

OREGON STUDENT NURSES ASSOCIATION

BYLAWS

PREAMBLE

REASONS FOR BEING

We, students of nursing, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing. We believe every individual has a right to the highest quality of health care. We believe in the development of the whole person towards his/her professional role with its rights, responsibilities and ideals. We believe every right bear inherent responsibility. We believe responsibilities are participatory, not purely philosophical or ideological.

Rights/Responsibilities

Students have the right and responsibility to:

- receive a sound education;
- have a creative educational opportunity;
- have an objective faculty advisor for all educational, pre-professional, and professional activities;
- provide input into curriculum planning;
- achieve self-directed learning;
- receive equal participation in all areas of clinical practice;
- participate in interdisciplinary activities;
- receive due process;
- receive fair, peer-reviewed evaluation and to submit a self-evaluation;
- promote self-governance;
- organize and participate in an organization directed towards achieving professional goals;
- facilitate improvement in health care delivery through various channels;
- assemble and explore professional issues and concerns;
- organize a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns; and
- foster a better correlation between nursing education and practice.

ARTICLE I

Name

The name of this organization shall be the Oregon Student Nurses' Association, hereinafter referred to as the OSNA.

ARTICLE II

Purposes and Functions

Section I. Purposes of the OSNA are:

- 1) To assume responsibility for contributing to nursing education, in order to provide the highest-quality health care.
- 2) To provide programs representative of fundamental and current professional
 - i) interests and concerns.
- 3) To aid in the development of the whole person, their professional role, and responsibility for the health care of people in all walks of life.

Section II. Functions of the OSNA are:

- 1) To have direct input into standards of nursing education and influence the
- 2) educational process.
- 3) To promote and encourage participation in community affairs, activities
- 4) towards improving health care, and the resolutions of related social issues.
- 5) To represent nursing students to the consumer, institutions and other
- 6) organizations.
- 7) D. To promote and encourage students' participation in interdisciplinary activities.
- 8) E. To promote and encourage recruitment, participation in student activities, and
- 9) education opportunities regardless of a person's race, ethnicity, creed, disability, sex, sexual orientation, gender, age, health status, religion, lifestyle, national origin or economic status.
- 10) F. To promote and encourage collaborative relationships with professional nursing and related health organizations.

ARTICLE III

Members

Section I. Constituent Associations:

Any school chapter or state association whose membership is composed of active or associate NSNA members and who has submitted the Official Application for NSNA Constituency Status (the Application) containing the areas of conformity, and upon meeting such other policies as the Board of Directors may determine, shall be recognized as a student constituent.

- 1) The online application must be submitted annually before 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.
- 2) Recognized Constituents shall be composed of at least 10 members.

- 3) Requirement of 10 or more members must be met on a date eight weeks prior to the Annual House of Delegates Meeting. There shall be only one chapter in each school campus.
- 4) In the event that 4 or less delegates have registered by the date of convention delegates may be recruited from the convention floor provided that they are doing so voluntarily. The delegates may be provided with a written script in order to increase participation and understanding.
- 5) A state association shall be composed of at least two school chapters in any state, or only one school chapter if there is only one nursing school in the state. There shall be only one state association in any state. School chapters shall belong to their state association when one exists. The term "state" in these bylaws shall be understood to apply equally to any state in the United States of America, to the District of Columbia, or to any territory, possession, or dependency on the United States of America.
- 6) For yearly recognition as a constituent, constituent associations shall be required to submit annually the Official Application for Constituency Status which shall include the following area of conformity: purpose and function, membership, dues, and representation.
- 7) A constituent association which fails to comply with bylaws and policies of National Student Nurses Association (NSNA) shall have its status as a constituent revoked by a $\frac{2}{3}$ vote by 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 the opportunity to be heard.
- 8) School chapters and state associations are entities separate and apart from NSNA in their administration of activities, with SNA exercising no supervision or control over these immediate daily and regular activities. NSNA has no liability for any loss, damages, or injuries sustained by third parties as a result of negligence or acts of school chapters or state association, or the members thereof. In the event any legal proceeding is brought against NSNA as a result of such acts of omission or commission by a school chapter or state association, said school chapter or state association will indemnify and hold harmless the NSNA from any liability.

Section II. Categories of Constituent Membership

There shall be five (5) classes of membership: active; associate; individual; sustaining; and honorary.

- 1) Constituent Membership
 - a) Active Members
 - i) Students enrolled in Oregon State Board of Nursing (OSBN) approved programs leading to licensure as a Registered Nurse (RN).
 - ii) RNs enrolled in programs leading to a baccalaureate.
 - iii) degree with a major in nursing.
 - b) Active members shall have all the privileges of membership and may be:
 - i) Eligible for appointed or elected office.
 - ii) Eligible to serve as a delegate in the OSNA House of Delegate.
 - iii) Eligible for affiliate student membership with the Oregon Nurses Association, hereinafter referred to as ONA.
- 2) Associate Members

- a) Pre-nursing students, including registered nurses, enrolled in a college or university program designed as preparation for entrance into a program leading to an associate's degree (ADN), Diploma of Nursing (DN) or BSN.
 - b) Associate members shall have all privileges of membership, except the right to hold the office of president or vice-president of OSNA or the National Student Nurses Association (NSNA).
- 3) Individual Members
- a) Individual membership shall be open at the national level to any eligible student when membership in a constituent association is not available.
 - b) Individual members shall have the privileges of membership as prescribed In Article III, Section 2, items 1 and 2
- 4) Active, associate and individual membership shall be renewable annually.

Section III. Length of Membership

- 1) A. Membership is renewed annually from date of dues payment to become a member.
- 2) Active, associate, and individual membership may be extended six (6) months beyond graduation from a students' program in nursing, proving membership was renewed while the student was enrolled in a nursing program.
- 3) Sustaining membership shall be renewable annually.

Section IV. Dues

- 1) The annual NSNA dues for active, associate, and individual members shall be \$30 per member, plus \$10 state and school dues for new member, \$5 additional for renewable members, payable for the appropriate dues year. The dues year for members shall be a period of twelve consecutive months.
- 2) The annual NSNA dues for active, associate, and individual members joining for two years shall be \$50 per member, plus \$10 state and school dues, payable for the appropriate dues year. The dues years for these members shall be a period of twenty-four consecutive months.
- 3) 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.
- 4) National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent the dues received in behalf of the constituent.
- 5) Any member who fails to pay current dues shall forfeit all privileges of membership.

ARTICLE IV ***OSNA School Chapters***

Section II. School Chapters

- 1) Recognition.
 - a) School Chapter Associations (CA) whose membership is comprised of active and/or associate members, and whose bylaws have been approved and remain current, and upon meeting other such policy regulations as the OSNA Board of Directors have determined, shall be recognized as an OSNA CA.

- 2) Requirements.
 - a) For initial recognition, as a CA, a school chapter shall be comprised of at least ten (10) members from a school
 - b) Once a school chapter is recognized as a CA, membership may drop below ten (10) as long as the chapter sends its' bylaws to the OSNA for review every two (2) years, and sends the *Official Application for NSNA Constituency Status* form to the NSNA every year.
 - c) If the membership falls below ten (10), the school has a qualified chapter, but shall not have a voting delegate at the NSNA national convention.
 - d) If a chapter's constituency is revoked for any reason, it shall be necessary to file for reinstatement with ten (10) members.
- 3) Application for OSNA CA status.
 - a) For initial recognition as an OSNA CA, an organizing school chapter shall be required to submit its' bylaws, which shall include the following areas of conformity; membership (active, associate, and individual), purposes and functions; and dues.
- 4) Submission of Bylaws
 - a) Each school CA shall submit its bylaws to the Bylaws Committee Chair every two (2) years for review by the OSNA Board of Directors. School CA chapters shall submit their bylaws to the Bylaws Committee Chair. Submission shall be no later than sixty (60) days prior to the annual NSNA Annual Convention.
- 5) Failure to comply with bylaw submission.
 - a) A school CA which fails to comply with the bylaws and policies of the OSNA, shall have its status as a CA revoked by a two-thirds (2/3) vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two (2) months prior to the vote and the school CA is given an opportunity to be heard.

ARTICLE V

Finances

Section I. Fees

- 1) Advertising fees for the official publication of the OSNA shall be determined by the
- 2) Board of Directors.

Convention advertising fees, registration fees, and exhibitor fees shall be submitted by the Convention Director and President to the Board of Directors for approval.

Section III. Budget

- 1) A proposed budget for the general account shall be prepared by the outgoing treasurer and presented to the newly elected Board of Directors for their approval at the post-convention Board of Directors' meeting.

- 2) The records must be submitted for audit to the OSNA board approved Certified Public Accountant (CPA), or equivalent, prior to convention. The auditors report must be submitted to the state house of delegates for approval.

Section IV. Approval to Sign Checks

- 1) Three (3) Board member individuals shall be authorized to sign checks on
 - i) behalf of OSNA.
- 2) Two (2) of the three (3) authorized individuals must be the President and the
 - i) Treasurer.
- 3) The final authorized individual will be appointed by OSNA Board of Directors.

ARTICLE VI Board of Directors

Section I. Composition

- 1) The voting members of the Board of Directors, hereinafter referred to as the
- 2) Board, shall consist of the following four (4) officers and six (6) directors:
President; Vice-president; Secretary; Treasurer; Media Director (formerly Communications); Membership Director; Breakthrough to Nursing Director; Nominations and Elections Director; Convention Director; and Community Outreach Director, Professional Development Director.
- 3) The non-voting members shall be Chapter Representatives.

Section II. Duties

- 1) The Board shall:
 - a) perform the duties as prescribed in these bylaws and as
 - i) mandated by the OSNA House of Delegates.
 - ii) have the power and authority over of the affairs of this
 - iii) association when action of the House of Delegates is deemed
 - iv) not feasible.
- 2) All Board members shall also be members of the Convention Committee.

Section III. Meetings

- 1) There shall be a minimum of five (5) meetings of the Board annually.
- 2) All meetings of the Board shall be open to all members of the OSNA.
 - a) If the Board holds an Executive Session (discussing any
 - i) instance of removal from office, discipline, non-payment of dues, etc), then
 - ii) non-board members have to be invited in order to attend.
- 3) The quorum shall be a majority of the voting members of the Board.
- 4) Except in the case of an emergency, in the event that a Board member
 - i) cannot be present at a meeting, a written report of his/her activities
 - ii) on behalf of OSNA since the last Board meeting shall be sent to the President
 - iii) prior to the meeting.
- 5) The out-going Board will commit to two (2) additional months

- i) after the OSNA Annual Convention to assist in a smooth transition to the newly elected Board.
 - ii) elected Board.
- 6) Transition meetings for the newly elected Board will be facilitated in the following chronological order following the Convention:
 - i) First meeting - Newly elected Board observes meeting
 - ii) Second meeting after Convention - Newly Elected Board conducts meeting, and out-going Board observes and facilitates.
 - iii) Third meeting after Convention - Newly Elected Board conducts meeting

ARTICLE VII

Officers and Directors

Section I. Duties and Responsibilities of Officers

- 1) The officers shall:
 - a) be voting members of the Board;
 - b) as assigned by the Board, perform functions as may be deemed proper activity for an officer of OSNA;
 - c) prepare a year's end summary to be presented to the incoming Board,
 - d) as directed by the OSNA policies and procedures;
 - e) review, maintain and ensure compliance with the NSNA Bylaws and
 - f) submit Bylaws to the NSNA as required; and
 - g) serve as an advisor for his/her succeeding officer.

Section II. Duties and Responsibilities of individual Officers

- 1) The President shall:
 - a) preside over all meetings of the OSNA and the Board.
 - b) serve as an ex-officio member to the of all committees except the Nominations and Elections Committee.
 - (1) serve as the official representative of the OSNA.
 - (2) serve as one (1) of the authorized signatories on the OSNA bank accounts.
 - (3) attend the NSNA Annual Convention.
- 2) The Vice-President shall:
 - a) In presidents absence:
 - i) preside over all meetings of the OSNA and the Board
 - ii) assume the duties of the President
 - b) in case of a vacancy in the office of president, the vice-president shall become president until the term ends
 - c) further the goals of OSNA
 - d) support OSNA board of directors
- 3) The Secretary shall:

- a) record the proceedings of all OSNA meetings.
 - b) distribute the draft minutes from the previous meeting(s) prior to the next scheduled OSNA meeting.
 - c) within ten (10) days of approval: submit official minutes to the NSNA, and submit to the Media Director for publication on the OSNA website.
 - d) maintain a current roster of the names, addresses, and phone numbers of members of the OSNA Board and distribute the roster to the following; the OSNA Board, consultants, committee members, chapter representatives, the NSNA, and the ONA.
 - e) notify the Board of time and place of all meetings.
 - f) conduct the general correspondence of the Association as requested by the President or the Board.
 - g) notify all school chapters of their state constituency status, the number of voting delegates, and the date, time and place of the annual meeting at least thirty (30) days prior to the meeting.
 - h) deliver to the newly elected Secretary all records, papers, and other property belonging to the Association within one (1) month after the OSNA Annual Convention.
- 4) The Treasurer shall:
- a) serve as chairperson of the Finance Committee.
 - b) appoint a secretary for the Finance Committee who will be responsible for developing and maintaining records and files for the Committee.
 - c) present a written and verbal financial report at each Board and OSNA meeting.
 - d) organize fundraising efforts in collaboration with other Board members.
 - e) coordinate with various organizations to increase fundraising along with the Media Director, coordinate advertising sales.
 - f) act as custodian of all OSNA funds, deposit such funds in the OSNA bank accounts, and serve as one (1) of the three (3) authorized signatories on the OSNA bank accounts.
 - g) maintain files of all financial statements and make available upon request, per policy.
 - h) review financial status of the OSNA monthly, to assess if the OSNA is staying within the budget.
 - i) when directed by the Board, shall submit all OSNA financial records for an outside audit.
 - j) shall be responsible yearly to comply with current IRS requirements.
 - k) within one (1) month after the OSNA Annual Convention, deliver to the newly elected Treasurer all money vouchers, finance books, and papers of the Association held in custody.
 - l) prepare a year-end summary, financial report and proposed budget to be presented to the incoming Board as directed by the policies and procedures.

Section III. Directors

- 1) All Directors shall:
 - a) serve as voting members of the Board.

- b) serve as chair of their respective Committee.
 - c) appoint a secretary for their respective Committee who will be responsible for developing and maintaining records and files for that academic year.
 - d) be responsible for maintaining the professional integrity of the OSNA by screening written material that is not representative of the OSNA and present discrepancies to the Board for final screening.
 - e) perform other such functions as may be deemed proper activity by the Board for an officer of OSNA.
 - f) prepare a year-end summary to be presented to the incoming Board as directed by the policies and procedures; and serve as an advisor for the succeeding Director.
- 2) The Media Director (formerly Communications) shall:
- a) be responsible for coordination, editing, printing, proofing and distribution of the official OSNA publications.
 - b) solicit various organizations for advertising possibilities.
 - c) solicit nursing students and others to submit articles for the official OSNA.
 - d) assist with designing and proofing the OSNA Convention program and any other fliers, letters, posters, or other printings representing the OSNA.
 - e) be responsible for developing advertising policies subject to Board approval.
 - f) be responsible for developing, updating and maintaining the OSNA websites and social media accounts.
 - g) submit an estimated expense budget for the OSNA publication and website to the Treasurer within ninety (90) days of taking office.
 - h) be responsible for assessing the professional integrity of the association by screening written material that is not representative of the OSNA and present discrepancies to the Board for final screening.
- 3) The Membership Director shall:
- a) maintain and distribute accurate and current listings of all OSNA members at each Board meeting as needed.
 - b) contact Oregon nursing schools regarding total enrollment programs.
 - c) in collaboration with the Membership Committee, visit Oregon schools to encourage membership with the OSNA.
 - d) develop recruitment activities for presentation during OSNA events.
 - e) coordinate recruitment efforts in each nursing school of Oregon.
 - f) maintain a roster of faculty and student contacts within each nursing school of Oregon.
 - g) inform the Board at each OSNA meeting of statewide membership status and recruitment activities.
 - h) serve as a resource person to all nursing schools regarding membership recruitment and/or chapter development.
 - i) remind schools through regular correspondence to submit *the Official Application for NSNA Constituency Status* form to the NSNA by the cutoff date.
- 4) The Legislative Education Director shall:

- a) maintain current, accurate information regarding legislative health care initiatives and inform the Board and the NSNA.
 - b) collaborate with the ONA on legislative efforts.
 - c) serve as the legislative liaison between the OSNA and the ONA.
 - d) shall serve on the Convention Committee.
 - e) organize, recruit and train delegates for at the annual convention.
 - f) solicit and review resolutions from school CAs.
- 5) The Professional Development Director shall:
- a) serve as the liaison for any community professional nursing development events.
 - b) organize, mentor, and represent students preparing for initial licensure as registered nurses.
 - c) create projects that promote the development of skills needed to be responsible, accountable members of the nursing profession.
 - d) develop peer support systems to enhance recruitment and retention within the nursing profession at the state level.
- 6) Breakthrough to Nursing Director shall:
- a) coordinate Breakthrough to Nursing efforts in school CAs.
 - b) maintain a roster of contacts for each school or organization for use for Breakthrough to Nursing development.
 - c) serve as a resource person to all school CAs for Breakthrough to Nursing activities and development.
- 7) The Nominations and Elections Director shall:
- a) serve on the Membership and Legislative committees.
 - b) receive official applications of proposed candidates submitted by OSNA members.
 - c) prepare a ballot of qualified candidates.
 - d) assist with the mandatory candidate review meetings as stated in the NSNA's "Candidate and Campaign Regulations".
 - e) encourage individuals to become active members of the NSNA and to run for state and national office.
 - f) is ineligible to run for state office in the year that he/she serves as the Nominations and Elections Director.
- 8) The Convention Director shall:
- a) serve as the co-chair of the Convention Committee.
 - b) prepare and organize annual convention including, but not limited to finding speakers, sponsors, exhibitors, and venue.
- 9) The Community Outreach Director shall:
- a) maintain a roster of contacts of community organizations interested in working with the OSNA on community activities.
 - b) coordinate health fairs in the community, as needed, and recruit volunteers to assist with these activities.

- c) inform the OSNA Board of community activities at school CAs chapters and throughout Oregon that will be posted on the OSNA websites, or for which OSNA could provide volunteers.
- d) collaborate with school CAs to encourage and recruit nursing students to become involved in their local communities.
- e) inform the OSNA of activities of nursing students throughout the community, such as health fairs and volunteer projects, and coordinate efforts between the OSNA and the school CAs.

Section VI. Duties and Responsibilities of Chapter Representatives

- 1) Chapter Representatives of OSNA shall:
 - a) be non-voting members of the Board.
 - b) be responsible for providing ongoing communication between the OSNA Board and the school chapters they represent.
 - c) perform other such functions as may be deemed necessary by the Board

Section V. Recall of a Board Member Directors

- 1) Any Board member is subject to recall.
- 2) Recall proceedings can be implemented if said Board member officer does not maintain concurrent enrollment status in a school of nursing.
- 3) Any Board member that is absent unannounced two (2) or more meetings may be considered for recall.
- 4) Any Board member that fails to fulfill his or her responsibilities as defined by these bylaws and/or policies is subject to recall.
- 5) The Board, excluding the affected Board member shall serve as the Recall Committee. The Recall Committee will send a written letter of intent to dismiss to said Board member. The affected Board member has fourteen (14) working days to appeal the decision of the Recall Committee. Any actions of dismissal shall require a two-third (2/3) vote by the Board, excluding the affected Board member.

Section VI. Election of the Board Members

- 1) Each Board member will be elected separately and shall be elected by a majority vote in the House of Delegates during the annual convention.
- 2) One (1) representative to the Board per school CA shall be selected
 - i) by the CA membership.
- 3) Board members may simultaneously hold positions on both the OSNA
 - i) and NSNA boards.

Section VII. Vacancies

- 1) A vacancy on the Board shall be filled, if deemed essential, by appointment and a two-thirds (2/3) vote of the Board.
- 2) The candidates for a vacant position must meet all qualification requirements.
- 3) Any resignation from a position on the Board shall be in writing and shall be effective immediately upon delivery to the Board in the event that a verbal resignation is tendered without written confirmation, the Board shall consider the removal of the individual by declaring the Board position vacant by three fourths (3/4) vote.

- 4) A verbal resignation shall be tendered to the President and another Board member.
- 5) In the case that the President is verbally resigning, the President shall tender the resignation to the Vice President and another board member Vacant position(s) that become available for appointment must be announced to all members of the OSNA before the Board can vote on the appointment.

ARTICLE VIII

Committees

Section I. Standings Committees

- 1) There shall be the following Standing Committees as designated by the Board: of Directors:
 - a) Finance
 - b) Convention
 - c) Membership
 - d) Breakthrough to Nursing
 - e) Professional Development
 - f) Communications
 - g) Legislative Education
 - h) Nominations and Elections
 - i) Community Outreach
- 2) The standing committees shall be composed of members and shall assume such duties as in accordance with the purposes and functions of OSNA.

Section 2. Other Committees

- 1) The Board of Directors may establish other such committees as it deems necessary and desirable. Such committees may exercise functions through the Board of Directors or may be advisory committees.

ARTICLE IX

Nominations and Elections

Section I. Nominations for the OSNA Board

- 1) The Nominations and Election Committee, **hereinafter in this Article, referred to as the Committee** shall solicit and review nominations.
- 2) Candidates will be responsible for the completion and return of election materials
 - a. to the Committee by the stated deadline.
- 3) The Committee will validate and compile candidate
 - a. applications.
- 4) No one shall be nominated **by the Committee** without consent of the nominee and review by the Committee.

- 5) No nominee may simultaneously be a candidate for position on the **NSNA** Board.
- 6) The Committee shall have final review of all proposed candidates.

Section II. Election Guidelines

- 1) Write-in candidates will be accepted, subject to qualification requirements (attending a accredited nursing program).
- 2) The elections will be determined by a majority vote of delegates **at** the OSNA House of Delegates. In the event that one **(1)** candidate does not receive a majority vote, a second vote will be taken. If a majority is not **achieved**, the Board shall determine by a **two-thirds (2/3)** vote the winner. If a **two-thirds (2/3)** vote is not achieved, the vote shall then be determined by casting of lots with a quorum of delegates present.
- 3) Elected Officers will be announced by the **Chair of the House of Delegates** Board of Directors and/or Nominations and Elections Committee as deemed most appropriate.

Section III. Special Elections

- 1) Should emergent situations arise the OSNA Board shall have the ability to call a special election by a majority vote. This measure should only be used if the stability of the board or organization depends upon it.
- 2) In the event that the Board decides to cancel convention or to hold the nominations and elections process online the Chair, Elections Director, or another board member will bring this motion to the board for a vote. A majority vote will approve the motion.
- 3) In the event that there is not adequate representation for the House of Delegates, nominations and elections for future candidates will be held on the floor the day of convention with current OSNA members to establishing a majority vote. This excludes the current Board.
- 4) In the event that House of Delegates cannot be held, for example there are not enough delegates to adequately carry out HOD, the nominations and elections process shall still be carried out. The elections will be determined by a majority vote of NSNA dues paying members **present** during the OSNA annual convention. In the event that one (1) candidate does not receive a majority vote, a second vote will be taken. If a majority is not achieved, the Board shall determine by a two-thirds (2/3) vote the winner. If a two-thirds (2/3) vote is not achieved, the vote shall then be determined by casting of lots with a quorum of members present.

Section III. Support for NSNA National Convention:

- 1) No OSNA Board member shall, in their individual or official capacity, write any letter expressing backing and/or support for any NSNA national candidate unless so directed by the entire OSNA Board.

ARTICLE X

Annual Meeting

Section I. The OSNA Convention

- 1) A convention shall be held annually at such a time and place as determined by the Board.
- 2) The purpose of this meeting shall be to hold elections, receive reports, and conduct such other business as may properly come before the House of Delegates. In addition, the annual meeting shall be for the purpose of offering educational seminars, information about the NSNA and the OSNA, accessibility to exhibitors, as well as promoting collegiality throughout the state.
- 3) Cancellation of the Convention: In the event of circumstances beyond the control of the Board, the Convention may be cancelled by an affirmative vote of each voting member of the Board. All school chapters shall be notified of the cancellation.

Section II. Governing and Voting Body:

- 1) The House of Delegates shall be the governing and voting body of the OSNA and shall be composed of the delegates from the school constituent associations and members of the Board. The business of the OSNA shall be conducted by the House of Delegates at the annual meeting.

Section III. Delegate Representation:

- 1) The voting body at the annual meeting of OSNA shall consist of the elected officers, elected directors, and accredited delegates.
- 2) Recognized constituents shall be composed of at least one (1) member from a school CA. The member shall be in good standing in the constituent association (CA) chapter and shall be selected and/or elected by the members of the school CA according to CA bylaws. This requirement of one (1) or more member(s) must be met on a date eight (8) weeks prior to the meeting of the House of Delegates. The school CA chapter may designate an alternate delegate for each elected school delegate. All alternates shall have the same privileges as an elected delegate when seated in the House in the place of an elected delegate.
- 3) Each school chapter that is a recognized constituency as determined by these bylaws shall be entitled to one (1) voting delegate and alternate, and in addition, shall be entitled to one (1) voting delegate and alternate for each additional ten (10) members. Delegates shall be computed on the basis of the number of members in each constituency as evidenced by the annual dues received by the OSNA on a date eight (8) weeks prior to the OSNA Annual House of Delegates.

Section IV. Motions and Voting:

- 1) The privilege of making motions and voting shall be limited to members of the voting body.
 - a) A voting member shall have one (1) vote in any election or on any
 - b) motion/resolution.
- 2) No proxy voting is allowed.

Section V. Open Meetings:

- 1) All meetings of the OSNA shall be open unless voted otherwise by the House of Delegates. Student members, other than voting delegates, may attend the annual meeting, but shall not be seated with the delegate body, and may speak according to the Convention Standing Rules.
- 2) The voting body at other meetings, except the Board meeting, shall consist of the elected state officers, directors, and all of the OSNA members present.

Section VI. Quorum

- 1) The quorum for the annual meeting shall consist of: delegates from at least fifty-one percent (51%) of the total number of delegates credentialed at the House of Delegates and represent at least two-thirds (2/3) of the school CAs having delegates credentialed, and at least four (4) members of the Board, including the President or Vice President.

ARTICLE XI ***Consultants***

Section I. Consultants

- 1) There shall be at least two (2) consultants. One (1) consultant shall be appointed by the Board of the ONA in consultation with the OSNA Board. The second consultant shall be a graduate nurse or a graduating senior who was a member of the OSNA the previous year with experience on the OSNA Board.
- 2) Consultants will apply and/or be nominated to the position and subsequently be voted on by the Board with a two-thirds (2/3) vote.
- 3) Consultants will be elected for a two (2) -year term and may be re-elected for one (1) additional consecutive two (2) -year term.
- 4) Terms of each consultant shall overlap, so there is one (1) Consultant who participated in the events of the previous year, to provide consistency for the newly elected Board.

Section II. Responsibilities of the Consultants

- 1) To serve as resource persons consulting with the Board.
- 2) Attend meetings of the Board.
- 3) Be responsible for providing for interchange of information between the ONA and the OSNA.
- 4) Objectively interprets major health issues and concerns of the nursing profession and facilitates discussion leading to decision making and activities by the Board while refraining from directing the outcomes.

ARTICLE XII ***Parliamentary Authority***

Section I. Proceedings of the OSNA

- 1) The current edition of *Robert's Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by these bylaws, those of NSNA and the standing rules of OSNA. The Parliamentary authority shall be adopted by each OSNA CA.

ARTICLE XIII

Amendments

Section I. Guidelines for Amendments Process

- 1) These bylaws may be amended by a two-thirds (2/3) majority vote of the Delegates (OSNA members) present and voting at the OSNA House of Delegates.
- 2) Proposed amendments shall be signed and submitted in writing to the OSNA President and/or Secretary. The Board, the OSNA committees, constituents, chapters, and/or individual members may submit proposed amendments. These approved proposed amendments will be submitted to the OSNA at the Annual Convention.
- 3) Amendments to the NSNA bylaws adopted at the NSNA annual meeting, that directly relate to the business of the OSNA in the areas of conformity, shall automatically and immediately effect necessary amendment(s) in the bylaws of OSNA and shall promptly be incorporated.

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