

**STUDENT VOCATIONAL NURSING ASSOCIATION
BY-LA WS**

ARTICLE I

NAME

The name of this organization shall be the Student Vocational Nursing Association, hereafter referred to as SVNA.

**CONSTITUTION
of the
SVNA**

We, the members of the SVNA, establish this Constitution for guidance and operation of the organization.

We declare and endorse the following list of statements as guidelines for the future activities of the Association:

1. The Association provides a place for students with similar interest to meet, establish friendships, communicate ideas, and acquire valuable knowledge of the vocational nursing profession.
2. The Association recognizes that vocational nursing practices are continually changing and it will be our intention to keep current with the advances and trends in the nursing field. This will be accomplished through special speaker presentations, lectures, field trips, interaction and any other program that will help to accomplish our objectives.
3. The Association will represent Austin Community College and the Vocational Nursing Program in a respectable and professional manner, for the Association is a representation of the vocational nursing profession itself.
4. The Association recognizes that nursing is a service oriented profession. The Association will provide volunteer services to the community.

ARTICLE II

Purpose

The purposes of this organization are to:

1. Increase interactions and cooperation between Vocational Nursing students and between the students and the community.

2. To provide community service.
3. Increase professional awareness and involvement.

ARTICLE III

Membership

- Section 1: Active membership shall consist only of those persons who are students of Austin Community College and who are enrolled in the Vocational Nursing Program
- Section 2: The term of membership shall run for the length of time a person is enrolled at Austin Community College and current in dues.
- Section 3: Membership dues are as designated in the By-Laws.
- Section 4: Reasonable assessments may be levied on Association members when the need is proven by the Executive Committee and approved by the membership.
- Section 5: There are two types of memberships:
- a. Active Members: These are the voting members who paid all dues and who have maintained themselves in good standing with the Association.
 - b. Honorary Members: These are persons who the Association designates as being an asset to the organization and have contributed to the promotion and the advancement of the Association. Honorary members shall have none of the obligations or privileges of membership.

ARTICLE IV

Officers

- Section 1: The officers of this Association consist of: President, Vice-President, Secretary and Treasurer.
- Section 2: The term of office for all officers shall run for the duration of the program until graduation.
- Section 3: Method of Election. Election of each nominee to office shall require a simple majority of all votes cast. Newly elected officers shall accept their duties at the first meeting of their respective semester.
- Section 4: Succession to Office. In any case where the Presidency becomes vacant for any reason, the Vice-President shall assume the duties of the office until such

time as an election shall be held within 60 days. If both offices become vacant at the same time, the responsibilities of the President and Vice-President shall be assumed by the Secretary and Treasurer, respectively.

Section 5: Vacancy in Office. The Executive Committee shall fill by appointment any vacancies in office not provided for in Section 4, above.

Section 6: Removal from Office. An officer may be removed from office by a majority vote of the membership. Such a vote shall be by secret ballot. Charges must be filed in writing and the accused officer be given opportunity to defend himself/herself in an open hearing before a vote is taken.

ARTICLE V

Duties

Section 1: President. The President is the official representative and spokesperson for the Association. He/she shall plan the agenda for all meetings and preside over the general meetings and the meetings of the Executive Committee. During the temporary absence of any officer, the President may appoint an active member to perform the duties of that office.

Section 2: Vice-President. The Vice-President shall perform the duties of the President during the President's temporary absence. The Vice-President shall be of general assistance to the President in sharing the responsibilities for the leadership of the Association.

Section 3: Secretary. The Secretary shall be the recording and corresponding officer of the Association. He/she shall be responsible for maintaining the minutes, roll, and assist the treasurer in recording all new membership. He/she will provide typed minutes to the faculty advisors and the Department Chair. He/ she shall be responsible for maintaining all correspondence with all other organizations. Also, maintaining the calendar of the organization and securing all information for the Association. Need to be sure they do this.

Section 4: Treasurer. The Treasurer shall be responsible for the collection of dues, the safekeeping of Association funds, and the making of authorized expenditures. The Treasurer shall submit reports at each regular meeting or when called upon by the President to do so. He/she shall prepare a monthly statement of revenues and expenditures and a balance sheet showing changes in financial position. Need to be sure they are doing this

ARTICLE VI

Executive Committee

- Section 1: The Executive Committee shall be composed of the President, Vice-President, Secretary, Treasurer and committee chairpersons.
- Section 2: The President shall serve as chairperson of the Executive committee and it shall meet at his/her discretion, or at the request of any two Executive Committee members of the Association.
- Section 3: The Executive Committee shall serve in the best interest of the Association. It shall have the power to issue statements of policy and procedure.

ARTICLE VII

Meetings

- Section 1: Regularly meetings shall be held in Austin, Texas at Austin Community College, Eastview Campus—Should we include Fredericksburg Or Fredericksburg respectively.
- Section 2: The President, the Executive Committee or a majority of the membership may call a special meeting as deemed necessary.
- Section 3: The President has authority to decide the place and time of meetings based on recommendations of the membership faculty advisors.

ARTICLE VIII

Amendments

All proposed amendments to the Constitution shall be reread and discussed immediately after being proposed. Proposed amendments shall be voted on at the next Association meeting after the meeting at which it was proposed and discussed. Amendments shall be accepted as either passed or defeated according to the vote of two-thirds (2/3) of the active members present.

ARTICLE IX

By-Laws

- Section 1: By-Laws may be enacted or amended at any duly called meeting, regular or special, of this Association by a majority vote of active members present.
- Section 2: All By-Laws enacted or amended shall be consistent with this constitution and those rules set by the Austin Community College Student Organization Handbook.

ARTICLE X

Faculty Advisors

Section 1: Faculty Advisors shall be members of the faculty of Austin Community College.

Section 2: Faculty Advisors shall comply with the Faculty Advisor Guidelines contained in the Austin Community College Student Organization Handbook.

Section 3: Honorary advisor(s) may be selected by faculty advisors.

This Constitution of the Student Vocational Nursing Association has been ratified and accepted by the active membership this _____ day of _____, _____

President

Sandra McCrary-Marshall
Faculty Advisor

BY-LAWS OF THE STUDENT VOCATIONAL NURSING ASSOCIATION

ARTICLE I

Dues

- Section 1: Dues will be \$12.00 for duration of program until graduation. Dues shall be paid by the second Association meeting in order to be considered an active member.
- Section 2: If a student has to withdraw, upon re-entering they need to pay \$12.00 dues. Dues for these special cases may be adjusted if the Association Executive Committee deems it necessary.

ARTICLE II

Committees

- Section 1: The President in consultation with the Executive Committee may appoint any new committee as deemed necessary and beneficial to the Association.
- Section 2: The Association may have a Fundraising Committee. It will be responsible for planning and engaging in fund raising activities in accordance with the Austin Community College Student Organization Handbook.
- Section 3: The Association may have a Community Service Committee. It will be responsible for organizing special community service projects.
- Section 4: Committees' may be dissolved by the President in consultation with the Executive Committee.

ARTICLE III

Attendance

- Section 1: Each member should make every effort to attend every meeting. Each member will be encouraged to attend those meetings where speakers are present.
- Section 2: Members are expected to participate in at least one fundraising event and one volunteer event in the community during each school year.

ARTICLE IV

Voting

Section 1: Each member will have one vote and should exercise this privilege at every possible opportunity.

These By-Laws of the Student Vocational Nursing Association have been ratified and accepted by the active membership this _____ day of _____, _____

President

Sandra McCrary Marshall
Faculty Advisor
