

Kentucky Association of Nursing Students (KANS)

Bylaws

ARTICLE I - NAME

The name of this organization shall be the Kentucky Association of Nursing Students, Inc., a constituent of the National Student Nurses' Association, Inc., hereinafter referred to as KANS and NSNA.

ARTICLE II - PURPOSES AND FUNCTIONS

The purpose of KANS:

- 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; and
- 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.
- D. To advocate for nursing students in preparing for their professional roles as nurses.

The function of KANS shall include the following:

- A. To have direct input into standards of nursing education and influence 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 Kentucky Nurses' Association and the Kentucky League for Nursing as well as other nursing and related health organizations.
- H. To encourage communication between constituents, state, and national organizations.

ARTICLE III - MEMBERS

Section 1.

A. School chapters whose membership is composed of active or associate members of KANS, whose bylaws have been approved, and upon meeting such other policies as determined by the Board of Directors of NSNA, shall be recognized as a constituent.

B. A school chapter shall be composed of at least ten members from a nursing program or the total enrollment if less than 10. This requirement of 10 or more members must be met on a date 8 weeks prior to the annual House of Delegates meeting. There shall be one chapter in each nursing program.

C. A state association shall be composed of at least two school chapters in a state. School chapters shall belong to the state association. There shall be only one state association in a state.

D. A constituent association that fails to comply with the bylaws and policies of NSNA and KANS shall have its status revoked by a 2/3 vote of the Executive Board, provided that written notice of proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

E. School chapters are entities separate and apart from KANS in their administration of activities, with KANS exercising no supervision or control over their immediate daily and regular activities. NSNA and KANS 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 the members thereof. In the event any legal proceeding is brought against KANS as a result of such acts of omission or commission by a school chapter or state association, said school chapter will indemnify and hold harmless the NSNA and KANS from any liability.

Section 2. Categories of Constituent Membership

A. Active Members:

1. Students enrolled in a state approved program leading to licensure as registered nurse;
2. Registered nurses accepted and enrolled into a baccalaureate-nursing program;
3. Active members shall have all of the 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 a program leading to an associate or baccalaureate degree in nursing;
2. Associate members shall have all the privileges of membership except the right to hold office of President, First and Second Vice President, Secretary, and Treasurer on the state level and President and Vice President on the national level.

C. 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. Individual members shall have the same privileges as do active and associate members.

Section 3. Categories of Non-Constituent Membership

A. Sustaining Members:

Sustaining membership shall be open at KANS level to any individual or organization, upon approval of the Executive Board, interested in furthering the development and growth of KANS. This membership is not open to those eligible for active or associate membership. Sustaining members shall receive literature and other information from the KANS office.

B. Honorary Members:

Honorary membership may be conferred by two-thirds vote of the House of Delegates with recommendation of the Executive Board upon persons who have rendered distinguished service or valuable assistance to KANS. Honorary members shall be recognized at convention functions. Honorary members shall have none of the obligations or privileges of membership.

Section 4. Extended Membership

A. Active and associate membership may be extended six months beyond completion of a student's program in nursing. Sustaining membership shall be renewable annually.

Section 5. Dues

A. 1. The annual dues for active, associate, and individual members shall be \$40.00 per member, payable for the appropriate dues year. The year shall be a period of twelve consecutive months, beginning on the first day of the month in which payment is received by NSNA.

2. Payment of NSNA, KANS, and school dues is a prerequisite for membership. NSNA dues shall be \$30.00 per member. KANS dues shall be \$10.00 per member.

3. NSNA and KANS dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. Local chapter dues shall not be submitted to NSNA.

B. The annual dues for sustaining members shall be equivalent to KANS dues and paid directly to the NSNA office

C. Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE IV - OFFICERS AND DIRECTORS

Section 1. Officers

The officers of the association shall consist of President, First Vice President, Second Vice President, Secretary and Treasurer.

Section 2. Directors

There shall be eight directors: Publications/Website Director, the Breakthrough to Nursing Project Director, the Legislative Director, the Central Regional Director, the Western Regional Director, the Northern Regional Director, the Eastern Regional Director and the Promotions Director.

Section 3. Eligibility

- A. Only members who shall have active membership for the full term of office shall be eligible to run or serve as officers of this association.
- B. Only members who shall have active or associate membership for the full term of office shall be eligible to serve as directors of this association.
- C. No member shall hold more than one elected state position at anytime.
- D. Those members holding state office who are then elected to a national office must resign from one of these offices prior to the Executive Board meeting at the Midyear conference, or a vacancy will be declared in the national position.
- E. No member shall serve more than two terms on the Executive Board.
- F. In the event that a candidate whose eligibility is questionable is slated for an office, the current Nominations and Election Committee will determine the eligibility of the candidate in question according to the bylaws. The candidate in question will be notified of the decision and removed from office if necessary. The House of Delegates will be notified of the change.
- G. In the event that a candidate whose eligibility is questionable is elected to an office, the current Executive board will determine the eligibility of the candidate in question according to bylaws. The candidate in question will be notified of the decision and removed from office if necessary. The runner-up of the election will take office in the event that the questionable candidate is removed. If there is no other candidate slated, the office will remain vacant with the exception of the President.

Section 4. Term of Office

- A. The term of office will begin after the adjournment of the annual meeting at which officers and directors are elected and will conclude at the adjournment of the following annual meeting at which their successors are elected.
- B. Outgoing officers shall serve as active consultants to their newly elected counterpart through the first scheduled meeting of the new Executive Board.

Section 5. Duties of Officers and Directors

The officers shall perform the duties prescribed by the parliamentary authority and more specifically shall include:

- A. The President shall:
 - 1. Preside at all meetings of this association, or appoint a representative from the executive board to preside in his/her place.
 - 2. Shall be responsible for seeing that lines of direction given by the House of Delegates and the actions of the Board are carried into effect and for reporting to the membership and the Executive Board on the conduct of affairs of the association.
 - 3. Appoint special committees with the approval of the Executive Board.

4. Serve as ex-officio member of all committees except the Committee of Nominations;
5. Approve expenditures as submitted by the Treasurer.
6. Attend and serve as delegate at the NSNA Annual Convention or designate an alternative to attend in his/her place.
7. Send notices of time, place, and agenda of Executive Board meetings to all Board members two weeks prior to meeting time
8. Represent KANS in matters relating to the association and perform all other duties pertaining to the office.
9. Have such other powers and perform such other duties as may be assigned by the Executive Board.

B. The First Vice President shall:

1. Assume the duties of the President in the absence or disability of the President.
2. In the event of a vacancy occurring in the office of the President, assume the duties of the President.
3. Be responsible for the planning and delegating aspects of planning the annual convention.

C. The Second Vice President shall:

1. Serve as chairperson of the membership recruitment committee; consisting of the regional directors and other appointed members.
2. Coordinate committee activities of the Executive Board.
3. Serve as chairperson of the Tellers.
4. Serve as a member of the Nominations Committee.
5. Send Bylaws, Policies, list of officers, directors, and consultants and other pertinent information to constituents;
6. Coordinate disbursement of information to the Regional Directors.
7. Be responsible for coordinating the actions of the elected directors.

D. The Secretary shall:

1. Record the minutes of all meetings of this association and of the Executive Board and send copies of them to all Board members, constituent presidents and NSNA.
2. Receive all official documents and correspondence, retain until time of disposal according to procedural policy.
3. Inform NSNA of all current programs and activities and provide current names and addresses of state and constituent officers.

E. The Treasurer shall:

1. Act as custodian of association funds and deposit these funds in a bank approved by the Executive Board.
2. Prepare a proposed itemized budget and submit it for Board approval four weeks prior to the annual meeting.
3. Make disbursements of \$150.00 or less with the approval of the Advisor or another Executive Committee member, but disbursements of more than \$150.00 only with the prior approval of the Executive Board.
4. Prepare an annual written financial report.
5. Submit a financial report to the Executive Board monthly and when requested by any member of this Board.
6. The retiring Treasurer shall deliver to the newly elected Treasurer all money, vouchers, books, and papers held in custody immediately after the annual audit.

F. Directors shall perform such duties as deemed necessary by the president in accordance with the needs and policies of the Association.

Section 6. Vacancies

- A. A vacancy in the office of President shall be filled by the First Vice President.
- B. A vacancy in the office of First Vice President shall be filled by the Executive Board from among the members of the Board.
- C. Candidates for vacant offices must meet all eligibility requirements.
- D. Providing a vacancy shall be filled it shall require a 2/3 vote of the Executive Board.
- E. Any resignation from a position on the Executive Board shall be in writing and shall be effective immediately upon receipt of the resignation by the KANS office.
- F. Any resignation from a position on the Executive Board shall be in writing and shall be effective immediately upon receipt of the resignation by the KANS office.

Section 7. Attendance/Neglect or Abuse of Duty

- A. A member of the Executive Board who has missed three or more meetings without prior notification to the officers or valid reason for absence, as determined by the Executive Committee, may be removed from office by 2/3 vote of the Executive Board at the next regularly scheduled meeting.
- B. A member of the Executive Board may be removed from office by a 2/3 vote of the Executive Board if that officer is deemed negligent in the function of his/her office as stated in the bylaws or under the discretion of the executive committee.
- C. The member of the Executive Board in question will be notified at least two weeks in advance of any action.

ARTICLE V - NOMINATIONS AND ELECTIONS

Section 1. Composition of the Nominating Committee

- A. The Nominating Committee shall be composed of the four Regional Directors and the Second Vice President. The committee shall elect the chairperson from the committee members.
- B. A member elected to serve on the Nominating Committee shall not be eligible to be nominated as a candidate or apply for nomination as a candidate for any elected position during that term.
- C. If a vacancy arises in the Nominating Committee, the Executive Board shall fill the vacancy from among the members of the Board.

Section 2. Duties of the Nominating Committee

- A. The Nominating Committee shall receive names of proposed candidates submitted in writing by any constituent association. The committee shall consider the qualification of these proposed candidates, but shall not be limited or controlled by these nominations.
- B. The Nominating Committee shall prepare a ticket with candidates for the officers, and directors. The consent of all proposed candidates shall be obtained in writing before placing their names on the ticket.
- C. A copy of the ticket shall be published at least four weeks prior to the convention. The report of the Nominating Committee shall be presented on the first day of the annual convention. Further nominations and consent to run may be made from the floor only after the candidate's credential sheet and consent to run have been presented to the Nomination Committee Chairperson.
- D. The nominating committee shall oversee the functions of the campaign, run the candidates presentations and debates, monitor and investigate complaints of campaign violations and present the new officers to the House of Delegates.

Section 3. Elections

- A. The officers and directors shall be elected at each annual Convention by the House of Delegates. The elected consultant is elected only on even number years.
- B. The election shall be by ballot. A tie shall be decided first by a revote and if necessary then by casting a lot.
- C. If a write-in candidate receives the largest number of votes for an office or directorship, approval of the member's credentials shall be required before the person takes office.

ARTICLE VI - MEETINGS

Section 1.

The annual meeting of the association shall be held at such a time and place as shall be determined by the Executive 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 given to members of the voting body at least ninety days prior to the meeting.

Section 2.

The House of Delegates shall be the governing body of the association and the members of the Executive Board.

Section 3. Delegate Representation

- A. The voting body at meetings of this association shall consist of the elected state officers, elected directors, and all delegates present from school constituents;
- B. Representatives to the annual meeting of KANS shall be one delegate per five active or associate members in each constituent school chapter.
- C. Representation to the NSNA annual meeting:
 - 1. School constituents
 - a) Each school chapter that is a recognized constituency, as determined by these bylaws, shall be entitled to one voting delegate and alternate for every 50 members.
 - b) The school chapter delegate and alternate shall be members in good standing in the chapter and shall be selected by members of the school chapter at a proper meeting.

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.

Section 5.

All meetings of the association shall be open unless voted otherwise.

Section 6. Quorum

A quorum at the annual meeting shall consist of the President or First Vice President, one-half of the Executive Board, two-thirds of all delegates present and voting, and one consultant.

ARTICLE VII - EXECUTIVE BOARD

Section 1.

The Executive Board shall consist of the elected officers and directors. The consultants shall serve as ex-officio members without a vote.

Section 2.

All the powers of the association are vested in and shall be exercised by the Executive Board during the interim between meetings of the association, except that the Board shall not nullify nor modify any action taken by the House of Delegates at convention, and subject to provision of these bylaws.

Section 3.

The Executive Board shall not be responsible for any contract, claim, or obligation incurred, or for any position taken by an officer or member of a constituent unless same was duly authorized in writing by the Executive Board.

Section 4.

Management by the Executive Board shall include the following duties:

- 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 involving KANS' relationships with the other organization.
- C. Approve the budget and provide for the annual audit of accounts at the close of the fiscal year.
- D. Have the power by three-fourths vote to declare an office vacant.

Section 5.

In case of emergency, votes by mail or email may be taken by the Executive Board, providing the material is sent in and same words to each member. Action taken by mail or email shall be verified and made part of the minutes of the next meeting of the Executive Board.

Section 6.

Regular meetings of the Executive Board shall be held immediately before and after the annual meeting and at such other times as deemed necessary by a majority of the board. The President shall determine the day and place of the meeting.

Section 7.

The quorum shall be President or First Vice President or Second Vice President, one consultant, and a majority of the remaining Executive Board members.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1.

The Executive Committee shall be composed of the elected officers and one consultant.

Section 2.

The Executive Committee shall transact business of an emergency nature only when the business cannot wait until the next scheduled meeting of the Executive Board.

Section 3. Meetings

- A. Meetings of the Executive Committee shall be at the call of the President, or at the request of five members of the committee. At least three days notice shall be given to each member of the committee.

B. Meetings may be conducted by telephone conference with twenty-four hours notice.

C. Business may be conducted by mail or email provided the material is sent in the same words to each member of the committee.

D. Action taken by telephone conference, mail, or email shall be verified at the next meeting of the Executive Committee.

Section 4.

All transactions of the Executive Committee shall be reported in full at the next regularly scheduled meeting of the Executive Board.

Section 5.

Three members of the Executive Committee, one of whom shall be the President, the First Vice President or the Second Vice President and one consultant, shall constitute a quorum.

ARTICLE IX -CONSULTANTS

Section 1.

There shall be four consultants. One consultant shall be appointed by each of the Executive Boards of KNA and KLN in consultation with KANS Executive Board for a term of two years, or until their respective successors are appointed. The third consultant shall be a Registered Nurse and elected by the association for a term of two years. The fourth consultant - deemed Presidential Consultant - shall be a previous member of the KANS Executive Board. This person shall be selected by the President and approved by the Executive Board to serve for one year.

Section 2.

The consultants shall:

A. Be responsible for providing for coordinating the exchange of information between the Executive Boards of KNA, KLN, and KANS;

B. Serve as resource persons consulting with the Executive Board, member and staff;

C. Attend meeting of KANS;

D. Be a member of a professional nursing organization or a member of KANS.

ARTICLE X - COMMITTEES

The Executive Board, at its discretion, shall establish committees deemed necessary to carry on its work of the association and determine the functions, terms, and membership of the committees. A quorum for committee meetings shall be a majority of the members.

ARTICLE XI - OFFICIAL PUBLICATION

Leadership, Education, Advocacy, Professionalism, Stewardship, or "L.E.A.P.S." shall be the official publication of this association and shall be distributed to members as one of the benefits of membership.

The times of which it is distributed will be determined by the Executive Board, provided that there be an effort made to disseminate the information via mail, email or website a minimum of at least two (2) issues.

ARTICLE XII - PARLIAMENTARY AUTHORITY

All meetings of this association 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.

These bylaws may be amended at the annual meeting by a 2/3 vote of those present and voting provided that notice of the proposed amendments has been sent to members at least four weeks prior to the meeting.

Section 2.

Proper amendments shall be submitted in writing, carrying proponent's signature, to the Executive Board for review at least ten weeks prior to the annual meeting. Proposed amendments may be submitted only by the Executive Board, a KANS Committee or a member.

Section 3.

These bylaws may be amended at the annual meeting by a 90% vote of those present and voting, provided previous notice shall have been given at an earlier session of the same meeting, and provided that the proposed amendment shall have been presented to the presiding officer and parliamentarian the meeting where the previous notice is given.

Section 4.

The bylaws of NSNA adopted at the annual meeting, which directly relate to the business of the constituent association in the area of conformity of NSNA shall automatically and immediately effect the necessary amendments of the bylaws of the constituent association and shall promptly be incorporated into their bylaws.