## STUDENT NURSE LEADERS BYLAWS

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ARTICLE I TITLE

100.00 NAME

100.01 The name of this organization shall be the Student Nurse Leaders, hereinafter referred to as SNL.

ARTICLE II OBJECTIVES

200.00 OBJECTIVES

200.01 Aid in the preparation of nursing students to assume professional community service responsibilities.
200.02 Ensure responsible student representation of the affairs of the Washington State University College of Nursing community, hereinafter referred to as the College of Nursing.
200.03 Provide for social and recreational activities for the benefit of the College of Nursing Students community.
200.04 SNL will perform these objectives by incorporating the College of Nursing values of Integrity, Caring, Social Justice, Altruism, and Maximizing Health Potential.
ARTICLE III MEMBERSHIP

300.00 COMPOSITION

300.01 Each student enrolled in the College of Nursing who chooses to pay due shall henceforth be an active member of SNL.

301.00 RIGHTS AND OBLIGATIONS

301.01 Members as defined in these bylaws shall have membership rights and obligations.

301.02 The member has the right to:
   A. Seek election as a Class Officer or SNL Officer;
   B. Seek appointment or election as representative to SNL Committees;
   C. Seek election as Student Nurse Body Representative for special functions;
   D. Vote on issues and concerns pertaining to SNL;
   E. Vote for Officers, Directors, and Committee Representatives;
   F. Participate in polls administered by SNL.

301.03 The member has an obligation to:
   A. Abide by the Bylaws of SNL;
   B. Fulfill duties of an Office when elected or appointed;
   C. Fulfill duties of a Committee Member if elected or appointed.

ARTICLE IV DUES

400.00 AUTHORITY

400.01 The rate of dues for members of SNL shall be approved by a majority vote of the Board of Directors.

401.00 DUES

401.01 Members shall pay dues in accordance to the amount agreed upon by the Board of Directors.

401.02 Dues shall be collected within two weeks of the time of a student’s registration, unless the Board of Directors deems an extension is required to meet the financial needs of the organization.

402.00 FAILURE TO PAY DUES

402.02 Failure to pay dues shall cause membership rights to be forfeited. Upon paying full dues to SNL, membership rights will be restored if other circumstances do not prevent individual from reestablishing membership. Failure to pay does not prevent an individual from attending SNL hosted functions.
ARTICLE V GOVERNANCE

500.00 BOARD OF DIRECTORS

500.01 The Board of Directors (BOD) is defined as: the decision and working body of SNL composed of the SNL Officers and the Class Officers elected by the membership as specified in these bylaws.

A. There shall be five (5) SNL Officers (as specified in 500.00);
B. There shall be three (3) Class Officers each: Class President, Secretary/Treasurer, and Director at Large.

501.00 QUALIFICATIONS FOR THE BOARD OF DIRECTORS

501.01 SNL Officers and Class Officers shall be elected for a one (1) year term.
501.02 An office may be help by the same individual for a maximum of two (2) consecutive terms.

A. Class Officers from fall entry shall serve from September to September.
B. Class Officers from spring entry shall serve from January to January.

502.00 DUTIES AND RESPONSIBILITY OF THE BOARD OF DIRECTORS

502.01 BOD shall be responsible for:
A. Holding regularly scheduled meetings monthly and more frequently if indicated;
B. Receiving and acting on reports from:
   a. SNL committees;
   b. All activities groups and individuals supported by SNL funds;
C. Establishing committees and appointing members as needed to fulfill the needs of the membership;
D. Establish and revising policies and procedures necessary for conducting SNL affairs;
E. Coordinating functions and activities of the organizations;
F. Recommending changes in dues rates to the membership as needed;
G. Interpreting SNL policies and procedures and pertinent College of Nursing policies and procedures;
H. Ratifying actions taken by the Executive Committee.

502.02 General responsibilities:
A. Actively attending and actively participating in Class and SNL meetings;
B. Update Policy and Procedure Notebooks as necessary;
C. Surrender all records and/or property belonging to SNL at the close of their term.
503.00 EXECUTIVE COMMITTEE

503.01 The Executive Committee consists of: the SNL President, SNL Vice President, SNL Secretary, SNL Treasurer, and SNL Social Director.

503.02 General roles of all SNL Officers:
   A. Participate in the College of Nursing general orientation sessions for new students; and
   B. Orient and train incoming officer to office duties prior to end of term.

503.03 SNL President: the President shall:
   C. Preside at meetings of the BOD, Executive Committee, Student Body, and Bylaws Committee;
   D. Serve as official spokesperson for the members of SNL;
   E. Formulate an agenda for all SNL meetings;
   F. Presents annual report for the academic year to the S&A Budget Committee;
   G. Work with SNL Treasurer to formulate a proposed annual budget to S&A Budget Committee;
   H. Co-Chair the Bylaws Committee with the SNL Vice President;
   I. Co-Chair the Budget Committee with the SNL Treasurer;
   J. Be responsible for the overall function of the SNL organization, its associated committees/clubs and all elements associated with the SNL organization;
   K. Be responsible for the enforcement of the SNL Bylaws; and
   L. Assist SNL and Class Officers with resources to provide aid in their duties.

503.04 SNL Vice President: the Vice President shall:
   A. Serve on the BOD, Executive Committee, Budget Committee, and Bylaws Committee;
   B. Assume the duties of the President in the President’s absence or at the discretion of the President, or in the event of vacancy occurring in the Presidency.
   C. Serve as Chairperson to the Election Committee;
   D. Serve as Co-Chairperson of the Bylaws Committee;
   E. Develop and direct surveys to determine student interests, as needed;
   F. Be responsible for conducting formal procedures for removal of any member from office; and
   G. Assist the President with their defined duties.

503.05 SNL Secretary: the Secretary shall:
   A. Serve on the BOD, Executive Committee, and Budget Committee;
   B. Record and post on the SNL CougSync site minutes of all meetings of the BOD, Executive Committee, and Budget Committee;
   C. Draft memoranda and other written communications as directed;
   D. Gather and maintain official record of all SNL reports;
   E. Distribute current, new, and revised Policy and Procedures Notebooks to all members of the BOD at the beginning of each academic year; and
   F. Keep bulletin board and SNL CougSync site up to date with information and ideas for activities and upcoming events.
503.06 SNL Treasurer: the Treasurer shall:
   A. Serve on the BOD, Executive Committee, and Budget Committee;
   B. Manage the collection of dues;
   C. Maintain accurate record of revenues and disbursement of SNL funds;
   D. Make monetary disbursements as authorized by the BOD;
   E. Report financial status of SNL at all business meetings;
   F. Secure all necessary signatures for transferring bank account(s) prior to end of term of office;
   G. Oversee the funds of each class;
   H. Serve as Co-Chair of the Budget Committee; and
   I. Preside at the end of each semester to the BOD itemized financial reports to include:
      a. Amount allocated;
      b. Amount disbursed; and
      c. Amount remaining in all accounts.

503.07 SNL Social Director: the Social Director shall:
   A. Serve on the BOD, Executive Committee, and Budget Committee;
   B. Submit an annual social activity agenda to the Executive Committee and SNL Advisor;
   C. Organize and implement social activities on a regular basis to benefit the student body, as approved by the Executive Committee and SNL Advisor;
   D. Delegate committees as needed to assist with planning and implementation of various functions;
   E. Organize the refreshments and decorate as needed for New Student Orientation
   F. Communicate with the Secretary about activities to be posted on CougSync;
   G. Chair the Student Affairs Committee. Keep BOD informed of Committee plans;
   H. Regulate the implementation of class functions, events, and fundraisers;
   I. Maintain a list of all pertinent social contacts, phone numbers, etc. for record keeping; and
   J. Advertise all upcoming events.
504.00 CLASS OFFICERS

504.01 Responsibilities of Class Officers
A. Be a student advocate for all students;
B. Concerns or issues students may have should be directed to either of the following:
   a. Student Affairs Committee;
   b. If a private matter, the SNL Officers shall follow the College of Nursing Faculty and Staff handbook in resolving disputes (Section II.18).
C. Hold regularly scheduled meetings every four (4) to six (6) weeks and more frequently if indicated;
D. Creating committees as needed to accomplish class projects;
E. Notify and seek approval from either the BOD or SNL President of all class projects, function, fundraisers, and events;
F. Receive and act on reports from:
   a. SNL Committee;
   b. Class Committee.

504.02 Class President: the Class President shall:
A. Be responsible for formulating and agenda for all Class meetings;
B. Inform their class of BOD actions and other pertinent matters that arise in business meetings;
C. Report all class projects and functions to the BOD and SNL Social Director upon organization;
D. Serve as the official spokesperson for the class;
E. Serve on the BOD;
F. Present an annual report for the academic year at the last scheduled class and SNL meeting; and
G. Appoint class representatives with direction of Class input.

504.03 Class Secretary/Treasurer: the Class Secretary/Treasurer shall:
A. Record and distribute minutes of all class meetings to the SNL Secretary to be posted on CougSync;
B. Maintain official class records;
C. Draft memoranda and other written communications as indicated by the class;
D. Maintain and manage class account with assistance of SNL Treasurer;
E. Manage polls of the class;
F. Assist the SNL Treasurer in the collection of dues; and
G. Serve on the BOD.

504.04 Class Director at Large: the Class Director at Large shall:
A. Serve on the BOD, Election Committee, and on the Student Affairs Committee;
B. Serve in absence of President or as directed by President;
C. Report Class projects, event, fundraisers to SNL Social Director; and
D. Help coordinate along with fellow Class Officers one (1) social event and one (1) fundraiser per semester.
   a. This requirement must follow Policy and Procedure guidelines.
505.00 ACCOUNTABILITY

505.01 The Board of Directors shall be accountable to the membership.
505.02 Officers and Committee Chairmen are accountable to the Board of Directors.

506.00 REMOVAL FROM OFFICE

506.01 Resignations shall be requested by and submitted to the Executive Committee.
506.02 The Executive Committee with submit letter of resignation to BOD.
506.03 Reasons for resignation may include but are not limited to:
   A. The Officer fails to maintain good academic standing;
   B. The Officer fails to fulfill the responsibilities of the Office.

507.00 FACULTY ADVISOR

507.01 One (1) faculty member appointed by the Dean in consultation with SNL Executive Committee shall serve as the advisor to SNL.
507.02 The Faculty Advisor shall:
   A. Periodically meet with the SNL President;
   B. Attend Class meetings and committees as needed;
   C. Interpret the College of Nursing and consortium institution policies and procedures to the BOD, Executive Committee, and other SNL groups;
   D. Assist with SNL activities as needed.

508.00 MEETINGS

508.01 All meetings of the BOD shall be open to attendance by any SNL member.
508.02 BOD shall encourage members to attend.
508.03 Meetings of the entire student body may be called at the discretion of BOD.
508.04 Meetings of the entire student body shall be called by the BOD at the written request of ten (10) percent of the membership.
508.05 All meetings will be posted at least two business days in advance stating date, time, and room. This location must be scheduled through room request form and receive confirmation of reservation of room prior to posting notice of the meeting.
508.06 Quorum
   A. Seven (7) members of BOD shall constitute a quorum at any meeting;
   B. Four (4) members of the Executive Committee shall constitute a quorum;
   C. Thirty (30) percent of the membership shall constitute a quorum of student body meeting.
508.07 Minutes
   A. Minutes from Class, BOD, Executive Committee, and all other committees shall be recorded by their respective secretaries and given to the SNL Secretary to keep on file as well as to post to CougSync.
508.08 Annual Report
   D. Annual reports summarizing the activities of the academic year and recommendations for the following year shall be written by each member of the BOD and placed on file in CougSync.
ARTICLE VI COMMITTEES

600.00 COMPOSITION

600.01 Special committees may be established and appointed by BOD as necessary to achieve the goals SNL.
600.02 Classes may establish committees as indicated.
600.03 Classes shall determine the composition of membership for Class Committees.
600.04 Unless otherwise specified, the chairperson of each committee shall be determined by the membership of the committee.
600.05 To be eligible to serve on committees, a member shall:
   A. Be an SNL member;
   B. Be in good academic standings defined as a cumulative grade point average (GPA) of at least two (2.0);
   C. Exhibit willingness and ability to attend meetings on a regular basis.

601.00 DUTIES

601.01 The committee members shall:
   A. Actively participate in the work of the committee;
   B. Represent their constituency at meetings when appropriate;
   C. Present regular reports to their respective classes or BOD;
   D. Deliver to their successors all records and/or property belonging to SNL at the close of their term of office, if the committee carries forward to another term.

602.00 SNL STANDING COMMITTEES

602.01 The ongoing committees shall include, but are not limited to the Budget Committee and the Student Affairs Committee.
602.02 The Budget Committee shall:
   A. Be composed of the Executive Committee;
   B. Follow all S&A rules;
   C. Have the SNL President co-chair with the SNL Treasurer;
   D. Have the co-chairs work together as needed to prepare information prior to presenting to the Budget Committee;
   E. Submit proposed budget for ratification to the BOD at the beginning of each academic year.
   F. Final budget shall be filed in the Student Organization’s office;
   G. Exercise judgment over the checkbook with notification to both SNL President and SNL Treasurer.
   H. With advice from the Faculty Advisor, the Budget Committee shall be responsible for how funds are spent.
      a. Funds may be used to purchase clothing, food, and tickets for SNL sponsored events provided that they correspond with WSU CON core
values;
b. The BOD will be responsible for defining if events and or merchandise
correspond to WSU CON core values.

602.03 The Student Affairs Committee shall:
A. Serve as a liaison between students enrolled in the College of Nursing and the
members of the faculty and administration;
B. Make recommendations for changes in the Student Handbook to the
Undergraduate Admissions and Academic Progress Committee and the Graduate
Program Committee;
C. Make recommendations regarding student attire and professional conduct;
D. Facilitate answers to student concerns and serve as a conduit of action for
student needs.

602.04 The Election Committee shall:
A. Be composed of the Executive Committee;
B. Have the SNL President co-chair with the SNL Vice President;
C. Have the co-chairs work together as needed to prepare timeline prior to
presenting to the Election Committee;
D. Submit election timeline to the BOD before each semester elections;
E. Election Committee will be responsible to creating and counting ballots; and
F. The Election Committee will make results know to the BOD and SNL within
twenty-four (24) hours following the election.

602.05 The Bylaws Committee shall:
A. Be composed of the BOD;
B. Have the SNL President co-chair with the SNL Vice President;
C. Have the co-chairs work together as needed to prepare amendments and
revisions to the SNL Bylaws;
D. Submit amendments to the BOD before each semester elections to be ratified
during the election.

603.00 REMOVAL FROM POSITION

603.01 Resignations shall be requested by the committee members and submitted to
BOD if the person fails to fulfill the responsibilities of the position.

604.00 MEETINGS

604.01 Committees shall hold meetings as needed to conduct their business with a
minimum of two (2) business days notice to all committee members.
604.02 Quorum
A. Two-thirds (2/3) of the committee membership shall constitute a quorum.
604.03 Minutes and Annual Report
A. A representative selected by the committee shall record minutes of all
committee meetings.
B. One copy shall be filed on CougSync.
C. Bi-annual reports summarizing the activities of the academic semester and recommendations or the following year shall be written by the Chairperson and filed on CougSync.

ARTICLE VII PROGRAMMING

700.00 SCHEDULING

700.01 In a manner to be determined by the SNL Executive Committee, programming for student activities shall be for one (1) semester period.

A. All programming for SNL sponsored student activities must be completed by the end of each semester;

B. A calendar of the scheduled programming shall be made available to the student body and administration.
ARTICLE VIII ELECTIONS

801.00 ELECTIONS

801.01 At least two (2) elections shall be held per academic year.
   A. The fall and spring elections shall be held within one month of the beginning of
      the classes for the Class Officers.
   B. The late spring election shall be held in the latter part of March to determine SNL
      Officers.
   C. The late fall election shall be held in the latter part of October to determine SNL
      Officers.

802.00 CANDIDATE QUALIFICATIONS

802.01 All candidates shall be required to meet the following requirements to be
elected to office:
   D. They shall be a full-time student enrolled in six (6) or more credits, during the
      academic semester.
   E. They shall be in good academic standing with the University, having a cumulative
      grade point average of two (2.0) or higher.

803.00 FILING

803.01 Filing shall be defined as:
   A. Filing for candidacy on SNL board;
   B. The recipient of an email from the SNL Vice President acknowledging filling.
803.02 All candidates shall file for themselves.
803.04 All candidates shall at the time of filing receive an election packet, which shall
contain:
   A. The SNL Bylaws;
   B. The election calendar.

804.00 CAMPAIGNING

804.01 Campaigning as used in these codes shall be defined as the use of any written or
verbal presentation in the name of any candidate or ballot issue.
804.02 No form of campaigning shall be painted or applied to sidewalks, outdoor walls of
buildings, automobiles, telephone poles, or vegetation. Furthermore, no
handbills, leaflets, or other campaign material shall be allowed to be dropped
onto campus from the air.
805.00 CAMPAIGNING MATERIALS

805.01 Posters
A. Posters shall be defined as paper printed material placed indoors or outdoors.
B. Handbills that are distributed shall be considered posters if posted, regardless of whether it was the candidate's intent.
C. Posters may be placed in the following locations:
   1. One (1) poster per campaign may be placed on each general use bulletin board located on the WSU Spokane campus.
   2. One (1) poster per campaign may be placed on the glass, around but not on, one (1) door per campus building as long as they do not inhibit an individual’s view through a door or cause a safety concern. A safety concern will be determined by the elections committee or WSU Spokane Facilities and Operations.
   3. All posters must be stamped with a posting approval from WSU Spokane Student Affairs.
D. All locations not covered in the above list are to be assumed off limits to all candidates and ballot issue sponsors.
E. Poster size.
   1. Each campaign is allowed to use one poster no larger than eight and one half (8.5) inches by eleven (11) inches per location bulletin board approved for student use.
   2. Each campaign may use one poster no larger than nineteen (19) inches by twenty-seven (27) inches per campus building. Posters must be hung in accordance with WSU Spokane Facilities Operations policy.

805.02 Social Media
A. All campaign materials posted to social media must abide by the same elections calendar as posters and physical campaign materials.
B. Mass email messages or mass social media messages of any kind are prohibited.

805.03 Duration of signs and posters
A. All posters and campaign materials must be removed by 8:00 a.m. the day following the election.

805.04 Other campaign literature/materials
A. Gummed handbills or bumper stickers shall not be used including adhesive material of any kind
B. Handbills may be distributed providing those doing so take the responsibility of cleaning up loose leaflets or other material due to their soliciting.
C. All candidates are responsible for any and all damage or litter caused by forms of campaigning, which they may use.

805.05 The only people allowed to remove any campaign material are the candidates themselves.
806.00 VOTING

806.01 Voting shall be held by a secret ballot.
806.02 A simple majority of eligible SNL members present and voting shall constitute an election.
806.03 In the event of a tie, a run-off election shall be held within one week of election.
806.04 Results shall be posted within five school days, after all candidates have been notified of election results.

ARTICLE IX POLLS

900.00 METHOD

900.01 Informal polls may be conducted as indicated to ascertain student opinion.
900.02 Those conducting the poll reserve the right to determine the group to be polled, as well as the method of polling.

ARTICLE X AMENDMENTS

1000.00 PROCESS

1000.01 Amendment needs two-thirds (2/3) majority vote of BOD meeting.
1000.02 All amendments shall specify a date for enactment.