. All officers shall maintain the minimum academic requirements set by their nursing programs. If an officer fails to meet those requirements, he/she will relinquish his/her office. Officers will be requested to show evidence of good standing in school prior to serving office and at the end of each academic year.

Section 3. Nominations and Elections

- A. Composition of the Nominations and Elections Committee
 - 1. The nominations and elections committee shall be composed of three representatives: one appointed from each region of the state. One of the committee members will assume Chair for the committee. In addition, there will be one or two faculty members from two of the Missouri schools who will be an advisor to the committee and the election process. The State Consultant will be available for committee to advise on the elections process.
 - 2. Members of the nominations and elections committee shall not be eligible to be nominated as a candidate for the upcoming business year.
 - 3. If a vacancy arises in the nominations and elections committee, the Executive Board shall fill the vacancy from among the members of the Board.
- B. Duties of the Nominations and Elections Committee
 - 1. The nominations and elections committee shall review the electronic applications of members who submit application as candidate for one of the positions.
 - 2. The nominations and elections committee shall prepare a slate of candidates for the officers and directors. The consent of all proposed candidates shall be obtained in writing before placing their names on the ballot.
 - 3. Candidates for election must submit the required documents in order to be considered for the election. The election documents are located on the MONSA website and must be completed and submitted by the due date.
 - 4. The final slate will be submitted to the Board of Directors for approval.
 - 5. The ballot will be submitted electronically to the members of the association via an electronic communication.
 - 6. The report of the nominations and elections committee shall be presented on the day of the annual meeting/convention.
 - 7.
- C. Elections
 - 1. The officers shall be elected annually at the annual convention or by electronic ballot.

2. The election shall be by secret ballot and majority vote shall elect. Each MONSA/NSNA member shall have one vote. Each member of the MONSA Board of directors shall have one vote. A tie shall be decided first by a revote, and, if necessary, then by casting a lot.
3. The nominations and elections committee shall supervise the elections, including verification of current membership in NSNA.

D. Limitation on the Number of Officers from Each School

1. No school shall have more than three (3) members elected or appointed to the MONSA Board of Directors. If a school has more than three (3) members elected, the following rules apply:
 - a. Regardless of vote totals, the office of president shall be filled first.
 - b. The office with the highest vote totals shall be filled next.
 - c. Any office not filled because of this section will be filled by appointment of an acting officer by the Board of Directors, to be followed by a referendum within 30 days.

Section 4. Term of Office

The official term of office shall be one year from the adjournment of the annual meeting of the Missouri Nursing Students' Association at which the Board of Directors is elected until the adjournment of the annual meeting at which their successors are elected. Outgoing officers shall serve as a consultant to their respective predecessors through the first meeting of the new Board of Directors and shall transfer all files and materials related to their office.

Section 5. Duties of Office

A. The president shall:

1. Serve as the principal officer of the association and preside at all meetings of the association, the Board of Directors, and the executive committee.
2. Shall be responsible for seeing those lines of direction given by the House of Delegates and the action of the Board of Directors are carried into effect and for reporting to the membership and the Board of Directors on the conduct of the affairs of the association.
3. Appoint committees and their chairpersons, subject to the approval of the Board of Directors, and make other appointments as necessary.
4. Serve as ex-officio member of all committees except the Nominating and Elections Committee.
5. Represent MONSA in matters relating to the association and perform all other duties pertaining to the office.
6. Have other powers and perform other duties as may be assigned by the Board of Directors.
7. Act as a delegate to the NSNA House of Delegates.
8. Attend the NSNA Council of State Presidents meetings if funds allow.

- B. The vice president shall:
1. Assume the duties of the president in the absence of the president.
 2. Assume the office of president in case of vacancy in the office.
 3. Work in conjunction with the State Consultant to plan the annual meeting of the Association.
 4. Work in collaboration with the state consultant and public relations director in preparing convention promotional materials for marketing association meetings to the school chapters and vendors.
 5. Perform other duties as assigned by the president.
- C. The secretary/treasurer shall:
1. Prepare the minutes of all business meetings of the Association and ensure accuracy prior to distribution to the Board of Directors for action.
 2. Submit Board of Directors meeting minutes to the NSNA office.
Work in conjunction with the State Consultant to keep NSNA informed of the state officers and any changes made throughout the year.
 3. Work in conjunction with the State Consultant to keep NSNA informed of the state officers and any changes made throughout the year.
 4. Work in conjunction with the State Consultant to prepare communications for the association website and other methods as deemed by the Board of Directors.
 5. Act as custodian of Association funds and see that an annual financial report is prepared.
 6. Work in conjunction with the MONSA State Consultant and the MONA staff to complete required IRS, tax reports, and financial reports on at least a quarterly basis.
 7. Serve as liaison to the fundraising committee when such a committee is established by the Board of Directors.
 8. Provide guidance to the Board of Directors as to disbursement of funds and investment of resources.
 9. Perform other duties as assigned by the President.
- E. The regional directors shall:
1. Correspond with each constituent school in their respective region on a regular basis and as deemed by the Board of Directors
 2. Report to the Board of Directors on activities and correspondence in their respective regions at each regularly scheduled meeting.
 3. Provide copies of all correspondence to the president and secretary monthly for the archives of the association.
 4. Register with NSNA as a Project-in-Touch Recruiter within one month of election.
 5. Work in conjunction with the State Consultant to prepare communications for the MONSA website, social media and other communications as needed.
 6. Assist in preparing all promotional materials and communicating with the school chapters to promote conference/meeting attendance.

7. Prepare an update on MONSA activities for publication in *The Missouri Nurse* as requested.
8. Perform other duties as assigned by the President.

Section 6. The Executive Committee

The Executive Committee of the MONSA Board of Directors shall be composed of the president, vice president, and secretary/treasurer. This committee shall have the power to transact business only of an urgent or immediate nature that cannot wait until the next scheduled meeting of the Board of Directors. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors. The Executive Committee may conduct such emergency business by telephone, meeting, mail, or electronic mail.

Section 7. Transition Board Meeting

The incoming and outgoing Board of Directors shall meet immediately following the close of the annual convention for an orientation meeting and to promote a smooth transition of office. This meeting can be done virtually in event there is no face-to-face meeting. Only incoming members shall serve in a voting capacity at this transition meeting. All officer files shall be transferred to the new officer at this time.

Section 8. Meetings of the Board of Directors

- A. Meetings of the Missouri Nursing Students' Association and the Board of Directors shall be open unless voted otherwise by the voting body.
- B. Meetings of the Board of Directors shall be scheduled at least quarterly (four times per year).
- C. Two unexcused absences of an officer from meetings during the year shall constitute a possible resignation.
- D. If an officer is unable to attend a meeting, a written or verbal explanation for the reason of absence must be given to the president. The Board of Directors will then decide by majority vote whether the absence is to be recorded as excused or unexcused.
- E. After one unexcused absence from a Board of Directors meeting, the Board member will be notified by the President that an additional unexcused absence shall constitute a resignation.
- F. If a Board member is unable to attend a monthly meeting of the Board of Directors, he/she must:
 - a. Contact the MONSA President before the scheduled meeting time.
 - b. Submit a written officer's report to the President to be read at the meeting and included in the minutes.

- G. After two unexcused absences, the Board may declare the Board member's position vacant.
- H. The quorum shall be a majority of the voting members of the Board including the President or Vice President.

Section 9. Duties of the Board of Directors

The Board of Directors shall:

- A. Transact business of this Association between annual meetings of the Association and report such transactions at the next meeting of the membership.
- B. Devise a program of action, implementation, and augmentation of the purposes of this association for presentation to the membership.
- C. Have the power to fill vacancies in any office by a majority vote of the Board of Directors. A vacancy in the office of president will be filled by the vice president and the vice president's office will be open for appointment.
- D. Approve the budget, authorize all money disbursements, and provide for the annual audit of accounts at the close of the fiscal year.
- E. Perform all other duties as may be specified in these bylaws.
- F. All transactions involving any signed contract and/or agreement shall be approved by the Board of Directors. Any contract for expenditure of monies above the amount of five hundred dollars (\$500) must have a written contract between MONSA and the parties involved. The board may authorize the State Consultant to negotiate contracts on behalf of the board but must have board approval.

Section 11. Liability Limitations

The MONSA Board of Directors shall not be responsible for any contract, claim, or obligation of any kind incurred for any position taken by an officer, director, or association member unless the same was authorized by a majority vote and recorded in the meeting minutes of the Board.

Section 12. Bonding of Treasurer

The treasurer shall be bonded within three months of assuming the duties of office. The official bond certificate will be verified and maintained by the secretary of this association. All checks for Association business shall be made payable to Missouri Nursing Students' Association (MONSA).

Section 13. Vacancies and Absences

A vacancy on the Board of Directors, other than the President, shall be filled if deemed essential by the Board of Directors, or as specified in these bylaws. The Board shall fill

the vacancy with a nominee recommended by the nominations/elections committee and/or Board of Directors. An office shall be declared vacant by three-fourths (¾) vote of the Board of Directors when:

- A. A member has two (2) unexcused absences from regularly scheduled meetings.
- B. In the case of a member not performing his/her duties as defined within these bylaws.
- C. In the case of a member who acts in an unlawful or unethical manner in performing the duties of his/her office.
- D. Resignation from any board position. Resignations can be written or verbal and will be effective immediately once verified by Board of Directors.
- E. Board vacancies other than President can be appointed by the Board of Directors with recommendations from board and nominations committee as needed.

Article VI: Consultant and Advisors

Section 1. Appointed Consultant

There shall be one state consultant who is appointed by the board. The state consultant shall serve as deemed necessary by the MONSA Board of Directors. The state consultant will serve as the liaison between the board and the regional advisors. The state consultant will serve as a resource person to the MONSA Board of Directors. The state consultant will work in conjunction with the Vice President and the board of directors to plan for the state convention. The state consultant may work with the treasurer to negotiate contracts and to file appropriate IRS forms as needed. The state consultant must be a NSNA sustaining member and a member of one of the professional nursing organizations. Reimbursement will be provided for consultant's expenses as approved by the MONSA Board of Directors.

Section 2. Regional Advisors

There shall be regional advisors as deemed necessary by the state consultant. They shall serve in consultation with the state consultant and with the MONSA Board of Directors. The advisors must be NSNA sustaining members and a member of one of the professional nursing organizations. The advisor's role is to be a liaison from their region and to provide input to the board of directors and the state consultant on issues related to school chapters from their region.

Article VII: Meetings of the Association

Section 1. Meetings of this association shall be held annually, at such time and place as shall be determined by the Board of Directors. The annual meeting shall be for the purpose of holding an election, receiving reports, and conducting such other business as

may regularly come before the House of Delegates. Notice of the meeting shall be sent to the president of each constituent association and other members of the voting body at least four (4) months prior to the annual meeting in that same year.

Section 2. Special meetings of this association may be called by the Board of Directors and upon the written request of one-third (1/3) or more of the constituents by the president. Fifteen (15) days notice must be given to all constituents of this special meeting.

Section 3. Meetings of this association shall be open to all members and to special guests of this association unless specified otherwise before the meeting.

Section 4. The date and place of the annual meeting shall be tentatively determined by the Board of Directors not less than one (1) year in advance, with final date and place determined not less than nine (9) months in advance.

Article VIII: Committees

Section 1. Appointments

- A. Committee chair appointments shall be made by the Board of Directors and shall be deemed standing committees unless otherwise stated at the time of appointment.
- B. Committee members shall be appointed or selected by the Board of Directors from a group of volunteers.

Section 2. Responsibility

All committees shall be responsible to the Board of Directors for reporting committee activities on a regular basis and shall, upon direction of the Board of Directors, report same to the general membership.

Article IX: Voting Body

Section 1. Purpose and Function

- A. To serve as the decision-making body for this Association and for school constituents at the annual state convention.
- B. Present to the state and national organization all proposed resolutions or amendments to bylaws or policies proposed by this Association.
- C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association's membership at regularly scheduled membership meetings.
- D. Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

Section 2. Composition

- A. The voting body of this Association shall be composed of all members who are in good standing with this Association and have proof of current NSNA membership.
- B. The privilege of making motions and voting shall be limited to the voting body. A voting member shall have but one vote in any election or on any question. This vote must be exercised in person and, in their absence may not be assigned to, or exercised by, any other individual by means of a proxy or other written or oral assignments.
- C. Members of the MONSA Board of Directors may have but one vote in the election or on any question.

Section 3. Delegate Representation to NSNA

- A. School constituents:
 - a. School associations, 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.
 - b. The school delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to the chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
 - a. Selection and/or election by members of the school chapter according to the chapter bylaws; or
 - b. Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.
 - 1. School chapters shall approve the appointment.
 - 2. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.
 - 3. 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.
 - 4. The alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
 - c. The school association shall be entitled to NSNA delegates according to the number of members in good standing with NSNA. Delegates shall be computed based on 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: Amendments

Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting if notice of proposed amendments has been sent to members or posted on the Association's website (www.monsa.org) at least four (4) weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

Article XI: Parliamentary Authority

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

Reviewed November 2015

Revised November 2019

Revised November 2022