

VIRGINIA NURSING STUDENTS' ASSOCIATION  
**BYLAWS**

Article IV – Officers and Directors

Section 1. The voting and elected officers and directors of VNSA shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, *Torch of Union* Editor, Breakthrough to Nursing Director, Legislation Director, Public Relations Director, Member-At-Large, VNSA Elected Consultant, and Nominating and Elections Committee Chairperson.

Section 2. Eligibility

- a. Any member of the VNSA who has been nominated by self or by another member of the VNSA shall be eligible to be a candidate for office.
- b. Candidates for office shall be chosen from among those members who shall be nursing students throughout at least three-quarters of the term of office.
- c. No member shall hold more than one elected state position at anytime.
- d. No members may serve more than three consecutive years on the Board of Directors, as a voting member.
- e. Those members holding state office whose state term extends for more than seven months from the day of election to a national position, must resign from one of these offices at least three weeks prior to the second Board of Directors meeting, or a vacancy will be declared in the state position.

Section 3. Terms of Office

Officers, Directors and the Nominating and Elections Committee Chairperson shall be elected at the annual meeting of the VNSA. Newly elected officers shall serve for the first three regular meetings of the Board of Directors as officers-elect, and shall assume office no later than May 1, or the fourth Board of Directors meeting following their election, whichever comes first.

Section 4. 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. Serve as the principle officer of the VNSA and preside at all meetings of the VNSA, the Board of Directors, and the executive committee.
2. Appoint committees and their chairperson, subject to the approval of the Board of Directors, and make other appointments as necessary (e.g., tellers at the annual convention)
3. Be bonded and co-sign checks with the Treasurer for monetary disbursements.
4. Serve as chairman of the Coordinating Council on an alternating basis (ARTICLE X, Section 2.).
5. Represent the VNSA in matters relating to the association and perform all other duties pertaining to the office.
6. Communicate with members of the Board of Directors on a routine basis.
7. Ensure that the Official Application for NSNA Constituency Status is submitted annually.
8. Have such other powers and perform such other duties as may be assigned by the Board of Directors.

b. The First Vice President shall:

1. Assume, in rank, the duties of the President in the absence or the disability of the President
2. Accede to the office of the President in the event of a vacancy in the office.
3. Be responsible for planning of the annual fall program, annual spring business meeting, and convention.
4. Perform all other duties as assigned by the President.
5. Help to arrange meetings.

c. The Second Vice President shall:

1. Be responsible for reviewing and recommending changes to the Bylaws.
2. Notify constituents that they are required to submit annually the Official Application for NSNA Constituency Status and that the deadline by which they are required to submit their bylaws is **October 1** of each year (ARTICLE III, Section 1., item e.)
3. Review individual constituents association's bylaws and determine the conformity with the four areas of conformity listed in ARTICLE III, Section 1., item e. If any discrepancies are noted, the Second Vice President is responsible for notifying the constituent of the necessary revisions.
4. Serve as a resource person regarding parliamentary procedures.
5. Accede to the office of the First Vice President in the event of vacancy in the office.
6. Perform all other duties as assigned by the President.

d. The Secretary shall:

1. Keep files and record minutes of all association transactions.
2. Maintain files, which include the names and addresses, of all constituent associations and their officers.
3. Keep a register of roll call of all official delegates.
4. Conduct the general correspondence of the VNSA requested by the President or the Board of Directors.
5. Forward **fifteen** copies of the minutes from each VNSA Board of Directors meeting to the NSNA headquarters.

6. The minutes for the Board of Directors meets shall be in the hands of the Board of Directors two weeks prior to the next Board of Directors meeting.

7. Perform all other duties as assigned by the President.

e. The Treasurer shall:

1. Act as custodian of association funds.

2. Be bonded and co-sign checks with the President for monetary disbursements.

3. Keep accurate, current financial files, make regular reports to the VNSA and let any member of the VNSA see these upon request.

4. At the end of the fiscal year, obtain a certified public accountant, approved by the Board of Directors, to conduct a review of the records for the preceding fiscal year. In addition, she/he will compile a report to be presented at the annual convention.

5. Handle dues for membership according to the procedure designated by the NSNA.

6. Be responsible for seeing that appropriate tax forms are filed, both state and federal.

7. Perform all other duties as assigned by the President.

8. Have at all times knowledge of the status of the VNSA books and shall be accountable to the association for this information.

9. Prepare an estimated fiscal budget for presentation and the subsequent approval by the Board of Directors.

10. Supply a copy of the fiscal budget to each member of the VNSA Board of Directors.

11. Serve as chairperson of the Finance Committee, when such a committee is established by the Board of Directors.

f. The *Torch of Union* Editor shall:

1. Be responsible for publishing of the *Torch of Union*, the official publication of the VNSA.
2. Be responsible for the distribution of the *Torch of Union*, including the forwarding of fifteen copies to the NSNA headquarters.
3. Give the publicity to the VNSA to arouse interest throughout the state among students, nurses and lay people.
4. Perform all other duties as assigned by the President.
5. Encourage members to contribute articles to the Newsletter.
6. Publish four (4) publications per year with deadline date approved by the Board of Directors.
7. Offer ideas/suggestions for new columns, article topics, etc.
8. Write editorials.
9. Serve as chairperson of the Image of Nursing Committee, when such a committee is established by the Board of Directors.

g. The Legislation Director shall:

1. Keep the Board of Directors informed of current legislation pertinent to the health care field through attending monthly meetings of the VNA Legislative Committee and/or corresponding with the chairperson of that committee.
2. Be responsible for informing constituent associations of matters pertaining to resolutions.
3. Perform all other duties as assigned by the President.
4. Evaluate effectiveness of legislation/education activities of recent past (e.g., voter registration drives,

the importance of political involvement for nurses, etc.).

5. Educates members on how to become politically active.
6. Plan educational activities related to legislative/ education.
7. Review all resolutions submitted to the Board of Directors.

h. The Breakthrough to Nursing Director shall:

1. Coordinate activities on general recruitment retention affairs concerning, but not limited to, those minorities set forth by the NSNA.
2. Advise and consult all constituent associations in the above stated activities.
3. Serve as state chairperson on current or ongoing NSNA related projects.
4. Review current student rights and grievance procedures.
5. Assist constituent associations in the formation of grievance procedures.
6. Advise in active grievance cases and bring to the attention of the Board of Directors any significant grievance cases.
7. Maintain the current NSNA membership list.
8. Perform all other duties as assigned by the President.

i. The Member-At-Large shall:

1. Assist the Treasurer in maintaining financial files.
2. Assist the *Torch of Union* Editor in the publishing of the *Torch of Union*, the official publication of VNSA.

3. Be responsible for finding exhibitors for the fall and spring conventions.
4. Perform all other duties as assigned by the President.

j. The Nominating and Elections Committee Chairperson shall:

1. Oversee the proper conduction of all state Board elections of new officers as outlined in ARTICLE V.
2. Select and chair the Nominating and Elections Committee, which consisting of no more than two people to aid in the nomination process, with approval of the Board of Directors. Those members of the nomination committee shall not have a vote.
3. Perform all other duties as assigned by the President.
4. Promote running for State (VNSA) and National (NSNA) office.
5. Contact all individuals who have expressed and interest in running for office and encourage them to submit and application.
6. Be available for assistance to all nominees.

k. The Public Relations Director shall:

1. Create/maintain the VNSA WebPage.
2. Perform all other duties as assigned by the President.