

Bylaws

**Bylaws of**

**New Jersey Nursing Students, Inc.**

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(rationale: consistency)

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**REASONS FOR BEING**

*Preamble:*

We, nursing students, (rationale: better choice of words) 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 further believe:

* every person has a right to the highest quality of healthcare; (rationale: “person” inclusive)
* in the development of whole persons toward their professional role with its rights, responsibilities, and ideals;
* every right bears inherent responsibility;
* responsibilities are participatory, not purely philosophical or ideological; and,
* the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

*Rights & Responsibilities*: (rationale: NSNA compliance and grammar)

Students have a right to:

* a sound education;
* a right to and a responsibility for having creative educational opportunity; (rationale: NSNA compliance and grammar)
* a right to and a responsibility for having the highest quality practitioner/teacher; (rationale: NSNA compliance and grammar)
* a right to and a responsibility for providing input into curriculum planning; (rationale: NSNA compliance and grammar)
* a right to and a responsibility for achieving self-directed learning;(rationale: NSNA compliance and grammar)
* a right to and a responsibility for having achieving equal participation in all areas of clinical practice; (rationale: NSNA compliance and grammar)
* a right to and a responsibility for participating in interdisciplinary activities; (rationale: NSNA compliance and grammar)
* a right to due process (rationale: added NSNA compliance)
* a right to and a responsibility for ensuring peer review and self-evaluation; (rationale: NSNA compliance and grammar)
* all the rights and privileges of self-governance; (rationale: NSNA compliance and grammar)
* a right to and a responsibility to organize and participate in an organization directed toward achieving professional goals; (rationale: NSNA compliance and grammar)
* a right to and a responsibility for facilitating change in health care delivery through various channels; (rationale: NSNA compliance and grammar)
* a right to and a responsibility for assembling and explore fundamental and current professional issues and concerns;(rationale: NSNA compliance and grammar)
* a right to and a responsibility for 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; and finally, (rationale: NSNA compliance and grammar)
* a right to and a responsibility for fostering better communication between nursing education and practice. (rationale: NSNA compliance and grammar)

**Article I**

**Name**

**SECTION 1. Name**

The name of this organization shall be New Jersey Nursing Students, Inc., located at 1479 Pennington Road, Ewing, NJ 08618. A constituent of the National Student Nurses’ Association and hereafter shall be referred to as NJNS and NSNA respectively. (rationale: accuracy and grammar)

**SECTION 2. Non-profit**

NJNS has been incorporated and functions as a non-profit corporation under Title 15 of the NJ Statutes Annotated.

(rationale: moved under “Name”)

**Article II** (rationale: consistency)

**Purpose and Functions**

The purpose of NJNS is to:

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

The functions of NJNS shall include the following: (rationale: NSNA compliance, better flow)

A. to have direct input into standards of nursing education and to influence the educational process; (rationale: NSNA compliance and grammar)

B. to influence health care, nursing education, and practice through political education as appropriate; (rationale: NSNA compliance, we educate, grammar)

C. to promote and encouraging participation in community affairs and resolution of related social issues; (rationale: NSNA compliance and grammar)

D. to represent nursing students to the consumer, institutions, and other organizations; (rationale: NSNA compliance and grammar)

E. to promote and encourage students’ participation in interdisciplinary activities; (rationale: NSNA compliance and grammar)

F. to promote and encouraging recruitment efforts, participation in student activities, and educational opportunities, regardless of a person’s race, color, creed, sex, gender, lifestyle, national origin, age, or economic status; and, (rationale: NSNA compliance and grammar)

H. to promote and encouraging collaborative relationships with the New Jersey State Nurses Association (NJSNS), the New Jersey League for Nursing (NLN), , and related health organizations. (rationale: NSNA compliance and grammar)

**Article III**

**Members**

(rationale: NSNA compliance and consistency)

**SECTION 1. Constituent Associations**

1. A school chapter whose membership is composed of active or associated NSNA members, and who have submitted the Official Application for NSNA Constituency Status, and whose bylaws conform to the NSNA requirements, and upon meeting such other policies as the Board of Directors of NSNA shall have determined, shall be recognized as a constituent . (rationale: NSNA compliance and grammar)
2. A school chapter shall be composed of at least ten (10) member. There shall be only one chapter for each school. (rationale: NSNA compliance and grammar)
3. This association, NJNS, shall be composed of at least two school chapters that have at least ten members in each school . School chapters shall belong to the state association. There shall be only one state association, NJNS. (rationale: NSNA compliance)
4. For yearly recognition as an NSNA constituent, school chapters and state associations shall be required to submit the Official Application annually for NSNA Constituency Status which shall include the following areas of conformity for active and associate members: purpose and function, membership, dues, and representation. Further, state associations must have on file with NSNA a copy of current state bylaws and approved and signed copies of the state association’s board of directors and annual membership meeting minutes for the previous year, for recognition as an NSNA constituent association. (rationale: NSNA compliance)
5. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a two-thirds 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. (rationale: NSNA compliance)
6. 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 these immediate daily and regular activities. NSNA has no liability for any loss, damages or injuries sustained by third parties as a result of 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 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**.** (rationale: NSNA compliance)

**SECTION 2. Categories of Constituent Membership**

Members of the constituent associations shall be:

1. Active members: (rationale: grammar)
	1. Students enrolled in state approved programs leading to licensure as a registered nurse. (rationale: NSNA compliance and grammar)
	2. Registered nurses enrolled in undergraduate programs leading to a Baccalaureate degree with a major in nursing. (rationale: clarification)
	3. (rationale: repetitive)
	4. Active members shall have all the privileges of membership.
2. Associated Members: (rationale: NSNA compliance)
3. Pre-nursing students including registered nurses, enrolled in a college or university program designed as preparation for entrance into an undergraduate program leading to an associated degree, diploma or baccalaureate degree in nursing. (rationale: NSNA compliance, repetitive)
	1. Associate members shall have all of the privileges of membership except the right to hold office as president and vice president at the state and national levels. (rationale: NSNA compliance)
4. Individual Membership: (rationale: NSNA compliance)
5. 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 III, Section 2, items A and B. (rationale: NSNA compliance)
6. Sustaining members, defined as, shall be:
	1. Support the organization.
	2. Have the same privileges of membership as an associate and receive all NJNS board publications.
	3. Qualify for the convention registration fee that is equal to that of the pre-registration fee of active members.

**SECTION 3. Membership Extensions**

Active and associate membership may be extended six months beyond completion of a student’s program in nursing, provided membership was renewed while the student was enrolled in a nursing program. (rationale: NSNA compliance, clarification)

**SECTION 4.** **Dues**

1. Annual dues for active and associate members shall be determined by the NSNA for one and two year periods. (rationale: clarification)
2. National and state dues shall be payable to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent.
3. Any member, who fails to pay current dues shall forfeit all privileges of membership. (rationale: board members are NSNA/NJNS members, repetitive, NSNA compliance)
4. Payment of NSNA and NJNS dues is a prerequisite for membership in NJNS.
5. The annual dues for members will be established by the Board of Directors.

**Article IV**

**Officers and Directors**

(rationale: NSNA compliance and consistency)

**SECTION 1**. **Members of the Board**

1. Elected board members shall be:

1. Officers

a. President

b. First Vice President

c. Second Vice President

d. Secretary

e. Treasurer

2. Directors

a. *Pulsebeat* Editor/Public Relations Director

b. Membership/Nomination Director

c. Population and Global Health Director

d. Breakthrough to Nursing Director

e. Health Policy and Advocacy Director

(rationale: capitalization, official title)

f. Resolutions Director

g. Fundraising Director

**SECTION 2**. **Qualifications of Board Members**

Any member of this association, meeting the following qualifications, shall be eligible to be a candidate for office.

1. Candidates for office shall meet the criteria for active members of NJNS, as defined in Article III Section 2, throughout their term of office. (rationale: correction)

B. Members holding state office who are elected to a national office must resign from one of those offices at least three weeks prior to the second board meeting of NJNS after being elected to the second position.

C. Members holding state office may hold more than one position while on the board as long as they uphold all responsibilities of both positions.

D. . (rationale: policy change)

E. Individuals have 30 days after election in which to submit their written support from the dean/director/advisor or designee of the nursing program. If the signed form is not received within those 30 days, the elected candidate must vacate the position, and the position will be posted on the website for 30 days. **This also applies to those who are elected throughout the year** written support of their dean or nursing program director. Inability to obtain the dean’s or program director’s letter of support will result in the candidate’s name being withdrawn from the ballot. (rationale: policy change)

**SECTION 3. Terms of Office**

 (rationale: consistency, responsibilities are outlined under Article IV, Section 4, General Duties and Section 5, Specific Duties of the Board)

The term is defined as a 1-year period beginning in May of the year elected and concluding in May of the following year. (rationale: clarification)

(rationale: moved under Article IV, Section 4, General Duties)(rationale: outlined on Policy book under individual duties of President, Vice-President, Resolution Director respectively)

**SECTION 4. General Duties**

1. Attend monthly meetings after their election to enact a smooth transition from the current board to the incoming board, referred to as the “board elect.” The “board elect” members will not have a vote at these meetings until they begin their official term at the transition meeting. (rationale: board duty, moved from Article IV, Section 3, Terms of Office)
2. (rationale: repetitive, already on Policy book Section 3, General Responsibilities of the Board) submit a monthly board report that reflects the duties performed during that month. ; (rationale: repetitive, consistency and clarification)
3. submit an article related to their position in every issue of *Pulsebeat*; (rationale: consistency)
4. ;(rationale: right, not a duty; moved to Policy book Section 3, General Responsibilities of the Board), required to review the Bylaws and the Policy Book and submit changes to the Health Policy and Advocacy Director (rationale: repetitive, consistency and clarification)
5. contact specific schools assigned by the membership/nominations director at least once a month to promote NJNS membership and events; (rationale: consistency)
6. (rationale: repetitive)
7. (rationale: policy change, moved to Policy book under Board Position Eligibility)

Maintain accurate files, Information, and supplied to be utilized by future board member(rationale: moved under Article IV, Section 4, General Duties)

**SECTION 5. Specific Duties of Board Members**

 (rationale: board duties prescribed by NSNA bylaws)

A. The President shall: (rationale: better flow)

* 1. presides at all meetings of the association and the board;
	2. keeps the board members informed of all the association’s activities;
	3. appoints special committees with the approval of the board;
	4. serves as ex-officio member of all committees except the nominating committee;
	5. represents NJNS in all matters relating to the association and performs all other duties pertaining to the office;
	6. (rationale: moved to Policy book under Responsibilities of the President) (rationale: moved to Policy book under Responsibilities of the President)is authorized to sign contracts with the approval of the board; and, (rationale: grammar)
	7. (rationale: moved to Policy book under Responsibilities of the President)gives an oral presentation on the state of the organization at the annual convention. (rationale: moved to Policy book under Responsibilities of the President)

B. The First Vice President shall: (rationale: consistency)

* + 1. assumes the duties of the President in the absence, disability, or upon the resignation of the President;
		2. reports directly to the President;
		3. co-chairs the annual convention with the Second Vice President; and, (rationale: grammar)
		4. (rationale: moved to Policy book under Responsibilities of the First Vice President)(rationale: moved to Policy book under Responsibilities of the First Vice President)(rationale: moved to Policy book under Responsibilities of the First Vice President)(rationale: moved to Policy book under Responsibilities of the First Vice President) (rationale: moved to Policy book under Responsibilities of the First Vice President)performs all duties as assigned by the president.

C. The Second Vice President shall: (rationale: consistency)

1. reports directly to the President;
2. co-chairs the annual convention with the First Vice President;
3. (rationale: moved to Policy book under Responsibilities of the Second Vice President)chairs the Scholarship Committee; and, (rationale: grammar)
4. (rationale: moved to Policy book under Responsibilities of the First Vice President) (rationale: moved to Policy book under Responsibilities of the First Vice President)(rationale: moved to Policy book under Responsibilities of the First Vice President) (rationale: moved to Policy book under Responsibilities of the First Vice President)performs all duties as assigned by the President.

D. The Secretary shall: (rationale: consistency)

1. reports directly to the President;
2. Chairperson of the Council of School Participants (COSP) workshop; (rationale: capitalized title, grammar)
3. prepares the minutes of all business meetings of the association and board meetings prior to the next meeting. (rationale: moved to Policy book under Responsibilities of the Secretary)
4. serves as a member of the Scholarship Committee;
5. (rationale: moved to Policy book under Responsibilities of the Secretary)establishes quorum at all business meetings of the association; and, (rationale: grammar)
6. (rationale: moved to Policy book under Responsibilities of the Secretary)performs all duties as assigned by the President.

E. The Treasurer shall: (rationale: consistency)

1. reports directly to the President;
2. contacts the NJNS accountant within one (1) month of being elected;
3. acts as custodian of the organization’s funds and prepares the monthly financial report, monthly statement, and annual financial report,
4. (rationale: moved to Policy book under Responsibilities of the Treasure)(rationale: moved to Policy book under Responsibilities of the Treasure) (rationale: moved to Policy book under Responsibilities of the Treasure)(rationale: moved to Policy book under Responsibilities of the Treasure)(rationale: moved to Policy book under Responsibilities of the Treasure)presents an oral financial report to the membership at annual convention;
5. is responsible for registration at convention; and, (rationale: grammar)
6. (rationale: moved to Policy book under Responsibilities of the Treasure) (rationale: moved to Policy book under Responsibilities of the Treasure) (rationale: moved to Policy book under Responsibilities of the Treasure)performs all duties as assigned by the President.

F. The *Pulsebeat* Editor/ Public Relations Director shall: (rationale: consistency)

1. reports directly to the First Vice President;
2. (rationale: repetitive, already under Article IV, Section 4, General Duties)is responsible for plan and sends blast e-mails;(rationale: grammar/accuracy)
3. solicits new articles for publication;
4. (rationale: moved to Policy book under Responsibilities of the *Pulsebeat* Editor/Public Relationship Director)updates the NJNS website and social media accounts; and, (rationale: grammar)
5. (rationale: moved to Policy book under Responsibilities of the *Pulsebeat* Editor/Public Relationship Director) (rationale: moved to Policy book under Responsibilities of the *Pulsebeat* Editor/Public Relationship Director)performs all duties as assigned by the President.

(rationale: correction, First VP Responsibility)

G. The Membership/Nominations Director shall: (rationale: consistency)

1. reports directly to the First Vice President;
2. assigns schools to board members for communication and, oversees all board members’ communication with schools;(rationale: related subject, becomes on clause)
3. (rationale: repetitive, Policy book Section 3, General Responsibilities of the Board) (rationale: no longer in practice) (rationale: moved to Policy book under Responsibilities of the Membership/Nominations Director) (rationale: moved to Policy book under Responsibilities of the Membership/Nominations Director)works to fill positions on the board in the case of resignations;
4. compiles an accurate school contact list;
5. assists schools, as needed, to develop a membership recruitment program;
6. (rationale: no longer in practice) (rationale: moved to Policy book under Responsibilities of the Membership/Nominations Director)
7. (rationale: policy change concerning monitor selection, refer to Policy book under Responsibilities of the Membership/Nominations Director) performs all duties as assigned by the President.

H. The Population and Global Health Director shall: (rationale: consistency)

1. reports directly to Second Vice President; and, (rationale: grammar)
2. (rationale: no longer in practice)(rationale: moved to Policy book under Responsibilities of the Population and Global Health Director) (rationale: no longer in practice) (rationale: moved under Article IV, Section 4, General Duties) (rationale: moved to Policy book under Responsibilities of the Population and Global Health Director) (rationale: moved under Article IV, Section 4, General Duties)performs all duties as assigned by the President.

I. The Breakthrough to Nursing Director (BTN) shall: (rationale: consistency)

1. reports directly to First Vice President;
2. (rationale: no longer in practice)(rationale: moved to Policy book under Responsibilities of the BTN Director)
3. promotes the image of nursing; and, (rationale: grammar)
4. (rationale: moved under Article IV, Section 4, General Duties)performs all duties as assigned by the President.

J. The Health Policy and Advocacy Director shall: (rationale: consistency)

1. reports directly to the Second Vice President;
2. (rationale: moved to Policy book under Responsibilities of the Health Policy and Advocacy Director) (rationale: moved to Policy book under Responsibilities of the Health Policy and Advocacy Director)(rationale: moved to Policy book under Responsibilities of the Health Policy and Advocacy Director)writes legislative alerts when needed;
3. (rationale: moved to Policy book under Responsibilities of the Health Policy and Advocacy Director)
4. (rationale: moved to Policy book under Responsibilities of the Health Policy and Advocacy Director)performs all duties as assigned by the President.

K. The Resolutions Director shall: (rationale: consistency)

1. reports directly to the Second Vice President;
2. researches and chooses the topic for a resolution;(rationale: moved to Policy book under Responsibilities of the Resolutions Director) (rationale: moved to Policy book under Responsibilities of the Resolutions Director)
3. presents and defends the resolution at the annual state and national conventions;
4. disseminates the actions to be taken as result of the resolution**;**

(rationale: moved under Article IV, Section 4, General Duties)

1. performs all duties as assigned by the President; and,
2. if there is no Resolutions Director in place by September, the position will be closed.

L. The Fundraising Director shall: (rationale: consistency)

1. keeps the Treasurer and First Vice President informed of all responsibilities;
2. (rationale: moved to Policy book under Responsibilities of the Fundraising Director)(rationale: moved to Policy book under Responsibilities of the Fundraising Director) (rationale: no longer in practice)
3. communicates monthly with all board members about costs and funds received; and, (rationale: grammar)
4. (rationale: moved under Article IV, Section 4, General Duties)performs all duties as assigned by the President.

**SECTION 6.**

The officers shall submit reimbursement vouchers of their expenses to the Treasurer, with receipts, by the next monthly meeting in order to be reimbursed. Mileage is not reimbursed for attending monthly meetings. When mileage is reimbursed, it will reflect the current federal rate, which changes annually in January and is available on the IRS website.

**SECTION 7.**

The officers of this association are required to fulfill their duties as specified in these bylaws.

1. If any member of the board fails to fulfill the responsibilities as defined in these bylaws, NJNS will have the option of removing the board member from the office. The action will require a one-half plus one vote by the board. A certified letter of notification of removal will be sent to the individual and the dean of the school. A signature must be obtained by these individuals.
2. An appeal to this decision must be submitted in writing to the President within two weeks of receipt of the letter. In the event the appeal is submitted by the President, written appeal must be submitted to the First Vice President. The appeals case will be considered by the board via conference call, email, or board meeting within two weeks of receipt of the appeal. The appealing officer shall be reinstated by a ¾ vote of the board. The President will notify the appealer of the board’s decision via email, within 24 hours of the vote.
3. A period of no longer than one month shall elapse between the initial appeals meeting and the meeting of which the voting shall take place.
4. A consultant shall be involved in the removal and the appeals process.

. (rationale: no longer in practice)

**SECTION 8. (**rationale: consistency)

1. Any resignation from a position on the board shall be in writing and sent to the president and one consultant. Resignation shall be effective immediately upon receipt by the President, and voted on by the board. In the event the President is resigning, resignation will be submitted to the First Vice President and one consultant.
2. The dean/director of the school in which the resigning officer is enrolled will be notified in writing by the President.
3. A vacancy on the board shall be filled by a 2/3 vote of the board present at the meeting**.**
	1. The board will vote to declare the position vacant.
	2. The board will vote to fill or not to fill position.
4. Any board vacancy will be offered to board members before being offered to the general membership.A vote will be conducted by the board, and no paperwork will be needed for this change of position.
5. Candidates for the vacant office must meet all eligibility requirements as stated in Article IV, Section 2.
6. The newly elected board member shall have all the duties and privileges of the position.

**Article V**

**Election of Officers**

(rationale: NSNA compliance and consistency)

**SECTION 1.**

The officers of the board of NJNS shall be elected by the House of Delegates at the annual convention by closed ballot. Before voting, all delegates shall present credentials to the monitor in charge of the ballot box.

**SECTION 2.**

1. Nominations are open to all members of NJNS who attend a New Jersey nursing school. Candidates shall be chosen from those members who shall be presented or pre-slatedby the Nominating Committee of this association or who have been nominated from the floor as stated in Article V, according to *Robert’s Rules of Order Newly Revised*. (rationale: clarification)
2. Nominees must be present at the House of Delegates in order to accept the nomination.
3. No electronic nominations and acceptances will be permitted/accepted.
4. When nominated, candidates must indicate their consent to serve if elected, with the requirement that they shall obtain the written verification of enrollment in a nursing program from their dean/director and be in good academic standing. However, a consultant may obtain verbal or electronic verification in an emergency situation. This verification must be followed up with written verification to the current president within one (1) week. (rationale: policy changed to eliminate GPA requirements)
5. Candidates must be in good academic standing during the term of office., students may submit an official grading scale from their school to prove eligibility. (rationale: policy changed to eliminate GPA requirements)
6. No candidate may run for two positions.
7. Members may run as write-in candidates. Paperwork must be submitted as required by any candidate.
8. (rationale: clarification, added to “A”)

**SECTION 3.**

The elections shall be by delegate and NJNS board voting. In the case of a tie, the board shall vote collectively except for the president. The President shall cast the vote based on the majority. If the vote of the board results in a tie, the President casts the tie-breaking, final vote.

**SECTION 4.**

A plurality vote of all delegates entitled to vote shall constitute an election.

**SECTION 5**.

Opportunity shall be given to introduce all candidates to the membership at the last House of Delegates meeting prior to the voting and at times arranged by the Nominating Committee. Candidates’ pertinent information should be posted by the Membership/Nominations Director prior to delegate voting.

1. All nominees must be present on the day of election to provide a speech to the House of Delegates. If a speech is not presented, the nominee will automatically be eliminated from the ballot.
2. The presidential candidates shall be given five (5) minutes to speak to the House of Delegates. All other position candidates shall be given two (2) minutes to speak to the House of Delegates. Time frame will be adhered to and it will be called when time is up even if candidate is not finished delivering their speech.
3. After all speeches, delegates will have the opportunity to ask questions of the candidate iftime allows.

**SECTION 6.**

Nominations from the floor may be made as designated in the convention agenda by a delegate of the association. These motions must be seconded.

**SECTION 7.**

Names of members nominated from the floor, after acceptance of the nomination, verification of eligibility, and availability, shall be posted in the polling place and shall be placed on the ballot.

**SECTION 8.**

The Membership/Nominations Director of NJNS shall appoint monitors who shall act as tellers of the election. Monitors who wish to run for a position on the board must contact the Membership/Nominations Director to get proper coverage for their scheduled responsibilities at the convention. (rationale: capitalization, official title)

**Article VI**

**Meetings**

(rationale: consistency)

**SECTION 1.**

Monthly meetings of the board will be held on the second Saturday of every month, convening at 10 a.m. and adjourning when business is completed unless the board is notified otherwise. All meetings will be at NJSNA headquarters unless the board is otherwise notified. Monthly meetings of NJNS are mandatory meetings for all officers and directors. Elected officials and members of constituent schools are encouraged to attend.

**SECTION 2.**

The annual meeting of the association shall be held at such a time and place as determined by the 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 House of Delegates. Notice of the meeting shall be sent to the school association and other members of the voting body and posted electronically by November 30th prior to the annual meeting.

**SECTION 3.**

The House of Delegates shall be the governing and voting body of the association and shall be composed of delegates from the member schools. The business of the annual meeting shall be conducted by the House of Delegates.

**SECTION 4**.

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. The vote must be exercised in person by the delegates 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 or oral assignments.

**SECTION 5.**

All meetings of the association shall be open unless voted otherwise by the House of Delegates. Members other than voting delegates may attend the annual meeting but shall not be seated with the delegate body and may speak once on each issue after the delegates have spoken.

**SECTION 6.**

A special meeting may be called by the board and shall be called by the President upon written request of 1/3 or more of the member schools. Notice of the time, place, and purpose of the meeting shall be sent to all member schools not less than five days prior to the meeting.

**SECTION 7.**

1. A member school is one in which at least one student is a member of NJNS and NSNA. Meetings without quorum present can be held for the purpose of discussions or workshops only. No motions or votes can take place. (rationale: clarification)
2. The quorum for the annual meeting and special meetings shall consist of delegates from at least 1/5 of the member schools present at each business meeting.
3. Quorum for board monthly meetings is one-half plus one of the elected board and one consultant.

**SECTION 8.**

Member schools are entitled to representation at the annual convention or special meetings of the NJNS as follows:

1. Delegates shall be computed on the basis of the number of members in each member school as evidenced by the annual dues, which must be requested by Membership/Nomination Director NJNS from NSNA four weeks prior to the annual convention.
2. Delegates at the annual meeting shall be computed by the number of NSNA members. There will be one delegate for every 25 members. Membership of 1 to 25 members: one delegate.
3. Membership of more than 25 members: one additional delegate with each additional 25 members.
4. Duties of delegates:
	1. be available for the entire convention;
	2. attend all business meetings;
	3. review all information presented in the convention binder for subsequent voting activity;
	4. report to the Health Policy and Advocacy Director
	5. be aware that duties of the delegates supersede all other convention activities; and,
	6. at the discretion of the board, disciplinary action may be imposed if a delegate is found to be neglecting duties.

**SECTION 9.**

1. Monitors volunteer their time to support the activities of the convention.
2. Duties of monitors:
	1. be available for the entire convention;
	2. assigned activities as needed by board members;
	3. understand that the time commitment will vary according to need;
	4. report to the Membership/Nominations Director; (rationale: capitalization, official title)
	5. be aware that duties will supersede all other convention activities;
	6. at the discretion of the board, disciplinary action may be imposed if a monitor is found to be neglecting duties.

**SECTION 10.**

1. Any officer or director who accumulates two unexcused absences from monthly board meetings will be served with a written warning from the President of NJNS. In the case of the president having two unexcused absences, a written warning will be forwarded to the President by the First Vice President and consultant.
	1. At the discretion of the President and consultants, any officer or director with three unexcused absences will result in immediate termination of board membership.
2. Board members who are considered **non-contributing** will be removed from the board by a vote of one-half plus one of the remaining board members.
3. Two occurrences of coming late or leaving early in excess of a half hour is equal to one **unexcused** absence.

(see definition of non-contributing, excused, and unexcused absences in Policy Book)

Article VII

The Board

(rationale: consistency)

**SECTION 1**.

The officers and directors of this association as stated in Article V, Section 1, shall constitute the board.

**SECTION 2.**

The presence of one-half plus one of the elected board members and one consultant shall constitute a quorum of a board meeting.

**SECTION 3.**

In the interval between meetings of the board, the President of the association may refer and submit, by mail, or current electronic technological means, to the members of the board, definite questions relating to the affairs of the association which, in the opinion of the President, require immediate action.

**SECTION 4.**

1. All newly elected officers and directors are expected to attend all monthly meetings following elections.
2. During the transition meeting, a written description of each board position should be read by each board member-elect. The elected board members must sign the written statement, along with the President-elect, to ensure an adequate understanding and acceptance of the duties that are to be expected of them.

**SECTION 5.**

In the event an emergency matter occurs between meetings, the board shall be able to conduct decision-making by using all available current means of telecommunications. The President may exercise an executive decision and notify the board of that decision within a reasonable time. (rationale: repetitive, all board decisions are made by vote)

**SECTION 6.**

Voting board members may serve only three (3) terms on the board.

**Article VIII**

Consultants/Parliamentarian/Advisors/Organizational Manager

(rationale: consistency, title change)

**SECTION 1.**

The consultants shall consist of two members:

1. One shall be appointed by the New Jersey State Nurses Association (NJSNA) and one by the New Jersey League for Nursing (NJLN) to serve for a two-year term with a maximum of four years. These consultants shall be responsible for providing an exchange of ideas and information between members of their respective organizations and NJNS.
	1. In the event a concern arises with the appointed consultants, NJNS reserves the right to have a meeting with the appointing organization to resolve the issue.
	2. The terms of the consultants shall be staggered as follows: NJLN consultant’s term expires in even-numbered years; NJSNA consultant’s term expires in odd-numbered years. **Terms may be extended as needed.**
	3. Consultant duties should be equally distributed among both consultants. (rationale: clarification)

B. The board may appoint an individual to serve as Parliamentarian at any and all meetings as needed.

* + 1. . (rationale: NSNA compliance)
		2. In the event that a parliamentarian is unavailable, one of the appointed consultants may serve as the Parliamentarian as long as the other consultant is available to the board. Parliamentarian attendance is optional except at the annual convention.

C. The Organizational Manager:

1. reviews all accounts payable;
2. handles deposits, coordinates with the accountant, transfers, logistics of convention, opens and closes accounts, manages financial accounts and corporation status;
3. maintains the storage unit; and, (rationale: clarification of duties, grammar)
4. oversees convention. (rationale: added duty)

**SECTION 2**.

The presidential advisors shall consist of two members:

1. Both shall be appointed by the President to serve a one-year term that coincides with the President’s term.
2. One presidential advisor shall be a faculty member, not necessarily from the president’s school. Responsibilities include attendance at monthly board meetings and acting as a resource person, interpreter, or liaison officer. (rationale: clarification)
3. The other presidential advisor shall be any former board member. Responsibilities include optional attendance at monthly board meetings and acting as a resource person for the President.

**Article IX**

**Committees**

(rationale: consistency)

**SECTION 1.**

The board, at its discretion, shall establish ad hoc committees and determine the functions, terms, and membership of these. A quorum for the committee meeting shall consist of a majority of the committee members.

**SECTION 2.**

1. Bylaws Committee
	1. The members of the Bylaws Committee shall be as follows:
		1. Health Policy and Advocacy Director. If none, then second Vice President;
		2. consultant ; and, (rationale: clarification)
		3. others as deemed necessary.
2. Scholarship Committee
	1. The members of the Scholarship Committee shall be as follows:
		1. Second Vice President;
		2. Secretary;
		3. Treasurer;
		4. one (1) consultant and, (rationale: clarification)
		5. others as deemed necessary.

C. Convention Monitor Selection Committee

1. Members of the Monitor Selection Committee
	1. President
	2. Membership and Nomination Director
	3. Health Policy and Advocacy Director
	4. one Consultant and,
	5. others as deemed necessary

(rationale: creation of new committee for monitor selection)

**Article X**

**Fiscal Year**

(rationale: consistency)

**SECTION 1.**

1. Contracts may be made one (1) year in advance with the approval of the current board and one (1) consultant.
2. All existing contracts shall be evaluated yearly, and may be continued as approved by a 2/3 vote of the board.
3. New contract proposals shall require a minimum of three (3) bids to be reviewed by the board and the best offer shall be selected.

**SECTION 2.**

The fiscal year shall end on June 30 and restart on July 1.

**SECTION 3.**

In the event that the organization dissolves, all assets will be returned to the foundation of NSNA.

**Article XI**

**Parliamentary Authority**

(rationale: consistency)

**SECTION 1.**

All meetings of this association shall be conducted according to Parliamentary Law as set forth in the current edition of *Robert’s Rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws except for policies which will be voted on by the board.

**Article XII**

**Amendments to Bylaws**

(rationale: consistency)

**SECTION 1.**

1. These bylaws may be amended at the House of Delegates by a 2/3 vote of all delegates present and voting.
2. Proposed amendments prepared by the Bylaws Committee shall be approved by the board at the December meeting and posted on website.

**SECTION 2.**

Proposed amendments may be submitted to the Bylaws Committee by the board, board committees, and member schools no later than November 1st.

**SECTION 3.**

An amendment to these bylaws shall become effective immediately upon its approval at the annual meeting or a special meeting unless the amendment specified a time for its going into effect.

**SECTION 4.**

Amendments to the bylaws of the National Student Nurses Association (NSNA), adopted at the annual meeting which directly relate to the business of the state association, in the areas of conformity, purpose, functions, dues, membership, and representation, shall automatically and immediately affect the necessary amendment to the bylaws of this association and shall promptly be incorporated.

These bylaws have been accepted and duly recorded

President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Policy & Advocacy Director’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(rationale: official NSNA title change)

Reviewed, revised, and approved 02/2015

Reviewed, revised, and approved 03/2016

Reviewed, revised, and approved 03/2018

Reviewed, revised, and approved \_\_/\_\_/\_\_\_