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**Bylaws**

**Last Updated: February 29th, 2020 at Annual Spring Conference**

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**PREAMBLE**

**REASONS FOR BEING:**

1. We, students of nursing, preparing for initial licensure as registered nurses, as well as those nurses enrolled in baccalaureate completion programs, 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.
2. We believe every citizen has a right to the highest quality of healthcare.
3. We believe in the development of the whole person towards his/her professional role with its rights, responsibilities and ideals.
4. We believe every right bears inherent responsibility.
5. We believe responsibilities are participatory, not purely philosophical or ideological, and
6. We believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

**Rights/Responsibilities:**

1. Students have a right to and a responsibility for:
   1. having a creative educational opportunity;
   2. having the highest quality practitioner-teacher;
   3. achieving input into curriculum planning;
   4. for achieving self-directed learning;
   5. for achieving equal participation in all areas of clinical practice;
   6. for participating in interdisciplinary activities;
   7. due process;
   8. insuring peer review and self-evaluation;
   9. the privileges of internal governance;
   10. organizing and participating in an organization directed towards achieving professional goals;
   11. facilitating change in health care delivery through various channels;
   12. assembling and exploring fundamental and current professional issues and concerns;
   13. organizing a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
   14. fostering a better correlation between nursing education and practice.

**ARTICLE I: Name**

1. The name of this organization shall be the Colorado Student Nurses Association, hereinafter referred to as CSNA. This organization is a constituent of the National Student Nurses' Association, Inc.

**ARTICLE II: Purpose and Function**

1. The purpose of the CSNA is:
   1. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
   2. To provide programs representative of fundamental and current professional interests and concerns. Interests and concerns to nursing students.
   3. 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.
2. The functions of the CSNA shall include the following:
   1. To have direct input into standards of nursing education and influence the education process.
   2. To influence health care, nursing education and practice through political education legislative activities as appropriate.
   3. To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
   4. To represent nursing students to the consumer, to institutions and other organizations.
   5. To promote and encourage students' participation in interdisciplinary activities.
   6. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
   7. To promote and encourage collaborative relationships with the Colorado Nurses’ Association and the National Association of Nursing, hereafter referred to as CSNA and NSNA as well as other nursing and related health organizations. nursing and health related organizations.

**ARTICLE Ill. Members**

**Section 1:** Constituent Associations & School Constituent

1. School chapters whose membership is composed of active or associate NSNA members, and who have submitted the Official Application for NSNA Constituency Status, and whose bylaws conform to NSNA requirements and upon meeting such other policies as the Board of Directors of NSNA shall have determined, shall be recognized as a constituent.
2. A school chapter shall be composed of at least 10 members from a school or the total school enrollment if less than 10. There shall be only one chapter in each school campus.
3. The state association shall consist of at least two school chapters that have at least 10 members in each school. School chapters shall belong to the state association. There shall be only one state association.
4. For yearly recognition as an NSNA constituent, school chapters and state associations shall be required to submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity for active and associate members: purpose and function, membership, dues and representation. Further, state associations must have on file with NSNA a copy of current state bylaws and approved and signed copies of the state association’s board of directors and annual membership meeting minutes for the previous year, for recognition as an NSNA constituent association.
5. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a two-thirds vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
6. School chapters and state associations are entities separate and apart from NSNA in their administration of activities with NSNA exercising no supervision or control over these immediate daily and regular activities. NSNA has no liability for any loss, damages, or injuries sustained by third parties as a result of negligence or acts of school chapters or state associations, or the members thereof. In the event any legal proceeding is brought against NSNA as a result of such acts or commission by a school chapter or state association, said school chapter or state association will indemnify and hold harmless the NSNA from any liability.
7. School chapters are entities separate and apart from state associations in their administration of activities with the state association exercising no supervision or control over these immediate daily and regular activities. CSNA or NSNA 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 the CSNA or NSNA as a result of such acts of omission or commission by a school chapter, said school chapter will indemnify and hold harmless the state association and national association from any liability.

**Section 2:** Categories of Constituent Membership

Members of the constituent association shall be:

1. 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 the privileges of membership.
2. Associate members:
   1. Pre-nursing students, including registered nurses enrolled in college or university programs designed as a preparation for entrance into an undergraduate program leading to an associate degree, diploma, or baccalaureate degree in nursing.
   2. Associate members shall have all of the privileges of membership except the right to hold office as president and vice president at the state and national levels.
3. 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. Individual members shall have the privileges of membership as prescribed in Article III, Section 2, items A and B.
   2. Active and associate membership shall be renewable annually.

**Section 3:** Length of Membership

1. Active and associate membership may be extended six months beyond completion of a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program.

**Section 4:** Dues

1. The annual state dues for CSNA shall be equal to the membership fees of the NSNA plus $10.00 state dues per member, payable for the appropriate dues year. The dues year shall be a period of 12 consecutive months. Discounts may apply for state dues that are paid for more than 12 months in advance.
2. Payment of NSNA and state dues is a prerequisite for membership. NSNA dues shall be the amount set by NSNA per member from a 12 consecutive month period. The NSNA dues from members joining two years shall be the amount set by the NSNA per member. The dues years for those members shall be a period of 24 consecutive months.
3. NSNA and CSNA dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. Local dues shall not be submitted to NSNA.
4. Any member who fails to pay current dues shall forfeit all privileges of membership.

**ARTICLE IV. Officers and Directors**

**Section 1:** Officers

1. The executive officers of the CSNA shall be the President, Vice President, Secretary, Treasurer. Other non-executive officers shall include the Projects Director –North, Projects Director – South, Membership Director – North, Membership Director – South, Breakthrough to Nursing, Legislative and Education Director  and Communications Director.

**Section 2:** Eligibility

1. Any member in good standing of CSNA and meeting the following qualifications shall be eligible to be a candidate for office:
   1. Candidates shall be chosen from among those members who have been nominated by a member of CSNA according to the procedure outlined in these bylaws.
   2. Only members who shall be nursing students throughout at least 3/4 of their term of office and have the privileges of active membership shall be eligible for the offices of President and Vice President
   3. Associate members as specified in article 3, section 2, letter B are not eligible to hold the office of President or Vice President.
   4. Members who have resigned a position of the board during their one year term of office are ineligible to be nominated for the successive election.
   5. Three unexcused absences of an officer from meeting during the year shall constitute a resignation. A resignation may be appealed to the Board of Directors.
   6. If an officer is going to be absent, a written or verbal explanation of reason shall be given to the president. The Board will decide by ¾ vote if the absence is excused or unexcused.
   7. After two unexcused absences from two Board of Director meetings, notification shall be sent stating that an additional absence shall constitute a resignation.
2. Only members who shall be nursing students throughout at least 6 months of the school year during their term of office and have the privileges of active or associate membership shall be eligible for the offices of Secretary, Treasurer, Regional Membership Directors, Regional Project Directors, Breakthrough to Nursing, Communications Director, and Legislative and Education Director.
3. Only members present at the annual meetings may be nominated from the floor.

**Section 3:** Term of Office

1. The term of office shall be one year from the adjournment of the annual meeting at which officers and directors are elected to the adjournment of the annual meeting at which their successors are elected. After elections at the annual meeting, **outgoing officers will then abide by a one-month mentorship to incoming officers to aid in the transition of duties.**

**Section 4:** Duties of Officers

1. The Board of Directors shall be responsible for:
   1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
   2. Filling vacancies in any office by two-thirds majority vote of Board of Directors, except the office of President.
   3. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis
2. The Officers and Directors shall perform the duties prescribed by the parliamentary authority, and more specifically include:
   1. The President shall by the guideline:
      1. Preside at all meetings of the CSNA and the Board of Directors.
      2. Appoint special committees with the approval of the Board of Directors.
      3. Co-sign checks (or designate another officer to do so), which also includes electronic funds for fund disbursements as provided by the bylaws and policies.
      4. Serve as an ex-officio member of all committees, except the Committee on Nominations.
      5. Chair the committee on bylaws, policies, and resolutions.
      6. Submit annually to NSNA the Official Application for NSNA Constituency Status for Colorado by the cutoff date.
      7. Perform all other duties pertaining to the office and shall represent the Association in all matters relating to the CSNA.
      8. Remind schools through regular correspondence to submit the Official Application for NSNA Constituency Status to NSNA by the cutoff date.
      9. Serve as an advisor for the succeeding Vice President, not to exceed six months.
      10. Deliver to the newly elected President all property belonging to the Association within one month after the annual convention.
   2. The Vice President shall:
      1. Assume the duties of the President in the absence of the President.
      2. Serve as an advisor for the succeeding Vice President, not to exceed six months.
      3. Perform other duties as assigned by the President.
      4. Serve as the chairperson of the nominating committee.
      5. Aide as an advisor to the current CSNA Board Members
   3. The Secretary shall:
      1. Keep on file an accurate list of the names and addresses of all constituent associations to be used for correspondence purposes.
      2. Notify the Board of Directors and nominating co-chairpersons of time and place of all meetings of the Association at least 2-3 weeks prior to the next Board meeting.
      3. Record the minutes of all meetings of the Association and of the Board of Directors and also be responsible for the distribution of the electronically signed minutes to the Board of Directors and nominating co-chairs and electronically signed Board of Directors and annual membership meeting minutes to NSNA headquarters.
      4. Keep on file as a permanent record all reports, papers, and documents of the Association.
      5. Refer to duly appointed committees the necessary records for the proper performance of their duties.
      6. Sign with the President such organization papers as come into their executive and administrative spheres.
      7. Notify all schools of their state constituency status, the number of voting delegates, and the date, time and place of the NSNA annual meeting at least 30 days prior to the meeting.
      8. Deliver to the newly elected Secretary all records and papers belonging to the Association within one month after the annual convention
   4. The Communications Director shall:
      1. Publish regular communication consisting of at least once a week
      2. Update and edit all social media platforms including: the CSNA website, Facebook, and Instagram pages.
      3. Respond for domain, host, and name.
      4. Serve as an advisor to the succeeding Communications Director, not to exceed six months.
      5. Assist the President and Vice President with publicity and promotion of the conventions of this organization.
      6. Keep the media contacted as to special events of the organization.
      7. Solicit advertising to try to cover the cost of the annual convention.
      8. Email upcoming events
   5. The Treasurer shall:
      1. Act as custodian of organization funds and deposit these funds in a bank approved by the Board of Directors.
      2. Co-sign checks or prepare e-funds for fund disbursements as bylaws and policies provide.
      3. Approve budget proposals as voted by the Board of Directors pending evaluation of available funds and make monetary disbursements with the approval of the President and as authorized by the Board of Directors.
      4. Keep accurate entries of acquisitions and disbursements of organization funds.
      5. Using membership enrollment documents received from NSNA, keep an accurate record of all members who have paid national and state dues and electronically upload constituency lists.
      6. Prepare a report of the transactions of the Treasurer's office to be submitted at the annual meeting.
      7. Submit a financial report to the Board of Directors as requested (please be prepared to share at all meetings)
      8. Serve as chairperson of the Committee on Fundraising.
      9. The outgoing Treasurer shall, within one month after the close of the convention, deliver to the newly elected Treasurer all money vouchers, books, and papers of the Association held in custody.
      10. When directed by the Board of Directors, shall be responsible for an outside audit of the association's financial records.
      11. Shall be responsible yearly to file an IRS Form 990 as per current IRS requirements and provide proof of completion to the Board of Directors.
      12. Outgoing Treasurer should within one month organize the transition of all bank accounts to the current Treasurer.
   6. The Membership Directors, North and South, shall:
      1. Appoint members to and serve as chairperson of the Membership Recruitment and Retention Committee.
      2. Serve as a resource person to local chapters to provide information on membership recruitment and retention.
      3. Become informed about current membership recruitment/retention projects sponsored by NSNA and communicate this to schools in the state.
      4. Devise, with Board approval, membership recruitment and retention projects for state implementation.
      5. Conduct other membership recruitment and retention activities as directed by the Board of Directors.
      6. Will work with the Board on ideas to assist increasing membership
   7. The Breakthrough to Nursing Director shall:
      1. Promote awareness of nursing opportunities at all levels of education and to underrepresented populations.
      2. Coordinate with Projects Director on BTN presentations.
      3. Perform other duties as assigned by the President and/or Board of Directors.
   8. Legislative and Education Director shall:
      1. Promote awareness of legislative and educational issues that impact the nursing profession on both a national and state level.
      2. Coordinate efforts with the Board of Directors as appropriate.
      3. Serve as chairperson for the resolution committee.
      4. Perform other duties as assigned by the President and/or BOD.
      5. Attend and communicate with CNA GAPP and/or Lobby Day
   9. The Projects Director (North & South) shall:
      1. Serve as chairperson of the project committee.
      2. Serve as chairperson of the CSNA convention planning committee
      3. Perform other duties as assigned by the President and/or Board of Directors.
   10. Director of Community Outreach:
       1. Plan one Fall and one Spring community outreach event for members and the public. This can include but is not limited to benefit walks, other organizational events, booths about information for CSNA, high school visits, etc.
       2. Election would take place in the Fall for this position, however, the position will be voted on for the very first time in Spring of 2020.
   11. Faculty Advisor
       1. Shall be appointed by a two-thirds majority vote of the Board of Directors.
       2. The term of office shall be two (2) years from the time the term is accepted. This position will be on a volunteer basis only.
       3. The Board of Directors may appoint Faculty Advisor to a second term.
       4. Attend meetings of the Board of Directors, but shall not be counted determination of a quorum, vote in Board meetings, or persuade voting.
       5. Serve as a liaison between CSNA and other professional nursing associations, representing the needs and positions of the CSNA and its members, and strengthen organizational ties
   12. The New Grad Advisor Shall:
       1. Act as a mentor and resources for the Board of Directors and CSNA membership.
       2. Attend meetings of the Board of Directors, but shall not be counted determination of a quorum, vote in Board meetings, or persuade voting.
       3. Serve as a liaison between CSNA and other professional nursing associations, representing the needs and positions of the CSNA and its members, and strengthen organizational ties.
       4. Promote and encourage leadership and development of individual CSNA members and the Board of Directors

**Section 5:** Vacancies

1. A vacancy on the Board of Directors, other than the President, shall be filled by 3/4 vote of the remaining Board of Directors or as specified in these bylaws.
   1. Vacancies may be appointed by the presiding officer. Presiding officer is the officer presiding over the meeting at the time of appointment.

**Section 6:** Attendance Policy

1. Three unexcused absences of an officer from meetings during the year shall constitute a resignation.
2. Implement attendance policy from above.
   1. Only members who shall be nursing students throughout at least 3/4 of their term of office and have the privileges of active membership shall be eligible for the offices of President and Vice President
   2. Associate members as specified in article 3, section 2, letter B are not eligible to hold the office of President or Vice President.
   3. Members who have resigned a position of the board during their one year term of office are ineligible to be nominated for the successive election.
   4. Three unexcused absences of an officer from a meeting during the year shall constitute a resignation. A resignation may be appealed to the Board of Directors.
   5. If an officer is going to be absent, a written or verbal explanation of reason shall be given to the president. The Board will decide by ¾ vote if the absence is excused or unexcused.
   6. After two unexcused absences from two Board of Director meetings, notification shall be sent stating that an additional absence shall constitute a resignation.

**ARTICLE V. Nominations and Elections**

**Section 1:** Nominating

1. Nominations for any position may be made either in writing to the Vice-President or from the floor at any CSNA Conference, provided the eligibility of the individual so nominated, as determined by these Bylaws, is reasonably determined to be valid. Also, any party nominated for a position on the CSNA board must accept or decline such nomination, either in person or via written means. Any individual nominated shall, if elected, provide any proof of eligibility requested by the Board, Board of Advisors, or any other entity affiliated with NSNA within two (2) weeks of the election. Should a newly elected board member fail to provide such information, the Board may, by a 2/3 vote, appoint a replacement to the position at the next meeting of the Board.

**Section 3:** Elections

1. Elections shall be held ~~once~~ twice a year at the fall and spring conventions starting Spring of 2020.
   1. Fall election shall include Vice President, Treasurer,, Membership Director - North, Project Director - North, Legislative and Education Director, Communications Director
   2. Spring election shall include President, Secretary, Community Outreach Director, Membership Director - South and Project Director - South, Breakthrough to Nursing Director.
2. The officers and elected consultants must be present to be elected at each annual meeting by the House of Delegates or in place of the House of Delegates the membership present at such meeting.
3. Votes shall be counted by a physical demonstration of CSNA members. A tie vote shall be decided ~~first~~ by a re-vote and if needed the President would make a silent vote.

**ARTICLE VI: Annual Meetings**

**Section 1:**

1. The annual meetings of the association shall be held at such times and places as shall be determined by the Board of Directors. The annual meetings 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 or the membership present. Notice of the meeting shall be sent to the president of each constituent association and other members of the voting body.

**Section 2:**

1. The House of Delegates shall be the governing body of the Association and shall be composed of delegates from the constituent associations and members of the Board of Directors. The business of the annual meeting shall be conducted by the House of Delegates. Notice of the meeting shall be sent to all school constituent presidents at least 30 days prior to the meeting (If possible). If there is no House of Delegates, the membership present at the meeting shall constitute the voting body.

**Section 3:** Delegate Representation

1. Each school constituent shall be entitled to seven voting delegates and two alternates; in addition, shall be entitled to one voting delegate for every ten members per school constituents.
2. The school chapter delegates and alternates shall be active or associate members in good standing in the chapter and shall be selected and/or by members of the school chapter at a proper meeting.

**Section 4:**

1. The privilege of making motions and voting shall be limited to the House of Delegates. A voting member shall have but one vote in any election of question.

**Section 5:**

1. All meetings of the Association shall be open unless noted otherwise by the House of Delegates. 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 of Delegates.

**Section 6:** Quorum

1. A quorum at meetings of the CSNA shall consist of three officers and at least four other board members not including officers. In a case that the officers know in advance that there will not be enough officers present, the elections of the meeting will proceed for the annual meeting and it will be noted in minutes the reasons for the lack of officers or any modification.

**Section 7:** Special Meetings

1. A special meeting may be called by the Board of Directors, and shall be called by the President upon written request of one-third or more of the constituent associations. Notice of time, place, and purpose of the meeting shall be sent to all constituent associations not less than 5 days prior to the meeting.
2. The voting body shall be the same, insofar as possible, as that in the annual meeting. Other members may attend and shall have the privilege to speak once to each issue.
3. The quorum shall be 1/3 of the constituent associations and at least four members of the Board of Directors, including the President and/or Vice President.

**ARTICLE VII: Board of Directors**

**Section 1:**

1. The Board of Directors composition is as follows: (Also referred to as BOD) Officers of the CSNA shall consist of the President, Vice-President, Secretary and Treasurer. There shall be non-executive: Projects Director North, Projects Director South, Membership Director North, Membership Director South, Communications Director, Breakthrough to Nursing Director, ~~and~~ Legislative and Education Director.

**Section 2:**

1. All the powers of the Association are vested in and shall be exercised by the Board of Directors during the interim between meetings of the Association, except that the Board shall not nullify or modify any action taken by the House of Delegates in the annual meeting and subject to the provisions of these bylaws.

**Section 3:**

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

**Section 4:**

1. Management by the Board of Directors shall include the following duties:
   1. Review and approve the terms of official relationships with other organizations singly or in coalition.
   2. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in relationships with other organizations.
   3. Approve the budget and provide for an annual external audit of accounts at the close of the fiscal year.
   4. Have the power by two-thirds vote to declare an office vacant.
   5. Have the power by two-thirds vote to fill vacancies for the unexpired term unless otherwise specified in these bylaws.
   6. In case of an emergency, votes by referendum may be taken by the Board of Directors, provided the material is sent in the same words to each member.

**Section 5:** Board Meetings

1. Regular meetings of the Board of Directors shall be held immediately before and after the annual meeting, and at such other times deemed necessary by a majority vote of the Board. The President shall determine the date and place of meetings.
2. Board meetings may be held in any manner listed below in order to facilitate meetings and achieve quorum: Listed formats: Face to face at determined locations, at membership meetings, via teleconference, webinars, Skype, or other electronic means. Telephone conference, video conference, webinars, and other electronic means must be able to identify every participant who calls in to participate. For teleconferences and other electronic meetings, members must speak one at a time and be acknowledged by the president or officer presiding at the meeting before speaking.
3. A Facebook shall be set up for the board, as a private group, and for SNA chapter presidents, as a way to communicate with the, SNA presidents, delegates or general membership.
4. The quorum shall be the majority of the current officers.

**Section 6:** Executive Committee

1. There shall be an Executive Committee of the Board of Directors composed of the President, the Vice President, the Secretary, the Treasurer, and a consultant. This committee shall have the power to transact business only of an emergency nature which cannot wait until the next scheduled meeting of the Board of Directors. All transactions of the committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors. The Executive Committee may conduct such emergency business by telephone or mail or other electronic means deemed necessary.

**Section 7:**

1. All members of the Board of Directors shall be required to submit to the Treasurer, expense vouchers within 30 days after expenditures. Each board member's expenditures may be subject to approval by the entire Board of Directors. The Board reserves the right to deny reimbursement.

**ARTICLE VIII: Faculty Consultant**

**Section 1:**

1. There shall be two consultants.
   1. One consultant shall be appointed by the CSNA Board of Directors to serve for a two-year term, or until their successor is appointed. The consultant may serve no longer than three consecutive terms. The consultant shall be appointed in alternating years and is nominated and accept the position at the annual convention.
   2. Second consultant could be a graduate nurse or a graduating senior who was a member of the CSNA board the previous year with experience on the state Board of Directors. This consultant may be appointed at the discretion of the Board of Directors and shall serve for one year or until a successor is elected.

**Section 2:** The Consultants shall:

1. Be responsible for providing for interchange of information between the Board of Directors of the National Student Nurses' Association and CSNA.
2. Attend meetings of CSNA. The consultant shall not be counted in the determination of a quorum, vote in board meetings, nor persuade voting.
3. Foster problem solving, objective analysis and goal centered planning in the pursuit of the objectives and activities of the CSNA.
4. Serve as a resource person in planning, deliberations, implementation and evaluation of CSNA activities.
5. Identify potential resources and expertise needed for the CSNA in decision-making and program planning.
6. Assist, as necessary, in providing direction and assistance in operational aspects.
7. Communicate and objectively interpret major issues and concerns for the nursing profession.
8. Stimulate and encourage personal and professional growth and skill development of officers and other members of CSNA.
9. A least one consultant will attend Midyear and/or Annual NSNA Conference/Convention
10. The consultant shall not be removed from the bank accounts without majority vote from the Board of Directors.

**ARTICLE IX: Standing Committees**

**Section 1:**

1. Standing committees shall be composed of members of the association and shall assume such duties as are assigned by the President and specified in these bylaws.

**Section 2:**

1. The standing committees shall report to the Board of Directors when requested to do so and shall submit a written report of their activities at the annual meeting.
2. There shall be the following standing committees which shall consist of at least three members each (with the exception of the Committee on Nominations) appointed by the chairperson of the respective committee and submit to the approval of the President:
   1. Committee on Ethics and Governance Committee
   2. Committee on Finance Committee
   3. Committee on Convention & Program Planning Committee
   4. Committee on Population and Global Health Committee
   5. Committee on Membership Committee
   6. Committee on Health Policy and Advocacy Committee
   7. Committee on Image of Nursing Committee
   8. Committee on Breakthrough to Nursing Committee

**ARTICLE X: Official Publications**

1. \_(name of newsletter)\_\_\_ shall be the official publication of the association, and shall be distributed to members as one of the benefits of membership as directed by the BOD.

**ARTICLE XI: Parliamentary Authority**

1. All formal meetings of the 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. The President will declare at each meeting if this meeting shall be formal or informal. All delegates need to be familiar with Roberts Rules of Order.

**ARTICLE XII. Amendments**

**Section 1:**

1. Unless otherwise stated in these bylaws, these bylaws may be amended at the annual meetings by a two-thirds vote of those present and active CSNA members and voting provided that notice of the proposed amendments has been sent to the presidents of the constituent associations at least four weeks prior to the meeting.

**Section 2:**

1. Proposed amendments shall be submitted in writing, carrying proponent's signature, to the Board of Directors for review at least eight weeks prior to the annual meeting. Proposed amendments may be submitted only by the Board of Directors, the Bylaws Committee, or a constituent association.

**Section 3:**

1. These bylaws may be amended at the annual meeting by a majority vote of those CSNA members 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 is given.

**Section 4:**

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

(Updated February 2020)