

**AUSTIN COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING STUDENT ASSOCIATION  
BYLAWS**

**ARTICLE I: NAME**

The name of this organization shall be Austin Community College Associate Degree Nursing Student Association, a constituent of the Organization for Associate Degree Nursing here after referred to as ACC ADNSA or the "Association."

**ARTICLE II: MISSION AND OBJECTIVES**

Section I. Mission: The ACC ADNSA shall:

1. Aid and encourage growth and development of the Associate Degree nursing student as an individual, as a professional and as a provider of quality health care to all people.
2. Represent the ACC ADNSA Department, Faculty, Staff and Students in all outside activities in a professional and positive manner.
3. Work to provide ACC Faculty, Staff and Students with opportunities for growth in the profession of nursing, networking and education.

Section II: Objectives: ACC ADNSA shall:

1. Provide and promote an environment for ACC ADN Students that allows for education, growth and networking, both while in school and after graduation.
2. Promote and encourage a working relationship with the state and the National Organization for the Advancement of Associate Degree Nursing.
3. Maintain and promote communication with ACC ADN Faculty and Staff as regards to the education process, including but not limited to discussions on curriculum, Faculty and student development and tutor placement.
4. Promote and encourage ACC ADN student participation in community affairs and activities that may provide networking possibilities, promote or improve healthcare and increase the communities' awareness of the Associate Degree Nurse.
5. Represent the professional Associate Degree nursing student at public, private and institutional gatherings.
6. Promote and encourage the Associate Degree Nursing student in recruitment efforts, participation in school activities and educational opportunities regardless of person's race, creed, color, sex, age, life-style, national origin or economic status.
7. Operate under a calendar fiscal year beginning January 1<sup>st</sup> of each year and ending December 31<sup>st</sup> of each year.

**ARTICLE III: MEMBERS**

Section I. Membership Classification and Rights:

Active Membership: Active members have the rights, privileges, and responsibility of voting, holding office, chairing committees, attend and participate in any and all official ADNSA activities, application for and receipt of ADNSA scholarship funds and free access to official ADNSA tutors or mentors. An active member is defined as any member that:

1. Is a currently enrolled undergraduate student in the Associate Degree Nursing Program at ACC.
2. Has paid membership dues in full.

### Active Membership Dues and Terms of Membership

Membership dues to ACC ADNOSA are \$5 per student, and term of membership is to run the entirety of their career as an undergraduate student in the ACC Associate Degree Nursing Program until their graduation or termination.

### Alumni Memberships:

1. An Alumni Member is any member that has graduated from the Austin Community College Associate Degree program.
2. Alumni members shall have none of the obligations or privileges of membership, except the right to attend and participate in any and all official ADNOSA activities.
3. Alumni members may serve in an advisory capacity at the discretion of the Board of Directors.

## **ARTICLE IV: BOARD OF DIRECTORS**

### Section I. Composition:

1. The Board of Directors shall consist of the duly elected Officers as set forth below and one or more faculty advisor(s)."
2. Addition: "The Board of Directors shall have no less than three (3) members and no more than six (6) members.
3. The faculty advisor(s) serve as ex-officio members. Faculty advisors shall and will only vote in the case of a tie vote by the serving Officers.

### Section II. Scope of Duties of the Board of Directors:

The Board of Directors shall perform the duties prescribed by these by-laws: a) Act as custodian of property, securities, and records of this association; b) Have the power to declare an office vacant; c) Have the power to fill vacancies for the un-expired term, unless otherwise specified in these by-laws; d) Review and approve the terms of official relationships established with other organizations, single or in collection; e) Approve the budget; f) Consider the approval of reimbursement for non-budgeted items and expenses; g) Approve standing committee and special committee chairpersons as appointed by the president; h) Vote to replace a chairperson or a committee if that individual's performance violates the objectives and/or by-laws of this organization; I) Have the power to call for referendums of the membership providing notification has been given.

### Section III. Faculty Advisor:

1. Any Faculty serving as Advisor for the ACC ADNOSA must be current Faculty or Adjunct Faculty, if approved by the Program Director.
2. The faculty advisor(s) are invited to serve by the Board of Directors and any other Faculty Advisor(s) serving at that time.
3. The term of the faculty advisor will be for at least one year.
4. Termination of the term of the faculty adviser will become effective after the mutual agreement of the Board of Directors and the faculty adviser.
5. The Faculty Advisor(s) shall: a) serve as a resource person for members and Officers of the organization; b) approve, or seek approval for, all ACC ADNOSA functions not already outlined in these bylaws, prior to their implementation.
6. Serve as a liaison between Faculty, Staff and Administration of ACC and the Officers and members of the Association.
7. Appoint an alternate faculty member in the event of a temporary absence.

## ARTICLE V: OFFICERS

### Section I. Officers:

The elected Officers of the ACC ADNSA shall be the President, Vice-President, Secretary and Treasurer. Additional Offices may be created and filled as set forth in the bylaws.

### Section II. Qualifications:

1. Candidates for offices shall be current active members of ACC ADNSA and be in good scholastic and disciplinary standing.
2. Candidates for offices shall be chosen from the members who are currently enrolled in the ACC ADN program.

### Section III. Terms of Office and Elections:

1. Term of Office for all Officers will be for one full calendar, during same term of fiscal year, from January 1<sup>st</sup> to December 31<sup>st</sup>.
2. Officer elections will be held each year at the last general meeting of each Fall semester.

### Section IV. Vacancy of Office and Unfinished Terms:

1. If the Office of the President becomes vacant, the Vice-President shall fulfill the responsibilities and duties of the President until a special election can be held.
2. Any other vacancy in the Board of Directors may be filled by members appointed and approved by a majority of the Board of Directors. Such appointments shall be for the remainder of the term of office.
3. Any officer who must vacate an office shall give the Board of Directors at least thirty days notice.
4. An officer may be removed from office and stripped of all duties by a majority vote of the Board of Directors and the Faculty Advisor(s) if said officer has: a) failed to perform his or her duties as set forth below; b) failed to attend two (2) or more regularly scheduled ADNSA meetings without cause or notification; c) failed to attend two (2) or more scheduled officer meetings without cause or notification; and/or d) failed to maintain good academic and/or disciplinary standing within the college.

### Section V. Duties of Officers:

1. All Officers shall perform the duties listed in their job descriptions and in these by-laws.
2. All the powers of the Association are vested in and shall be exercised by the Board of Directors during the interim between meetings of the association. However, the Board of Directors shall not nullify nor modify any action taken by the membership during any business meeting.
3. Neither the Board of Directors nor the ACC ADNSA shall be responsible for any contract, claim, or obligation of any kind incurred, or for any position taken by any Officer or Member of the student body unless the same was duly authorized in writing by the Board of Directors or was enacted as official business of the Association.
4. **The President shall** fulfill all duties and responsibilities of the Office of President as set forth by State Law, including but not limited to: a) Preside over all general business and officer/Board meetings of the ADNSA; b) Act as Liaison, with Faculty Advisor(s) to ACCADN Faculty and Staff; d) Prepare an agenda for each regular general meeting of the ADNSA including special guests and speakers and present said agenda to the BoD one week prior to date of meeting; d) Appoint chairpersons or committee members with the approval of the Board of Directors; e) Represent ACC ADNSA in the community; f) Serve the Will of the membership to the best of their ability; f) Serve as the Official ACC ADNSA Delegate to Campus Life and maintain the Association's standing in Campus Life; g) sign checks as

- needed or required; h) Assist the other Officers and Faculty Advisor(s) as needed; i) Serve on any and all Committees as determined by the Board of Directors and Faculty Advisor(s) j) Make reports to State and Federal Governments and/or ACC Administration, Faculty or Staff as required; ;and any and all other duties and responsibilities that may be required.
5. **The Vice-President shall** fulfill all duties and responsibilities of the Office of Vice-President as set forth by State Law, including but not limited to: a) assume duties of the Office of President in the absence of the President; b) Assist the President in making and providing meeting agendas as well as assist in procurement of special guest speakers; c) Serve the Will of the Membership to the best of their ability; d) Publication of any newsletters that may be provided to members or prospective members; e) Assist the other Officers in their duties as needed; f) Serve as Alternate Official ACC ADNSA Delegate to Campus Life; g) Assist with reporting to State and Federal Governments and/or ACC Administration, Faculty and Staff as required; and any and all other duties and responsibilities that may be required.
  6. **The Secretary shall** fulfill all duties and responsibilities required of the Office of Secretary under State Law and these bylaws, including but not limited to: a) Prepare and maintain current membership rosters; b) Maintain private current contact information for all Officers and Faculty Advisor(s); c) prepare and maintain minutes of all Board meetings and general business meetings of the Association; d) maintain archives of all official papers, including meeting minutes; e) Publish all general business meeting minutes within one week of meeting following approval of minutes by the Board of Directors; f) Provide all Officers and Faculty Advisor(s) with meeting minutes from Board meetings within one week of meeting date; g) Maintain the ADNSA Announcement e-list membership; h) Serve the Will of the Membership of the Association to the best of their ability; i) Announce any and all meetings of the Association, including business meetings and any business that shall come before the membership; j) Prepare and maintain rosters of members participating in mentor program; k) Assist the treasurer with creation and maintenance of the budget; l) maintain records of all sales, including membership dues paid, at any and all meetings of the Association and provide such records to the Treasurer and Faculty Advisor(s); m) Maintain all originals and copies of current and past bylaws, amendments and revisions; and perform any and all other duties as required by the membership and the Board of Directors.
  7. **The Treasurer shall** fulfill all duties and responsibilities required of the Office of Treasurer under State Law and these bylaws, including but not limited to: a) Preparation and maintenance of annual budget; b) Preparation and Maintenance of reports on financial status of the Association, including but not limited to bank statements, bank balance, P&L statements each semester and reports to ACC Administration, Faculty or Staff; c) Sign checks as needed; d) Serve the Will of the Membership to the best of their ability; e) Maintain records of sales and inventories, assisted by the Secretary, and provide reports to the State and/or Federal Government as well as ACC Administration, Faculty or Staff; f) Provide report of annual budget to the Board of Directors, General Membership, ACC Faculty, Administration and Staff; and any and all other duties as required by the membership or these bylaws.

## ARTICLE VI. MEETINGS

### Section I - Quorum:

Quorum for the ACC ADNSA shall be defined as 10% of the current membership, or 50 members, whichever is lower.

### Section II -- Types of Meetings:

1. General Meetings: There shall be a minimum of six (6) meetings of the general membership of the Association per calendar year.

2. Business Meetings: There shall be a minimum of one (1) business meeting per calendar year for the business of electing Officers to the Board of Directors. This business meeting shall be the last meeting held per calendar year, and held at the end of the Fall semester. Other business meetings may be called as needed by the Board of Directors.
3. General Meetings of the membership shall be held at the ACC EVC Campus on the first Tuesday of each month (or as decided by the current officers), at noon, during Fall and Spring Semesters. General meetings shall last approximately one hour and may include special guests or other activities. General meetings may also include business put forth to the membership, but are not required to include such business.
4. All general meetings shall be open to ACC ADN students, whether current members of the ADNSA or not, and any Faculty, Staff or special guest.
5. Meetings of the Board of Directors: The Board of Directors shall and will meet a minimum of 3 times during each semester, including one meeting prior to the start of each semester to plan orientation meetings and other business. Other Board meetings may be called by any Board member with a minimum of 7 days notice to all other Officers and Faculty Advisor(s). Board meetings may be open to the general membership, but are not required to be published to the general membership prior to meeting.

## **ARTICLE VII: COMMITTEES**

### Section I. Establishment:

The Board of Directors and Faculty Advisor(s) may create ad hoc and/or standing committees as needed or requested by the membership. These committees may include, but are not limited to: Membership Committee, Curriculum committee, Graduation committee, Newsletter committee, Fund-raising committee, Community projects committee.

### Section II. Chairpersons:

1. Committee Chairs shall be appointed by the President and approved by the Board of Directors.
2. Committee Chairs shall be responsible for scheduling meetings of said committee, Chairing committee meetings, and reporting the progress of the committee status to the Board of Directors and Faculty Advisor(s).

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

All meetings shall be conducted according to Robert's Rules of Order Newly Revised, where the rules apply and are not in conflict with these by-laws, except during special programs where Robert's Rules will not apply.

## **ARTICLE IX: AMENDMENT TO BY-LAWS**

1. Any active member may submit bylaw amendments to the Board of Directors or Faculty Advisor(s), with said proposed amendment to be presented to the membership at a regular business meeting.
2. Bylaw amendment submissions must be made in writing and must include the Article and Section of the bylaws to be changed or amended and the member's full name and contact information. Said member information shall be kept in confidence and used only by the Officers or Faculty in case any revision or edition must be made to the proposed amendment.

3. Any amendment to the bylaws of the Association must be passed by a 2/3 majority of the quorum present, quorum as defined above.
4. Proposed amendments shall be posted by the Officers to all members at least seven (7) days prior to date of meeting.
5. An amendment of the by-laws shall become effective immediately upon approval at a business meeting, unless otherwise specified in the amendment.
6. After an amendment has been approved, the Secretary will add the amendment to the written by-laws of the association, and a revised edition of the bylaws published within one week of the date of meeting.

Bylaws were amended and restated on November 7, 2006.

Elayne A. Cook, Secretary ACC ADNSA 2006