

MACON STATE COLLEGE ASSOCIATION OF NURSING STUDENTS

BY-LAWS

ARTICLE I

NAME

The name of this organization shall be the Macon State College Association of Nursing Students, herein after referred to as MSCANS, a constituent of the Georgia Association of Nursing Students and the National Student Nurses Association, Inc.

ARTICLE II

PURPOSE AND FUNCTION

SECTION 1. The Purpose of MSCANS

A. To contribute to nursing education and professional interest, and encourage continuing education to facilitate quality health care;

B. To provide programs representative of fundamental and current professional interests and concerns; such programs being designed to aid in personal development, responsibility and accountability;

C. To contribute to the overall development of its membership through its many functions.

SECTION 2. The Functions of MSCANS

A. To influence health care, nursing education, and nursing practice through legislative activities as appropriate;

B. To promote and encourage participation in community affairs and activities toward improved health care;

C. To promote and encourage student's participation in interdisciplinary activities;

D. To promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of the person's race, color, creed, sex, lifestyle, national origin, age or economic status;

E. To promote and encourage collaborative relationships with Georgia Association of Nursing Students, National Student Nursing Association, Georgia Nurses Association and Georgia Association of Nurse Educators.

ARTICLE III

MEMBERS

SECTION 1. Active Members

Students enrolled in Macon State College Nursing Programs.

SECTION 2. Associate Members

Students enrolled in Macon State College with Nursing as a Major.

ARTICLE IV

OFFICERS

SECTION 1. Officers of MSCANS

A. President

B. 1<sup>st</sup> Vice President

C. 2<sup>nd</sup> Vice President

D. Secretary

E. Treasurer

F. Directors

G. Historian

H. Breakthrough to Nursing

I. Legislative Affairs Director

SECTION 2. Eligibility

A. All officers must be members of NSNA.

B. President and 1<sup>st</sup> Vice President must meet requirements of Article III Section 1.

C. All other officers must meet requirements of Article III Section 1 or 2.

D. No member shall hold more than one elected position at a time.

SECTION 3. Term of Office

A. The term of office shall be one year.

B. No officer shall succeed himself in the same office.

#### SECTION 4. Duties of Officers

##### A. The President shall:

1. Serve as the principle officer of the association and preside at all meetings of the association.
2. Shall be responsible for seeing that the actions of the executive board are carried into effect and/or reporting to the membership and the executive board on the conduct of the affairs of the association.
3. Appoint committees and their chairpersons, subject to the approval of the Board, and make other appointments as necessary.
4. Serve as ex-officio member of all committees.
5. Represent MSCANS in matters relating to the association and perform other duties pertaining to the office.
6. Have such powers and perform such other duties as may be assigned by the Board.

##### B. The 1<sup>st</sup> Vice President shall:

1. Assume the duties of the President in the absence or disability of the President.
2. Accede to the office of President in case of a vacancy of the office.
3. Serve as program chairperson in charge of organizing and planning all of the organization's social programs.
4. Perform other duties as assigned by the President.

##### C. The 2<sup>nd</sup> Vice President shall:

1. Be the chairperson to the public relations committee, to include publicity for all social programs.
2. Accede to the office of 1<sup>st</sup> Vice President in case of a vacancy in the office.
3. Submit articles to the *Macon State College Commuter*, *GANS EKG*, & *NSNA Imprint*.
4. Be familiar with parliamentary procedure. Assure that parliamentary procedure is followed at all Board and General meetings.
5. Perform other duties assigned by the President.

##### D. The Secretary shall:

1. Prepare the minutes of all Board and General meetings and give a copy to the Board and faculty advisors within one (1) week after the meeting.
2. Write all letters that bear the organization's signature, with the exception of the Financial Report.
3. Receive all written reports and make reports available to current and incoming officers and committee chairpersons.

4. Be responsible for maintenance of the MSCANS bulletin board to include the posting of minutes and other pertinent information.
5. Perform other duties as assigned by the President.

E. The Treasurer shall:

1. Act as custodian of the organization's funds.
2. Be charged with the responsibility to maintaining the organization's account and keeping accurate records of the organization's finances.
3. Give a financial report of all receipts, expenditures, and outstanding bills at all meetings.
4. Deposit and withdraw money from the organization as directed by the Board.
5. Perform and serve as chairperson of the finance committee when such a committee is established by the Board.
6. Be responsible for drafting and proposing a fiscal year budget to be presented to the Dean of Students.
7. Perform all other duties as assigned by the President.

F. The Directors shall:

1. Serve as a liaison between the Board and class members by furnishing on oral or written report within one week of a Board or General meeting to the respective class.
2. Function as the nominating committee.
3. Perform all other duties as assigned by the Board.

G. The Historian shall:

1. Maintain records of all facts of vital importance as recorded history of the activities of the organizations.
2. Attend and take pictures of all MSCANS activities.
3. Be responsible for preparing and completing a scrapbook to be entered in the annual State Convention Scrapbook Contest.
4. Assist the 2<sup>nd</sup> Vice President with submitting articles for publicity pertaining to the organization's college and community service functions.

H. The Breakthrough to Nursing Chairperson shall:

Coordinate Breakthrough activities for the school chapter.

I. The Legislative Affairs Director shall:

1. Stay informed concerning legislation in Georgia affecting nurses and nursing students.
2. Keep the Executive Board and MSCANS members informed concerning nursing legislation in Georgia and the USA.

3. Work with the MSCANS Board and members to submit resolutions to the GANS convention. Work in conjunction with the 2<sup>nd</sup> Vice President in writing resolutions.

#### SECTION 5. Vacancies

A. All vacancies on the Executive Board except President, shall be filled by the board, if deemed essential.

B. The candidates for a vacant office must meet all eligibility requirements.

C. If a vacancy is filled, it shall require a 2/3 vote of the Executive Board.

#### ARTICLE V

##### COMMITTEES

#### SECTION 1. Nominating Committee

A. The Nominating Committee shall be composed of four active or associate members appointed by the President with the approval of the Board. The Chairperson shall be established by the committee.

B. A Nominating Committee member who is nominated as a candidate for an office or director shall resign from the committee.

#### SECTION 2. Duties of Nominating Committee

A. The Nominating Committee shall receive names of proposed candidates submitted in writing.

B. Obtain a signed "Willingness to Serve" form from the candidates.

C. Shall prepare a ballot with candidates for the officers and directors.

D. Shall prepare, organize and run an appropriate election.

#### SECTION 3.

The Board, at its discretion, shall establish committees deemed necessary to carry on the work of the association and determine the functions, terms and memberships of the committees.

## ARTICLE VI

### Elections

#### SECTION 1. Elections

- A. The election of officers shall take place in Spring semester.
- B. Directors of each Nursing Class will be elected the Semester in which the Class is admitted
- C. The Election of officers and directors shall be by secret ballot.
- D. The candidates receiving the majority of votes shall be elected.
- E. If a tie occurs a run off election shall be held using secret ballot.

## ARTICLE VII

### CONTULTANTS AND FACULTY ADVISORS

#### SECTION 1. Faculty Advisors: Number and Term

- A. There shall be up to four faculty advisors. The advisors shall be appointed by the Nursing Programs Director and shall be approved by the Board.
- B. All advisors shall be a member of GNA or GLN.

#### SECTION 2. Duties and Responsibilities

- A. Shall serve as resource persons consulting with the Board and the committees.
- B. Attend MSCANS Meetings.
- C. Shall serve as a liaison between MSCANS and the MSC Nursing Programs
- D. Shall be familiar with *Roberts Rules of Order New Revised*, current edition and serve as a mediator at all board and general meetings.

ARTICLE VIII  
AMENDMENTS  
SECTION 1.

These by-laws may be amended at the membership meeting by 99% vote of those present and voting provided notice shall have been given.

ARTICLE IX  
PARLIAMENTARY AUTHORITY  
SECTION 1.

All meetings of the organization shall be conducted according to parliamentary laws set forth in *Roberts Rules of Order Newly Revised, current edition.*

5/2006

This constitution was approved by SGA 1/24/11