

## CONSTITUTION OF THE CAPSTONE ASSOCIATION OF NURSING STUDENTS

### ARTICLE I

#### NAME

The name of this organization shall be the **Capstone Association of Nursing Students**, a constituent of The **National Students Nurses Association, Inc.**, herein referred to as the **ANS and NSNA** respectively. The affiliated state organization is the **Alabama Association of Nursing Students**, known as **AANS**.

### ARTICLE II

#### PURPOSE

Section I      **The purpose of the ANS is:**

- a)      to assume responsibility for contributing to nursing education in order to provide the highest quality health care;
- b)      to provide programs representative of fundamental and current professional interests and concern;
- c)      To aid in the development of the whole person including his/her professional role and his/her responsibility for health care of people in all walks of life.

Section II      **The function of the ANS shall include the following:**

- a)      To have direct input into the standards of nursing education and influence in the education process;
- b)      To influence health care, nursing education and practice through legislative activities as appropriate;
- c)      To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues;
- d)      To represent Alabama nursing students to consumers, institutions, and other organizations;
- e)      To promote and encourage student participation in interdisciplinary activities;
- f)      To promote and encourage student recruitment efforts, participation in student activities, and educational opportunities regardless of the person's race, color, creed, sex, lifestyle, national origin, age, or economic status;

- g) To promote and encourage collaborative organizational relationships within the Capstone College of Nursing, other nursing programs, the Alabama State Nurses Association, the Alabama League for Nursing, as well as other nursing and related health organizations.

### ARTICLE III

#### CONSTITUENT ASSOCIATIONS OF NASA

- Section 1 Local student nurses associations whose membership is of at least ten (10) active, full or associate, members which have applied for designation as a constituent, and whose bylaws conform to the requirements of NASA, and have been approved by a majority vote of the NASA Executive Board, shall be recognized as a constituent. There shall be only one AANS/NSNA chapter on this campus.
- Section 2 For yearly recognition as a constituent, an officer of the Capstone ANS shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
- Section 3 A constituent association that fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
- Section 4 School chapters are entities separate and apart from the NSNA in their administration of activities with NSNA exercising no supervision or control over their immediate, daily or regular activities. NSNA and AANS have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters or members thereof. In the event any legal proceeding is brought against NSNA or AANS as a result of such acts of omission or commission by a school chapter, said school chapter will indemnify and hold harmless the NSNA and AANS from any liability.

Section 5 As an official NSNA constituent, Capstone ANS shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members. 2. These delegate(s) and alternate(s) shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:

- a) Selection and/or election by members of the school chapter according to chapter bylaws; or
- b) Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state appointed alternate for their school chapter. School chapters shall approve the appointment. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.

A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House. The school association shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

#### **ARTICLE IV**

#### **MEMBERSHIP**

Section 1 Paid Full or Associate membership in the local Capstone ANS shall constitute the membership of the Capstone ANS.

- a) The school chapter shall be composed of at least ten (10) NSNA members from a school for purposes of AANS recognition and NSNA recognition.

b) NSNA constituent requirements are delineated in Article III of this Constitution.

## Section 2

Categories of membership include:

a) Full Members:

- a) Only undergraduate traditional students declared as nursing majors at the University of Alabama are eligible for full membership.
- b) Paid, current membership in NSNA constitutes state AANS, and national NSNA membership benefits and is required for full membership in the Capstone ANS.
- c) Full membership also requires a \$10/academic year membership fee to the local Capstone ANS organization.
- d) Active full members are eligible for all the privileges of membership including travel support, organizational awards, and elected office.

b) Associate members:

- a) Undergraduate traditional students declared as nursing majors at an accredited nursing program may be eligible for associate membership.
- b) Associate membership requires only a \$10/academic year membership fee to the local Capstone ANS organization.
- c) Associate members shall have all the privileges of membership except to hold office and receive travel support from the Capstone College of Nursing and the University of Alabama SGA.

c) Active membership criteria:

- a) Both Full and Associate members may wear the organizational honors cords if they meet the following additional active membership criteria:  
At least two calendar or academic years of Full or Associate membership at either the local or NSNA level, attendance at four Capstone ANS local meetings, and participation in at least one designated Capstone ANS event.

d) Sustaining members:

Sustaining membership shall be open to any individual or organization interested in contributing to further the growth and development of UA Nursing Students. This category is not open to those eligible for Full or Associate membership.

## Section 3

Full or associate membership shall be extended six (6) months beyond completion of a student's program in nursing, provided the membership was renewed during enrollment in the nursing program. All memberships shall be renewable annually.

## ARTICLE V

### OFFICERS

## Section 1

**Duties:**a) **The President shall:**

- 1) Preside at all business meetings of this association and the ANS Executive Committee meetings.
- 2) Participate in the UA Student Leadership Council as a student representative of the Capstone College of Nursing.
- 3) Maintain ANS status as a University Student Organization.
- 4) Appoint ad hoc committees with the approval of the Executive Committee, such as those dealing with special projects, NSNA or AANS collaboration..
- 5) Perform other duties as assigned by the AANS President or as outlined in the AANS Policy Manual.

b) **The President –Elect shall:**

- 1) Assume the duties of the President in his/her absence.
- 2) Assume the duties of the President upon expiration of the President's term of office, change of nursing enrollment status, or graduation.
- 3) Serve as parliamentarian during all meetings of the ANS and the ANS Executive Committee.
- 4) Be responsible for obtaining speakers for ANS meetings as desired.
- 5) Collaborate with the AANS Executive Board to maximize ANS/AANS communication and collaboration.
- 5) Perform other duties as assigned by the President.

c) **The Vice-President shall:**

- 1) Oversee all arrangements and planning for community service and report these activities to the ANS Executive Committee.
- 2) Process and maintain copies of NSNA/AANS membership applications and pay state and national organizational dues directly to NSNA.
- 3) Maintain a current membership list and email list.
- 4) Perform other duties as assigned by the ANS President.

d) **The Secretary shall:**

- 1) Communicate with members via email for meeting announcements, and organize publicity for other activities via classroom visits, website, and/or bulletin board.
- 2) Keep notes of all meetings of the ANS Executive Committee and the membership meetings.
- 3) Conduct all correspondence/reports of the ANS as requested by the ANS President and Faculty Advisor.
- 4) Keep on file as permanent records all reports, papers, and documents submitted to the ANS Secretary.

e) **The Treasurer shall:**

- 1) Act as custodian of organizational funds and deposit these funds in a bank approved by the ANS Executive Board.
- 2) Deposit any local income to ANS Account.
- 3) Collaborate with the Faculty Advisor to monitor expenses and income monthly and pay invoices as needed.
- 4) Verbally report credits and debits, and balance of checking each month to advisor and officers, and semiannually in writing to membership.

- 5) Be responsible for obtaining refreshments for the ANS meetings as approved by the Executive Committee.

Section 2 **Officer Eligibility:**

Only NSNA members who shall have nursing student status throughout three-fourths of a term of office are eligible for an ANS office.

Section 3 **Term of Office:**

The term of office shall be one (1) year from the adjournment of the April officers meeting at which new officers are elected.

## **ARTICLE VI**

### **ELECTIONS**

Section 1 The ANS President-Elect and three(3) Executive Committee members shall be elected annually at or before the ANS April meeting. The previous ANS President-Elect will assume the office of President and appoint the other three (3) officers as defined in these bylaws from within the elected Executive Committee membership, considering experience, individual strengths and wishes of the members as much as possible.

Section 2 Only AANS/NSNA members in good standing as defined in the bylaws shall be eligible to vote. All elections shall be by electronic or written ballot, and the ballots shall be destroyed immediately after tally.

Section 3 A nominating committee of the Faculty Advisor, the current ANS President-Elect, and one Executive Committee member-at- large shall present a slate of nominees to the Executive Committee for approval prior to the March membership meeting. Nominations may also be accepted with prior agreement of the candidates during the March meeting.

## **ARTICLE VII**

### **MEETINGS**

Section 1 Meetings of the ANS shall be held at such times and places as will be determined by the ANS Executive Committee.

- Section 2 Special meetings of this association may be called by the ANS President upon written request of one-third or more of the membership.
- Section 3 All meetings of the ANS shall be open unless voted otherwise by the voting body of this association.
- Section 4 The President shall have the power and authority to call a meeting of the ANS Executive Committee when it is deemed necessary.
- Section 5 If any officer **misses more than two (2)** meetings of ANS, this will constitute negligence and termination shall be at the discretion of the ANS Executive Committee.

## ARTICLE VIII

### EXECUTIVE COMMITTEE

- Section 1 The ANS Executive Committee shall exist of 5 elected officers. Consultants of the association shall have the privilege of speaking without a vote.
- Section 2 The ANS Executive Committee shall meet before the scheduled meetings of the association, and at such times deemed necessary by the President.
- Section 3 The ANS Executive Committee shall:
- a) Transact business of the association between meetings and report such transactions at the next meeting of the association.
  - b) Have the power to fill vacancies in any office except President and President-Elect..
  - c) Approve budgets, authorize all monetary disbursements, approve financial and secretarial reports.
  - d) Assume responsibility with regard to constituents as specified in Article III in these bylaws.
  - e) Devise an annual program of action, implementing and augmenting the purposes of this association, for presentation to membership.
  - f) In the event that the organization, Capstone Association of Nursing Students, becomes defunct or is dissolved, all funds held in the Association account shall be donated in full to



the Capstone College of Nursing ANS SUPPORT Fund and the account officially closed.

## **ARTICLE IX**

### **CONSULTANTS/ADVISORS**

- Section 1      Consultants:
- a)      The immediate past President may serve in an advisory capacity for a period of one (1) year.
  - b)      Ex-officio consultants will be appointed with the approval of the ANS Executive Committee.
  - c)      The Faculty Advisor will be appointed by the Dean of the CCN from full-time faculty each year. The advisor is responsible for attending ANS meetings, both membership and Executive Committee, guiding student leaders, reporting to the CCN faculty Organization and collaborating with the faculty Student Life Committee.

## **ARTICLE X**

### **DUES**

- Section 1      Any local dues for members for Capstone ANS shall be established by the Executive Committee and approved by the membership at a regular meeting.
- Section 2      NSNA and AANS dues shall be collected in accordance with the procedures circulated by the Treasurer of NSNA. The student becomes a member in good standing upon receipt of his/her membership card from NSNA.
- Section 3      NSNA and AANS dues shall be payable directly to NSNA. Any local dues shall be collected separately.
- Section 4      Any member who fails to pay current dues shall forfeit all privileges and membership.
- Section 5      The fiscal year of the association shall be from May 1 to April 31.

## **ARTICLE XI**

### **QUORUM**

- Section 1      A majority of the officers shall constitute a quorum at any meeting of the ANS Executive Committee.

Section 2 At least 10 NSNA members shall constitute a quorum at meetings.

## **ARTICLE XII**

### **PARLIAMENTARY PROCEDURE**

Meetings of this association shall be conducted according to parliamentary law as set forth in Robert's Rule of Order, except where these Rules conflict with these Bylaws.

## **ARTICLE XIII**

### **AMENDMENTS AND ADOPTION OF THE ANS BYLAWS**

Section 1 These bylaws were adopted at the regular meeting of this association by a two-thirds vote of the membership present , due notice having been given.

Section 2 All proposed amendments shall be prepared and submitted to the ANS Executive Committee for approval at least two (2) months before the regular ANS membership meeting, where they require a 2/3 vote.

Section 3 These bylaws may be amended without previous notice at the ANS membership meeting or at a meeting duly called for such a purpose by a ninety-nine (99%) vote of those present and a quorum of members entitled to vote.

Section 4 An amendment to these bylaws shall become effective immediately upon its approval at the ANS meeting, unless the amendment specifies a time for it going into effect.

Section 5 Amendments to the bylaws of NSNA adopted at the NSNA annual meeting which directly relates to the business of the constituent associations in the area of conformity, shall automatically and immediately affect the necessary amendment to the bylaws of the constituent associations and shall promptly be incorporated into their bylaws.

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