

Requirements for Official NSNA Constituency Status 2023

Fill out the Official Application for Constituency Status online: www.jotform.com/nsnainc/official-application-for-constituen

This information must be submitted online annually, prior to the Annual Convention, in order for delegates to be credentialed.

PLEASE NOTE: Membership Applications must be received by February 15, 2023 to count toward delegate representation. For school and state associations unable to send representatives to the Annual House of Delegates meeting, please complete the Official Application for NSNA Constituency Status online no later than April 28, 2023.

What is an NSNA Constituent?

An NSNA constituent is any state association or school chapter in a state approved program preparing students for licensure as registered nurses that meets the annual constituency requirements detailed below. Only NSNA constituents may be represented in the NSNA House of Delegates, and only NSNA constituents qualify for prizes and awards issued by NSNA. If you have any questions, please call NSNA (718) 210-0705.

How to Become an NSNA Constituent

PLEASE READ CAREFULLY

The Official Application for NSNA Constituency Status must be completed and submitted online annually prior to the Annual Convention. It must be completed and submitted online before you can credential to become a delegate for the Annual House of Delegates meeting. For those school and state associations unable to send representatives to the Annual House of Delegates meeting, the Application must be completed online no later than 10 working days after the close of the House of Delegates meeting of the same year. The 2023 House of Delegates closes on April 15, 2023.

Schools become NSNA constituents when they submit the Official Application for NSNA Constituency Status (the "Application") and membership data verifies a minimum of 10 NSNA members at the school on a date 8 weeks prior to the first meeting of the annual House of Delegates, February 15, 2023. Schools with enrollment under 10 must notify the NSNA office directly with a letter of verification by the dean or director of the program. These schools must have 100 percent of their enrollment as NSNA members to become NSNA constituents. States become NSNA constituents when they submit the Application and membership data verify that at least two schools in the state have NSNA constituency (except Guam where only one school currently exists). NSNA must also have a copy of the current state bylaws on file and the state association's approved and signed board of directors and annual membership meeting minutes for the entire previous calendar year (2022). The Application contains the areas of conformity listed in the bylaws. By submitting this, states and schools agree to abide by these areas of conformity by incorporating them into their own bylaws.

Elected school officers are responsible for signing and submitting the Application. Elected state officers sign and complete the Application for their state. State officers cannot sign Applications for schools in their state unless they are also an elected school officer. Applications signed by faculty will be returned for appropriate signature.

State Constituency

Requirements for NSNA constituency status must be met annually. Only official state associations may seat delegates in the House of Delegates, be reimbursed for state dues, and be eligible to win NSNA awards. For more information, visit <https://www.nсна.org/state-association-resources.html>.

State Association must submit the following:

- Official Application for Constituency Status
 - State Bylaws
 - State Board and Annual Meeting Minutes
 - State Board Roster for State Board Dues Reimbursement
 - 990 Tax Return for State Board Dues Reimbursement
 - IRS 501C3 and 501C6 Letter of Determination and Articles of Incorporation
- NSNA reviews all state files to ensure that states are in compliance. State Presidents will be informed about their areas of non-compliance and given an opportunity to resolve the situation prior to the NSNA Annual Convention and possible NSNA Board action.

Delegate Representation

Each school chapter that is a recognized constituent will be entitled to one voting delegate and alternate to the national convention. In addition, each school constituent will be entitled to an additional delegate and alternate for each 50 members. For example:

School Membership Delegate count

10-50	1 +	corresponding #	of	alternates
51-100	2 +	"	"	"
101-150	3 +	"	"	"
151-200	4 +	"	"	"
201-250	5 +	"	"	"
251-300 etc.	6 +	"	"	"

States: State associations that are recognized constituents will be entitled to one voting delegate and alternate.

Areas of Conformity

Completion of the online form for NSNA constituency status indicates:

(The name of your state/school association)

hereby applies for recognition as an official constituent of the National Student Nurses Association. We agree to abide by the following **areas of conformity** in our association and incorporate them into our bylaws.

ARTICLE III- PURPOSE AND FUNCTIONS

The purpose of the (your chapter's name)

- a) To assume responsibility for contributing to nursing education in order to provide for the highest quality healthcare;
- b) To provide programs representative of fundamental and current professional interest and concerns, and
- c) To aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in all walks of life.

The function of the (your chapter's name)

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 towards improved health care and the resolution of related social issues.
- d) To represent nursing students to the consumer; to institutions, and other organizations.
- e) To promote and encourage students participation in interdisciplinary 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 collaborative relationships with nursing and related health organizations.

ARTICLE IV-MEMBERS

Section 1. Constituent Associations:

Any school chapter or state association whose membership is composed of active or associate NSNA members and who has submitted the Official Application for NSNA Constituency Status (the Application) containing the areas of conformity, and upon meeting such other policies as the Board of Directors may determine, shall be recognized as a constituent.

- a) The online application must be submitted annually before the Annual Convention, and delegate credentialing process for the Annual House of Delegates meeting. For school and state associations unable to send representatives to the Annual House of Delegates meeting, the application may be submitted online no later than 10 business days after the close of the House of Delegates meeting of the same year.
- b) Recognized Constituents shall be composed of at least 10 members. Requirement of 10 or more members must be met on a date eight weeks prior to the Annual House of Delegates Meeting. There shall be only one chapter in each school campus.

- c) A state association shall be composed of at least two school chapters in any state, or only one school chapter if there is only one nursing school in the state. There shall be only one state association in any state. School chapters shall belong to their state association when one exists. The term “state” in these bylaws shall be understood to apply equally to any state in the United States of America, to the District of Columbia, or to any territory, possession, or dependency of the United States of America.
- d) For yearly recognition as a constituent, constituent associations shall be required to submit annually the Official Application for Constituency Status which shall include the following areas of conformity: purpose and function, membership, dues, and representation.
- e) A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked 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 constituent association is given an opportunity to be heard.
- f) 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 the 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 of omission 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.

Section 2. Categories of Constituent Membership:

Members of the constituent associations shall be:

1. Active members:

- a) Students enrolled in state approved programs leading to licensure as a registered nurse.
- b) Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
- c) Active members shall have all the privileges of membership.

2. Associate members:

- a) Prenursing 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.
- b) Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.

3. Individual members:

Individual membership shall be open at the 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 IV, Section 2, items 1 and 2.

- 4. Active, associate and individual membership shall be renewable annually.

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 annual NSNA dues for active, associate, and individual members shall be \$30 per member, plus \$_____ state and school dues, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.
- b) The annual NSNA dues for active, associate, and individual members joining for two years shall be \$50 per member, plus \$_____ state and school dues (note: be sure to put two years state and school dues here), payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.

- c) The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.
- d) National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received in behalf of the constituent.
- e) Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE VII - MEETINGS

Section 3. Delegate Representation:

a) School constituents:

- 1. Each school chapter that is a recognized constituency, as determined by these bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
- 2. The school chapter delegate(s) shall be a member(s) in good standing in the chapter and shall be selected and/ or elected by members of the school chapter according to chapter bylaws. The school chapter may designate an alternate delegate for each delegate by one of the following two mechanisms:
 - a) Selection and/or election by members of the school chapter according to chapter bylaws; or
 - b) Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state appointed alternate for their school chapter.
 - 1. School chapters shall approve the appointment.
 - 2. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the state association.
 - 3. A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
 - 4. All alternates, whether school selected or state appointed, shall have the same privileges as an elected delegate when seated in the House.
 - 5. Each school constituent shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

b) State Constituents:

Each state constituent shall be entitled to one voting delegate and alternate. This delegate shall be the state president. If the state president cannot serve, a designated representative and alternate shall be elected at a state meeting or by the state Board of Directors.

**Complete the Official Online Application for
Constituency Status**
[www.jotform.com/nsnainc/official-
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**Note: NSNA reserves the right to review school
and state Bylaws to ensure compliance with
NSNA’s Bylaws areas of conformity.**