

Bylaws of the Nursing Students of Washington State

Mission: The mission of Nursing Students of Washington State shall be to develop a collaborative and cooperative structure between nursing schools within the state so as to create consistent high standards that support nursing students through education, scholarship, legislation, and networking.

BYLAWS

Article I: Name of Organization

The name of this organization shall be the Nursing Students of Washington State (hereafter referred to as NSWS); a constituent of the National Student Nurses Association (NSNA).

Article II: Purpose and Function

Section 1. Purpose

The purpose of the NSWS is:

- A. 1 To assume responsibility for contributing to nursing education in order to provide for quality health care and to promote the highest standards and best practices for nursing students in the state of Washington.
- B. 2. To provide programs representative of fundamental and current professional interests and concerns in cooperation with nursing schools and professional organizations in Washington state.
- C. 3. To aid in the development of the whole person, and his/her responsibility for the health care of people in all walks of life and to encourage and support every nursing student in personal and professional growth.

Section 2. Function

The functions of NSWS shall include the following:

- A. To have direct input into standards of nursing education and to influence the educational process of nursing programs in the state of Washington.
- B. To engage, when appropriate, in legislative activities that influence nursing education and healthcare practices.
- C. To promote and encourage participation in community affairs and activities that contribute to improved public healthcare and the resolution of related social issues.
- D. To represent nursing students in Washington State to the general public and other institutions and organizations.
- E. To promote and encourage nursing students to participate in interdisciplinary activities.
- F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, sexual orientation, national origin, age, marital status, primary language, religion, or economic status.
- G. To promote and encourage collaborative relationships with the Washington State Nurses Association (WSNA), National Student Nurses Association (NSNA), and National League for Nursing (NLN), as well as other nursing and health-related

Bylaws of the Nursing Students of Washington State

organizations.

Article III: Members

Section 1. School Constituents

- A. School chapters (student associations) whose membership is composed of active or associate NSNA members, and who have submitted the Official Application for NSNA Constituency Status, and whose bylaws conform to NSNA requirements and upon meeting such other policies as the Board of Directors of NSNA shall have determined, shall be recognized as a constituent.
- B. School chapters (student associations) shall be composed of at least ten members from said school or the total school enrollment if less than ten. There shall be only one chapter on-the school campus.
- C. The state association shall consist of at least two school chapters (student associations) that have at least ten members in each school. School chapters shall belong to the state association. There shall be only one state association.
- D. For yearly recognition as an NSNA constituent, an officer of the school association shall submit annually the Official Application Form for NSNA Constituency Status, which shall include the following areas of conformity: purpose and functions, membership, dues, and representation. Further, state associations must have on file with NSNA a copy of current state bylaws and approved and signed copies of the state association's board of directors and annual membership meeting minutes for the previous year, for recognition as an NSNA constituent association.
- E. A constituent association that 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 two months prior to the vote and the constituent association is given an opportunity to be heard.
- F. School chapters (student associations) are entities separate and apart from NSNA and NSWS exercising no supervision or control over these immediate daily and regular activities. NSNA and NSWS have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of the school student association or the members thereof. In the event any legal proceeding is brought against NSNA and NSWS, the school student association will indemnify and hold harmless NSNA and NSWS from any liability.
- G. School chapters (student associations) are entities separate and apart from state associations in their administration of activities with the state association exercising no supervision or control over these immediate daily and regular activities. NSWS has no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters, or the members thereof. In the event, any legal proceeding is brought against NSWS as a result of such acts of omission or commission by a school chapter, said school chapter will indemnify and hold harmless the state association from any liability.

Section 2. Categories of Constituent Membership

Bylaws of the Nursing Students of Washington State

Members of the constituent association shall be:

- A. Active members
 - 1. Students enrolled in state approved programs leading to licensure as a registered nurse.
 - 2. Registered nurses enrolled in programs leading to a baccalaureate nursing degree, a master's in nursing, or a doctorate in nursing degrees.
 - 3. Active members shall have all the privileges of membership.
- B. Associate members
 - 1. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparation for entrance into programs leading to an associate degree, baccalaureate, masters, or doctoral in nursing.
 - 2. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.
- C. Individual members
 - 1. Individual membership shall be open at the national and state level to any eligible student when membership in a constituent association is not available. Individual membership shall have the privileges of membership as prescribed in NSNA bylaws.
- D. Active and associate membership shall be renewable annually.

Section 3. Length of Membership

- A. Active, associate, and individual 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.

Section 4. Dues to NSNA and NSWS

A. NSNA Board of Directors Duties:

- 1. The NSNA annual dues for sustaining members shall be established by the NSNA Board and shall be paid directly to the NSNA office.
- 2. The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.

B. NSNA Payments:

- 1. The annual NSNA dues for active, associate, and individual members shall be payable for the appropriate dues' year. The dues year for these members shall be a period of twelve consecutive months.
- 2. The dues for active, associate, and individual NSNA members joining for two years shall be payable for the appropriate dues' years. The dues years for these members shall be a period of twenty-four consecutive months.
- 3. 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.
- 4. Current dues amounts may be found on the updated website.

C. Membership Revocation

- 1. Any member who fails to pay current dues shall forfeit all privileges of

Bylaws of the Nursing Students of Washington State

membership.

Article IV: Affiliate Status with WSNA

Section 1. Relationship

NSWS has determined that affiliate status with WSNA shall be an official relationship. This relationship shall provide a mutually beneficial goal of furthering the profession of nursing in Washington State. Each NSWS member shall have affiliate member status with WSNA.

Article V: Officers and Directors

Section 1. Officer Composition

The NSWS Board of Directors (officers) shall include the president, vice president, secretary, treasurer, directors East and West, and communications director. The WSNA advisors shall serve as Ex-Officio members without a vote.

Section 2. Eligibility

- A. Any member in good standing of NSWS and meeting the following qualifications shall be eligible to be a candidate for office:
 - a. Candidates shall be chosen from among those members who have been nominated by a member of NSWS according to the procedure outlined in these bylaws.
 - b. Only members who shall be nursing students throughout at least 3/4 of their term of office and have the privileges of active membership shall be eligible for the offices of president and vice president.
 - c. Associate members are not eligible to hold the office of president or vice president.
 - d. Only members present at the annual meeting may be nominated from the floor.
 - e. When absent during the annual meeting, only members who filed as candidates for office prior to the convention may be elected to office.

Section 3. Responsibilities

- A. All the powers of NSWS are vested in and shall be exercised by the Board during the interim between meetings of NSWS, except that the Board shall not nullify nor modify any action taken by the General Assembly in the annual meeting and subject to the provisions of these bylaws.
- B. The Board shall not be responsible for any contract, claim, or obligation of any kind incurred, or for any position taken by any officer, member, or constituent unless the same was authorized in writing by the Board.

Section 4. Duties

Management of the Board shall include the following duties:

- A. Review and approve the terms of official relationships established with other organizations singularly or in coalition.

Bylaws of the Nursing Students of Washington State

- B. Approve any commitment in the form of actions, statement of policy position, or financial obligations involved in NSWS relationships with other organizations.
- C. Approve the budget and provide the annual audit of accounts at the close of the fiscal year.
- D. Have the power to fill vacancies for the unexpired term unless otherwise specified in these bylaws.
- E. Have the power by a majority vote to declare an office vacant.
- F. In case of emergency, electronic votes may be taken by the Board of Directors, provided the material is sent prior to the vote and in the same words to each member.

Section 5. Meetings

- A. Regular meetings of the Board shall be determined at the first meeting of the newly elected Board and at such other times deemed necessary by a majority of the Board.
- B. The quorum shall be a majority of the voting members of the Board, including the President or Vice President and a secretary
- C. WSNA advisors will be invited to attend meetings of the Board.
- D. Meetings may be held in person or through telephone or video conferencing.

Section 6. Executive Committee

There shall be an Executive Committee of the Board of Directors composed of the President, two other members of the Board, and an advisor. This committee shall have the power to transact business only of an emergency nature, which cannot wait until the next scheduled meeting of the Board. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Board. The Executive Committee may conduct such emergency business by telephone, mail, email, or video conference.

Section 7. Duties of Officers

A. President

1. The president shall Preside at all meetings of the NSWS, appoint special committees as needed, perform all other duties pertaining to the office, and represent NSWS in all matters to professional and student nursing organizations.
2. Serve as chairperson of the Board.
3. Appoint standing committees and ad hoc committees and their chairpersons with the approval of the Board.
4. Serve as Ex-Officio member of all committees except the Nominations Committee
5. Be responsible for seeing that lines of direction given by the General Assembly and the actions of the Board are carried into effect and for reporting to the membership and the Board on the conduct of the affairs of NSWS.
6. Appoint NSWS representatives to WSNA committees and cabinets as mutually agreed upon with the WSNA President. Appointments are to be made at the

Bylaws of the Nursing Students of Washington State

earliest convenience of the NSWS President.

7. Be accountable for producing and distributing the agenda for meetings at least 1 week prior to the meeting.
8. Serve as member of the Finance Committee and designate an individual for fund disbursements as provided by bylaws and policies.
9. Submit annually to NSNA the Official Application for NSNA Constituency Status for Washington by the cutoff date.
10. Remind schools through regular correspondence to submit the Official Application for NSNA Constituency Status to NSNA by the cutoff date.

B. Vice President

1. Shall fill the office of President In the event of a vacancy until the next regular election.

Shall preside at the meetings in the absence of the President.

1. Assist the President as delegated and act as advisor to the President.

C. Secretary

The secretary shall:

1. Keep on file an accurate list of the names and addresses of all constituent associations to be used for correspondence purposes
2. Notify Board of Directors of time and place of all meetings of the Association at least 2-3 weeks prior to the next Board meeting.
3. Record and distribute the signed minutes of all NSWS meetings to the NSWS Board as directed by the President.
4. Send one copy (print or e-mail) of all approved and signed board of directors and annual membership meeting minutes to NSNA headquarters.
5. Keep on file as a permanent record all reports, papers, and documents of NSWS.
6. Serve as member of the Finance Committee.
7. Sign with the President such organization papers as come into their executive and administrative spheres.

D. Treasurer

The treasurer shall:

1. Serve as chairperson of the Finance Committee
2. Act as a custodian of NSWS funds; maintain accurate entries of acquisitions and disbursement of NSWS funds.
3. Prepare financial reports submitted at the Board of Directors meetings.
4. Prepare preliminary and final budgets annually with approval of the president and as authorized by the Board of Directors.
5. Keep a permanent record of all dues received from members and any other income disbursements.
6. Complete and submit the annual tax paperwork.

E. Communications Director:

The Communications Director shall:

1. Work on marketing to promote NSWS

Bylaws of the Nursing Students of Washington State

2. Manage social media (e.g., Facebook, Instagram, NSWS website, electronic newsletter, etc).
3. Collaborate with the President/Vice President on publicity and promotion for Convention.
4. Engage the membership in the ongoing development of the positive image of nursing.

F. Directors

1. The directors shall represent the eastern and western regions of the state as divided by the Cascade Range. There must be a minimum of one Director from each region and must attend school in their respective region.
2. The directors shall perform such duties as assigned by the president in accordance with the priorities and needs of the association.

The Directors at large shall:

1. Serve as a resource to board members and school liaisons in the respective region and assist coordinating activities.
2. Coordinate statewide projects as proposed by the President.
3. Assist other NSWS positions as needed with projects.
4. Serve on the Bylaws Committee and assist with responsibilities regarding bylaws. (One Director at Large shall be appointed to serve on the Bylaws Committee.)
5. Be responsible for coordinating with the Nominations Chair to engage students to put their names on the ballot for the non-Convention year elections.

G. Nominations Chair Shall oversee maintaining ballots and canvassing for officers.

1. Shall manage elections at the Convention business meeting.
2. Shall be responsible for coordinating with Directors at Large to engage students to put their names on the ballot for the non-Convention year elections.
3. Shall call for nominations and submit prior to annual Convention.
4. Shall present the initial slate to all NSWS members one month prior to the Convention or by the first day of April, whichever is later.

H. Breakthrough to Nursing Chair

1. Shall chair the Breakthrough to Nursing Committee

Section 7. Terms of Office

- A. The terms of office shall encompass the scholastic year from one month following their election to one month following the election of their successors.
- B. If the responsibilities of an office are not being met by the elected officer after two months in office, the officer will be counseled by an advisor.

Section 8. Absences

- A. Members of the Board who have missed more than two regularly scheduled

Bylaws of the Nursing Students of Washington State

meetings of any current term year without prior notification to the Board and who offer no valid reason for such absences may be removed from office by a majority vote of the Board at the next scheduled meeting of the Board. The officer in question will be notified in advance of the meeting.

- B. An officer may also be removed from office by a majority vote of the members of the Board present at a meeting called for that purpose if that officer is deemed negligent in the functions/duties of that office as stated in these bylaws.
- C. Prior notification of two weeks shall be given to the individual in question and a special Board-meeting shall be held to review the circumstances.

Article VII: Elections

Section 1. Method and Date

- A. The officers, directors-shall be elected by electronic vote or paper ballot within one month following the end of the annual Convention.
- B. In an emergency, a vacant board position election may be called electronically by any board member.

Section 2. Votes

- A. A plurality vote shall elect.

Article VIII: Meetings

Section 1. State Convention (General Assembly)

The General Assembly shall be the governing and voting body of the association and shall be composed of all members of NSWS. The business of the annual meeting shall be conducted by the members of the General Assembly. Notice of the meeting shall be given at least thirty days prior to the meeting.

Convention shall be held annually at such time and place as shall be determined by the Board of Directors.

- A. The purpose of this meeting shall be for educational opportunities, receiving reports, and such other business as may properly come before the General Assembly. Notice of the meeting shall be sent to the President of each constituent association and other members of the voting body.
- B. The voting body of NSWS shall consist of the elected state officers, elected directors, and all NSWS members present.

Section 2. Board Meetings

Meeting dates, location, and times shall be set by the Board at each previous meeting. NSWS members and guests are welcome to attend.

Section 4. Motions and Voting

The privilege of making motions and voting shall be limited to the voting body. A voting member shall have but one vote in any election or on any question.

Section 5. Open Meetings

All meetings of NSWS shall be open unless voted otherwise by the General Assembly student members.

Bylaws of the Nursing Students of Washington State

Section 6. Quorum

A quorum at a board meeting of the NSWS shall consist of a majority of the board. A consultant should also be in attendance.

A quorum at general assembly meeting shall consist of a majority of the NSWS board as described above, plus a majority of the NSWS members attending the general assembly meeting, provided that there was at least 30 days notice of the meeting date, time and place.

Section 7. Special Meetings

- A. A special meeting may be called by the Board of Directors and shall be called by the President upon written request of one-third or more of the constituent associations. Notice of time, place, and purpose of the meetings shall be sent to the constituent associations not less than five days prior to the meeting.
- B. The voting body shall be the same, if possible, as that in the annual meeting.
- C. The quorum shall consist of all NSWS members present and include the President, the secretary and a consultant.

Article IX: Committees

Section 1. Ad Hoc Committees

- A. The Board, at its discretion, shall establish committees deemed necessary to carry out the work of the association and determine the functions, terms, and membership of the committees. A quorum for committee meetings shall be a majority of its members.
- B. Committees shall communicate with the Board quarterly and when requested.

Section 2. Standing Committees

A. Image of Nursing Committee

An Image of Nursing Committee shall be established, as stipulated by rules of committee establishment for the purpose of promoting a positive image of nursing to the public and to other professionals. The committee shall develop ways to promote nursing through the media and/or other efforts. This committee is chaired by the Communications Director.

B. Breakthrough to Nursing Committee

Per NSNA mandate, a Breakthrough to Nursing Committee shall be established to promote career opportunities in nursing for traditional, nontraditional, and students from underrepresented or disadvantaged groups. The committee is chaired by the Breakthrough to Nursing Chair.

C. Nominations Committee

1. Shall consist of Nominations Chair, and two members appointed by the board. The chairperson shall be determined by the largest number of votes received on the paper ballot or by electronic voting.
2. A member of the Nominations Committee who is nominated as a candidate for officer shall resign from the committee.
3. No more than two people from the same school shall be appointed to this committee.

Bylaws of the Nursing Students of Washington State

4. Duties:
 - a. Prepare a slate with qualified candidates for the officer positions and Nominations Committee Chair. The consent of all candidates shall be obtained in writing on a Consent to Serve Form, application form, and a letter of recommendation from faculty or fellow NSWS member before placing their names on the slate. Election area representation shall be maintained.
 - b. Nominations may be made from the floor at the annual general assembly meeting of the association provided that the Consent to Serve Form and application form has been approved by the nominations committee.
 - c. Voting shall be held by paper ballot or electronic ballot no longer than one month following the Convention.

D. Bylaws Committee

1. Shall consist of the Vice President and two other board members.
2. Submit NSWS Bylaws to NSNA 30 days prior to Convention.
3. Maintain a record of all NSWS school chapter bylaws.
4. Submit a copy of newly revised bylaws to all local chapters, the NSWS Board, and NSNA.
5. Submit to all members 30 days prior to the State Convention an electronic copy of the proposed bylaw changes.
6. The President shall direct NSWS members to the NSWS website for the purpose of reviewing bylaws and bylaw changes two weeks prior to Convention.

E. Finance Committee

1. Shall consist of President, Treasurer, one board member (appointed annually by the board of directors) and an advisor.
2. Shall review all requests for funding and reimbursements and also review annual budget before presentation to the Board.
3. Shall facilitate audit process annually.

Article X: Delegates to NSNA Convention

Section 1. Purpose and Function

- A. To serve as spokesperson for this association at the annual national convention.
- B. Present to the national organization all proposed resolutions or amendments to the bylaws or policies proposed by this association.
- C. Keep informed as to all current and proposed resolutions at the national level and repost information to this association's membership at regularly scheduled membership meetings.
- D. Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

Section 2. Qualifications and Appointment

The president shall serve as the official state delegate to the National Convention unless they are unable to attend. The vice-president will serve as the alternate state

Bylaws of the Nursing Students of Washington State

delegate or serve as the state delegate if the president is unable to attend. If either the president or the vice-president is unable to attend, the board will appoint the NSWWS state delegate and/or alternate state delegate.

Section 3. Delegate Representation from School Constituents

- A. A school student association recognized as an official NSNA constituent shall be entitled to one voting delegate and one alternate at the NSNA House of Delegates and shall be entitled to one voting delegate and one alternate for every 50 members.
- B. The school student association 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 by one of the following two mechanisms:
 1. Selection and/or election by members of the school chapter according to chapter bylaws; or
 2. Written authorization to the NSWWS Board of Directors requesting them to appoint a member of the NSWWS Board to act as a state-appointed alternate for their school chapter.
 - a. School chapters shall approve the appointment.
 - b. The State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and NSWWS.
 - c. A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the General Assembly.
 - d. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
- C. The school association 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.

Article XI: Representation to WSNA

Section 1. Cabinets and Committees

Representation will be determined on an annual basis as mutually agreed upon between the WSNA President and the NSWWS President.

Section 2. Eligibility for Participation of NSWWS Chapter Representatives in the WSNA General Assembly

- A. NSWWS school constituent chapters that have a minimum of ten NSWWS members on the first day of March of the odd-numbered years shall be entitled to one voting representative in the WSNA General Assembly.
- B. The official representative must be an NSWWS member.
- C. NSWWS will notify WSNA of the names of the official chapter representatives to the WSNA General Assembly by the 15th of March of the odd-numbered years.
- D. Scope of participation of NSWWS chapter representatives in the WSNA General Assembly shall be established jointly by WSNA and NSWWS.

Bylaws of the Nursing Students of Washington State

Article XII: Advisors

Section 1. Appointment

There shall be a minimum of two consultant positions approved by the NSWS Board.

Section 2. Duties

The consultants shall be responsible for providing interchange of information between the Board of Directors of WSNA and NSWS.

Article XIII: Amendments

- A. Amendments to the NSWS Bylaws will require a two-thirds vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to members at least 4 weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.
- B. In the event of an emergency, a ninety percent vote will be required to adopt an amendment.
- C. Proposed Change: Changes in NSNA bylaws in the 4 areas of required conformity (Purpose & function, membership, dues, and representation) will automatically be integrated into NSWS bylaws and all NSWS members will be notified prior to the next general assembly.

Article XIV: Parliamentary Authority

All meetings of this association shall be conducted according to the parliamentary law as set forth in *Robert's Rules of Order Newly Revised* where the rules apply and are not in conflict with these bylaws.

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