

Constitution of the  
Student Nurses Association  
The Loewenberg College of Nursing

ARTICLE I

NAME

The name of the organization shall be “The Student Nurses Association of the University of Memphis  
Loewenberg College of Nursing.”

ARTICLE II

MEMBERSHIP

Students shall become members of the Student Nurses Association by virtue of enrolling in the College of  
Nursing and paying dues.

ARTICLE III

PURPOSE

The purpose of the organization shall be:

1. To maintain and uphold the ideas and standards of the Loewenberg College of Nursing.
2. To provide students an opportunity for participation in self-government.
3. To encourage an attitude of professional responsibility.
4. To facilitate faculty and student interaction.
5. To act as a liaison for students with College of Nursing faculty and administration and other  
University administrators.
6. To foster positive community public relations.
7. To plan and coordinate extra-curricular activities.
8. To allocate funds for approved functions of the Student Nurses Association.

ARTICLE IV

DUES

Loewenberg Student Nurses’ Association dues are \$20 for the entire time a student is enrolled in nursing  
school.

Any dues and fundraising goes towards:

1. Providing meeting and programs for members of Loewenberg College of Nursing Student Nurses

Association.

2. Providing a \$200 scholarship for a graduating member to go towards NCLEX preparation and licensure
3. Defraying travel expenses for students attending the National Student Nurses Association conference yearly
4. Paying officers National Student Nurses Association membership dues.

If this chapter of the Loewenberg Student Nurses Association is dissolved, all remaining monies will go to the Loewenberg Foundation.

## ARTICLE V

### SECTION 1. Purpose

The purpose of the Student Nurses Association Executive Council shall be to represent all the members of the Student Nurses Association.

### SECTION 2. Representation

The Student Nurses Association Executive Council shall consist of the officers elected by the Student Nurses Association.

## ARTICLE VI

### ELECTED OFFICERS AND THEIR FUNCTIONS

#### SECTION 1. Elected Officers

Elected officers shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Activities Coordinator
6. Public Relations Liaison
7. Breakthrough to Nursing Chair

#### SECTION 2. Qualifications of Officers

All candidates shall maintain a cumulative scholastic grade point average of 2.5.

#### SECTION 3. Vacancies

1. If a vacancy occurs in a position of President, the Vice President shall fill the office.

2. If a vacancy occurs in the other listed positions, the Student Nurses Association Executive Council shall appoint a successor from any of the classes to hold office for the unexpired term.

#### SECTION 4. Duties of the Executive Council Members

##### 1. President

- a. The President shall preside at all meetings.
- b. The President with the approval of the Student Nurses Association Executive Council, shall appoint the chairmen of all ad hoc committees and hold each chairman responsible for the work of the ad hoc committee.
- c. The President shall act as representative of the student body when necessary.
- d. The President shall act as co-chairman of the class reunion.
- e. The President shall act as acting SNA President at state and national functions.
- f. The President shall be responsible for communicating the actions and decisions of the Student Nurses Association Executive Council to all members of the Loewenberg School of Nursing and the faculty and administration.

##### 2. Vice President

- a. The Vice President shall serve as Student Nurses Association President in the absence of the President.
- b. The Vice President shall chair the SNA community projects committee and be responsible for appointing chairmen of the Breakthrough to Nursing and Fundraising Committees.
- c. The Vice President will be responsible for orienting new students to SNA activities and recruiting SNA membership.
- d. The Vice President will be responsible for planning regular SNA meetings for all members and reporting information to students.

##### 3. Secretary

- a. The Secretary shall keep an accurate classified list of membership of the Student Nurses Association, keep minutes of the organization on file for future reference, conduct the correspondence of the organization and keep a list of policies of the organization.
- b. The Secretary shall be responsible for the proper posting of all notices of regular and called SNA meetings and Student Nurse Association Executive Council meetings, including the agenda for the meeting.

- c. The Secretary shall be responsible for keeping attendance of Executive Council meetings.
- d. The Secretary shall be responsible for recording of the minutes of the Student Nurses Association Executive Council meetings, distributing these to the Student Nurses Association Executive Council members and posting the minutes to the SNA bulletin board.
- e. The Secretary shall be responsible for the address and phone list of all nursing students. This is to be distributed each Fall semester.

#### 4. Treasurer

- a. The Treasurer shall collect dues and appropriate revenue from student body projects, pay bills, and keep a record of all money received or expended.
- b. The Treasurer shall give a verbal report at every meeting.
- c. The Treasurer is responsible for collecting dues at the first Fall meeting.
- d. The Treasurer shall notify the Student Nurses Association Executive Council of any person failing to pay dues and should keep an appropriate record.
- e. The Treasurer shall send a letter to all nursing students prior to Fall registration explaining the amount of dues, when the dues will be paid, and how these dues are used.
- f. The Treasurer shall be responsible for preparing a budget and presenting it to the Student Nurses Association Executive Council for approval by the first of October.

#### 5. Activities Coordinator

- a. The Activities Coordinator shall be responsible for planning all social functions of the Student Nurses Association, including being in charge of obtaining entertainment, refreshments, and decorations.
- b. The Activities Coordinator shall be responsible for appointing social committees as needed.

#### 6. Public Relations

- a. The Public Relations Liaison shall be responsible for maintaining open and clear channels of communication via social media, email blasts, and any other effective means of communication as deemed necessary.
- b. The Public Relations Liaison shall be responsible for establishing and maintaining contact with appointed semester representatives for all events and issues pertaining to the Student Nurses Association.

#### 7. Breakthrough to Nursing Chair

- a. The Breakthrough to Nursing Chair shall be responsible for setting up the SNA mentor-mentee program each semester.
  - b. The Breakthrough to Nursing Chair shall be responsible for maintaining contact with selected mentors and mentees to determine and improve the effectiveness of said matches.
8. Faculty Advisors
- a. There shall be a member of the faculty who shall act as an advisor to the Student Nurses Association Executive Council.
9. Retirement from Office
- a. Each officer upon retirement from office, shall deliver to the Student Nurses Association Executive Council all money, accounts, records, books, papers, or other articles pertaining to his/her work and plans as they affect the organization.
  - b. Each officer shall be responsible for orientation of his/her successor to the duties of his/her office, including a written report of the accomplishments, goals, and suggestions for the new officers when deemed necessary.

## ARTICLE VII COMMITTEES

### SECTION 1. Faculty and Administrative Committees

1. Each Fall, the Student Nurses Association Executive Council will recommend an undergraduate student to represent students on the committees concerning curriculum and student affairs.

### SECTION 2. Ad Hoc Committees

1. Ad Hoc committees may be established by the Student Nurses Association Executive Council and appointed by the President of the Student Nurses Association Executive Council to perform special functions.
2. These appointed committees shall work under the direction of the Student Nurses Association Executive Council and their reports shall be submitted to the Student Nurses Association Executive Council and shall be subject to its approval.

### SECTION 3. Reports of Committees

1. Each committee shall report to the Student Nurses Association Executive Council as necessary or as requested by the Student Nurses Association Executive Council.

#### SECTION 4. Campus Wide Committees

1. The President of the Student Nurses Association Executive Council shall appoint Student Nurses Association members, with approval of the Student Nurses Association Executive Council, to other college and campus committees that call for student membership. The Student Nurses Association Executive Council shall report to the Loewenberg College of Nursing these committees and their members.

### ARTICLE VIII

#### MEETINGS

##### SECTION 1. Mass Meetings

1. Meetings shall be called by the Student Nurses Association Executive Council at least once a month. Attendance by all members is expected.
2. The Dean of the College of Nursing may request a meeting at any time.

##### SECTION 2. Executive Council Meetings

1. There shall be regular Student Nurses Association Executive Council meetings every 2 weeks.
2. Attendance at these meetings is required for Executive council members.
3. A maximum of 3 unexcused absences will be allowed for a council member. Excessive absences from council meetings will result in removal from office.

##### SECTION 3. Quorum

1. A quorum to conduct business at meetings shall consist of two-thirds of the current active membership of the group.
2. A quorum to conduct business at any Student Nurses Association Executive Council meeting shall consist of two-thirds of the membership.

### ARTICLE IX

## ELECTIONS

### SECTION 1. Elections and Terms of Executive Council Officers

1. The Student Nurses Association Executive Council shall present the slate of approved candidates one week before the election.
2. The President, Vice President, Secretary, Treasurer, Historian, and Social Chairman shall be elected before April 30.
3. The remaining officers shall be elected four weeks after the beginning of Fall term.
4. The installation date shall be designated by the Student Nurses Association Executive Council.
5. The newly elected governing body shall attend council meetings one month prior to the termination of the school year.
6. The new officers shall continue in office until after the installation of newly elected officers for the following year.
7. The Student Nurses Association shall vote on the SNA President, Vice President, Treasurer, Secretary, Historian, and Social Chairman.
8. Voting shall be done by ballot.
9. A Student Nurses Association Executive Council member shall preside over the ballot collection at all times during the election.
10. At close of election, the ballots shall be counted by two Student Nurses Association Executive Council members appointed by the President of the Student Nurses Association Executive Council.
11. To constitute an election to office, the candidate must receive a majority of the votes cast by two-thirds of the membership of the Student Nurses Association.
  - a. If no candidate receives a majority vote, the two candidates receiving the highest number of votes shall be voted upon again by the same constituency.

## ARTICLE X

### FISCAL YEAR

1. The fiscal year of the Student Nurses Association shall begin May 1 and end April 30.

## ARTICLE XI

## PARLIAMENTARY AUTHORITY

1. Robert's Rules of Order Revised shall be the standard for all parliamentary procedures of all meetings of the Student Nurses Association and its constituent parts in all cases to which they are applicable and in which they are not inconsistent with the By-laws.

## ARTICLE XII

### REVISIONS AND AMENDMENTS

#### SECTION 1. Method of Amending

1. The Constitution and By-laws shall be considered for reevaluation and revision each Fall by the Student Nurses Association Executive Council.
2. The Constitution and By-laws may be considered for revision and/or amendment at the written request of a member of the College of Nursing.
3. Proposed changes shall be prepared in writing and presented to the Student Nurses Association Executive Council where they may be accepted or rejected by a majority vote.
4. If accepted, they shall be submitted to the Dean of the School of Nursing for consideration.

#### SECTION 2. Voting on Amendments

1. If the proposed changes have been approved by the Dean, they shall be presented to the student body for approval. (Optional ballot vote can be used.)
2. If accepted by two-thirds of the membership of the Student Nurses Association, the changes shall be written into the Constitution and/or By-laws and shall become effective immediately.