



Sonoma State Nursing Students' Association
BOARD MANUAL
OF POLICIES & PROCEDURES

Current Policies Reflecting Actions through December, 2021

**SONOMA STATE NURSING STUDENTS' ASSOCIATION BOARD MANUAL OF POLICIES &
PROCEDURES**

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PREFACE

As authorized by the Bylaws, the Board of Directors has established this Board Manual of Policies & Procedures (Board Manual) for the Sonoma State Nursing Students' Association (SSNSA). Proposed policy amendments will be considered at a regularly called meeting of the Board of Directors.

This Board Manual is intended to aid implementation of the Bylaws of SSNSA by listing and explaining officially adopted practices as well as procedures for administering and implementing policy. The Board Manual only contains statements of policy and procedure that SSNSA has officially adopted. A policy is defined as a course of action or position adopted by a board of directors. A procedure is a set method of conducting and managing business.

The Board Manual is maintained by staff and the Board of Directors for reference by members of SSNSA as requested. Individual policies and procedures will be reviewed at times to ensure that it remains current.

CHAPTER I - INTRODUCTION

A. Name

The official name of our chapter is the Sonoma State Nursing Students' Association (SSNSA).

All Policies & Procedures stem from the vision, mission, and values of SSNSA which incorporate the following:

B. Vision, Mission, & Values

VISION

Creating the future by leading the way. SSNSA contributes to nursing education in order to prepare students to provide the highest quality of healthcare, provide programs representative of fundamental interests to nursing students, and aid in the development of the whole individual. This includes the promotion of the individual's professional role and the development of his or her responsibilities to the health care of other individuals throughout their life span. SSNSA strives to incorporate mentorship, peer support, community involvement, representation of the professional role, and encourages dedication to quality education and learning.

MISSION

The Sonoma State Nursing Students' Association is a campuswide community advancing the transition of the student to professional nurse through leadership development, education, mentorship, advocacy, activism, and stewardship. SSNSA's mission is to give students an outlet to provide input regarding the education process, influence health care, participate in community affairs and activities, and encourage collaborative relationships not only between fellow students but also faculty members, the community, and other health related organizations.

VALUES

In an effort to fulfill this mission and realize this vision at the highest levels of excellence, SSNSA promotes the following values:

1. Professionalism. We uphold the image and standards of nursing practice in all activities including all media relations, public presentations and publications.
2. Education. We acknowledge the importance of educating students in safety, competence, and technology. Nursing is an always changing profession and we encourage the continuation of education and learning not only through the students academic careers but throughout their professional careers as well.
3. Mentorship. We encourage and promote peer-to-peer student mentoring to foster supportive relationships.
4. Leadership. We prepare members for leadership roles and opportunities in both professional and specialty associations in the workplace and the community. We strive to enhance member's communication and public speaking skills, member independence and delegation skills.
5. Stewardship. We are committed to acting as stewards of SSNSA's resources. We foster the growth of our membership by enhancing the nursing school experience for the individual member through active participation in the constituency

6. **Advocacy and Activism.** We believe that nursing students should be introduced to the concept of patient advocacy as well as encouraging student activism throughout the chapter's involvement. We go to extraordinary lengths to involve our members in the politics of healthcare, providing them with access to information. We strive to create an environment of learning and involvement amongst our members at a local, statewide, and national levels .

CHAPTER II - Membership

A. Membership Classifications and Eligibility

Within SSNSA, there will be the following membership classifications: Active, Associate, Individual, Extended, Sustaining, and Alumni membership

- **Active membership.** SSNSA is open to individuals who have paid dues to the SSNSA's treasurer and are students enrolled at Sonoma State University interested in membership. Any active member is not required to be in the nursing major. Active members shall have all the privileges of membership. There are no other mandatory requirements for membership. Each member has equal rights and privileges.
- **Associate membership.** Regards members who are non-Sonoma State students. Associate members shall have all of the privileges of membership except the right to hold office or vote on officer elections. No more than 20% of the members shall be individuals who are not CSU students; this includes faculty and staff members, community members, students at other colleges, etc.
- **Alumni Membership.** Shall be open to nurses who had been SSNSA members during their pre-licensure or AD to BSN education and are interested in furthering the development and growth of SSNSA. Alumni members have none of the obligations of membership and cannot vote during the board of officials election.
- **Faculty, staff, alumni of SSU, non-students.** Can be considered for non-voting membership. Only currently enrolled students or continuing students of SSU can be voting members.
- **Eligibility of membership or appointment of elected student officers.** Members and elected officers of SSNSA shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, political affiliation, sexual orientation, or disability. This chapter shall have no rules or policies regarding membership that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, political affiliation, citizenship, sexual orientation, or disability.

B. Membership Dues

- Active and associate NSNA 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.
- The annual NSNA dues for active and associate members joining for one year shall be \$40 per member, plus \$0 state, and \$5 school dues, or \$10 school dues, if not an NSNA member.
- If dues are not paid by the last meeting of the Fall semester, all dues will be increased by \$15 if paid between the Fall semester and the February meeting. If the participant does not pay dues, they will not be eligible for receiving honor cords.
- National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.

C. Alumni Committee

- Alumni Committee members shall have the following responsibilities:
 - AC Members will remain actively involved in SNSA activities by providing advice, support, and perspective to the SSNSA.
 - AC Members will make themselves available as informal liaisons to local healthcare facilities and networks where they work or have existing relationships.
 - Other responsibilities as directed and determined by the AC Members on a continuing basis.
- To maintain active AC membership, an individual must:
 - Attend, at minimum, one SSNSA meeting per semester, and at least four hours of SSNSA club activities exclusive of SSNSA meetings. AC Members will fulfill all other membership eligibility requirements appropriate for their enrollment status while serving on the AC.
- Members eligible to serve on the alumni committee must:
 - Be a member of the graduating pre-licensure BSN cohort;
 - Intend to seek immediate employment as a registered nurse in a clinical role or apply immediately to graduate schools of nursing;
 - Following graduation, intend to live in or work in Sonoma County or any county geographical contiguous with Sonoma County
- Up to three eligible SSNSA members may be selected to join the alumni committee each year.
 - Voting will occur via an electronic ballot that is open to all SSNSA members who are eligible to vote. Members who are voting may vote for up to three candidates.
 - Interested and eligible members will volunteer their name for consideration. Members are not nominated.
 - An announcement of officially interested members will take place during the February meeting of SSNSA. The ballot will take place within 7 days of this meeting. An announcement of selected members will occur before or at the March meeting.

CHAPTER III – Constituent Chapters

A. Definition. Sonoma State CNSA Chapter is an entity separate and apart from NSNA and its administration of activities, with NSNA and CNSA exercising no supervision or control over these immediate daily and regular activities. NSNA and CNSA have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of Sonoma State CNSA Chapter or the members thereof. In the event any legal proceedings are brought against NSNA and CNSA, Sonoma State CNSA Chapter will indemnify and hold harmless the NSNA and CNSA from any liability. There shall be only one chapter on this school campus.

B. Application. The online application for NSNA constituency must be submitted annually before the NSNA 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.

C. NSNA Constituency Requirements. Sonoma State CNSA 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.

- For yearly recognition as a constituent, SSNSA shall be required to annually submit the Official Application for Constituency Status which shall include the following areas of conformity: purpose and function, membership, dues, and representation.
- Sonoma State CNSA Chapter when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one additional voting delegate and alternate for every 50 members.
- The Sonoma State CNSA Chapter delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
 - Selection and/or election by members of the school chapter according to chapter bylaws; or
 - 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.
- School chapters shall approve the appointment.
- 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.
- SSNSA 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.
- All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
- SSNSA 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.
- 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 60 days prior to the vote and the constituent association is given an opportunity to be heard.

- School constituent membership is composed of active or associate members who are members of the NSNA and the state association when one exists.

CHAPTER IV – Membership Meetings

A. General meetings will be held once a month during the academic year at a predetermined time by the Board. The Board and special committee meetings will be scheduled as needed.

B. Consensus voting will be used at Board meetings, and majority will be used at general meetings.

- Authorization of SSNSA events will need to be proposed to the Board for approval, and if approved by the Board, will be added to the calendar.

C. Establishment of a Quorum

A quorum exists as a simple majority of the Board or Committee members present, either in person or via conference call/Zoom. The quorum for any meeting shall be established by the current bylaws of SSNSA.

D. Proxy & Absentee Voting

Proxy or absentee voting is not allowed for any meeting.

CHAPTER V - Board of Directors

A. Preamble

The Board is the governing body of SSNSA and has authority and responsibility for the supervision and direction of the organization. As such, the Board will identify and address strategic issues, set policy, and provide fiscal oversight.

The SSNSA Board of Directors is committed to identifying and clarifying its own operations and its relationship to SSU's staff.

By clarifying the following principles and functions, new Board members, as well as ongoing members, will recognize and understand the Board's policies on matters of major importance. It is the intent of the Board that these principles be used on an on-going basis, subject to changes that reflect the culture and principles of the current leadership.

The purpose of SSNSA is to assume responsibility for contributing to nursing education in order to provide for the highest quality healthcare. SSNSA is committed to providing programs representative of fundamental and current professional interest and concerns. SSNSA seeks to aid in the development of the whole person, and their professional role, so that they may be empowered to provide healthcare for people in all walks of life.

SSNSA functions to have direct input into the standards of nursing education and therein influence the education process. SSNSA will influence health care, nursing education, and practice through legislative activities as appropriate and functions to promote and encourage

participation in community affairs and activities towards improved health care and the resolution of related social issues. SSNSA represents nursing students to the consumer; to institutions, and other organizations. Through this representation, SSNSA promotes and encourages students participation in interdisciplinary activities and collaborative relationships with nursing and related health organizations. SSNSA refuses to engage in, or condone, discrimination on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, disability, illness, legal status, or personal attributes.

B. Position Descriptions

The Board is the governing body of SSNSA and has authority and is responsible for the supervision and direction of the organization and as such shall identify and address strategic issues, set policy, and provide fiscal oversight.

A Director represents the entire membership of SSNSA, not any particular constituency within SSNSA.

Directors and Officers are to perform the duties of the position and act in the best interests of SSNSA. Directors and Officers must be informed about the affairs of SSNSA to properly act in the best interests of the organization. Directors and Officers should read all relevant organizational literature, particularly all informational material provided with a meeting agenda. Directors and Officers should be familiar with the Bylaws of SSNSA. Directors and Officers also should listen to members about their concerns and follow an appropriate path to resolve concerns. However, Directors and Officers should avoid making a particular promise on behalf of the Board to a member, as an individual Director or Officer has no individual authority to do so.

Directors and Officers will attend all meetings of the Board unless it is not possible to do so in an individual instance.

Directors and Officers will not participate in any association decision in which they have a material interest, without first informing the Board of the interest and following proper procedures.

C. Officers

- Organization presidents and treasurers must be enrolled at SSU and earn a minimum of 6 semester units for undergraduate students or 3 semester units for graduate/credential students per term while holding office and must maintain a minimum cumulative 2.0 grade point average. In addition, the president and treasurer may not have earned 150 units or 125% of the total units needed for graduation, whichever is higher.
- Officers may vote on agenda items, such as spending club funds on an event, when it is deemed unreasonable to wait until the following monthly meeting. A unanimous decision among 5 voting officers is required for approval, and the item will be announced at the following club meeting. The officers required to vote include: President, Vice President, Secretary, Treasurer, and Mentorship Coordinator.
- Some positions may be held by two individuals on a co-ticket, which will be called co-officers and will be determined by the individuals who would like to run for those positions. However, the positions of President, Vice President, and Treasurer may only be held by one individual.

- Officers are expected to attend general meetings and officer meetings with an 80% Attendance rate.
- Officers are expected to communicate any necessary absences to the club president.
- If for some reason you are unable to fulfill your officer roles, it is your duty to notify the board and Faculty Advisor in writing of your need to “step down.”
- Officers are expected to be available to train your successor upon election to the board of officers.
- Officers are expected to participate with club events as much as possible.
- Club Presidents and Treasurers must be enrolled at SSU and earn a minimum of 6 semester units for undergraduate students or 3 semester units for graduate/credential students per term while holding office and must maintain a minimum cumulative 2.0 grade point average.
- Only currently enrolled or continuing students in good standing (2.0 or higher) at Sonoma State University may serve as Officers of this organization.

D. Governance Structure

The Board of Directors is the governing body of this organization and is responsible to supervise and direct the organization’s affairs. The Board may adopt such rules and regulations for the conduct of its business as will be deemed advisable.

- There are 11 members of the Board. The Board will consist of the President, Vice President, Secretary, Treasurer, Legislative Director, Volunteer Coordinator, Fundraising Director, Communications Director, Mentorship Director, Merchandising Director, and Pre-Nursing Liaison.
- Newly elected Directors will take office at the first meeting of the Spring semester in January. No individual shall hold more than one (1) voting position on The Board at a time. Board members serve one-year terms.
- Any eligible member of the Board of Directors must be enrolled as an SSU student for the entire duration of their term and must have paid their dues prior to election.
- For the office of President, Vice President, and Treasurer, the candidate must also be a junior nursing student and a current NSNA/CNSA member.
- The President is responsible for scheduling and creating the agenda for the meetings (agenda must be accessible to all members). The Secretary is responsible for taking meeting minutes and keeping a copy of the minutes for the NSNA to maintain constituency.
- The Board of Directors has established the current edition of Robert’s Rules of Order, Newly Revised, as the parliamentary authority to be used for conducting SSNSA’s deliberations.
- Any meeting or action of the Board may be, to the extent allowed by law, held by electronic or other means.
- If there is a vacancy, additional voting will occur once a candidate has presented themselves and has been deemed qualified. In the office of President, the Vice President

shall become President until the position is filled. A Director or Officer so appointed to fill a vacancy will serve only until the next election in October. At that time, the Director position will be filled again in accordance with the Bylaws.

E. Objectives

The Board will lead SSNSA toward the desired outcomes and ensure that they occur. The Board's specific contributions are necessary for proper governance and management.

The Board holds the duty and authority to act on behalf of the membership.

In addition, the Board will:

- Be the link between SSNSA, its members, and the community in which it operates.
- Focus chiefly on intended long-term goals.
- Direct and inspire SSNSA by establishing the broad organizational values and policies.
- Govern with excellence and apply appropriate self-discipline in matters of attendance, policy-making principles, respect for clarified roles, speaking with one voice, and any tendency to stray from governance adopted in Board policies.
- Serve the entire membership of SSNSA.
- Be accountable to the membership for competent, conscientious, and effective accomplishments of its obligations as a body. No officer, individual, or advisory committee of the Board will usurp this role or hinder this commitment.
- Monitor and regularly discuss the Board's own process and performance.

F. Code of Conduct

The Board expects of itself and its members ethical and business-like conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

- Board members must represent, with un-conflicted loyalty, the interests of the membership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. This accountability supersedes the personal interests of any Board member acting as an individual consumer of SSNSA's services.
- Board members must avoid any conflict of interest with respect to their fiduciary responsibility.
 - There must be no self-dealing or any conduct of private business or personal services between any Board members and SSNSA except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.

Board members and members at large may not attempt to exercise individual authority over SSNSA or staff except as explicitly set forth in Board policies.

G. Conflict of Interest

- All current and former Officers, Directors, and Committee Members of SSNSA shall scrupulously avoid any conflict between their own respective individual interests and the interests of SSNSA.
- This policy is enacted to formalize, record, clarify, and re-emphasize the previous policy that has governed SSNSA.
- A “material financial interest” in a proposed transaction exists whenever there is a consideration by SSNSA to purchase goods or services from one who either deals in such goods or services, or is employed by or is an owner or principal of the seller; a material financial interest does not exist when the individual is merely a shareholder in a large corporation.
- When a committee is involved in making a decision or developing a recommendation in which there exists a material interest of any of its members, the decision or recommendation will be identified as a potential conflict of interest by the staff, the Chair of the committee or another member of the committee, or the individual(s) involved in the potential conflict. A material interest may exist in but is not limited to, the purchase or exchange of goods or services with SSNSA, selection of event sites, or choosing conference or education speakers.
- If a material interest is perceived to exist for any current or former member of the Board, or any committee, task force, etc., the following shall occur:
 1. The committee will be notified by the President or by staff that the committee will be involved in making a “material” recommendation or decision.
 2. Any member of the committee who is associated with the relevant service or product or would directly or indirectly benefit from the decision will identify themselves as having a potential conflict of interest
 3. If the committee member is either unaware or unable to identify the conflict of interest, or disagrees that there is a conflict, the committee Chair will be the final authority in determining whether a conflict exists
 4. If a potential conflict of interest exists or is determined, the committee member will not receive materials or participate in any discussion that is involved in making the relevant decision or recommendation.
 5. Once the relevant decision or recommendation is made, the committee member will be informed of the decision or recommendation and will then return to full participation in all other aspects of the committee’s work and deliberations.

Members of the Board of Directors of SSNSA, officers, volunteers, and staff must act at all times in the best interests of SSNSA. Members of the Board, officers, volunteers, and staff shall disclose all potential and actual conflicts of interest to the Board of Directors and, as required, remove themselves from all discussion and voting on any related matter. Specifically, members of the Board, officers, volunteers, and key employees shall:

- Avoid placing self-interest or the interests of a third party above the interests of SSNSA and avoid the appearance of placing self-interest or the interests of a third party above the interests of SSNSA;

- Refrain from using SSNSA's staff, services, equipment, materials, resources, or property for personal or third-party gain and from representing to third parties that authority as a Board member extends any further than that which it actually extends;
- Not engage in any outside business, professional conduct, or other activities that may be directly or indirectly adverse to the interests of SSNSA;
- Not solicit or accept gifts, gratuities, free travel, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment with respect to matters pertaining to SSNSA without fully disclosing such an exchange to the Board of Directors;
- Provide goods or services as a paid vendor to SSNSA only after full disclosure to, and advance approval by, the Board of Directors and pursuant to any related procedures adopted by the Board;
- Not persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship with SSNSA to terminate, curtail, or not enter into its relationship with SSNSA or to reduce any benefit that may be provided to SSNSA with respect to such relationship.

H. Diversity

- In principle and in practice, SSNSA values and seeks a diverse and inclusive membership. All eligible people, regardless of race, gender, creed, age, sexual orientation, national origin, or disability, will be granted full participation. Diversity also includes member type, organization demographics, competencies, etc.
- SSNSA will use gender-neutral language in its publications and proceedings.
- SSNSA will be sensitive in its publications and proceedings to persons with disabilities.

I. Financial Roles & Responsibilities

1. The Board of Directors has the authority to:

- Reimburse members of SSNSA and others for authorized expenses incurred on behalf of the Organization.
- Require specific financial reports on SSNSA's activities and programs, as deemed necessary and/or appropriate.
- Require interim audits of the financial records for any and all SSNSA programs and activities as the Board may deem necessary and/or appropriate.

2. The Board of Directors of SSNSA will designate the official representative(s) of SSNSA with respect to all financial transactions and negotiations as follows:

- The official signatories of SSNSA in financial transactions will be the President, Treasurer, and/or Faculty Advisor.

J. Administration

SSNSA shall keep all required records including, but not limited to, Minutes of Board and Committee meetings, Financial and Audit records, and records of current members. Members shall have the right of inspection thereof as required under the law.

K. Travel.

SSNSA will not cover transportation or travel expenses that do not pertain to SSNSA events/activities or duties as previously authorized by the Board of Directors and the membership.

L. Reimbursement Policy

Monies spent while conducting official SSNSA business are subject to reimbursement to the board member. Examples of reimbursements include, but are not limited to: food, supplies, event registration, etc.

- Members must receive approval prior to purchase from the President to evaluate if reimbursement can be made.
- Board members may submit their requests for reimbursements within 30 days of the event or date of expenditure.
- All reimbursements must be authorized by the Board of Directors.
- Reimbursement requests must be accompanied by an itemized detailed receipt from the company where the purchase was made. Item charges must be shown. Bank statements or credit card statements will not replace this requirement.

M. Payment Approval Policy

All payments must be approved by either the President or Treasurer or Faculty Advisor via email authorization.

N. Honor Cords

Eligibility. Individuals who are eligible for honor cords are identified and kept by the Vice President.

- To be eligible for an honor cord, a member must have participated 35 hours in the SSNSA (Meeting and SSNSA events participation only).
- Hours included are all hours in association with SSNSA and its activities (except committee participation). Hours that are eligible to be counted towards cords include, but are not limited to: meeting hours, event hours, and volunteer hours, etc.
- To be eligible for a leadership cord, a member must have participated in the SSNSA board of directors.
- Member hours must be submitted to the Vice President prior to the purchase of cords.
- To be considered for an honor cord, hours must include all below:
 - Attending monthly meetings (50% of meetings)
 - Participation in SSNSA events (one outside event each semester)
 - Acting as a member of a committee to organize an SSNSA sponsored event (one committee each semester). Not included hours

CHAPTER VI - Officer and Director Duties

All Officers of SSNSA must be members. Officers will hold office for one year or until a successor takes office. No person shall hold more than one office position during one term. All officers must be SSU students in good standing.

A. President

The President shall:

- Serve as Chair of Board;
- Presides over each meeting;
- Serve as a resource person for members, faculty and outside sources;
- Book meeting spaces and organize meetings;
- Prepare agendas for all meetings;
- Conducts administrative duties as they arise;
- Maintains current membership lists;
- Guide board members in setting and fulfilling goals for the semester;
- Inform members of upcoming events and opportunities;
- Coordinate the appointment of delegates for the annual CNSA or NSNA conventions;
- Coordinate with other school chapters to increase involvement and inclusion of other chapters;
- Serve as the SSNSA representative at professional activities as deemed appropriate by the board;
- Serve as a liaison between the SSNSA chapter and state CNSA board;
- Facilitate New Grad Q&A event in the spring semester. (Chair of the organizing committee)
- Maintain constituency status with NSNA/CNSA.
- Must be a nursing student in good standing. Must also be a NSNA/CNSA member.

B. Vice President

The Vice President shall:

- Assist the President in the organization of events and activities;
- Act on behalf of the President as requested and in their absence;
- Act as President in the event of a vacancy;
- Keep an attendance list at all meetings and events;
- Obtain and organize a log of member involvement hours;
- Keep track of members eligible for honor cords on a spreadsheet;
- Provide a list of members eligible for honor cords to the treasurer who will verify membership status and order cords for eligible members.
- Review and recommend changes in the bylaws;
- Facilitate Nurse's Night Q&A event in the fall semester. (Chair of the organizing committee)
- Act as an additional resource person for members, faculty, and outside sources.
- Must be a nursing student in good standing. Must also be a NSNA/CNSA member.

C. Treasurer

The treasurer shall:

- Preside at association meetings in the absence of the President and Vice President;
- Sign with the president such association papers that come into their executive and administrative spheres;
- Act as a custodian of organization funds and provide periodic financial reports;
- Provide guidance to The Board on financial decisions and recommendations;
- Monitor and report all financial transactions and investments of the association;
- Write check requests for the association;
- Allocate money based on the vote of the Board;
- Submit treasury reports at each meeting;
- Work with the Board to create an annual budget;
- Collect school association dues and deposits them into the account through the Associated Students' office;
- Keep a running list of members who have paid their current dues for the year.
- Must be a nursing student in good standing. Must also be a NSNA/CNSA member.
- Verify membership status of all eligible honor cord recipients and place order for honor cords.
- Collect all monies for fundraising and merchandise sales and deposit into SSNSA account.

D. Secretary

The Secretary shall:

- Take and type minutes for all meetings and forward them to the Board and members and post to the SSNSA website
- Maintain an attendance list of member and board meetings.
- Write thank you cards to sponsors, guests, and faculty members, when appropriate
- Update and maintain files and perform other administrative duties
- Serve as the Webmaster of the SSNSA website
- Update and maintain the website, which includes posting minutes, agendas, events, bulletins, pictures, etc
- Assist in the maintenance of constituency status with NSNA/CNSA by filing the appropriate forms when requested by NSNA

E. Communications Director

The Communications Director shall:

- Assist with the facilitation of the Social Media pages that are associated with the SSNSA;
- Promotes all events that are being held by the SSNSA including social events and volunteer events; including follow up reminders
- Share pictures on social media that promote engagement and a positive image of SSNSA;
- Maintain a contact list of members to be able to send out newsletters;
- All information for events hosted by SSNSA will be forwarded to Communications Director for review and approval prior to posting to social media pages
- Develop and collaborate with a committee to send out a newsletter to members;
- Support a positive image of nursing SSNSA for both internal and external audiences.

F. Volunteer Coordinator

The Volunteer Coordinator shall:

- Serve as Chair of the Volunteer Committee;
- Contact and work with individuals or organizations in the community to plan, set up, and volunteer at events; at least four per year including but not limited to Blood Drives, Luis Cid Memorial Beach Clean-up, health fair events,
- Provide information about the event to the SSNSA so any interested members can get involved;
- Actively engage nursing students' in enhancing the health of their communities through volunteering at events;
- Serve as liaison between NSNA, CNSA & SSNSA, and chapter boards of directors.

G. Mentorship Director

The Mentorship Director shall:

- Be a resource for any student who has questions regarding the nursing program;
- Work closely with the pre-nursing liaison to ensure that the pre-nursing students feel supported and well-informed;
- Assign pre-nursing students who wish to have a mentor to a current nursing student and provide contact information for each;
- Create and distribute the mentor/mentee surveys to current students enrolled in the pre-licensure nursing program;
- Create and keep a list of all newly-enrolled juniors in the nursing program, along with their preferred name, age, and contact information;
- Pair individuals from the senior class with newly-enrolled junior students using the surveys filled by each cohort to make informed matches;
- Create and facilitate a nursing junior and senior page for mentorship;
- Provide reminders regarding SSNSA meetings, mentor/mentee orientation, and mentor/mentee events;
- Promote a safe environment for questions and tips between the nursing juniors and seniors;
- Facilitate all mentor and mentee orientation and relationships;
- Provide peer-to-peer support throughout SSNSA.

H. Fundraising Director:

The Fundraising Director shall:

- Work closely with the treasurer to organize an annual budget for fundraising;
- Develop and coordinate fundraising opportunities for SSNSA;
- Report on fundraising outcomes to the membership at meetings;
- Encourage participation in fundraising events for the benefit of SSNSA;
- Facilitate at least 1-2 fundraising events each semester
- Advertise fundraising events and opportunities to increase membership involvement.

I. Legislative Director

The Legislative Director shall:

- Serve as Chair for the Legislative & Resolutions committee;
- Work as a committee to develop a resolution from SSNSA to be brought to the CNSA annual convention;
- Support and educate members in the resolutions development process including their presentation at the CNSA annual convention House of Delegates;
- Ensure, if SSNSA resolution is chosen at the CNSA annual convention House of Delegates, it is also submitted to NSNA by the deadline;
- Present and defend SSNSA resolution at the CNSA and NSNA House of Delegates;
- Encourage members to be actively interested in and involved in nursing policy making, legislature, and leadership.

J. Merchandising Director

The Merchandising Director shall:

- Design all SSNSA merchandise;
- Work with other agencies to create and purchase merchandise for the SSNSA members; at least two merchandise campaigns per year; one in Fall & one in Spring.
- Facilitate the advertisement and purchasing of merchandise for members;
- Handle all merchandise transactions and ensures profits are given to treasurer;
- Serve as a liaison between members and merchandising organizations;
- Help with marketing and advertising for SSNSA events;
- Work with the treasurer and the approval of the Board to ensure a profit is made from merchandise sales.

K. Pre-Nursing Liaison

The Pre-Nursing Liaison shall:

- Act as liaison between pre-nursing students, nursing students, nursing faculty and the SSNSA board;
- Communicate with other pre-nursing students about meetings and events;
- Work with mentorship director to organize a list of pre-nursing students who want a nursing Junior class member to mentor them
- Facilitate Pre-Nursing Q&A event. (Chair of the organizing committee)
- Aid in mentoring events with the mentorship director.
- Must be a pre-nursing student in good standing.

L. Inability to Serve

In case of death, resignation, or inability of any officer to serve, the Board of Directors may appoint a successor for the balance of the unexpired term, except in the case of the President, in which case the successor will be the Vice President

CHAPTER IX - Voting

- Annual voting for Board of Directors will occur at the October meeting of that year. Elected members will go through a transition with the current board members and will officially start their term the following January. If there is a vacancy, additional voting will occur once a candidate has presented themselves and has been deemed qualified.

- All other voting on policies, procedures, etc., will occur at meetings after a motion has been made.
- Proxy and absentee voting are not permitted.

CHAPTER XI - Elections

A. Recruitment & Composition. The President organizes those interested in nomination for election. The offices open for election include President, Vice President, Secretary, Treasurer, Mentorship Director, Volunteer Coordinator, Fundraising Director, Merchandising Director, Legislative Director, Communications Director, and Pre-Nursing Liaison.

B. Nominations Process. The Nominations & Elections Committee shall request that members nominate themselves or others to serve as an elected Officer or Director.

- SSNSA members shall be eligible to serve in only one elected position at any time
- A slate of eligible candidates who have submitted consent to serve shall be prepared by the President and presented at the October meeting prior to voting.
- Nominees must have paid their SSNSA dues to be eligible to run.
- Nominees for the positions of President, Vice President, Treasurer, and Mentorship Director must be in the current Junior nursing cohort, and must also be NSNA/CNSA members.
- Candidates will have the opportunity to give a short introduction and speech before the membership at the October meeting prior to voting

C. Late Nominations. Late nominations refers to candidates who have not submitted paperwork to run prior to the October meeting. Late nominations are only allowed for positions that do not currently have a candidate who signed up prior to the October meeting. There is no penalty for late nominations.

- Late candidates must be eligible under the same requirements as other candidates that submitted paperwork prior to the October meeting deadline.
- Nominations from the floor may be made by any SSNSA member who is not currently a member of the SSNSA Board of Directors.
- Candidate vacancies will be announced prior to and at the October meeting to hopefully fill the vacancy prior to voting.

D. Elections. Elections shall be conducted by ballot. Only eligible members who have paid their dues prior to or at the October meeting will be eligible to vote in the election. Results of election will be announced at the November meeting.

- A dual board meeting will be held at the December meeting with both outgoing and incoming board members. December meeting will be followed by a board member meeting for orientation and position hand-off.

E. Candidate Code of Conduct. Integrity and standards will be used to maintain absence of false, derogatory, and libelous statements.

- Candidates must maintain a professional manner and respect all other candidates time and right to campaign.
- Campaigning prior to the October meeting is allowed, but is not required.
- Candidates may make flyers and other campaign materials, but none of these materials shall be posted, taped, or otherwise displayed in any location, including online. Flyers are only to be given by hand if the candidate desires.

CHAPTER XII - Committees

A. Committee Leadership and Structure

All meetings of SSNSA shall be governed by the current edition of Robert's Rules of Order Newly Revised except where superseded by these bylaws or other applicable law.

- Appointments and Composition
 - The President, with the approval of the Board of Directors, may establish committees, sub-committees, or task forces as needed.
 - Appointments to committees expire at the end of term.

B. Committee Responsibilities

- Committees will report their projected activities to membership and be open to suggestions.
- No committee Chair or member may take any final action or make any public statement on behalf of SSNSA without the prior approval of the Board of Directors. All committee decisions are advisory until accepted and approved by the Board of Directors.

C. Committee/Task Force Principles

The Board may establish committees/task forces to help carry out its responsibilities.

- Board committees/task forces may not speak or act for the Board except when formally given such authority for specific time-limited purposes. Expectations and authority will be carefully stated in order to avoid conflict.
- Board committees are to help the Board do their jobs.
- Board committees/task forces cannot exercise authority.

CHAPTER XIII - Committee Descriptions

Per the SSNSA Bylaws (Section 7.2), Committees are separated into either Board or Non-Board Committees. Board Committees (consisting entirely of Directors) have two or more Directors that have the full authority to act on behalf of the Board, with certain exceptions as outlined in the Bylaws. Non-Board Committees may consist of Directors and non-Directors, but do not have the authority to act on behalf of the Board.

CHAPTER XIV – Policy Modification

This Board Manual may be amended or revised in whole or in part, by a two-thirds vote of the Board of Directors when quorum is present. Any proposed changes to be voted on by the Board

must be sent through the Secretary/Treasurer, or their designee, to each Director no less than 30 days before a stated or special meeting of the Board of Directors. Changes to the Board Manual shall become effective at the close of the meeting at which they are approved.

CHAPTER XV - Dissolution

In the event of the dissolution or final liquidation of SSNSA, its remaining net assets shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

No part of such net assets may inure to the benefit of any individual member or person.