

Iowa Association of Nursing Students

BYLAWS

ARTICLE I

NAME

The name of this corporation shall be Iowa Association of Nursing Students, Inc., a constituent of the National Student Nurses' Association, Inc., hereinafter referred to as IANS.

ARTICLE II

PURPOSE AND FUNCTION

Section 1. The Purpose

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care;
- B. To provide programs representative of fundamental and current professional interests 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.

Section 2. Functions

- 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 which support improved health care and the resolution of related issues;
- D. To represent nursing students to the consumer, to institutions, and other organizations;
- E. To promote and encourage student's participation in inter-professional activities;
- F. **Refuse to engage in, or condone, discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, or personal attributes;**
- G. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, gender, age, sexual orientation, national origin or economic status;
- H. To promote and encourage collaborative relationships with the Iowa Nurses' Association, the Iowa League for Nursing, and the Iowa Nurses Foundation, as well as other nursing and health related organizations.

ARTICLE III

MEMBERS

Section 1. School Chapters

- A. School Chapters whose membership is composed of active or associate NSNA members, and 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. To be recognized as a constituent of the NSNA a school chapter shall be composed of at least 10 members from a school, or the total enrollment if less than 10 students will still have representation at the state level. There shall be only one chapter on each campus.
- C. A state association shall be composed of at least one school chapter in a state. School chapters shall belong to the state association. There shall be only one state association in the state.
- D. A school chapter that fails to comply with the bylaws and policies of IANS shall have revocation of its status as a school chapter recommended to NSNA by a 2/3 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 school chapter is given an opportunity to be heard.
- E. School chapters are entities separate and apart from IANS in their administration of activities, with IANS exercising no supervision or control over those immediate daily and regular activities. IANS has no liability for any loss, damages, or injuries sustained by third parties as a result of negligence or acts of school chapters, or the members thereof. In the event any legal proceeding is brought against IANS as a result of such acts of omission or commission by a school chapter, said school chapter will indemnify and hold IANS harmless from any liability.
- F. IANS shall assist with the creation of nursing student associations at nursing schools across the state as requested by the school.

Section 2. Categories of Constituent Membership

A. Active Members

- 1. Students enrolled in state approved programs leading to licensure as a registered nurse;
- 2. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing;
- 3. Active members shall have all 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 degree, diploma, or baccalaureate degree in nursing;
2. Associate members shall have the privileges of membership except the right to hold office as part of the Board of Directors for IANS.

C. Individual Members

1. Individual membership shall be open at the state and national level to any eligible student when membership in a constituent association is unavailable. Individual members shall have the privileges of membership as described in Article III, Section 2, Items A and B.

Section 3. Categories of Non-constituent Membership

A. Sustaining members

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

B. Honorary members

1. Honorary membership may be conferred by 2/3 vote of the House of Delegates upon recommendation of the Board of Directors upon persons who have rendered distinguished service or valuable assistance to IANS. Honorary members shall have none of the obligation or privileges of membership.

Section 4.

Active, associate, and individual membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program. Sustaining membership shall be renewable annually.

Section 5. Dues

- A. The IANS annual dues shall be \$15.00 for active, associate, and individual members, payable for the appropriate dues year. The dues year shall be a period of twelve consecutive months from when payment is received and acknowledged by the NSNA office.
- B. Payment of the NSNA and IANS dues is a prerequisite for membership.
- C. NSNA and IANS 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.

- D. Any member who fails to pay current dues shall forfeit all privileges of membership.
- E. Dues may be increased at the discretion of the IANS Board of Directors

ARTICLE IV

OFFICERS AND DIRECTORS

Section 1. Officers

The officers of IANS shall be the President, Vice President, Secretary, and Treasurer.

Section 2. Directors

There shall be seven (7) Directors:

- A. One elected as Legislative and Educational Director
- B. One elected as Membership Director
- C. One elected as Nominations Director
- D. One elected as Public Relations Director
- E. One elected as Breakthrough to Nursing Director
- F. One elected as COSP Director, elected from and by current constituent school presidents.
- H. One elected as Disaster Relief Director

Section 3. Eligibility

- A. Only members who hold active membership shall be eligible for the offices of President, Vice President, Secretary and Treasurer.
- B. Only members who will be nursing students throughout at least six months of a term of office and have active membership status shall be eligible to hold any offices.
- C. No member shall hold more than one elected state position at any time and must be eligible to serve a minimum of twelve (12) months.
- D. No member shall serve more than two terms on the Board of Directors.

Section 4. Terms of Office

Officers and directors will be elected at the annual convention. The term of office shall be for one year starting on the last day of the annual convention and ending at the close of the following annual convention. The newly elected officers and the previous board members shall meet as needed through the first month of the new term.

Section 5. Duties of Officers and Directors

A. The President shall:

1. Preside at all meetings of the association, the Board of Directors, and the Executive Committee;
2. Appoint special committees with the approval of the Board of Directors;
3. Serve as ex-officio member of all committees, except the Nominations Committee;
4. Represent IANS in matter relating to the association and perform all other duties pertaining to the office.
5. 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.

B. The Vice President shall:

1. Assume the duties of the president in the absence or disability of the president.
2. Assume the office of the president in case of a vacancy in the office.
3. Nominate three (3) to four (4) members for the annual state convention planning committee, (formed at the discretion of the Board of Directors).
3. Serve as chairperson of the planning committee for the annual state convention.
4. Be responsible for visiting and recommending to the Board of Directors the annual convention site.
5. Be responsible for all convention publicity including the convention program but excluding the convention edition of the IANS newsletter.
6. Be responsible for selecting, arranging, and planning for speakers, educational sessions, entertainment, and convention registration and all other duties pertaining to the office in collaboration with PR director, membership director, and nominations and elections director.

C. The Treasurer shall:

1. Act as custodian of organization funds and see that an annual financial report and budget is prepared.
2. Oversee the signing and deposit of checks for monetary disbursements, in association with the Finance Committee, as bylaws provide.
3. Serve as chairperson of the finance committee when such a committee is established by the Board of Directors.
4. Perform all other duties assigned by the president.

D. The Secretary shall:

1. Record and type the minutes of all meetings of the association, Board of Directors and the executive committee, and send copies to the Board members, consultants, and one electronic copy to NSNA.
2. Keep on file a register of all constituents and their officers and the addresses of all schools with members in this organization for correspondence, roll call, and business purposes.
3. Inform the Board of Directors, consultants and constituents as to the time and place of board meetings.
4. Sign with the president such organizational papers as come into their executive and administrative spheres.
5. Keep in file a permanent record of all reports, papers, and documents submitted to him/her for a period of six (6) years.
6. Conduct general correspondence of the association as requested by the President and Board of Directors.
7. Send to the headquarters of NSNA, Inc. the names and addresses of all officers and directors of their association immediately after the election.

E. The Legislative and Education Director shall:

1. Review and recommendations for change in the bylaws and policies and procedures.
2. Monitor awareness of current legislation affecting nursing, nursing students, and health care.
3. Encourage and aid in writing resolutions relating to legislative business.
4. Communicate legislative information to the local chapters.

F. The Public Relations Director shall:

1. Collect, edit, and write materials to be posted to IANS social media and website.
2. Keep the website current with updates, scholarship, newsletters and information, promptly submitting changes to website developer.

G. The Membership Director shall:

1. Recruit nursing students for membership in IANS in collaboration with the BTN director.
2. Organize contact information for schools and make available to Board Members at the beginning of the term of office.
3. Serve as advisor to Board members in planning and development of activities.
4. Formulate and maintain a list of all IANS members with current school and address information to be available to the Officers and Board of Directors as necessary.

H. The Nominations Director shall:

1. Serve as chairperson of the Nominations Committee.

2. Send registration packets with scholarship information to schools.
3. Develop a slate of candidates for position on the Board of Directors and Executive Offices.
4. Coordinate the application and selection process for state consultant.

I. The Breakthrough to Nursing Director shall:

1. Promote the positive image of nursing students.
2. Be responsible for the organization of projects to recruit and increase the number of men and minorities into nursing programs, and maintain retention of those already enrolled in nursing programs throughout the state.
3. Coordinate activities with the NSNA Breakthrough to Nursing Project, and serve as a liaison between NSNA, IANS, and the local school Breakthrough to Nursing Chairpersons.
4. Serve as chairperson of the Breakthrough to Nursing Committee, which is NSNA's program, designed to recruit students into nursing.

J. The COSP director shall:

1. Serve as chairperson for the annual COSP meeting.
2. Maintain contact with the school presidents throughout the state.
3. Serve as a representative for all schools at board meetings.

K. The Disaster Relief Director shall:

1. Promote awareness of nursing and its role in disaster relief.
2. Monitor awareness of current disaster relief affecting nursing, nursing students, and healthcare.
3. Encourage and communicate with schools to participate in a disaster relief program
4. Encourage and aid its constituents in becoming disaster certified
5. Directors shall perform such duties as assigned by the president in accordance with the priorities and needs of the association.

L. The duties for which ALL officers and directors are responsible are:

1. Promote the positive image of nursing students.
2. To set goals and objectives to achieve during the term of office.
2. To attend Board of Directors meetings which are held at locations throughout the state.

3. To submit reports of activities at each Board meeting or to the President in months when meetings are not held.
4. To submit articles for each issue of the IANS Newsletter. The IANS Public Relations Director sets deadlines and the focus of the articles at the beginning of the term of office.
5. To stay in regular contact with the local chapters in the district to which he/she is assigned; keeping them advised on relevant issues such as recruitment and convention planning; and assisting them in any way possible.
6. To perform other duties as assigned by the President.

Section 6. Vacancies

1. A vacancy on the Board of Directors, other than the president or vice president, shall be filled by appointment by the Board of Directors.
2. Duties of the vacant office are to be filled as delegated by the president.
3. The candidates for a vacant office must meet all eligibility requirements.
4. Providing a vacancy shall be filled, it shall require a 2/3 vote of the Board of Directors.
5. New positions on the Board of Directors shall be filled by appointment by the Board of Directors for the first year of installation, then be elected following election guidelines stated in Article V, section 3, at the following convention.

ARTICLE V

NOMINATIONS AND ELECTIONS

Section 1. Nominations and Elections Committee

- A. This committee (formed at the discretion of the Board of Directors) shall consist of three (3) persons, one of which shall be elected at the annual convention and shall hold the position of Nominations Director, and two (2) of whom shall be appointed by the Nominations Director. This committee shall perform the duties as described in these bylaws.
- B. A member of the committee nominated as a candidate for office shall resign from the committee.
- C. A vacancy on the Nominations Committee shall be filled by the Board of Directors with a nominee recommended by the Nominations Director. In the case of a member not performing his/her duties, the Board of Directors shall declare the position vacant and shall fill the vacancy with a nominee recommended by the Nominations Director.

Section 2. Duties of the Nominations and Election Committee

- A. The Nominations Committee shall receive names of proposed candidates submitted in writing or electronically by any constituent associations. The committee shall consider the qualifications of these proposed candidates but shall not be limited to or controlled by these nominations.

- B. The Nominations Committee shall prepare a slate of candidates prior to the opening of the IANS annual convention. The consent of all proposed candidates shall be obtained in writing before placing their names on the slate.
- C. The report of the Nominations Committee shall be prepared on the first day of the annual convention. Nominations may be made from the floor at the annual meeting of the association, provided that the eligibility of the individual nominated, as determined by these bylaws, has been established and the written consent of such individuals secured and submitted at the time the name is placed in nomination.
- D. The Legislative and Educational Director will fulfill the above duties if a nominations chairperson is unable to accomplish his/her duties until a new Nominations and Elections Director is appointed.

Section 3. Elections

- A. The officers and directors shall be elected at each annual meeting by the Delegates to the IANS House of Delegates.
- B. The election shall be by secret ballot. A plurality vote shall elect. A tie vote shall be decided by holding another vote.

ARTICLE VI

MEETINGS

Section 1. Annual Meeting

The annual meeting of the association shall be held at such time and place as shall be determined by the Board of Directors. 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 sent to the president of each school chapter and other members of the voting body.

Section 2. House of Delegates

The House of Delegates shall be the governing and voting body of the association and shall be composed of delegates from the constituent associations, members of the Board of Directors, and members of the Nominations and Elections Committee. The business of the annual meeting shall be conducted by the House of Delegates. Notice shall be given at least thirty days prior to the meeting.

Section 3. Delegate Representation

- A. The voting body at annual meetings of this association shall consist of the elected state officers, state directors, and accredited delegates.

- B. Each school chapter shall be entitled to delegates according to the number of members in good standing in IANS. Delegates shall be computed on the basis of two (2) delegates per school up to 10 members, with an additional delegate per 5 members.
- C. Representation at the NSNA annual meeting shall be in accordance with NSNA bylaws.

Section 4. Making Motions and Voting

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. Non-Voting Members

All meetings of the association shall be open unless voted 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. They shall have the privilege to speak once on each issue before the House.

Section 6. Quorum

A quorum at meetings of the IANS shall consist of representation from at least 40% of the school chapters and at least 50 active members and at least four voting members of the Board of Directors, including the President and Vice-President.

Section 7. Special Meetings

- A. A special meeting may be called by the Board of Directors, and shall be called by the president upon written request of 1/3 or more of the school chapters. Notice of time, place, and purpose of the meeting shall be sent to all school chapters not less than five (5) days prior to the meeting.
- B. The voting body shall be the same, insofar as possible, as that in the annual meeting. Other members may attend and shall have only the privilege to speak once to each issue.
- C. The quorum shall be at least 30% of the school chapters and at least 50 active members and at least four voting members, including the President and Vice-President.

ARTICLE VII

BOARD OF DIRECTORS

Section 1.

The Board of Directors 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 Board of Directors during the interim between meetings of the association, except that the Board shall not nullify nor modify any action taken by the membership in the annual meeting and subject to the provisions of these bylaws.

Section 3.

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 the constituent unless the same was authorized in writing by the Board of Directors.

Section 4. Management by the Board of Directors shall include the following duties:

- A. Review and approve the terms of official relationships established with other organizations singly or in combination;
- B. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in IANS relationships with other organizations;
- C. Approve the budget, establish and maintain a fiscal reserve account, and provide the annual audit of accounts at the close of the fiscal year;
- D. Have the power to fill vacancies for the unexpired term, unless otherwise specified by these bylaws;
- E. If a member of the Board of Directors fails to fulfill his or her responsibilities as defined in the Bylaws and in the policies of IANS, the Board of Directors shall have the option of removing that board member in office. The action will require a 2/3 vote of the Board of Directors;
- F. In case of an emergency, votes by referendum or by conference call may be taken by the Board of Directors, provided the material is sent in the same words to each member.

Section 5. Meetings

- A. Meetings of the Board of Directors shall be held immediately before and after the annual meeting, and at least four (4) other meetings. The President shall determine the date and place of the meetings and announce them to all Board members at the meeting held immediately after the annual meeting.
- B. The quorum shall be a majority of the voting members of the Board, including the president or vice president. At least one consultant must be present.
- C. Conference calls may replace one half of the required meetings.

Section 6. Executive Committee

There shall be an Executive Committee of the Board of Directors composed of the

president, two other members of the Board (usually chosen from the vice president, secretary, or 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 this 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 e-mail.

Section 7. Attendance Policy

Attendance will be assessed at each meeting. The following rules apply to attendance of Board members:

A. Excused Absence: board member calls ahead of absence, notifies president of planned absence, has reason for absence, and follows up with responsibilities and duties before and after meeting.

1. After two excused absences, a letter will be generated by the president of the board asking for a formal response by the person regarding their absences and intent to fulfill their obligations of their position on the Board.

B. Unexcused Absence: board member does not call ahead to tell president of absence, has no reason for absence, and does not follow up with responsibilities and duties either before or after meeting.

2. After one unexcused absence, a letter will be generated by the president of the Board asking for a formal response by the person regarding their absences and intent to fulfill their obligations of their position on the Board.

ARTICLE VIII

CONSULTANTS

Section 1.

There shall be at least two (2) consultants who shall be registered nurses. Consultants shall be appointed by the Board of Directors from among interested parties such as nursing faculty, graduate nursing students, or nursing organizations in the state (including but not limited to INA, ILN). Consultants would be appointed serve a two-year term, or until their respective successors are appointed.

Section 2. Responsibilities

- A. Be responsible for providing for exchange of information between the Board of Directors of nursing organizations in the state, nursing programs with nursing student organizations, and IANS.
- B. Serve as a resource person consulting with the Board of Directors, members, and staff.

- C. Attend meetings of IANS.
- D. A transition period will be determined by each Board for each consultant as required.

ARTICLE IX

COMMITTEES

Section 1. COSP Committee

The COSP Committee may be formed at the discretion of the Board of Directors. This committee shall be composed of four committee members who shall be appointed at the annual meeting. One shall be elected from, and attending school in, each region of the state. The committee shall act under the leadership of the COSP Director. Each of the four members shall maintain contact with the school presidents throughout their corresponding region of the state, serve as contact persons for schools of nursing and organizations, and serve as representatives for their corresponding regional schools at board meetings and at the annual COSP meeting.

Section 2. Convention Planning Committee

The Vice President may establish a committee to carry out the duties associated with the IANS Annual Convention planning, members and duties shall be delegated to committee members as deemed appropriate by the Vice-President. The Vice President shall be the chair of the committee.

Section 3.

The Board of Directors, at its discretion, shall establish committees deemed necessary to carry on the 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 X

OFFICIAL PUBLICATIONS

The official publications will be posted on the IANS social media sites and web page as often as deemed appropriate by the Board of Directors.

ARTICLE XI

FISCAL YEAR

The fiscal year for IANS shall be November 1 to October 31.

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 2/3 vote of those present and voting, provided that notice on the proposed amendments has been sent to the presidents of the constituent school chapters at least four (4) weeks prior to the meeting.

Section 2.

Proposed amendments shall be submitted in writing to the Board of Directors for review at least ten (10) weeks prior to the annual meeting.

Section 3.

These bylaws may be amended at the annual meeting by a 75% vote of those present and voting, provided previous notice shall have been given at an earlier meeting of the same session.

Section 4.

Amendments to the bylaws of IANS adopted at the annual meeting, which directly related to the business of the school chapters in the area of conformity, shall automatically and immediately effect the necessary amendments to the bylaws of the school chapters and shall promptly be incorporated into their bylaws.

ARTICLE XIV

RESOLUTIONS FOR THE IANS HOUSE OF DELEGATES

Section 1.

Resolutions may be sponsored by IANS Board of Directors, IANS school constituents, or IANS members.

Section 2.

Resolutions must be pertinent to the purpose and function of IANS.

Section 3.

Resolutions must adhere to the specifications and format appearing in NSNA's current "Guidelines for Planning Resolutions."

Section 4.

Resolutions, including all documentation, must be submitted to the Legislative and Educational Director of the IANS Board of Directors, at least four (4) weeks prior to the annual convention.

Section 5.

Once submitted to IANS, the resolution may be amended before presentation to the House of Delegates. Every effort will be made to contact the author(s) regarding these amendments prior to presentation. The author(s) will have the right to withdraw the resolution if amendments are not acceptable.

Section 6.

Any delegate may propose amendments to the resolutions in the House.

Section 7.

All amendments and resolutions need a majority vote to be passed by the House of Delegates.

Section 8.

Unless otherwise specified in the resolution, the primary responsibility for implementation of the passed resolutions lies with the IANS Board of Directors.

Section 9.

A state or school constituent may each submit up to two (2) resolutions unless approved by IANS Board of Directors for the consideration at the NSNA annual convention. The IANS Board of Directors will choose among those resolutions passed at the IANS convention to represent the state constituency in the National House of Delegates.

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Bylaws are posted on the IANS website: www.iowanursingstudents.org

IANS policies and procedures are posted on the IANS website.