

BYLAWS
TEXAS NURSING STUDENTS' ASSOCIATION (TNSA)
AT THE UNIVERSITY OF TEXAS AT EL PASO (UTEP)

ARTICLE I
NAME

The name of this organization shall be the Texas Nursing Students Association at UTEP, hereafter referred to as TNSA.

ARTICLE II
PURPOSE AND FUNCTION

Section I. Purpose:

TNSA shall:

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

Section II. Function

TNSA shall:

- A. Have direct input into standards of nursing education and influence in the educational process.
- B. Influence health care, nursing education, and practice through legislative activities as appropriate.
- C. Promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- D. Represent nursing students to the consumer, to institutions, and other organizations.
- E. Promote and encourage students' participation in interdisciplinary activities.
- F. 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. Promote and encourage collaborative relationships with the National Student Nurses Association, American Nurses Association, National League for Nursing, International Council of Nurses, Texas Nurses Association, as well as other nursing and related health care organizations.
- H. To promote participation in professional organizations after graduation.

ARTICLE III ORGANIZATION

Section 1: Membership:

The TNSA organization is composed of nursing students enrolled at UTEP who are interested in our purpose.

Section 2: Officers:

The elected officers of TNSA shall be called the Executive Board of Directors that consists of:

- President
- Vice President
- Secretary
- Treasurer
- Historian
- 5 Class Representatives (one from each class – 5th, 6th, 7th, 8th, and Fast track)
- RSO Liaison
- other positions as needed (Event Coordinator, Fundraising Coordinator, Webmaster)
 - Officers shall be elected by ballot annually after the NSNA conference or during a designated meeting to fill vacancies.

Section 3: Qualifications:

Candidacy for the offices mentioned above is open only to those candidates who:

- Are nursing students currently enrolled in the UTEP BSN program and maintain that enrollment throughout the academic calendar year for the full term of office held.
- Have a minimum of 3.0 GPA
- Maintain forward progress in the Nursing program. Failure or student initiated drop of a course will result in automatic forfeiture of the current position held.
- Are not on any disciplinary or scholastic probation

Section 4: Term of Office and Vacancy of Office:

The term of office shall be one (1) year from date of election or up until graduation, whichever arises first. A vacancy in the office of the President shall be filled by the current Vice-President. The VP position will remain open until the next election. In the event of a vacancy in any other office, the position shall be filled, if deemed essential by vote of the Class Representatives. If both the President and Vice President's positions are vacant then a special meeting will be called to have elections for these positions.

Section 5: Duties of Officers:

- The President shall:

- Preside at all meetings of the association
- Appoint chairperson of committees or projects as necessary
- Be the official representative of TNSA
- Serve as Board Parliamentarian
- Orient the President- Elect during the months of 8th semester or prior to graduation to insure a smooth transition
- Attend the NSNA convention
- Be the official representative of Texas at the NSNA House of Delegates. If unable to attend the President Elect will then become the official delegate of Texas at the NSNA House of Delegates
- Hold special elections with the other Board of Directors to fill vacancies as needed
- In the event the President is unable to serve in office after the NSNA convention; the President-Elect will immediately be inducted into office and assume the position

- The Vice-President shall:

- Preside in the absence of the President
- Succeed to the office of President for the unexpired term in the event of a vacancy in that office
- Keep the official register of TNSA members and supply a copy to the Faculty Advisor on a semester basis with a current list of the chapter's TNSA members and their logged hours
- Be responsible for working with the Event Coordinator, President and Class Representatives to coordinate community awareness functions (health fairs, fun runs or booths at school sponsored events)
- Hold special elections with the other Board of Directors to fill vacancies as needed
- Orient the Vice-President elect a minimum of one month prior to the end of their term to ensure there is not a delay in meeting routine obligations to faculty, students or the NSNA/TNSA organization as a whole

- The Treasurer shall:

- Act as custodian of all TNSA funds, and sign checks as authorized by the Faculty Advisor
- Oversee all of the monies needed for fundraising both Accounts Payable and Accounts Receivable

- Serve as chairperson of the Finance Committee on the NSNA Convention Committee and attend meetings as necessary
 - Have an organized record of current balance and bills paid to be viewed by the Faculty Advisor at any time for audit
 - Be responsible for maintaining credit card materials (swipe readers, and software) needed to utilize this method of payment as needed
 - Appoint members to oversee fund raising functions and be responsible for returning money raised
 - Maintain annual dues to the TNSA and NSNA in order to continue our charter in good standing
 - Hold special elections with the other Board of Directors to fill vacancies as needed
 - Orient the Treasurer-elect a minimum of one month prior to the end of their term to ensure a smooth transition and to relinquish all monetary responsibility
- **The Secretary shall:**
- Record the proceedings of all TNSA meetings
 - Distribute the minutes prior to the next scheduled meeting
 - Work with the Vice President to track hours contributed by the TNSA members
 - Work with the Faculty Advisor to prepare for national convention
 - Maintain a log of names that qualify to graduate with the TNSA and/or NSNA cord
 - Act as a custodian of the property, securities and records of this association
 - Collect and submit items for reimbursement
 - Hold special elections with the other Board of Directors to fill vacancies as needed
 - Orient the Secretary- elect a minimum of one month prior to the end of their term to ensure all outstanding tasks are handled in a timely manner and no delays occur due to a change in officers
- **The Historian shall:**
- Be responsible for obtaining news items regarding activities of TNSA
 - Be aware of functions that are available for TNSA to participate in, either through UTEP or through the community and present them to the Executive Board of Directors for consideration
 - Submit relevant articles from the UTEP website and/or newsletter to the nursing student bodies via social network or email
 - Serve as the photographer for all TNSA activities
 - Serve as the administrator for TNSA social network pages

- Hold special elections with the other Board of Directors to fill vacancies as needed
 - Orient the Historian- elect a minimum of one month prior to the end of their term to ensure all photographs have been submitted and all upcoming functions will continue on schedule
- **Class Representatives shall:**
- Be responsible for generating funds by means of fundraising projects
 - Notify their respective classes of upcoming events or meetings
 - Assist with membership drives and recruitment
 - Hold special elections with the other Board of Directors to fill vacancies as needed
 - Perform other duties that are delegated by the Faculty Advisor, President or Vice President
 - Act as a mediator between their class and the TNSA, voicing questions and concerns
 - Organize items to be distributed to their class (polos, hoodies, or other fund raising products sold)
 - Encourage members in their class to keep track of their volunteer hours at each function and turn them in to the Vice President for consolidation
- **The RSO Liaison shall:**
- Be responsible for maintaining TNSA's status as a Registered Student Organization
 - Attend information meetings held by the campus RSO office and provide a summary of each meeting to the Executive Board of Directors
 - Hold special elections with the other Board of Directors to fill vacancies as needed
 - Perform other duties related to TNSA's status as a Registered Student Organization that are delegated by the Faculty Advisor, President or Vice President
- **The Event Coordinator shall:**
- Be responsible for organizing group events and outings for TNSA
 - Communicate all upcoming TNSA events to the class representatives
 - Perform other duties that are delegated by the Faculty Advisor, President or Vice President

- **The Fundraising Coordinator shall:**
 - Assist the treasurer with maintaining credit card materials (swipe readers & software) needed to utilize this method of payment as needed
 - Oversee fundraising functions and be responsible for providing money raised to the treasurer
 - Ensure accuracy on polo/hoodie orders before submission of order (to include names, sizes, and checks and balances for payments)
 - Be aware of fundraising functions that are available for TNSA to participate in, and present them to the Executive Board of Directors for consideration

- **The Webmaster shall:**
 - Be responsible for maintaining and updating the TNSA chapter website
 - Be responsible for working with the Historian, President and Class Representatives to submit and update TNSA information through the organization's website
 - Orient the Webmaster- elect a minimum of one month prior to the end of their term to ensure a smooth transition and continual function of organization website

Section 6: Meetings:

There shall be four regular meetings of the Board of Directors:

- Post-Convention
- Summer
- Preconvention
- Elections

Additional Meetings must be called by the President in response to the written request of at least four (4) Board members.

All meetings of the TNSA Executive Board of Directors are open to ALL members of TNSA

Between meetings of the Board, the President may refer questions requiring immediate action via appropriate communication to the Executive Board of Directors.

Any officer that is absent two (2) consecutive meetings will be considered for dismissal. A unanimous affirmative vote of the other officers is required for dismissal. A written notification of dismissal will be sent to the individual.

If a member of the Executive Board of Directors fails to fulfill his or her responsibilities as defined in the Bylaws and Standing Rules, the Board of Directors shall have the option of

removing the Board member from the office. This action will require a two-thirds (2/3) vote of the Board of Directors.

Section 7: Special Committees

Special committees shall be appointed by the President after authorization by the Executive Board of Directors.

Section 8: Constitutional Amendments:

This Constitution may be amended at any meeting by a two-thirds (2/3) vote of the active members present, provided that notice of proposed amendments was sent to the members at least four (4) weeks prior to that meeting.

These By-laws may be amended at any meeting by a ninety-nine percent (99%) vote of those present, provided that previous notice shall have been given at an earlier meeting to a member of the Executive Board of Directors for review and distribution to the entire Board.

Any Amendments or bylaws of NSNA that are adopted at the annual meeting which directly relate to the business of the constituent associations in the areas of conformity shall automatically and immediately effect the necessary changes in the bylaws of the constituent associations and shall promptly be incorporated into their bylaws.