

Oakland Community College
Nursing Student Association
Bylaws

We, the nursing students of Oakland Community College, desiring to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interest and concerns; and 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, hereby join with the National Student Nurses' Association through pursuit of constituency status according to their bylaws, as put forth in this document.

Article I: Name

1. The name of this organization shall be Oakland Community College Nursing Student Association and referred to as OCCNSA from this point in the bylaws.

Article II: Purpose of OCCNSA

1. Promote participation in a professional nursing organization for nursing and pre-nursing students.
2. Develop members as professional nurses through professional networking, community outreach, college and social activities, education, and leadership.

Article III: Functions of OCCNSA

1. To have direct input into standards of nursing education and influence the education process.
2. To influence health care, nursing education and practice through legislative activities as appropriate.
3. To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
4. To represent nursing students to the consumer, to institutions, and other organizations.
5. To promote and encourage students' participation in interdisciplinary activities.
6. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of person's race, color, creed, gender, lifestyle, national origin, age or economic status.
7. To promote and encourage collaborative relationships with nursing and related health organizations.

Article IV: Membership

1. OCCNSA shall be composed of at least 10 (ten) members. To maintain recognition as a National Student Nurses' Association constituent active (dues paid in full) members shall be students enrolled in the nursing program and shall have all the privileges of membership:

- 1.1 Associate members shall be pre-nursing students and shall have all the privileges of membership except running for elected office.
2. Categories of non-constituent membership
 - 2.1 Sustaining membership shall be open to faculty and past members and these individuals shall retain all of the privileges of full membership except voting rights and holding office.
 - 2.2 Honorary membership shall be conferred by a 2/3 vote of the members present. This membership is given to individuals who have rendered distinguished service or valuable assistance to OCCNSA. Honorary members shall have all the privileges of full membership with the exception of voting rights and holding office but will not be required to pay membership dues.
3. Dues
 - 3.1 Dues shall be paid for all active and associate members through the nursing department.

Article V: Executive Officers, Committee Chairpersons

1. The executive offices to which members of OCCNSA may be elected are President, Vice President, Secretary, and Treasurer.
2. Committee Chairpersons selected by the executive officers are:
 - 2.1 Historian(s)
 - 2.2 Image of Nursing/Breakthrough to Nursing Chairperson(s)
 - 2.3 Newsletter Editor(s)
 - 2.4 Community Outreach Chairperson(s)
 - 2.5 Elections Chairperson(s)
 - 2.6 Southfield liaison(s)
 - 2.7 Legislative chair(s)
3. Eligibility
 - 3.1 To be eligible for an office or committee chair, an individual must:
 - 3.1.1. Be a student currently active (enrolled in an NUR course) in the nursing program at Oakland Community College.
 - 3.1.2 A member of the OCCNSA.
4. Responsibilities of Executive Officers

- 4.1 The executive officers shall perform the duties prescribed by parliamentary authority as appropriate. Executive Officers are responsible to appoint committee chairpersons. Specific duties of the executive officers are as follows:
- 4.2 The President shall:
 - 4.2.1 Preside at all the meetings of the association.
 - 4.2.2 Serve as ex-officio member of all committees.
 - 4.2.3 Represent OCCNSA (or appoint a designee) in matters relating to the association and perform all other duties pertaining to the office (including new student orientation in the summer and COSP in the fall and attending national and state nurses conventions).
 - 4.2.4 Be responsible for agenda preparation for the meetings.
 - 4.2.5 Act as liaison with the Southfield NSA, MNSA, NSNA.
- 4.3 The Vice President shall:
 - 4.3.1 Assume the duties and/or office of President in his or her absence.
 - 4.3.2 Plan and organize the welcome luncheon to be held in the fall rotation.
 - 4.3.3 Be responsible for reserving rooms, space, and equipment for meetings and any other events throughout the year.
 - 4.3.4 Arrange for and schedule speakers for monthly general meetings
 - 4.3.5 Maintain and update the NSA bulletin board.
- 4.4 The Secretary shall:
 - 4.4.1 Prepare and submit the minutes of all meetings of the association.
 - 4.4.2 Post minutes of each meetings of OCCNSA on the bulletin board and place a copy in the NSA binder in the nursing office.
 - 4.4.3 Keep sign-in sheets for meetings and submit to individual faculty by beginning of week 7 of rotation.
 - 4.4.4 Perform secretarial duties as needed (i.e. thank you's).
 - 4.4.5 Provide NSA updates to the nursing office for inclusion in the department webpage.
- 4.5 The Treasurer shall:

- 4.5.1 Create a budget in the summer semester for the following school year.
- 4.5.2 Provide a report at the end of fall and winter semesters listing expenditures and income.
- 4.5.3 Arrange and coordinate two fund raisers per year

5. Responsibilities of Committee Chairpersons:

- 5.1 All committee chairpersons are expected to recruit members of OCCNSA to participate in committee work, to facilitate ownership of the organization by members, and enhance participation and benefits of members.

5.2 The Historian shall:

- 5.2.1 Collect and/or take pictures at all OCCNSA functions.
- 5.2.2 Maintain a scrapbook, label each picture and update it each semester.
- 5.2.3 Submit the scrapbook at the annual MNSA convention in February.

5.3 The Community Outreach Chairperson(s) shall:

- 5.3.1 Organize events to serve the community at least two times each year. (blanket drives, adopt a family at Christmas, school supplies collection in fall)
- 5.3.2 Facilitate participation of other OCCNSA members.

5.4 The Image of Nursing/Breakthrough to Nursing Chairperson shall:

- 5.4.1 Organize events that increase the number and diversity of students choosing nursing as a career or that promotes the profession of nursing at least two times each year.
- 5.4.2 Facilitates participation of other OCCNSA members.

5.5 Elections Chairpersons(s) shall:

- 5.5.1 Accept nominations for office and coordinate elections (See Article VI: Elections).
- 5.5.2 Plan and organize the videotaping of all candidates for executive offices.
- 5.5.3 Submit an article to the Pulse in the Winter I issue detailing upcoming elections.

5.6 The Newsletter Editor(s) shall:

- 5.6.1 Publish a newsletter for distribution on the first Monday of each new rotation to be distributed on campus.
- 5.6.2 Solicit articles for inclusions in the Pulse from fellow students and faculty.

5.7 The Southfield liaison shall:

- 5.7.1 Act as a liaison to the Highland Lakes NSA.
- 5.7.2 Act in a leadership position for the Southfield NSA organization.
- 5.7.3 Submit at least two articles per year highlighting Southfield NSA activities to the Pulse.
- 5.7.4 Organize and lead Southfield NSA meetings.
- 5.7.5 Keep attendance at monthly meetings and submit to faculty by week 7 of each rotation.
- 5.8 The Legislative Chair shall:
 - 5.8.1 Submit an article every 7 weeks for publication in the Pulse regarding nursing issues or health care issues currently in legislation.
 - 5.8.2 Develop and present at least one resolution for the MNSA convention in February.

Article VI: Elections

1. Elections shall be held annually in early March for the four executive officers with orientation of officers in April and assumption of their duties at the May meeting. Nominations and campaigning will occur during the month of February and conclude prior to Winter II break.
2. Nominations shall be made in writing to the Elections Chairperson(s). Letters of Intent shall include:
 - 2.1 The office desired
 - 2.2 Qualifications for the office
 - 2.3 Describe participation in OCCNSA to date, including meetings and events attended during current semester.
 - 2.4 A signature is required on the letter of intent
3. A videotape of each candidate will be shown in both first and second year theory classes at Highland Lakes and Southfield just prior to classroom voting.
4. Voting shall take place in theory class.
5. The candidates will be informed of the election results by the elections chairperson(s) immediately following the counting of votes.

Article VII: Meetings

1. Regular Meetings
 - 1.1 All meetings of the association shall be open.

- 1.2 A quorum at any meeting will consist of one executive officer and at least one first year OCCNSA member as well as all other members in attendance.

2. Motions

- 2.1 The privilege of making motions and voting shall be limited to the voting body. A quorum must be maintained to vote.
- 2.2 A voting member shall have only one vote in any election or on any question.

3. Board meetings

- 3.1 Monthly board meeting will be held by executive officers one week prior to the general meeting.
- 3.2 Both executive officers and chairpersons are expected to attend.

Article VIII: Faculty Members

1. There shall be at least one faculty member who is willing to serve as advisor to the OCCNSA.

Article IX: Committees

1. The executive officers may establish committees that are necessary to carry on the work of the association and determine the function, term and membership of the committees.

Article X: Parliamentary Authority

1. Parliamentary procedure will be used when appropriate, otherwise the meetings shall be held in an open manner.

Article XI: Funding

1. A budget for funding of social events, office supplies, etc., will be determined and approved by executive officers and voted on at a monthly meeting by members in attendance.

Article XII: Amendments

1. These bylaws may be amended by a 1/3 vote, provided that the proposed amendments have been posted on the OCCNSA board and notice of this posting has been given to all members at least one week in advance of the meeting.
2. Proper amendments shall be submitted in writing, carrying the proponent's signature, to the executive officers for revision at least one month prior to the special meeting.

☐ Approval of the Executive Officers:

President Date

Vice-President Date

Secretary Date

Treasurer Date

Approved by the members of OCCNSA

Examined by Faculty Advisors:

Faculty Advisor Date

Faculty Advisor Date