

Bylaws

**Bylaws of**

**New Jersey Nursing Students, Inc.**

TABLE OF CONTENTS

Reason for Being Preamble Rights 3

Article I Name 4

Article II Principal Office 4

Article III Purpose and Function 4

Article IV Membership 5

Article V Members of the Board 6

Article VI Election of Officers 15

Article VII Meetings 16

Article VIII The Board 19

Article IX Consultants/Parliamentarian/Advisors 20

Article X Committees 20

Article XI Fiscal Year 21

Article XII Parliamentary Authority 21

Article XIII Amendments to the Bylaws 22

**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 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:*

Students have a right to:

* a sound education;
* a creative educational opportunity;
* the highest quality practitioner/teacher;
* provide input into curriculum planning;
* self-directed learning;
* achieve equal participation in all areas of clinical practice;
* participate in interdisciplinary activities;
* ensure 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 New Jersey Nursing Students, Inc., a constituent of the National Student Nurses’ Association and hereafter shall be referred to as NJNS and NSNA respectively.

**SECTION 2. Non-profit:**

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

**Article II**

**Principal Office**

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

**Article III**

**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 member’s professional role and responsibility for the health care of all people.

The functions of NJNS shall include:

A. have direct input into standards of nursing education and influence 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 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; and,

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

**Article IV**

**Membership**

**SECTION 1. Constituent Associations:**

1. A school chapter whose membership is composed of active 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 constituency of NJNS.
2. A school chapter shall be composed of at least one (1) member. There shall be only one chapter for each school regardless of the number of campuses.
3. 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:

1. 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 leading to licensure as a registered nurse.
   4. Active members shall have all the privileges of membership.
   5. Pre nursing students are considered active members, however, they are ineligible to run for office.
   6. All active members must be able to provide proof of NSNA membership.
2. Sustaining members shall:
   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 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.

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

1. Annual dues for active and sustaining members shall be as referenced in the NSNA membership brochure for one and two year periods.
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.
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 V**

**Members of the Board**

**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/nominations director

c. community health director

d. breakthrough to nursing (BTN) director

e. legislation director

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 IV Section 2, 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. 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. The consent of all proposed candidates, whether pre-slated or nominated from the floor, shall be obtained in writing before placing their names on the ticket. Candidates shall obtain and submit the 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.

E. Individuals have 30 days after election in which to submit their signed forms 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.

**SECTION 3. Terms of Office:**

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

1. serve for the entireterm.The term is defined as a 1-year period beginning in May of the year elected and concluding in May of the following year.
2. 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.
3. Provide representation at the annual convention(s): The current president will represent NJNS at the NSNA conventions and the vice president(s) will serve as an alternate to the president. Also, if the resolution is accepted at the annual convention, the resolution director is encouraged to defend the resolution at the NSNA convention. If the president or resolution director is unable to attend, a representative will be selected by the board. All expenses for the president, resolutions director if resolution has passed, or alternate will be covered by NJNS.

**SECTION 4. General Duties:**

1. All official NJNS correspondence must be approved by a consultant before being sent.
2. All board members are required to submit a monthly board report that reflects the duties performed during that month. It is to be approved and emailed to the entire board one week prior to the meeting.
3. All board members must submit an article related to their position in every issue of *Pulsebeat*
4. All board members shall have the right to vote at the annual House of Delegates.
5. All board members are required to review the Bylaws and the Policy Book and submit changes to the Legislation Director by the November board meeting.
6. All board members contact specific schools assigned by the membership/nominations director at least once a month to promote NJNS membership and events;
7. All board members attend the monthly board meetings;
8. Candidates for office shall have a GPA of 2.5 or higher prior to running for office and must maintain a GPA of 2.5 or higher during their term of office.

1. Students who have not maintained a 2.5 GPA, failed a nursing class, or are in jeopardy of failing at the beginning of any semester/quarter while on the board will make an appointment with a consultant for counseling and possible board intervention.

2. In the event that the school does not calculate GPA using a standardized 4.0 scale, students may submit an official grading scale from their school to prove eligibility.

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

The board members perform the duties prescribed by the parliamentary authority as follows:

A. The president:

* 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. is authorized to co-sign checks with vice presidents and the treasurer. In the case of an emergency, the staff manager and parliamentarian will be authorized to take over such responsibilities;
  7. is required to be bonded under an NJNS purchased indemnity policy in the amount of $100,000 minimally;
  8. is authorized to sign contracts with the approval of the board;
  9. is able to make contracts one (1) year in advance with the approval of the current board and one (1) consultant. These contracts will be kept on file with the staff and made available to all members of the NJNS state board and constituents; and,
  10. gives an oral presentation on the state of the organization at the annual convention.

B. The first vice president:

* + 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;
    4. is responsible for the membership/nominations director, *Pulsebeat* editor/public relations director, breakthrough to nursing director, and fundraising director;
    5. is authorized to co-sign checks with the president, second vice president, and treasurer. In the case of an emergency, the staff manager and parliamentarian will be authorized to take over such responsibilities;
    6. is required to be bonded or covered under an NJNS purchased indemnity policy in the amount of $100,000 minimally;
    7. is responsible for convention program, layout, and publication in coordination with the second vice president; sends convention program to the consultant, president, and second vice president for approval before print;
    8. obtains exhibitors, sponsorships, and advertisements; and,
    9. performs all duties as assigned by the president.

C. The second vice president:

1. reports directly to the president;
2. co-chairs the annual convention with the first vice president;
3. is responsible for review and recommendations for changes in bylaws and policies by November 30th  if no Legislation Director is active on the board. These changes need to be sent to the entire board one week prior to the December meeting for their review;
4. chairs the Scholarship Committee;
5. obtains the keynote speaker, dean and director’s luncheon speaker, and focus session speakers for convention;
6. is responsible for the community health director, legislation director, and resolutions director;
7. is authorized to co-sign checks with the president, first vice president, and treasurer. In the case of an emergency, the staff manager and parliamentarian will be authorized to take over such responsibilities;
8. is required to be bonded under a NJNS purchased indemnity policy in the amount of $100,000 minimally; and,
9. performs all duties as assigned by the president.

D. The secretary:

1. reports directly to the president;
2. serves as chairperson of the Council of School Participants (COSP) workshop;
3. prepares the minutes of all business meetings of the association and board meetings prior to the next meeting. Once approved, submits one (1) copy via email, of all minutes submits one annual board report of summation of officers to NSNA and one (1) copy via email to all board members;
4. serves as a member of the Scholarship Committee;
5. is responsible for the revision of all COSP forms by the July meeting;
6. is responsible for the revision of all convention forms by the August meeting;
7. keeps a record of attendance of each board member. Notifies the president of those individuals who exceed the absence quota;
8. establishes quorum at all business meetings of the association;
9. is responsible for monthly board report collection; and,
10. performs all duties as assigned by the president.

E. The treasurer:

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. is responsible for resetting the password to all accounts every year;
5. ensures all checks are filled out properly and co-signs checks or monetary disbursements as the bylaws provide with the president and vice presidents. In the case of an emergency, the staff and parliamentarian will be authorized to take over such responsibilities;
6. is responsible for having the year-end financial statements closed by July 31 and presented to board at August meeting;
7. is required to have the NJNS account audited by an board approved accountant by September 1st;
8. is required to be bonded under an NJNS purchased indemnity policy in the amount of $100,000 minimally;
9. maintains NJNS’s corporation status annually;
10. presents an oral financial report to the membership at annual convention;
11. is responsible for registration at convention;
12. prepares the budget for the next year before leaving office;
13. provides the current actual costs in anticipation of the annual budget for the following year before leaving office;
14. deposits all funds received to the NJNS bank account as soon as possible; and,
15. performs all duties as assigned by the president.

F. The *Pulsebeat* editor/public relations director:

1. reports directly to the first vice president;
2. contacts specific schools assigned by the membership/nominations director at least once a month to promote NJNS membership and events;
3. is responsible for planning and setting the focus of blast e-mails;
4. solicits new articles for publication;
5. submits completed *Pulsebeat* to a consultant/parliamentarian for final approval;
6. sends one (1) copy of the quarterly publication to NSNA via email;
7. updates the NJNS website and social media accounts;
   1. posts meeting minutes, bylaws amendments, and all forms to NJNS website once approved by the board and consultant, and updates any archived links and websites;
   2. collaborates with all board positions on projects and events to promote them on the NJNS website; and,
8. performs all duties as assigned by the president.

G. The membership/nominations director:

1. reports directly to the first vice president;
2. assigns schools to board members for communication;
3. oversees all board members’ communication with schools;
4. is responsible for creating a monthly letter to promote NJNS events to be approved and sent to schools;
5. chairs the Nominations Committee;
6. prepares a convention nominations slate and has all biographical information available to the membership at the annual meeting;
7. prepares a poster display to showcase candidates’ pictures for all activities prior to voting at the annual convention and prior to the first night party;
8. works to fill positions on the board in the case of resignations;
9. compiles an accurate school contact list;
10. assists schools, as needed, to develop a membership recruitment program;
11. prepares membership incentive programs with the approval of the board;
12. is responsible for credentialing and notifying each school of the number of delegates for each local chapter for the state convention in collaboration with the board;
13. is responsible for all monitor duties and activities; and,
14. performs all duties as assigned by the president.

H. The community health director:

1. reports directly to second vice president;
2. organizes and monitors statewide health projects as deemed appropriate by the board;
3. distributes community health project information from health organizations such as the March of Dimes, the American Heart Association, and others to all schools;
4. prepares a statewide community health project for presentation at COSP and the annual convention;
5. assists schools with organizing health fairs and projects;
6. prepares an article for each issue of the *Pulsebeat*;
7. promotes the community health project on the NJNS website, in collaboration with the *Pulsebeat* editor/public relations director;
8. maintains accurate files, information, and supplies to be utilized by future community health directors; and,
9. performs all duties as assigned by the president.

I. The BTN director:

1. reports directly to first vice president;
2. works closely with the board and monitors school activities statewide;
3. develops a strong and effective recruitment program to increase diversity of students in nursing;
4. promotes the image of nursing;
5. supports the development of the BTN committees in school chapters;
6. prepares an appropriate BTN project for display of year’s work, for the annual convention;
7. maintains accurate files, information, and supplies to be utilized by future BTNdirectors; and,
8. performs all duties as assigned by the president.

J. The legislation director:

1. reports directly to the second vice president;
2. is responsible for attending legislative meetings, i.e. Interested Nurses Political Action Committee (INPAC) meetings, as scheduled;
3. is responsible for review and recommendations for changes in bylaws and policies by November 30th, sends these changes to the entire board one week prior to the December meeting, for their review;
4. keeps all board members and the statewide membership informed of all important legislation
5. writes legislative alerts when needed;
6. assists and encourages members to contact legislators;
7. prepares an article for each issue of the *Pulsebeat*;
8. is responsible for all delegate duties and activities; and,
9. performs all duties as assigned by the president.

K. The resolutions director:

1. reports directly to the second vice president;
2. researches and chooses the topic for a resolution; final selection to be voted on by the July board meeting;
3. prepares and writes the resolution, 1st draft due at September meeting, 2nd draft due at November meeting, and final draft to be approved by the board at the December meeting and sent to NSNA by required date
4. presents and defends the resolution at the annual state and national conventions;
5. disseminates the actions to be taken as result of the resolution**;**
6. maintains accurate files, information, and supplies to be utilized by future resolutionsdirectors;
7. performs all duties as assigned by the president; and,
8. if there is no resolutions director in place by September, the position will be closed.

L. The fundraising director:

1. keeps the treasurer and first vice president informed of all responsibilities; (rational: added first vice president)
2. determines current fundraising inventory, presents inventoryat June meeting, and is responsible for planning and setting the focus and purpose of all fundraisers for NJNS with the vote of the board;
3. is responsible for organizing fundraisers each year at COSP and the NJNS convention;
4. is responsible for getting all fundraiser information out to all NJ nursing schools prior to events;
5. prepares an article for each issue of the *Pulsebeat*;
6. prepares submission for *Pulsebeat* and blast e-mails regarding fundraising activities**;** communicates monthly with all board members about costs and funds received;
7. maintains accurate files, information, and supplies to be utilized by future directors; and,
8. 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.

**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.
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.

**SECTION 8.**

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

**SECTION 9.**

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. 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.
4. 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.
5. 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.
6. Candidates for the vacant office must meet all eligibility requirements as stated in Article IV, Section 2.
7. The newly elected board member shall have all the duties and privileges of the position.

**Article VI**

**Election of Board Members**

**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. 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*.
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 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.
5. Candidates must maintain a 2.5 or higher grade point average during the term of office. In the event that the school does not calculate GPA using a standardized 4.0 scale, students may submit an official grading scale from their school to prove eligibility.
6. No candidate may run for two positions.
7. Members may run as write-in candidates. Paperwork must be turned in as required by any candidate.
8. In the event of a tie, that has been broken by the board, and a vacancy in another office, the non-elected candidate in this tie may be asked to fill the vacancy**.**

**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.
3. After each speech, 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.

**Article VII**

**Meetings**

**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. Meetings without quorum present can be held for the purpose of discussions or workshops only. No motions or votes can take place.
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 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 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;and,

* 1. report to the legislation director;
  2. be aware that duties of the delegates supersede all other convention activities; and,
  3. 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 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. be aware that duties will supersede all other convention activities; and,(ratl: clarification)
   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.

**Article VIII**

**The Board**

**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 conductingboard 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 6.**

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

**Article IX**

**Consultants/Parliamentarian/Advisors/Administrative Manager**

**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.

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

* + 1. The parliamentarian shall serve on the Bylaws and Scholarship Committees.
    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 Administrative Manager;

1. reviews all accounts payable

2. handles depositions, deals with the accountant, transfers, logistics of convention,

opens and closes accounts, manages financial accounts and corporation status

3. manages the storage unit.

**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 school faculty member, not necessarily from the president’s school. Responsibilities include optional attendance at monthly board meetings and acting as a resource person, interpreter, or liaison officer.
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 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.**

1. Bylaws Committee
   1. The members of the Bylaws Committee shall be as follows:
      1. legislation director. If none, then second vice president;
      2. parliamentarian; and,
      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/or parliamentarian; and,
      5. others as deemed necessary.

**Article XI**

**Fiscal Year**

**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.

**Article XII**

**Parliamentary Authority**

**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 XIII**

**Amendments to Bylaws**

**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 distributed to all constituent schools 30 days prior to the annual meeting.

**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 on

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

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

Reviewed, revised, and approved 02/2015

Reviewed, revised, and approved 03/2016