

West Bend Moraine Park Technical College

Student Nurses' Association Bylaws

Purpose and function:

The purpose and function of SNA is to:

- Contribute to nursing education in order to provide the highest quality health care
- Provide support for all members and the nursing program
- Promote personal and professional growth of members
- Positively represent nursing students to others
- Make a positive difference in the local community

Membership:

- All pre-core and core nursing students are welcome to join.
- Dues are \$5.00 per semester
- To be considered an active member of SNA, members must attend in person at least one monthly meeting and keep informed of SNA activities by reading monthly minutes posted on bulletin board or on website at www.nursing.mptcclubs.com.
- In addition, to be considered an active member, each person must participate in at least one SNA activity per semester

Officers:

- Two co-presidents responsible for running meetings, planning meeting agendas, communicating with officers, members and advisor and acting as a resource for other members.
- Two co-vice presidents responsible for running meetings in absence of presidents, contributing to planning of meetings/activities, communicating with other officers, members and advisor, and attending student senate meetings.
- Two co-treasurers responsible for monitoring budget and funds, keeping financial records, contributing to planning of meetings and activities, communicating with other officers, members and advisor, attending student senate meetings if VPs are unable to attend, maintain member list that tracks dues and activities of members.
- Two co-secretaries responsible for taking minutes of meetings and sending a copy to advisor within two weeks of meeting, maintaining Face Book page and web page, contributing to planning of meetings/activities, communicating with officers, members

and advisor. If VPs and treasurers unable to attend student senate meetings, secretaries will be asked to step in and cover this duty.

- One public relations officer responsible for maintaining SNA bulletin board in hallway by library including information on current officers, future meetings/activities and minutes from last meeting. This officer is also responsible for ensuring publicity of SNA events through use of posters, lavatory links and hall monitor screens. Also responsible for communicating with officers, members and advisor and contributing to planning of meetings/activities.

Meetings and voting:

- SNA will meet once a month during the school year.
- Officer positions are voluntary and open to all nursing students in good academic standing. If more than one member volunteers for an open officer position, an election will be held.

Advisor:

The SNA advisor's duties include:

- To act as a liaison between students and the college.
- To promote leadership
- To advise students on educational, organizational and financial matters.
- To co-sign all financial transactions

Travel:

SNA may provide funding assistance for active members to attend conferences, seminars or SNA sponsored trips. In order to be eligible for funding assistance, members must:

- Be a nursing student in good academic standing
- Be an active member, having paid dues and attended at least one meeting prior to requesting funding and participated in at least one SNA activity prior to requesting funding.
- If SNA is holding a fund raiser to help defray costs of a SNA sponsored trip or conference, all members who hope to obtain a share of the proceeds must participate in the fund raiser. Members receiving proceeds from a specific fundraiser must participate in the fundraising activities at a comparable level as others receiving assistance. Any special circumstances may be approved at the discretion of the SNA officers and/or the advisor.