**CONSTITUTION FOR ADAMS STATE STUDENT NURSES ASSOCATION**

**ARTICLE I- NAME**

Adams State Student Nurses Association (ASSNA)

**ARTICLE II- PURPOSE**

ASSNA is a club for nursing and pre-nursing students at Adams State College. ASSNA provides

an opportunity for nursing students to develop both personally and professionally. ASSNA also

provides a venue for nursing students in various classes or programs to work together and get to

know each other.

**ARTICLE III- MEMBERSHIP**

Section 1: The President must be a nursing student of Adams State University, be a member of ASSNA and maintain a 2.0 GPA.

Section 2: All remaining officers and voting members of this organization shall be nursing or pre-nursing students and carry a minimum of three credit hours and a GPA of 2.0.

Section 3: All potential members must submit the ASSNA application. The application can be found on the ASSNA website or by contacting the president. Pre-nursing and nursing students are welcome to join.

Section 4: ASSNA Membership Dues:

* $15 for NSNA Members
* $45 for Non-NSNA Members
* $10 for pre-nursing students

Section 5: Nondiscrimination

This organization shall not discriminate on the basis of:

Age Sex Veteran Status

Race National Origin Sexual Orientation

Color Ancestry Political Affiliation

Religion Disability

**ARTICLE IV: OFFICERS**

Section 1: List of Officers

1. Officers of ASSNA shall be the President, Vice President, Secretary, Treasurer and Club Representative.

Section 2: Terms of Office

1. All officers can serve for a year.

Section 3: The duties of the officers shall be as follows:

1. The president shall:
2. Preside at all meetings of this association, represent ASU in matters relating to the association, appoint special committees as needed, perform all other duties pertaining to the office and represent this association in all matters to the state nursing student association, National Student Nurses' Association, and other professional and student organizations.
3. Serve as chairperson of the Board of Directors
4. Be responsible for the election process to held no later than January of each school year.
5. The vice president shall:
6. Assume responsibility of the office of President in the event of the vacancy occurring in the office until an elected person assumes the role.
7. Preside at meetings in the absence of the President.
8. Assist the President as delegated and act as advisor to the President.
9. Perform other duties as assigned by the President and/or as usual to this office.
10. The secretary shall:
    * + 1. Record and distribute the minutes of all meetings of this association as directed by the President.
        2. Keep on file as a permanent record all reports, papers and documents submitted to the secretary.
        3. Refer to duly appointed committees the necessary records for the completion of business.
        4. Perform other duties as assigned by the President and/or as usual to this office.
11. The treasurer shall:
    * + 1. Serve as chairperson of the budget/finance committee.
        2. Submit financial reports to the membership as directed by President.
        3. Keep a permanent record of all dues received from members and any other income and expenses.
        4. Remit payment for approved debits according to the following

**ARTICLE V- ELECTION OF OFFICERS**

Section 1:All Nominees Shall

1. Be members of the Adams State Student Nurses Association
2. Be in good academic standing with the college
3. Be present at the election to be elected unless prior notification is given for an extenuating circumstance

Removal from Office

1. An officer may be removed from office by a plurality vote of the members present at a meeting called for that purpose if the officer is deemed negligent in the functions of that office as stated in the bylaws.
2. Prior notification of two weeks must be given to the officer in question before a meeting is held to remove the individual from office.

Section 2: Officers are selected by self and class nomination. Nominations and election will occur annually in January. When a member nominates themselves, it must be approved by the president, followed by another member of the club seconding this nomination. If there are several nominees, voting will occur as follows:

1. All elections shall be by secret ballot.
2. All members present and entitled to vote shall constitute an official election.
3. A minimum of 2/3 of ASSNA members must be present at the meeting to hold the election.
4. In the event of a tie, a revote shall be held during the next scheduled meeting.

**ARTICLE VI- CLUB REPRESENTATIVE**

Section 1: Club Representative must meet all requirements as laid out by the AS&F Government Constitution.

Section 2: Election of Club Representative will be held in January of every school year.

Section 3: Elections will be held within the club. Nominations of individuals must be submitted to the AS&F Election Commission two weeks prior to the club election date. After approval of nominees by the AS&F Election Commission, an election will be held within the club. All ballots must be submitted to the AS&F Election Commission for approval of Club Representative.

**ARTICLE VII: MEETINGS**

Section 1: Monthly on Thursdays at 3pm.

Section 2: Meeting time and location will be voted on and approved at each previous meeting

Section 3: The President shall have the authority to convene special meeting at such times as is deemed necessary and shall notify the general membership of such a meeting, location and time at least two weeks prior to the date of the meeting.

Section 4: Absences

1. Officers who have missed two consecutive regularly scheduled meetings without prior notification and without a valid reason for such absences may be removed from office (see Removal from Office).

**ARTICLE VIII: FINANCES**

Section 1: The finances of this organization will come from: fund raising projects, individual contributions, dues, and funding from AS&F.

Section 2: Dues

1. ASSNA dues as described in the “ASSNA Application for Membership” are required for membership.
2. A member who fails to pay current dues shall forfeit all privileges of membership.

**ARTICLE IX- ADVISOR**

Section 1: Selection: The Adams State University Student Nurses Association faculty advisor/s shall be appointed by the Adams State University School of Nursing. Faculty advisor/s will have no voting privileges.

Section 2: Responsibility:

* + - 1. The faculty advisor/s will attend all meetings to support the activities of ASSNA members in the roles of educator, coach, and advisor.
      2. Approve all monetary commitments, projects, or other commitments of ASSNA, in collaboration with school administrators as appropriate.
      3. Assist the Treasurer and President in preparation of requests for funding from the AS&F.

**ARTICLE X: AMENDMENTS TO BY-LAWS**

Section 1: Amendments to the Constitution & Bylaws may be made at any meeting with a majority vote of those present. Voting shall occur provided that notice of the proposed amendments has been sent to members at least four weeks prior to the meeting. All proposed amendments must be submitted in writing.