



# Bylaws

Revised 2009

**Bylaws of the  
New Jersey Nursing Students, Inc.**

REVISED 2009

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## REASONS FOR BEING

### Preamble:

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

We further believe:

- every citizen has a right to the highest quality health care;
- in the development of the whole person toward his/her 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

Students have a right to:

- a sound education;
- have a creative education opportunity;
- have the highest quality practitioner/teacher;
- achieve input into curriculum planning;
- self-directed learning;
- achieve equal participation in all areas of clinical practice;
- participate in interdisciplinary activities;
- insure peer review and self-evaluation;
- internal governance;
- organize and participate in an organization directed toward achieving professional goals;
- facilitate change in health care delivery through various channels;
- assemble and explore fundamental and current professional issues and concerns;
- organize 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,
- foster better communication between nursing education and practice.

## **Article I Name**

### **SECTION 1. Name:**

The name of this organization shall be the New Jersey Nursing Students, Inc. a constituent of the National Student Nurses' Association, Inc. and hereafter shall be referred to as NJNS and NSNA respectively.

### **SECTION 2. Non-profit:**

New Jersey Nursing Students has been incorporated since 1993, and functions as a non-profit corporation under Title 15 of the NJ Statutes Annotated.

## **Article II Principle Office**

### **Section 1. Principal Office:**

The principal office of the association shall be located 1479 Pennington Road, Ewing, NJ 08618.

## **Article III Purpose and Functions**

The purpose of the NJNS is to:

- A. Assume responsibility for contributing to nursing education in order to provide for the highest quality health care;
- B. Provide programs representative of fundamental and current professional interests and concerns; and
- C. Aid in the development of the whole member's professional role and responsibility for the health care of all people

The functions of NJNS shall include the following, to:

- A. Have direct input into standards of nursing education and influence the education process;
- B. Influence health care, nursing education, and practice through legislative activities as appropriate;
- C. Promote and encourage participation in community affairs and activities toward improved health care and resolution of related social issues;
- D. Represent nursing students to the customer, institutions, and other organizations;
- E. Promote and encourage students' participation in interdisciplinary activities;
- F. Promote and encourage recruitment efforts and student activities;
- G. Provide educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age, or economic status;

- H. Promote and encourage collaborative relationships with the American Nurses' Association (ANA), the National League for Nursing (NLN), the International Council of Nurses (ICN), and related health organizations.

## **Article IV Membership**

### **SECTION 1. Constituent Associations:**

- A. School chapters whose membership is composed of active or associate NSNA members, and whose bylaws conform to the requirements of the NSNA, and upon meeting such other policies as the Board of Directors of NSNA may determine, shall be recognized as a constituent of NJNS.
- B. A school chapter shall be composed of at least one member. There shall be only one chapter on each school campus.
- C. This association, NJNS, shall be composed of at least two school chapters in this State. There shall be only one State Association, NJNS. School chapters shall belong to this State Association.

### **SECTION 2. Categories of Constituent Membership:**

Members of the constituent association shall be:

- A. Active members
  - 1. Undergraduate students enrolled in state approved programs leading to licensure as a registered nurse.
  - 2. Registered nurses enrolled in undergraduate programs leading to a Baccalaureate of Science degree with a major in nursing.
  - 3. Any student enrolled in an advanced program who has not yet sat for the licensure exam.
  - 4. Active members shall have all the privileges of membership
- B. Associate members:
  - 1. Pre-nursing students enrolled in college or university programs designed as preparation for entrance into an undergraduate program leading to a diploma, associate degree, or baccalaureate degree in nursing.
  - 2. Associate members shall have all the privileges of membership except the right to hold office as an officer or director.
- C. Sustaining members shall:
  - 1. support the organization.
  - 2. have the same privileges of membership as an associate and receive all NJNS Executive Board publications.
  - 3. receive convention registration fees equal to those of member pre-registration.

**SECTION 3. Membership Extensions:**

Active, associate, and individual membership may be extended six months beyond completion of a student’s program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

**SECTION 4. Dues:**

- A. Annual dues for active, associate, and sustaining members shall be as referenced in the NSNA membership brochure for one and two year periods.
- B. National and State dues shall be payable to NSNA. NSNA shall remit to each State constituent the dues received on behalf of the constituent. Local dues shall not be submitted to NSNA.
- C. Any member who fails to pay current dues shall forfeit all privileges of membership.
- D. Payment of NSNA, NJNS, and local dues, if any, is a prerequisite for membership in NJNS.
- E. The annual dues for members will be established by the Board of Directors.

**Article V  
Members of the Board**

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

- A. 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. Community Health Director
    - c. Membership/nominations director
    - d. Breakthrough to Nursing (BTN) Director
    - e. Legislation education director
    - f. Resolutions director
    - g. Fundraising director
- B. Appointed positions – Presidential Advisors

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

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

- A. Candidates for office shall be active members of the NJNS throughout their term of office.

- 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. Candidates for office shall have a GPA of 2.5 or higher prior to running for office and must maintain a GPA 2.5 or higher throughout their term of office.
  - 1. Students will submit a letter from the Dean/Director verifying GPA of 2.5 or higher to the Membership/nominations director at the end of the first semester of their term.
  - 2. Students who have not maintained a 2.5 GPA by end of first semester on the board will be make an appointment with a consultant for counseling.
- D. The consent of all proposed candidates shall be obtained in writing before placing their names on the ticket. Candidates shall obtain and submit the written support of their nursing program director or an explanation of why the support was withheld.

### **SECTION 3. Terms of Office:**

Upon becoming elected, all officers and directors of NJNS will have the following responsibilities:

- A. Officers shall be elected at the annual convention and will serve for one (1) term, the term start and end dates are defined as the first meeting to be held two (2) weeks after the NSNA annual convention and will also be termed the transition meeting.
- B. The newly elected board shall be referred to as the “board elect” and will not have a vote, but will be responsible for attending monthly meetings after their election to enact a smooth transition from the current board to the “board elect”.
- C. Board members who represent their school chapter as Delegates at the NSNA convention will be reimbursed for all expenses incurred. The current President will represent NJNS at the NSNA convention and the Vice President will serve as an alternate to the president. If the Vice President is unable to attend a representative will be selected by the executive board. All expenses for the President and the Vice President or alternate will be covered by NJNS.

### **SECTION 4. General Duties:**

- A. All correspondence being sent out to constituents must be approved by a consultant before being sent.
- B. All board members are required to submit a monthly board report that reflects the duties performed during that month. It is to be emailed to the entire board one week prior to the meeting.
- C. All board members shall have the right to vote at the annual House of Delegates (HOD).

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

The Board members shall perform the duties prescribed by the parliamentary authority; and more specifically shall include:

- A. The president shall:
  - 1. preside at all meetings of the association and the Executive Board;

2. keep the board members informed of all the association's activities;
3. appoint special committees with the approval of the Executive Board;
4. serve as ex-officio member of all committees except the nominating committee;
5. represent NJNS in matters relating to the association and perform all other duties pertaining to the office;
6. be authorized to co-sign checks with vice presidents, the treasurer;
7. be required to be bonded under an indemnity policy in the amount of \$100,000 minimally;
8. be authorized to sign contracts with the approval of the Executive Board;
9. be able to make contracts one (1) year in advance with the approval of the current executive board and one (1) consultant;
10. these contracts will be kept on file and made available to all members of the NJNS state board and constituents; and,
11. give an oral presentation on the state of the organization at the annual convention.
12. Serve on Finance Committee

B. The first vice president shall:

1. assume the duties of the president in the absence, disability, or upon the resignation of the president;
2. report directly to the president;
3. contact specific schools assigned by the membership/ nominations director at least once a month;
4. attend the monthly Executive Board meetings;
5. co-chair the annual convention with the second vice president;
6. be responsible for the Membership/Nominations Director, Pulsebeat Editor/Public Relations Director, Breakthrough to Nursing Director, and Fundraising Director; be authorized to co-sign checks with the president, second vice president, treasurer;
7. be required to be bonded or covered under an indemnity policy in the amount of \$100,000 minimally; and,
8. be responsible for convention program , layout, and publication in coordination with the second vice president, send convention program to consultant, president, and vice presidents for approval before print;
9. perform all duties as assigned by the president.

C. The second vice president shall:

1. report directly to the president;
2. contact specific schools assigned by the membership/ nominations director at least once a month;
3. attend the monthly Executive Board meetings;
4. co-chair the annual convention with the first vice president;
5. be responsible for review and recommendations for changes in bylaws and policies by November 30th;
6. chair the Scholarship Committee;

7. be responsible for the Community Health Director, Legislation Education Director, and Resolutions Directors;
8. be authorized to co-sign checks with the president, first vice president, and treasurer;
9. be required to be bonded under an indemnity policy in the amount of \$100,000 minimally; and,
10. perform all duties as assigned by the president.

D. The secretary shall:

1. report directly to the president;
2. contact specific schools assigned by the membership/ nominations director at least once a month;
3. attend the monthly Executive Board meetings;
4. If a COSP workshop is being held, serve as chairperson of the Council of School Participants (COSP) workshop;
5. prepare the minutes of all business meetings of the association and Executive Board meetings prior to the next meeting. Once approved submit one (1) copy via email or 15 copies via mail of all minutes with board reports to NSNA;
6. serve as a member of the Scholarship Committee;
7. keep a record of attendance of each board member. Notify the president. of those individuals who exceed the absence quota;
8. establish quorum at all business meetings of the association;
9. receive messages and mail from NJNS headquarters between monthly meetings;
10. be responsible for monthly board report collection; and,
11. perform all duties as assigned by the president.

E. The treasurer shall:

1. report directly to the president;
2. contact NJNS, Inc. accountant within one (1) month of being elected;
3. contact specific schools assigned by the membership/ nominations director at least once a month;
4. attend the monthly Executive Board meetings;
5. act as custodian of the organization's funds and prepare monthly financial report, monthly statement and annual financial report
6. Be responsible for Fundraising Director
7. co-sign checks or monetary disbursements as the bylaws provide with the president and vice presidents;
8. meet twice a year with the president, NJSNA finance officer, and one (1) consultant to review accounts payable;
9. serve as the chair of the Finance Committee;
10. be responsible for having the year end statement closed by July 31, approved by finance committee and presented to Board in August meeting.
11. be required to have NJNS account audited by an executive board approved accountant by Sept. 1
12. Be required to be bonded under an indemnity policy in the amount of \$100,000 minimally;

13. present an oral financial report to the membership at annual convention;
14. be responsible for registration at convention; and,
15. perform all duties as assigned by the president.

F. The *Pulsebeat* Editor/Public Relations Director shall:

1. report directly to the first vice president;
2. contact specific schools assigned by the Membership/ Nominations Director at least once a month;
3. attend the monthly Executive Board meetings;
4. be responsible for planning and setting the focus of quarterly publications and blast e-mails;
5. solicit new articles for publication;
6. prepare an editorial for each issue;
7. seek advertisers for each publication;
8. be responsible for proofreading layout from publisher and distribution,
9. secure a printer with Executive Board approval, if needed;
10. submit all completed *Pulsebeat* to Board for preview and obtain final approval from consultant prior to release
11. mail 15 copies of the quarterly publication to the NSNA; or send one (1) copy of the quarterly publication via email.
12. make contacts with the medical and news media to promote all workshops, conventions, health projects, and the annual convention to assure good attendance;
13. maintain and update the NJNS web page;
14. perform all duties as assigned by the president.

G. The Fundraising Director shall:

1. keep the first treasurer informed of all responsibilities;
2. contact specific schools assigned by the membership/ nominations director at least once a month;
3. attend the monthly executive board meetings;
4. determine current fundraising inventory, present at June meeting and be responsible for planning and setting the focus and purpose of all fundraisers for NJNS with the vote of the Executive Board;
5. be responsible for organizing all fundraisers each year: COSP , NJNS convention, NSNA convention, and the NJ Nursing convention;
6. be responsible for getting all fundraiser information out to all NJ nursing schools prior to events;
7. Prepare submission for *Pulsebeat* and Blast e-mails re: fundraising activities communicate monthly with all board members about costs and funds received;
8. maintain accurate files, information, and supplies to be utilized by future directors; and,
9. perform all duties as assigned by the president.

H. The Breakthrough to Nursing Director shall:

1. report directly to first vice president;
2. contact specific schools assigned by the Membership/ Nominations Director at least once a month;
3. attend the monthly Executive Board meetings;
4. work closely with the Executive Board and monitor school activities statewide;
5. develop a strong and effective recruitment program to increase diversity of students in nursing;
6. promote image of nursing
7. support the development of the BTN committees in school chapters;
8. prepare an appropriate BTN project for display of year's work, in conjunction with the first vice president, for the annual convention;
9. maintain accurate files, information, and supplies to be utilized by future directors; and,
10. perform all duties as assigned by the president.

I. The Community Health Director shall:

1. report directly to second vice president;
2. contact specific schools assigned by the membership/ nominations director at least once a month;
3. attend the monthly Executive Board meetings;
4. organize and monitor statewide health projects as deemed appropriate by the Executive Board;
5. distribute community health project information from health organizations such as the March of Dimes, the American Heart Association, and others to all schools;
6. prepare an appropriate community health project, in conjunction with the first vice president for the annual convention;
7. assist schools with organizing health fairs and projects;
8. prepare an appropriate community health project in conjunction with the secretary for COSP, if held;
9. maintain accurate files, information, and supplies to be utilized by future directors; and,
10. perform all duties as assigned by the president.

J. The Membership/Nominations Director shall:

1. report directly to the first vice president;
2. contact specific schools assigned by the Membership/ Nominations Director at least once a month;
3. attend the monthly Executive Board meetings;
4. communicate monthly with all board members to maintain communication with schools;
5. chair the Nominations Committee;
6. send out board members' responsibilities to all schools;
7. prepare a convention nominations slate and have all biographical information available to the membership at the annual meeting;

8. be responsible for screening and interviewing nominees for office along with a consultant or parliamentarian;
9. work to fill positions on the board in case of resignations;
10. work in conjunction with the secretary to compile an accurate mailing list of each school,
11. assist schools, as needed, to develop a membership recruitment program;
12. prepare membership incentive programs with the approval of the Executive Board
13. be responsible for credentialing and notifying each school of the number of delegates for each local chapter for the State convention in collaboration with the Executive Board;
14. be responsible for all monitor duties and activities; and,
15. perform all duties as assigned by the president.

K. The Legislation Education Director shall:

1. Report directly to the second vice president;
2. contact specific schools assigned by the Membership/ Nominations Director at least once a month;
3. attend the monthly Executive Board meetings;
4. be responsible for attending legislative meetings, i.e. INPAC meetings as scheduled;
5. keep all board members and the statewide membership informed of all important legislation;
6. send letters to legislators when needed to inform them of the Association's view on a bill;
7. write legislative alerts when needed;
8. assist and encourage members to contact legislators;
9. be responsible for all delegate duties and activities; and,
10. perform all duties as assigned by the president.

L. The Resolutions Director shall:

1. keep the second vice president informed of all responsibilities;
2. contact specific schools assigned by the Membership/ Nominations Director at least once a month;
3. attend the monthly Executive Board meetings;
4. research and choose the topic for a resolution; final selection to be voted on by the July board meeting;
5. prepare and write the resolution, 1<sup>st</sup> draft due at September meeting, 2<sup>nd</sup> draft due at November meeting, final draft to be approved by the board at the January meeting;
6. present the resolution at the annual state and national conventions;
7. implement the actions to be taken as result of the resolution;
8. support the development of the Resolution Committee in the school chapters;
9. maintain accurate files, information, and supplies to be utilized by future directors; and,
10. perform all duties as assigned by the president.

**SECTION 6.**

The officers shall submit to the treasurer a voucher of their expenses with receipts, three (3) copies of each by the monthly meeting in order to be reimbursed within one (1) week of the meeting.

**SECTION 7.**

Officers shall submit to their successors all records, papers, equipment, a complete list of all NJNS property, along with an accurate timeline for completing all assigned responsibilities as state in the bylaws no later than the transition meeting of their outgoing year.

- A. A copy of the complete list of NJNS property and paperwork will be given to the incoming secretary for the file.
- B. Outgoing officers and directors shall obtain a receipt for all property given to incoming board.

**SECTION 8.**

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

- A. If any member of the Executive 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 Executive Board. A certified letter of notification of removal will be sent to the individual
- B. An appeal to this decision must be submitted in writing to the president within two weeks. 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 Executive Board via conference call or board meeting within two weeks of receipt of the appeal. The appealing officer shall be reinstated by a  $\frac{3}{4}$  vote of the Executive Board.
- C. 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.
- D. A consultant shall be present at the appeals meeting on investigation and proceedings.

**SECTION 9.**

Any chapter of NJNS holding an impeachment proceeding shall first seek the approval of the NJNS Executive Board.

**SECTION 10.**

- A. Any resignation from a position on the Executive Board shall be in writing and sent to the president and one consultant. Resignation shall be effective immediately upon receipt by the president. In the event the president is resigning, resignation will be submitted to the first vice president and one consultant.
- B. The Dean/Director of the school in which the resigning officer is enrolled will be notified in writing by the secretary.
- C. In the event that a verbal resignation is tendered without written confirmation as stated in Subsection A above, verbal resignation shall be tendered to the president and another board member. In such case that the president is verbally resigning, the

president will tender the resignation to the first vice president and another board member.

- D. A vacancy on the Executive Board shall be filled by a 2/3 vote of the Executive 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
- E. 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.
- F. Candidates for the vacant office must meet all eligibility requirements as stated in Article IV, Section 2.
- G. The newly elected board member shall have all the duties and privileges of the position.

#### **SECTION 11.**

Should any member of the Executive Board take a leave of absence from school exceeding one full semester, he/she shall relinquish his/her position which then will be filled according to the procedures listed under Section 10, and at the discretion of the president.

### **Article VI Election of Board Members**

#### **SECTION 1.**

The offices of the Executive 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.**

- A. Candidates shall be chosen from those members who shall be nominated by 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.
- B. Candidates shall have given their own consent to serve if elected, with the requirement that they shall obtain the written verification of enrollment in a nursing program and grade point average of 2.5 or higher from their Dean/Director. 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. Candidates must maintain a 2.5 or higher grade point average during the term of office.

#### **SECTION 3.**

The elections shall be by delegate voting. In the case of a tie, the Executive Board shall vote collectively, with this vote being cast by the president of NJNS.

#### **SECTION 4.**

A plurality vote of all delegates entitled to vote and voting 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 the delegates' voting.

A. The Presidential candidates shall be given 5 minutes to speak to the House of Delegates and all other position candidates shall be given 2 minutes to speak to the House of Delegates

**SECTION 6.**

Nominations from the floor may be made as designated in the convention agenda by a delegate of the Association.

**SECTION 7.**

Names of members nominated from the floor, after 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.

**Article VII  
Meetings**

**SECTION 1.**

Monthly meetings of the executive will be held on the second Saturday of every month, convening at 10 am 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. 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 Executive 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 president of each school association and other members of the voting body by November 30<sup>th</sup> 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 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 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 before the House after delegates have spoken.

#### **SECTION 6.**

A special meeting may be called by the Executive 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.**

- A. The quorum for the annual meeting and special meetings shall consist of delegates from at least 1/5 of the member schools present at the first business meeting.
- B. A member school is one at which at least one student is a member of NJNS, Inc. Meetings without quorum present can be held for the purpose of discussions or workshops only. No motions or votes can take place.
- C. Quorum for Executive Board monthly meetings is 1/2 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:

- A. Delegates at the annual meeting shall be computed by the number of members.  
Membership of 1 to 25 members: one delegate.
- B. Membership of more than 25 members: one additional delegate with each additional 25 members.

#### **SECTION 9.**

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 received by NJNS four weeks prior to the annual convention.

- A. 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 Legislation Director; and be aware that duties of the delegates supercede all other convention activities.
- B. Duties of monitors
  - 1. be available for the entire convention;

2. assigned to various activities as needed by board members;
3. understand that the time commitment will vary according to need;
4. report to the Membership/Nominations Director;
5. duties will supersede all other convention activities; and,
6. at the discretion of the Board, disciplinary action may be imposed if a monitor is found to be neglecting duties.

**SECTION 10.**

The president shall be the official voting delegate to the annual NSNA convention. An alternate delegate shall be elected by the Executive Board.

**SECTION 11.**

- A. 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.
  1. Any officer or director with three unexcused absences will result in immediate termination of board membership.
    - a. The definition of an excused absence is death of a loved one, illness, unpredicted emergency, one (1) academic related absence, and any reason at the discretion of the president, first, and second vice presidents.
  2. The definition of an unexcused absence is a second school related absence, employment, childcare issues, vacations, motor vehicle violations, and any other reason at the discretion of the president, first and second vice presidents.
  3. Individuals must inform the president and first or second vice president and another board member of the reason for their absenteeism when unable to attend a board meeting.
- B. 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.
- C. **Two occurrences of coming late or leaving early in excess of one hour is equal to one unexcused absence.**

**Article VIII  
Executive Board**

**SECTION 1.**

The officers and directors of this Association as stated in Article IV, Section 1, shall constitute the Executive Board.

**SECTION 2.**

The consultants and chairpersons of the special committees shall serve on this board, attend all meetings, but not be entitled to vote.

### **SECTION 3.**

The presence of ½ plus one of the elected board members and one consultant shall constitute a quorum of an Executive Board meeting.

### **SECTION 4.**

In the interval between meeting of the Executive Board, the president of the association may refer and submit, by mail, telegraph, or current electronic technological means, to the members of the Executive Board, definite questions relating to the affairs of the Association which, in the opinion of the president, require immediate action on the part of the Executive Board.

### **SECTION 5.**

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

### **SECTION 6.**

In the event an emergency matter occurs between meetings that the Executive Board shall be able to conduct a method of decision – making by delegating an Executive Board vote 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.

### **SECTION 7.**

Voting board members can only serve three (3) terms.

### **SECTION 8.**

All board members are expected to sign a conflict of interest statement at the transition meeting.

## **Article IX Consultants/Parliamentarian/Advisors**

### **SECTION 1.**

The consultants shall consist of two members:

- A. One shall be appointed by NJSNA and one by NJLN to serve for a two-year term with a maximum of a four-year term. These consultants shall be responsible for providing an exchange of ideas and information between members of their respective organizations and NJNS, INC.

- a) In the event a concern arises with the appointed consultants, NJNS, INC. reserves the right to have a meeting with the appointing organization to resolve the issue.
  - b) 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.
  - c) One (1) consultant is to serve on the Scholarship Committee.
  - d) One (1) consultant must review all accounts payables.
  - e) One (1) consultant serve on the Finance Committee
- B. The Board may appoint an individual to serve as parliamentarian at any and all meetings as needed.
- i. The parliamentarian shall serve on the Bylaws and Scholarship Committee.
  - ii. 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.

**SECTION 2.**

The presidential advisors shall consist of two members:

- A. Both shall be appointed by the president to serve a one year term that coincides with the president.
- B. One presidential advisor shall be a school faculty member, not necessarily from the president's school, approved by the board. Responsibilities include optional attendance at monthly board meetings and acting as a resource person, interpreter, or liaison officer.
- C. The other presidential advisor shall be anyone listed on the NJNS roster in a previous year. Responsibilities included optional attendance at monthly board meetings and acting as a resource person for the president.

**Article X  
Committees**

**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.**

- A. Bylaw Committee
  - 1. The members of the Bylaw Committee shall be as follows:
    - a. second vice president

- b. president
  - c. parliamentarian
  - d. others as deemed necessary
- B. Scholarship Committee
  - 1. The members of the Scholarship Committee shall be as follows:
    - a. second vice president
    - b. secretary
    - c. one (1) consultant and/or parliamentarian
    - d. others as deemed necessary
- C. Finance Committee
  - 1. The members of the Finance Committee shall be as follows:
    - a. treasurer
    - b. president
    - c. one (1) consultant
    - d. others as deemed necessary

## **Article XI Fiscal Year**

### **SECTION 1.**

- A. All contracts should be put out for bid or existing contracts can be continued as approved by the board
- B. Contracts may be made one (1) year in advance with the approval of the current executive board and one (1) consultant.
- C. All existing contracts shall be evaluated yearly, and can be continued as approved by a 2/3 vote of the board.
- D. 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.

## **Article XII Parliamentary Authority**

### **SECTION 1.**

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

**Article XIII**  
**Amendments to Bylaws**

**SECTION 1.**

- A. These bylaws may be amended at the annual meeting by a 2/3 vote of all delegates present and voting.
- B. Proposed amendments prepared by the committee on bylaws shall be approved by the Executive Board by January 15<sup>th</sup> and distributed to all constituent schools one month prior to the annual meeting.

**SECTION 2.**

Proposed amendments may be submitted to the Bylaws Committee by the Executive Board, Board committees, and member schools.

**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 NSNA, adopted at the annual meeting which directly relate to the business of the State Association, in the areas of conformity, purpose, and functions, dues, membership, and representation, shall automatically and immediately effect the necessary amendment to the bylaws of this Association and shall promptly be incorporated into their bylaws.

These bylaws have been accepted and duly recorded on \_\_\_\_\_.

President's Signature: \_\_\_\_\_

Secretary's Signature: \_\_\_\_\_