

**Bylaws of the
Arkansas Nursing Students' Association, Inc.**

**A constituent of the
National Student Nurses' Association, Inc.**

Amended October 2018

Arkansas Nursing Students' Association
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 believe every citizen has a right to the highest quality of healthcare.
- We believe in the development of the whole person toward his/her professional role with its rights, responsibilities and ideas.
- We believe every right bears inherent responsibility.
- We believe responsibilities are participatory, not purely philosophical or ideological.
- We believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

Rights/Responsibilities:

Students have a right and responsibility for:

- A right to a sound education;
- A right to and a responsibility for having a creative, sound educational opportunity;
- A right to and a responsibility for having the highest quality practitioner-teacher;
- A right to and a responsibility for achieving input into the curriculum planning;
- A right to and a responsibility for achieving self-directed learning;
- A right to and a responsibility for achieving equal participation in all areas of clinical practice;
- A right to and a responsibility for participating in interdisciplinary activities.
- A right to due process;
- A right to and a responsibility for insuring peer review and self-evaluation.
- Students have all the rights and privileges of internal governance.
- A right to and a responsibility to organize and participate in an organization directed toward achieving professional goals;
- A right to and a responsibility for facilitating change in the health care delivery through various channels;
- A right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- A right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- A right to and a responsibility for fostering a better correlation between nursing education and practice.

ARTICLE I: NAME

The name of this organization shall be the Arkansas Nursing Students' Association, Inc., (ANSA) a constituent of the National Student Nurses' Association, Inc., (NSNA), herein referred to as ANSA and NSNA, respectively.

ARTICLE II: PRINCIPAL OFFICE

The principal office of the association shall be located at 1123 South University Suite 115, Little Rock, Arkansas, 72204.

ARTICLE III: PURPOSE & FUNCTIONS

Section 1: The Purpose of the Arkansas Nursing Student Association:

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

Section 2: The Function of the Arkansas Nursing Student Association:

- A. To have direct input into standards of nursing education and influence on 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 nursing students to the consumer, to institutions, and to other organizations;
- E. To promote and encourage student participation in interdisciplinary activities;
- F. To promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age, or economic status;
- G. To promote and encourage collaborative relationships with the Arkansas Nurses' Association (ANA) and the Arkansas League of Nurses, as well as other nursing and related health organizations; and

H. To promote nursing education by awarding scholarships based on academic excellence and financial need. (Awards based on availability of funds; reviewed on a yearly basis.)

ARTICLE IV: MEMBERS

Section 1: Constituent Associations

- A. Any school chapter whose membership is composed of active or associate NSNA members and who submitted the Official Application for NSNA Constituency Status (herein referred to as the Application) containing the areas of conformity, and upon meeting such other policies as the Board of Directors (BOD) may determine, shall be recognized as a constituent.
- B. The Application must be submitted annually, and can be submitted at National Annual Convention site during delegate credentialing process for the Annual House of Delegates (HOD) meeting. For those schools and state associations unable to send representatives to the National Annual HOD meeting, the Application may be sent to the NSNA on a date postmarked no later than ten (10) working days after the close of the HOD meeting of the same year.
- C. A school chapter shall be composed of at least ten (10) members from a school, or the total school enrollment if less than ten (10). There shall be only one chapter of ANSA on each school campus.
- D. The state association shall be composed of at least two (2) school chapters.
- E. For yearly recognition as a NSNA constituent, constituent associations shall be required to submit annually the Application, which shall include the following areas of conformity for active and associate members: Purpose and Function, Membership, Dues, and Representation.
- F. School chapters are entities separate and apart from ANSA in their administration of activities, with ANSA exercising no supervision or control over these immediate daily and regular activities. ANSA has no liability for any loss, damage, or injuries sustained by third parties as a result of the negligence or acts of school chapters, or the members thereof. In the event of any legal proceeding being brought against ANSA as a result of such acts of omission or commission by a school chapter, the said chapter will indemnify and hold harmless the ANSA from any liability.

Section 2: Categories of Constituent Membership

A. Active members:

1. Students enrolled in state approved programs leading to licensure as a Registered Nurse.

2. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in Nursing.
3. Active members shall have all privileges of membership.

B. Associate members:

1. Pre-nursing students, including Registered Nurses enrolled in college or university programs designed as preparation for entrance into programs leading to an associate degree, diploma, or baccalaureate degree in Nursing.
2. Associate members shall have all privileges of membership except the right to hold office as president and vice-president at state or national levels.

C. Individual Members:

1. Individual membership shall be open at the state and national level to any eligible student when membership in a constituent association is not available.
2. Individual members shall have the privileges of membership as prescribed in Article IV, Section 2, Items A and B.

Section 3: Categories of Non-Constituent Membership

A. Sustaining Members:

1. Sustaining membership shall be open at the ANSA level to any individual or organization, upon approval of the BOD interested in furthering the development and growth of the ANSA.
2. This membership category is NOT open to those eligible for active or associate membership.
3. Sustaining members shall receive literature and other information from the ANSA Secretary and shall pay "member" registration fees at the ANSA Annual Convention.

B. Honorary Members:

1. Honorary Membership may be conferred by a two-thirds vote of the HOD, with recommendation of the BOD, upon any person or persons who have rendered distinguished service or valuable assistance to the ANSA.
2. Honorary members shall have none of the obligations or privileges of membership.

Section 4: Length of Membership

- A. Active, Associate, and Individual membership shall be renewable annually.
- B. Active and Associate membership may be extended six (6) months beyond graduation from a program in nursing, providing membership is renewed while the student is enrolled in a nursing program.
- C. Active, Associate, and Individual members who hold a state office may have their membership further extended to the first state convention following the member's date of graduation.
- D. Sustaining membership shall be renewable annually.

Section 5: Dues

- A. The annual dues for active, associate, and individual members shall be \$30 per member for the initial dues year. The annual dues for active, associate, and individual members shall be \$40 per member for all renewals, payable for the appropriate dues years.
- B. The dues year for Active, Associate, and Individual annual membership shall be a period of twelve consecutive months, starting with the first day of the month during which his/her membership form and dues are received by the NSNA.
- C. The dues for Active, Associate, and Individual members joining for two (2) years shall be \$65 per member, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
- D. State (ANSA) dues shall be \$10 per member annually.
- E. NSNA and ANSA dues shall be payable directly to NSNA. NSNA shall remit to ANSA the dues received on behalf of the constituency. Local dues shall not be remitted to NSNA.
- F. The annual dues for sustaining members shall be \$25 per individual and \$100 per business, renewable annually, and paid directly to ANSA. One-half of the dues shall be distributed to the association that sells the membership and one-half to the state association.
- G. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE V: OFFICES OF THE BOARD OF DIRECTORS

Section 1: Composition

- A. There shall be four (4) executive officers on the BOD to include, the President, Vice-President, Secretary, and Treasurer. Duties provided in Article V, Section 4A-D
- B. There shall be four (4) District Directors, one to represent each district of the state association. Each Director shall preferably attend school in their prospective district. In the

event there is no candidate from a district, the position will be opened up to members outside the district who are willing and able to fulfill the duties as described in Article V, Section 4E.

- C. There shall be one elected Marketing Director of the ANSA website. Duties listed in Article V, Section 4F.
- D. There shall be one Legislative and Nominations & Elections Chair (LNEC). Duties listed in Article V, Section 4G.
- E. There shall be one elected Director of Breakthrough to Nursing (BTN). Associated duties described in Article V, Section 4H.

Section 2: Eligibility

- A. Candidates shall be chosen from among those members who have been nominated by a member or constituent of ANSA.
- B. Candidates shall have obtained consent from their dean, director, or Student Nurses Association chapter faculty advisor to hold office and shall have given their own consent to serve.
- C. Candidates shall be nursing students currently enrolled in a nursing program approved by the Arkansas State Board of Nursing.
- D. Candidates must be enrolled in an approved nursing program for a minimum of five (5) months of their term of office and must agree to meet the demands of their position on the ANSA BOD for the full calendar year of their term.

Section 3: Term of Office

- A. The official term of office shall be one (1) year following the election at the annual meeting of the HOD.
- B. No Board member may serve in their position more than two (2) consecutive terms.
- C. Final reimbursement of any outstanding expenses to outgoing Board members through convention will be made at the post-convention Board meeting only after the outgoing Board member has met with the new Board member, provided an adequate orientation, and turned over any files to the new Board member.
- D. All officers shall maintain the minimum academic requirements set by their nursing programs. If an officer fails to meet those requirements, he/she will be dismissed from his/her office.
- E. The Executive Board will determine the status of the vacant office at time of the dismissal.
- F. In the event that no students run for a BOD position at state convention:

1. The current BOD member can stay in that position for one year.
2. There can be a 60-day period where online applications can still be accepted by the remaining board members.
3. Other than executive board positions, the unfilled positions' duties can be distributed among the board.
4. Executive board positions will be filled by rank with the elected board.

Section 4: Duties of the Board of Directors

A. The President shall:

1. Preside at all meetings of this association, the BOD, and the Executive Committee.
2. Be responsible for seeing that lines of direction given by the HOD and the actions of the Board are carried into effect and for reporting to the membership and the BOD on the status of affairs within the association.
3. Appoint committees and their chairpersons, subject to the approval of the BOD, and make other appointments as necessary.
4. Serve as an ex-officio member of all committees, except on the Nominations Committee.
5. Perform all other duties pertaining to the office and represent this association in all matters relating to ARNA and all other professional nursing organizations.
6. Approve expenditures as submitted by the Treasurer and authorized by the Executive Board.
7. Attend yearly meetings of the state presidents or send an elected alternate.
8. Serve as the delegate to the NSNA annual meeting.
9. Provide the Treasurer with any expenses incurred by the President for the ANSA conventions.

B. The Vice-President shall:

1. Assume the duties of the President on his/her behalf when requested or upon absence or disability of the President.
2. Accede to the office of President in the event of a vacancy in the office.

3. Serve as chairperson of the Convention Committee, which includes the state convention and workshop planning.
4. Keep on file, in an orderly fashion, correspondence and items related to convention and workshop planning.
5. Provide the Treasurer with an accurate documentation of expenses incurred by the Vice-President for the annual ANSA Convention.

C. The Secretary shall:

1. Keep on file a register of the names and addresses of all officers, constituent associations, and members' schools for roll call and business reports.
2. Keep on file, in an orderly fashion, all reports, papers, and documents submitted to ANSA, and keep records of all ANSA correspondence.
3. Conduct general correspondence for ANSA as requested by the President or the BOD.
4. Record the minutes of all business meetings of the ANSA BODs and Executive Committee and review the minutes to ensure accuracy prior to distribution.
5. Send previous BOD meeting minutes to the BOD at least one (1) week prior to the next regularly scheduled meeting.
6. Provide additional copies of the minutes to constituent schools upon request.
7. Send to NSNA headquarters one (1) copy of the monthly business meeting minutes via email or fifteen (15) copies by mail as required by NSNA.
8. Send to the headquarters of e NSNA the names and addresses of all members of the BOD, immediately after their election or appointment.

D. The Treasurer shall:

1. Act as custodian of ANSA funds and deposit these in a bank that has been approved by the Executive Committee.
2. Prepare a budget and make monetary disbursements with the approval of the President and as authorized by the BOD and/or Executive Committee.
3. Keep accurate entries of acquisitions and disbursements of ANSA funds.

4. Submit all books of account for financial review-bi-annually on odd years.
5. Prepare a report of the transactions of the Treasurer's office to be submitted at the state convention and upon request of the BOD.
6. Provide an approved copy of the BOD meeting minutes to Publication and Marketing Director to be posted on ANSA website.
7. Keep a permanent record of all dues paid to ANSA from NSNA
8. Submit a financial report to the members of the BOD at each Board meeting.
9. Be responsible for follow-up on checks returned from individual members due to insufficient funds.

E. The District Directors shall:

1. Perform such duties as assigned by the president in accordance with the priorities and needs of the association, and as defined by Policies and Procedures of the association.
2. Correspond with each constituent school in their respective district within one (1) month of election.
3. Find an effective form of communication with each district in attempt to meet with a representative from each of their constituent schools during their term of office.
4. Notify all constituents of the time and place of all regularly scheduled meetings of the BOD via email.
5. Report activities and correspondence in their respective districts at each regularly scheduled Board meeting.
6. Provide copies of all correspondence to the president and secretary on a monthly basis for the archives of the association.
7. Communicate with your district after each board meeting to inform members of what took place.

F. The Publications and Marketing Director shall:

1. Update website at least once monthly.
2. Collaborate with board members to obtain material for the website.
3. Establish a budget for the website for Board approval.

4. Other duties as assigned by the President.
5. Maintain communication with constituents through the website and social media page “Arkansas Nursing Students’ Association”.
6. Notify all constituents of the time and place of all regularly scheduled meetings of the BOD via the website.

G. The Legislative and Nominations & Elections Chair (LNEC) shall:

1. Serve as chairperson and maintain responsibility for the activities of the Nominations and Elections Committee (as defined in Article VI).
2. Verify membership requirements of all candidates for office at the annual meeting of the HOD.
3. Maintain communication and collaboration with ARNA and other nursing organizations about healthcare related legislation and events.
4. Serve as chairperson of the Resolutions Committee.
5. Communicate ANSA’s support of certain legislation with the constituents of the association via website, social media and e-mail.
6. Draft a resolution on behalf of the ANSA BOD to be submitted at NSNA annual convention.
7. Perform other duties as assigned by the President.
8. Make updates and revisions to the bylaws to be presented to the ANSA BOD and to the annual HOD.

H. Director of Breakthrough to Nursing (BTN) shall:

1. Be a Project-In-Touch (PIT) Recruiter on the National level.
2. Be available to make field trips to any state chapter to promote membership as requested by District Directors, the chapter president, or association president.
3. Be responsible for corresponding with the National Director for Membership as required by NSNA.
4. Perform other duties as assigned by the President.

5. Be responsible for overseeing all Breakthrough to Nursing projects within the state of Arkansas and disseminating information regarding Project in Touch (PIT) and BTN projects to ANSA constituents.
6. Must implement or participate in a minimum of one project in each district within their term.

Section 5: Vacancies and Absentees

- A. A vacancy on the BOD, other than the President, shall be filled by the BOD, or as specified in these bylaws.
- B. The Board shall fill the vacancy with a nominee recommended by the Nominations and Elections committee.
- C. An office may be declared vacant by a three-fourths vote of the BOD when:
 1. A member has two (2) absences from regularly scheduled meetings.
 2. In the case of a member not performing his/her duties as defined within these bylaws.
 3. In the case of a member who acts in an unlawful or unethical manner in performing the duties of his/her office.

ARTICLE VI: NOMINATIONS & ELECTIONS

Section 1: Nominations & Elections Committee (NEC)

- A. The NEC shall be composed of three (3) members, including the elected LNEC. The two remaining members of this committee shall be selected by the ANSA BOD to serve until the next annual meeting.
- B. A member of the committee nominated as a candidate for office for the following year shall resign from the committee.
- C. In the event that the LNEC must resign from the committee, the Graduate Consultant and/or another eligible board member will be appointed by the ANSA BOD to fill the vacancy.

Section 2: Duties of the Nominating Committee Prior to Annual Convention

- A. The NEC shall receive official applications of proposed candidates submitted by ANSA constituents.
- B. The NEC shall determine a slate of candidates for all available ANSA BOD positions.
- C. The consent of all proposed candidates shall be obtained in writing before their names are placed on the slate of candidates.

- D. Candidates shall obtain and submit the written support of their nursing program director or an explanation as to why support was withheld. Election area representation shall be maintained.
- E. Nominations may be made from the floor at the annual meeting provided that the eligibility of the individual so nominated, as determined by these bylaws, has been fully established and written consent of such individuals secured and submitted.

Section 3: Duties of the Nominating Committee During Annual Convention

- A. Oversee the functions of the Campaign Headquarters.
- B. Present the Nominating and Elections Committee official slate of candidates at the first business meeting of the annual convention.
- C. Execute the Candidates Presentation to the House of Delegates.
- D. Monitor and investigate complaints of campaign violations.
- E. Present newly appointed officers before the constituents of ANSA during the annual convention.

Section 4: Elections

- A. The officers of the ANSA BOD shall be elected by the HOD during each annual meeting.
- B. The election shall be by ballot. A plurality vote shall elect. A tie vote shall be decided by a re-vote, and if necessary, then by casting a lot.
- C. The President shall appoint tellers who shall act as inspectors for the election.
- D. Opportunity should be given before the opening of the polls to introduce nominees to all delegates present.

ARTICLE VII: MEETINGS

Section 1: Annual Convention

- A. The annual meeting of the association shall be held at such time and place as shall be determined by the BOD.
- B. 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 HOD. Notice of the meeting shall be given at least thirty (30) days prior to the meeting and sent to the president of each constituent association and other members of the voting body.

Section 2: House of Delegates

- A. The HOD shall be the governing and voting body of the association and shall be composed of the delegates from the constituent associations and members of the BOD.
- B. Members of the Nominating and Elections Committee (if delegates) shall be given special delegate status which will allow them all the privileges of a voting delegate except they will not be allowed to vote for officers or directors.
- C. The HOD shall conduct the business of the annual meeting.

Section 3: Delegate Representation

- A. Each school chapter that is a recognized constituency, as determined by these bylaws, shall be entitled to one voting delegate and alternate, one of which must be the president or his/her appointee, and in addition shall be entitled to one voting delegate and alternate for every fifteen (15) members.
- B. The school chapter delegate(s) shall be a member(s) in good standing with the chapter and shall be selected and/or elected by members of the school chapter according to chapter bylaws.
- C. The school chapter may designate an alternate delegate for each delegate by selection and/or election by members of the school chapter according to chapter bylaws.
- D. All alternates shall have the same privileges as an elected delegate when seated in the HOD.
- E. Representation at NSNA annual meetings shall be in accordance with NSNA bylaws, Article VII, Section 3.
- F. Delegates shall present their current membership cards, as credentials for voting, to the tellers in charge of the ballot box.

Section 4: The Privilege of Motions and Voting

- A. The privilege of making motions and voting shall be limited to the voting body.
- B. A voting member shall have but one vote in any election or on any question.
- C. This vote must be exercised in person by the delegate or alternate, and in the absence may not be assigned to, or exercised by any other delegate or individual by means of proxy or other written or oral assignment.

Section 5: House of Delegates Sessions

- A. All meetings of the association shall be open unless voted by the HOD.

- B. Student 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.

Section 6: Quorum

A quorum at the annual meeting of The HOD of the ANSA shall consist of at least one (1) representative from half of schools, and at least four (4) of the elected BOD members, including the President or Vice-president.

Section 7: Meetings

- A. Regular meetings of the BOD shall be held immediately before and after the annual meeting and at such other times deemed necessary by a majority of the Board. The President shall determine the date and place of the meetings.
- B. The quorum shall be two thirds of the voting members of the Board, including the President or Vice-president, and one consultant.
- C. All meetings must be a deliberative assembly.

Section 8: Special Meetings

- A. A special meeting may be called by the Executive Committee, and shall be called by the President upon written request of one-third or more of the constituent associations.
- B. Notice of time, place, and purpose of the meeting shall be sent to all constituent associations not less than five (5) days prior to the meeting.
- C. The voting body shall be the same, insofar as possible, as that in the annual meeting. Other members may attend and shall have only the privilege to speak once to each issue.
- D. The quorum shall be 1/3 of the constituent associations and at least four (4) members of the BOD, including the President or Vice-president.
- E. Meetings that are not announced at the previous month's Board meeting shall require that an appointee of the President shall contact all Board members and Consultants one week prior to the scheduled meeting.

Section 9: Electronic Meetings

- A. In the event that a meeting must be conducted in a way other than in person, with a quorum present as defined above, the meeting may be conducted by electronic medium so long as deliberative assembly is maintained, such as telephone and video conferencing.

B. All decisions made in this manner must be reviewed and re-voted at the next regularly scheduled meeting in person by a voting quorum.

Section 10: Meeting of the Council of School Leaders (COSL)

A. There shall be a meeting of chapter leaders held twice yearly, once in the fall and once in the spring.

B. The purpose of this meeting shall be to discuss priorities of the association, activities for the year, accomplishments, problems, and to share ideas. It shall also allow for the interchange and consultation between chapter leaders and the ANSA BOD.

C. The COSL shall be composed of school chapter leaders, chapter consultants, and the members of the ANSA BOD.

Section 11: Council of School Presidents (COSP)

A. The COSP shall be composed of school presidents or their appointed representative and the state president. This meeting will be held at the ANSA annual convention.

B. COSP shall be held in conjunction with the ANSA annual convention.

ARTICLE VIII: THE BOARD OF DIRECTORS

Section 1:

A. The BOD shall consist of the elected officers. The consultants shall serve as ex-officio members without a vote.

Section 2:

A. All the powers of the association are vested in and shall be exercised by the BOD during the interim between meetings of the association, except that the Board shall not nullify or modify any action taken by the HOD in the annual meeting and subject to the provisions of these bylaws.

Section 3:

A. The BOD shall not be responsible for any contract, claim, or obligation of any kind incurred for any position taken by an officer, director, or association member unless the same was authorized by a majority vote and was documented in writing by the Board.

Section 4: Responsibilities

A. Review and approve the terms of official relationships established with other organizations singly or in coalition.

B. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in ANSA's relationships with other organizations.

C. Approve the budget and provide the annual audit of accounts at the close of the fiscal year to be submitted to the HOD during the annual meeting.

D. Have the power to fill vacancies for the unexpired term, unless otherwise specified in these bylaws.

E. Should a member of the BOD fail to fulfill his or her responsibilities as defined in these bylaws, the BOD shall have the option of removing that board member from office.

1. The action will require a three-fourths vote to declare an office vacant.
2. An appeal to this decision must be submitted in writing to the ANSA office within two (2) weeks.
3. The appeals case will be considered by the BOD via conference call or Board meeting within two (2) weeks of receipt of appeal.
4. The appealing officer shall be reinstated by a three-fourths vote of the BOD.

F. In case of an emergency, votes by referendum or by conference call, may be taken by the BOD, provided the material is sent in the same words to each local constituent organization for review by members.

G. Bylaws will be reviewed by the BOD prior to each annual convention at a date determined by the ANSA President.

H. Should a member of the BOD or a member of any committee, who is not a member of the BOD, engage in activity that defrauds or acts against the standards of ANSA, as set forth in these bylaws:

1. The remaining members of the BOD shall, in accordance with these bylaws, remove that member from office and standing.
2. The BOD will take all appropriate action, including legal action necessary in order to protect the integrity of the association and maintain the fiduciary responsibilities of the remaining elected officials to the constituents of the association.
3. The BOD shall report any and all findings to the dean of the school at which the individual is currently enrolled, and/or the BOD shall report any and all findings to the State Board of Nursing of the state in which licensure is held.

ARTICLE IX: CONSULTANTS

Section 1: Composition

- A. There shall be two consultants to serve staggered two (2) year terms, to be chosen at the September BOD meeting. A consultant vacancy shall be filled by appointment by the BOD for the remainder of the current term, or until their respective successors are appointed.
- B. In addition, a graduate consultant, who is a former member of the BOD from the previous 3 years, has graduated, and passed the NCLEX Exam within three (3) months of appointment, shall serve a one (1) year term. This graduate consultant will be elected at the joint board meeting at the end of the annual convention. Applicants will apply in writing and be elected by a majority vote of the new BOD and outgoing BOD. This application will be due one (1) week prior to convention and submitted to the two consultants.

Section 2: Duties of Consultants

- A. Attend BOD and other official meetings, such as national or state conventions and Council of State of School Presidents;
- B. Serve as resource persons in planning, deliberating, implementing, and evaluating activities;
- C. Identify resources and provide the guidance needed for decision making, problem solving, program planning, and fundraising;
- D. Provide information and guidance in organization management, financial planning, and record keeping;
- E. Provide guidance to the BOD on how to conduct effective meetings;
- F. Serve as an interpreter of the responsibilities, policies, and goals of the NSNA, the appointing organization, and other community and professional organizations;
- G. Stimulate and encourage personal and professional formation and foster the leadership skills required of officers and other constituents;
- H. Facilitate discussions leading to decision making by student leaders while refraining from directing the outcomes;
- I. Facilitate the orderly transition of the outgoing and incoming members of the BOD and consultants;
- J. Identify implications for the BOD and NSNA when action or positions are considered;
- K. Serve as a resource and liaison to the BOD and other organizations as needed;
- L. Clarify functions, programs, committees, and operations of ANSA and NSNA; and
- M. Adhere to and educate the BOD about ethical principles on matters of confidentiality and conflicts of interest; be familiar with the NSNA Code of Ethics.

Section 3: Duties of the Graduate Consultant

- A. Serve as an overall resource person to advise the ANSA BOD.
- B. Attend all ANSA BOD meetings by phone or in person.

- C. Attend the ANSA Strategic Planning Meeting.
- D. Serve as an ex-officio member of committees as requested by the ANSA BOD.
- E. Attend the NSNA National Convention or NSNA Mid-Year Conference in the event that a faculty/professional consultant(s) is unable to attend.
- F. Be a sustaining member of the NSNA and a member of a professional nursing organization.
- G. Be responsible for providing the interchange of information between the ANSA BOD and professional nursing organizations.

ARTICLE X: COMMITTEES

- A. The BOD, at its discretion, shall establish committees deemed necessary to carry on the work of the association and determine the functions, terms, and membership of these committees.
 - 1. A quorum for committee meetings shall be a majority of the members of the committee.
- B. There shall be an Executive committee of the BOD composed of the President, Vice-President, Secretary, Treasurer and a consultant. This committee shall have the power to transact business only for an emergency nature, which cannot wait until the next scheduled meeting of the BOD.
 - 1. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the BOD.
 - 2. The Executive Committee may conduct such business by telephone, mail, or e-mail.
- C. There shall be a Finance Committee of the BOD composed of and chaired by the Treasurer, to include the Vice-President, one consultant, and one (1) elected board member.
 - 1. The President remains an ex-officio member of this committee and is responsible for submitting an annual budget.
- D. There shall be a Nomination & Elections Committee of the BOD composed of and chaired by the LNEC, and two (2) elected board members with the President and consultant(s) serving as ex-officio members of the committee.
- E. There shall be a Breakthrough to Nursing Committee of the BOD composed of and chaired by the Breakthrough to Nursing Chair, and the four (4) district directors with the President and consultants serving as ex-officio members of the committee.

ARTICLE XI: OFFICIAL PUBLICATION

<http://www.arknursingstudents.com> website shall be the official publication of this association.

ARTICLE XII: PARLIAMENTARY AUTHORITY

All meetings of ANSA 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.

ARTICLE XIII: AMENDMENTS

Section 1: Annual Bylaw Amendments

- A. These bylaws may be amended at the annual meeting by a two-thirds vote of those delegates present and voting provided that notice of the proposed amendments has been sent to members at least two (2) weeks prior to the meeting.
- B. Amendments to these bylaws presented at the annual convention without previous notification may be accepted with a 99% vote of those present and voting, provided previous notice shall have been given at an earlier meeting of the same session, and provided that the proposed amendment shall have been presented to the presiding officer and parliamentarian before the meeting where previous notice was given.

Section 2: Amendment Proposal

- A. Only the BOD, an ANSA committee, or a constituent association may submit proposed amendments.
- B. Proposed amendments shall be submitted in writing, carrying the proponent's signature, to the BOD for review at least five (5) weeks prior to the annual meeting.

Section 4: Constituent Amendments

- A. Amendments to the bylaws of ANSA, adopted at the annual meeting, which directly relate to the business of the constituent association in the areas of conformity, shall automatically and immediately affect the necessary amendments to the bylaws of the constituent associations and shall promptly be incorporated into their bylaws.