

Student Nurses' Association By-Laws

Hazleton State General Hospital

Follow this and additional works at: <https://scholarlyworks.lvhn.org/historicalarchives>



Part of the [Medical Education Commons](#), and the [Nursing Commons](#)

This Article is brought to you for free and open access by LVHN Scholarly Works. It has been accepted for inclusion in LVHN Scholarly Works by an authorized administrator. For more information, please contact LibraryServices@lvhn.org.

Hazleton State General Hospital

Student Nurses' Association

BY-LAWS



HAZLETON STATE GENERAL HOSPITAL
STUDENT NURSES' ASSOCIATION
BY-LAWS

ARTICLE I

This organization shall be known as the Student Nurses' Association of the Hazleton State General Hospital School of Nursing.

ARTICLE II OBJECTIVES

- Section 1. Unite in one organization the nursing students of the Hazleton State General Hospital School of Nursing.
- Section 2. Promote high educational, professional, cultural and spiritual growth and development.
- Section 3. Formulate and implement within the realm of this organization a democratic form of government.
- Section 4. Encourage an attitude of cooperation between the faculty and nursing students.
- Section 5. Review and evaluate objectives to meet changing needs so that they may continue to be supported.
- Section 6. Encourage support of our parent organization, Pennsylvania Nurses' Association.

ARTICLE III FUNCTIONS

- Section 1. Develop the nursing student's ability to accept responsibility for self-direction so that he or she may function as an effective member of the organization.
- Section 2. Provide an opportunity for participation in cultural, organizational, community, social, professional and religious activities.
- Section 3. Maintain and develop high standards of honor in matters of scholarship and personal conduct by providing an active Student Council.
- Section 4. Initiate, promote and coordinate group functions and activities.
- Section 5. Maintain a channel of communication with the Nursing Education Organization through the advisors and the Student Welfare Committee.
- Section 6. Review the objectives at the annual meeting, or as often as necessary.

ARTICLE IV MEMBERSHIP

- Section 1. All students enrolled in the Hazleton State General Hospital School of Nursing shall become members of the Student Nurses' Association.
- Section 2. Membership in SNAP, NSNA, and Area No. 3 SNAP will be on a voluntary basis. Dues will be paid to class representatives who shall, in turn, make payment to SNAP Representative.
- Section 3. All members of Student Council shall be members of SNAP.

ARTICLE V MEETINGS

- Section 1. The Student Nurses' Association shall meet regularly at 1:00 p.m., on the fourth Monday of each month, except June and July in the Classroom area.
- Section 2. Special meetings may be called by the President or on written request of fifteen members of the organization and held within 72 hours of the request.
- Section 3. The annual meeting shall be held in April.
- Section 4. Notice of all meetings, including agenda, shall be posted by the Association's recording secretary 24 hours after adjournment of the Council meeting on the General Bulletin Board located in the classroom area.
- Section 5. If the chairman of a committee is unable to attend a meeting, the vice-chairman will attend. If both are unable to attend, a committee member assigned by the chairman shall attend.
- Section 6. Nursing students on affiliation, on vacation, or a day off are excused. If a student desires to be excused from a meeting, he or she must write a request and place it in the advisor's folder prior to 7:00 A.M. of the morning of the meeting day. Unexcused absences shall be handled by Student Council.
- Section 7. The quorum shall consist of two-thirds of the membership among whom shall be the President and/or the Vice-President.
- a. Call to order
 - b. Roll Call
 - c. Reading of minutes of previous meeting
 - d. Report of Treasurer
 - e. Report of Standing Committees
 - f. Reports of SNAP and class representatives
 - g. Reports of Ad Hoc Committees
 - h. Unfinished business

- i. New Business
- j. Announcements
- k. Program
- l. Adjournment

ARTICLE VI OFFICERS AND DUTIES OF OFFICERS

- Section 1. The officers shall be president, vice-president, recording secretary, corresponding secretary, treasurer, assistant treasurer, SNAP representative, assistant SNAP representative, faculty advisor, and assistant faculty advisor.
- Section 2. The President shall be that member of the senior class who has served as Vice-President in his or her junior year. The treasurer shall be that member of the senior class who has served as assistant treasurer in his or her junior year. The SNAP representative shall be that member of the senior class who has served as assistant SNAP representative in his or her junior year. The vice-president, assistant treasurer, and assistant SNAP representative shall be members of the junior class. Other officers shall be members of any class.
- Section 3. Term of office: The term of office shall be for one year. Officers shall assume their duties at the April meeting.
- A. The President shall:
1. Preside at all meetings of the Student Nurses' Association and Student Council.
 2. Prepare an agenda for the Student Nurses' Association and Student Council meetings with the assistance of one of the faculty advisors.
 3. Call special meetings of the Student Nurses' Association and/or Student Council as necessary.
 4. Represent the organization at professional and social meeting with expenses paid.
 5. Appoint chairman of standing committees. Chairman will appoint committee members.
 6. Appoint Ad Hoc committees as necessary.
 7. Serve as an ex-officio member of all committees with the right to vote.
 8. Attend conventions, when possible, as a representative of the Student Nurses' Association.
 9. Prepare an annual report of the Association to be given at the annual meeting in April.
- B. The Vice-President shall:
1. Assist the President in the affairs of the organization.

2. Perform the duties of the President in the event of his or her absence.
 3. Assume the office of the President in his or her senior year if he or she continues to meet the qualifications and so desires.
 4. Attend conventions, when possible, as a representative of the Student Nurses' Association.
 5. Be chairman of the Program Committee.
- C. The Recording Secretary shall:
1. Record the minutes of the Student Nurses' Association and Student Council meetings in the minute book and present a copy to:
 - a. Administrator
 - b. Director of Nursing Education
 - c. Faculty Advisors
 - d. President of Association
 - e. Recording Secretary
 2. Keep a record of all attendance at Student Nurses' Association meetings and submit a list of names not present to the Student Council and senior advisor.
 3. Post an agenda on the general bulletin board, for the Student Association meeting, 24 hours after the Student Council meeting.
 4. Assist the president in the preparation of the agenda.
 5. Preside at all meetings of the organization in the absence of the President and Vice-President.
- D. Corresponding Secretary shall:
1. Carry on all correspondence and acknowledge all gifts - keeping a duplicate copy of such correspondence in the Student Nurses' Association file.
 2. Keep the affiliating students informed of organization activities.
 3. Act as chairman of the publicity committee.
 4. Assume the responsibilities of the Secretary in the event of his or her absence.
 5. Keep a continuous scrapbook of any articles concerning the Student Nurses' Association, and submit it for review at the end of each year.

- E. Treasurer shall:
1. Act as custodian of the Student Nurses' Association funds and deposit funds in a bank designated by the Student Council.
 2. Make monetary disbursements with the approval of the organization. All checks are to be countersigned by the faculty advisors.
 3. Keep an accurate record of all receipts and disbursements.
 4. Maintain a petty cash fund of twenty-five (\$25.00) dollars in the Student Association office for miscellaneous expenses.
 5. Prepare an annual report to be presented at the April meeting.
 6. Arrange with the senior faculty advisor to have books audited once a year.
 7. Act as chairman of finance committee.
- F. Assistant Treasurer shall:
1. Assist the treasurer in his or her duties.
 2. Act as vice-chairman of finance committee.
 3. Assume the responsibilities of the treasurer in event of his or her absence.
 4. Assume the office of treasurer in his or her senior year if he or she continues to meet the qualifications and so desires.
- G. Class Representatives shall:
1. Assist the treasurer and SNAP representative in the collection of dues, funds, etc., from their respective class members.
 2. Meet with the treasurer and SNAP representative at a time of convenience to submit these collections.
 3. Act as liaison between Student Council and respective class members.
- H. SNAP Representative shall:
1. Act as liaison between Student Nurses' Association and Area No. 3, SNAP and NSNA.
 2. Record events and all functions attended on area, state, and national level and present a copy to:

- a. Director of Nursing Education
 - b. Faculty Advisors
 - c. Recording Secretary
 - d. Corresponding Secretary
3. Post a copy of events and all functions on area, state, and national level on general bulletin board.
 4. Collect dues related to NSNA, SNAP, and Area No. 3 SNAP.
- I. Assistant SNAP Representative shall:
1. Assist SNAP Representative in carrying out his or her duties.
 2. Assume the position of SNAP Representative in his or her absence.
 3. Assume the office of SNAP Representative in his or her senior year if he or she continues to meet the qualifications and so desires.
 4. The Assistant SNAP Representative shall be elected from the junior class.
- J. Faculty Advisor shall:
1. Act in an advisory capacity to Student Council and to members of the Association.
 2. Confer with the President of the Student Nurses' Association before each meeting to discuss items for presentation.
 3. Examine the treasurer's accounts, approve the expenditures and cosign the checks.
 4. Attend Association and Council meetings.
 5. Receive the report of the Association meetings and indicate whether or not recommendations have been accepted.
 6. Have the power to veto any action of the Association for just reasons; however, veto may be overruled by two-thirds majority and then referred to Student-Faculty Welfare Committee for review.
 7. Serve as an intermediary person between the Student Nurses' Association and Nursing Education Organization.
 8. The Faculty Advisor cannot succeed self in concurrent years.

- K. Assistant Faculty Advisor shall:
1. Assist the Faculty Advisor in carrying out his or her duties.
 2. Assume the position of Faculty Advisor in his or her absence.
 3. Assume the office of Faculty Advisor in the forthcoming year if he or she continues to meet the qualifications and so desires.
 4. Assistant Faculty Advisor is to be nominated and elected yearly by the Student Nurses' Association in the General Election.
 5. The Assistant Faculty Advisor shall attend all Council and Association meetings.

ARTICLE VII

Section 1. The Student Council shall consist of the officers of the Student Nurses' Association, class representatives, SNAP Representative, Assistant SNAP Representative, Recruitment Chairman, and Standing Committee Chairman.

Section 2. The term of office shall be in accordance with election policies.

Section 3. Functions

1. Student Council shall be responsible for the administration of the Student Nurses' Association.
2. Prepare regulations on all matters within the realm of this Association and present them for approval.
3. Periodically update policies regarding personal appearance and house rules.
4. Review and approve committee recommendations before their presentation to the voting body.
5. Evaluate achievements of this Association annually.

Section 4. Meetings

Meetings shall be held on the Wednesday before Student Association Meetings or on call of the President.

ARTICLE VIII COMMITTEES

Section 1. There will be two (2) classes of committees within the Student Nurses' Association:

- A. Standing Committees
- B. Ad Hoc Committees

Section 2. Standing Committees:

There will be seven (7) standing committees as follows:

- a. Finance Committee
- b. Social Committee
- c. Welfare Committee
- d. Nominating Committee
- e. Program Committee
- f. Committee on Recruitment and Continuing Education
- g. Legislation Committee

Section 3. Finance Committee:

A. Aim:

Maintain the financial status of this organization.

B. Membership:

1. Chairman - Treasurer
2. Vice-Chairman - Assistant Treasurer
3. Three (3) Association Members
 - a. senior student
 - b. junior student
 - c. freshman student

C. Function:

1. Plan and implement a budget based on Association needs.
2. Present ways and means to finance the Association.

D. Meetings:

Meetings shall be held on call of the Chairman.

Section 4. Social Committee:

A. Aim:

Provide for social and recreational activities of the Student Nurses' Association.

B. Membership:

1. Chairman - Senior student
2. Vice-Chairman - Junior Student
3. Three (3) Association members
 - a. senior student
 - b. junior student
 - c. freshman student

C. Functions:

1. Plan, execute, and publicize social activities according to the social calendar, subject to the approval of the Director of Nursing Education.
2. Verbal and written suggestions are encouraged and may be presented to the Social Chairman. These suggestions will be presented and reviewed at each Student Council meeting.
3. Accept the responsibility for care of the recreational facilities.

D. Meetings:

Meetings shall be held on call of the chairman.

Section 5. Welfare Committee:

A. Aim:

Provide welfare services to meet the needs of the individual nursing students, friends, relatives and the community.

B. Membership:

1. Chairman - senior student
2. Vice-Chairman - junior student
3. Three (3) Association members
 - a. senior student
 - b. junior student
 - c. freshman student

C. Functions:

1. Acknowledge illness or death among students or faculty members or within their immediate families.
 - a. Any student or faculty member who is ill for three (3) or more days shall receive a card from the Association.
 - b. Any student or faculty member who is ill for seven (7) days or more shall receive a gift valued at five dollars (\$5.00) from the Association.

- c. Death among the student body, faculty members, and their immediate family shall be recognized by a spiritual bouquet or flowers in the amount of ten dollars (\$10.00).
2. Welcome new students and teachers and make them feel at home.
3. Assist in worthy community drives and campaigns subject to the approval of the Director of Nursing Education.

D. Meetings:

Meetings shall be held on call of the chairman.

Section 6. Nominating Committee:

A. Aim:

Develop and organize all planned election programs.

B. Membership:

1. Chairman - elected officer
2. Vice-Chairman - junior student
3. Four Association members
 - a. senior student
 - b. junior student
 - c. two (2) freshman students

C. Functions:

1. Evaluate the possible candidates.
2. Prepare a slate of not less than two (2) nor more than four (4) candidates for each office of the Student Nurses' Association to be elected.
3. Prepare a slate of not less than two (2) nor more than six (6) candidates for Outstanding Student Nurse to be elected.
4. Submit all slates to the faculty advisors for approval who then will submit the slates to the Nursing Education Organization.

5. Present the approved slates at the Student Nurses' Association election meeting in February, at which time nominations may be made from the floor.
6. a. Post an official slate of candidates for office including biographies of each nominee on the Bulletin Board within one week prior to the election date.
 - b. Present approved slate of candidates for Outstanding Student Nurse at the Student Nurses' Association meeting in January.
7. Organize and supervise election procedures.
8. Shall aid freshman class in electing a SNAP member to serve as a representative at SNAP Convention in November.
9. Shall formulate a list of questions, to be asked of the candidates, concerning the office they are competing for and to be presented at the February meeting.

D. Meetings:

Meeting shall be held on call of the chairman.

Section 7. Committee on Recruitment and Continuing Education:

A. Aim:

Work with NLN, PLN, ANA and PNA in promoting careers in Nursing and provide additional information on areas of continuing education.

B. Membership:

1. Chairman - OSN
2. Vice-Chairman - appointed
3. Three (3) Association members:
 - a. senior student
 - b. junior student
 - c. freshman student

C. Functions:

1. Inform Association of workshops, conferences, seminars etc., concerning continuing education.
2. Talk to High School students and other interested persons in the area on the subject of careers in Nursing.

D. Meetings:

Meetings shall be held on call of the chairman.

Section 8. Program Committee:

A. Aim:

To provide the Student Nurses' Association with a form of educational programming during monthly business meetings.

B. Membership:

1. Chairman - Vice-President
2. Vice-Chairman - Appointed
3. Three (3) Association members:
 - a. senior student
 - b. junior student
 - c. freshman student

C. Functions:

1. To obtain from the general Association body the names of any potential or proposed speakers.
2. Evaluate and elect one speaker for each monthly meeting to be submitted to the Faculty Advisor for approval.
3. Upon the Faculty Advisors' approval of the list of tentative speakers, the committee will then submit the list of proposed speakers and topics for a vote of approval first to the Student Council at its monthly meeting, and secondly, to the Student Nurses' Association for its vote of approval.

4. To contact the approved speaker regarding time, date, and place of his or her program.
5. To obtain a brief resume about the speaker for the purpose of introduction, prior to the program and to be delivered by the committee chairman.

Section 9. Legislation Committee:

A. Aim:

To provide the Student Nurses' Association with knowledge of bills and other legislative actions concerning the Nursing profession.

B. Membership:

1. Chairman
2. Vice-Chairman - appointed
3. Three (3) Association members:
 - a. senior student
 - b. junior student
 - c. freshman student

C. Functions:

1. To notify of and update any information concerning legislation on Nursing.
2. To encourage students to write to senators and congressmen concerning any bills pertinent to the Nursing profession.
3. To educate the student body as to the effect that certain legislation will have on their future in the Nursing profession.
4. To notify as to the position taken by legislative representatives and encourage students to vote.

D. Meetings:

Meetings will be held on call of the Chairman.

Section 10: Ad Hoc Committees:

- A. The President of the Association will have the authority to appoint such committees as are necessary to carry on the functions of the Association.
- B. These committees are to function only until the purpose for which they were created has been fulfilled.

ARTICLE IX ELECTIONS:

- Section 1. Election of the officers of the Student Nurses' Association will be held at the regular February meeting by secret ballot.
- Section 2. Each candidate must post on the General Bulletin Board a short summary of their intentions and expectations of the office being sought. Also be prepared to answer a question concerning the office they are seeking at the February meeting.
- Section 3. Two (2) tellers from each class and one (1) general ballot box guard will be appointed by the President.
- Section 4. Ballots shall be sent by the chairman of the committee on Nominations to affiliate students one week prior to election.
- Section 5. Ballots will be counted by the tellers after the election.

ARTICLE X FISCAL YEAR:

- Section 1. The fiscal year of the Association shall be from June 1st to May 31st.

ARTICLE XI PARLIAMENTARY AUTHORITY:

- Section 1. All meetings of this organization will be governed by Robert's Rules of Order - Revised.
- Section 2. A Sergeant-at-Arms shall be appointed by the president with the authority to remove any person from the meeting who has repeatedly disrupted any portion of the meeting.
- Section 3. A parliamentarian shall be appointed by the president to advise on proper parliamentary procedure within the Association.

ARTICLE XII AMENDMENTS:

- Section 1. The by-laws may be adopted, amended, or repealed by any annual or regular meeting by a two-thirds (2/3) vote, provided that a copy of the proposed amendments has been sent to all members one (1) week prior to the meeting.

