

GEORGIA BAPTIST ASSOCIATION OF NURSING STUDENTS BYLAWS

ARTICLE I. NAME OF ORGANIZATION

Section 1. The Name of this organization shall be the Georgia Baptist Association of Nursing Students, hereinafter referred to as GBANS, a constituent of the Georgia Association of Nursing Students (GANS) and the National Student Nurses Association (NSNA).

ARTICLE II. PURPOSE AND FUNCTION

Section 1. Purpose

The purpose of the GBANS is:

- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- B. To provide programs representative of fundamental and current professional interest and concerns, and
- C. To aid in the development of the whole person and his/her ideals of holistic health care.

Section 2. Function

The function of the GBANS shall include the following:

- A. To influence standards of nursing education and influence the educational process.
- B. To influence health care, nursing education, and nursing practice through legislative activities as appropriate.
- C. To promote and encourage participation in community affairs and activities directed towards improving health care and the resolution of related social issues.
- D. To represent nursing students to the consumer, to institutions, and other organizations.
- E. To promote and encourage students' participation in interdisciplinary activities.
- F. To engage in recruitment efforts and encourage participation in student activities, and educational opportunities regardless of gender, sexual orientation, gender identity, race, ethnicity, cultural background, nationality, education, socioeconomics, politics, religion, ability, and beliefs.
- G. To promote and encourage collaborative relationships with national, state, and local professional nursing and related health organizations.

ARTICLE III. MEMBERS

Section 1. School Constituent

- A. School constituent membership is composed of all students who are active members of NSNA.
- B. There shall be only one (1) chapter at the Georgia Baptist College of Nursing (GBCN).
- C. For yearly recognition as a constituent, an officer of GBANS shall submit annually the Official Application for NSNA Constituency Status and the application for GANS Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation to NSNA meetings.
- D. A member failing to comply with the bylaws and policies of GBANS, GANS, and NSNA shall have their status revoked. The member shall be notified by the GBANS Board of Directors of the complaint of an infraction. The member shall be given two (2) weeks from the date of notification to schedule a session with the GBANS Board of Directors to address the complaint. Following the two (2) week deadline, the GBANS Board of Directors will reach a decision regarding the complaint. Revocation of membership status requires a two-thirds vote of the GBANS Board of Directors.
- E. GBANS is an entity separate and apart from NSNA and its administration of activities, with NSNA and GANS exercising no supervision or control over these immediate daily and regular activities. NSNA and Georgia have no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of GBANS or the members thereof. In the event any legal proceeding are brought against NSNA and GANS, GBANS will indemnify and hold harmless the NSNA and GANS from any liability.

Section 2. Constituent Membership

Members of the association include all undergraduate students enrolled at GBCN in the BSN degree program:

- A. Traditional BSN track
- B. Second Degree Accelerated BSN track
- C. RN-BSN Completion track

**ARTICLE IV.
DUES**

Section 1. Membership Dues

- A. The annual NSNA dues shall include membership in the NSNA, GANS, and GBANS for each member. The dues each year shall be for a period of twelve (12) consecutive months.
- B. Payment of NSNA dues is a prerequisite for membership. Any member who fails to pay annual dues shall forfeit all privileges of membership.
- C. Dues shall be payable directly to the NSNA. The NSNA shall remit to each state constituent the dues received on behalf of the constituent.
- D. The amount of annual dues for the NSNA shall be determined by the NSNA. The amount of annual dues for GANS shall be determined by GANS.

**ARTICLE V.
BOARD OF DIRECTORS**

Section 1. Composition

A. The Officers will consist of:

- 1. President
- 2. First Vice President
- 3. Second Vice President
- 4. Secretary
- 5. Treasurer

B. The Chairs will consist of:

- 6. Breakthrough to Nursing Chair
- 7. Fundraising Chair
- 8. Community Service Chair
- 9. Legislative Chair
- 10. Nominations and Elections Chair
- 11. Publications Chair

C. The Class Representatives will consist of:

- 12. Student Government Association Representative (1)
- 13. Junior Class Representative (1)
- 14. ABSN Representative (2)

Section 2. Responsibilities

The Board of Directors shall be responsible for:

- A. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
- B. Filling vacancies in any office by a two-thirds majority vote of Board of Directors except the office of President.
- C. Reviewing expenditures, revenues, policies, and procedures, and any other business of the association.

Section 3. Establishing a Quorum

- A. A quorum for the board meetings shall consist of the President or First Vice President, two (2) other board members, and one (1) faculty advisor.

Section 4. Term of Office

- A. The term of office for the First Vice President, Second Vice President, Secretary, Treasurer, Chairs, and Class Representatives will be for one (1) year. Elections will be in March for the upcoming academic year. Officer installation will be within four (4) weeks of elections. New officers will assume their positions on the board at the end of the Spring semester. The interim will be reserved for training of new officers.
- B. The terms of office shall end in April after the NSNA annual convention at which the elected board will assume duties as outlined in Article V, Section 8, Paragraph A–M of these bylaws.
- C. The term of office for the President shall be for one (1) year and shall commence in April with the succession of the President-Elect to the presidency and shall end in May of the following year.
- D. Any Officer or Chair who voluntarily resigns from office before their term expires shall reimburse the GBANS Board of Directors all funds paid to or for during that term within thirty (30) days of notification from the GBANS Second Vice President of the amount owed. Exclusions to the above include: life threatening illness of self, spouse, or child, withdrawal from the nursing program, family relocation, or any other situation approved by a two-thirds vote of the GBANS Board of Directors.

Section 5. Management

Duties of the Board shall include:

- A. Review and approve the terms of official relationships established with other organizations singly or in coalition.
- B. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in GBANS relationships with other organizations.
- C. Approve the budget, authorize all monetary disbursements, and provide for the annual audit of accounts at the close of the fiscal year when deemed necessary by the Board of Directors.
- D. Have the power to fill vacancies for the unexpired term unless otherwise specified in these bylaws.
- E. In the case of emergency, votes by referendum may be taken by a GBANS member appointed by the President. The result of such action shall control the actions of the association, the Board of Directors, and committees. The result of such a referendum shall be duly verified by the Board of Directors and recorded in the minutes of the next meeting.
- F. Perform all other duties as specified in these bylaws.

Section 6. Change in Duties

Any change in duties set forth in these bylaws must have the approval of two-thirds of the vote of the GBANS Board of Directors. Any change shall be in effect until a new vote is taken.

Section 7. Absences and Termination

- A. Members of the Board who have missed more than two (2) regularly scheduled meetings of any current term year without prior notification to the President and who offer no valid reason for such absences may be removed from office by a two-thirds vote of the current membership at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- B. An officer may also be terminated from office by a two-thirds vote of the members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.
- C. Prior notification of two (2) weeks shall be given to the individual in question, and a special Board meeting shall be held to review the circumstances.

Section 8. Duties of Board Members

The Officers and Chairs shall perform the duties prescribed by parliamentary authority, and more specifically shall include:

A. The President shall:

1. Preside at all meetings of the association, appoint special committees as needed, perform all other duties pertaining to the office, and represent this association as needed.
2. Serve as ex-officio member of all committees.
3. Prepare an annual report.
4. Provide a monthly report at the Board of Directors monthly meetings.
5. Serve as chairperson of the Board of Directors meetings.

B. The First Vice President shall:

1. Assume the responsibility of the office of President in the event of vacancy occurring in office until the next regular election.
2. Preside at meetings in the absence of the President.
3. Be responsible for the program at monthly meetings of the association.
4. Post notices of all meetings and confirm the time and place for the meetings with the appropriate resources.
5. Assist the community service directors with the coordination and organization of projects.
6. Provide a monthly report at the Board of Directors monthly meetings.
7. Perform all other duties as assigned by the President.

C. The Second Vice President shall:

1. Assume the responsibility of the office of First Vice President in the event of the vacancy occurring in the office until the next regular election.
2. Collaborate with the Legislative Chair to submit resolutions from the Board of Directors to the House of Delegates at the annual state and national conventions.
3. Be responsible for planning and collaborating with Career Services for the annual GBCN Career Fair.
4. Be responsible for annual review of the GBANS bylaws and make recommendations for change to the Board of directors.
5. Act as parliamentarian at GBANS membership and GBANS Board of Directors meetings.
6. Provide a monthly report at the Board of Directors monthly meetings.
7. Perform all other duties assigned by the President.

D. The Secretary shall:

1. Prepare minutes of all business meetings of the association and the Board of Directors.
2. Record and distribute the minutes of all meetings.
3. Keep on file as a permanent record all reports, papers, and documents.

4. Submit monthly minutes to the Publications Chair and to the GANS Secretary only after the minutes have been approved by the Board of Directors.
5. Keep an updated roster of state and local officers, including names and addresses.
6. Correspond with the GANS Executive Board of Directors as needed.
7. Coordinate GBANS membership registration at the mid-year and annual state and national conventions.
8. Perform all other duties assigned by the President.

E. The Treasurer shall:

1. Act as custodian of the organization's funds and see that an annual financial report is prepared.
2. Keep a permanent record of all income and reimbursements.
3. Develop and manage the association's budget under the direction of the President.
4. Work with the Fundraising Chair regarding the organization of fundraising events and keep a record of money spent/earned.
5. Pay all expenses incurred by GBANS under the direction of the President.
6. Deposit all monies into the GBANS account within five (5) business days of receipt.
7. Provide a monthly report at the Board of Directors monthly meetings.
8. Perform all other duties assigned by the President.

F. The Breakthrough to Nursing (BTN) Chair shall:

1. Be responsible for recruiting and retaining GBANS members.
2. Be responsible for obtaining and distributing recruitment tools.
3. Promote opportunities within the community for education about the nursing profession and career options.
4. Organize and manage the GBCN Mentor-Mentee program.
5. Provide a monthly report at the Board of Directors monthly meetings.
6. Perform all other duties assigned by the President.

G. The Fundraising Chair shall:

1. Collaborate with the Treasurer to coordinate GBANS fundraising activities and events.
2. Assist the Treasurer in keeping essential records and maintaining the budget.
3. Provide a monthly report at the Board of Directors monthly meetings.
4. Perform all other duties assigned by the President.

H. The Community Service Chair shall:

1. Collaborate with the First Vice President to organize and coordinate GBANS community service projects.
2. Track community service cord points for students in both cohorts and keep the online point tracker up to date.
3. Keep the Board of Directors informed of the progress of community service projects.
4. Provide a monthly report at the Board of Directors monthly meetings.
5. Perform all other duties assigned by the President.

I. The Legislative Chair shall:

1. Stay informed concerning pertinent legislation in Georgia affecting nurses and nursing students.
2. Keep the Board and members informed concerning legislation which affects healthcare in the state and nation.
3. Collaborate with the Second Vice President to submit resolutions from the Board of Directors to the House of Delegates at the annual state and national conventions.
4. Provide a monthly report at the Board of Directors monthly meetings.
5. Perform all other duties assigned by the President.

J. The Nominations and Elections Chair (NEC) shall:

1. Be responsible for running and managing elections of the Board of Directors for the upcoming year.
2. With the help of the President, he or she will appoint someone from the Board of Directors to help manage the election if necessary. The faculty advisor will provide additional support and oversight.
3. Be responsible for administering ballots electronically for students to cast their votes.
4. Notify the student body of election result via the GBANS Canvas page.
5. Perform all other duties assigned by the President.

K. The Publications Chair shall:

1. Be responsible for maintaining the GBANS website and social media accounts.
2. Be responsible for submitting articles for GANS and NSNA publications.
3. Be responsible for writing and editing articles and posts for the GBANS website and social media accounts.
4. Promote GBANS events to the student body and faculty with flyers and emails.
5. Take pictures at all GBANS events to post on the website and social media pages.
6. Provide a monthly report at the Board of Directors monthly meetings.
7. Perform all other duties assigned by the President.

L. The Student Government Association (SGA) Representative shall:

1. Serve as liaison between GBANS and the SGA.
2. Attend all SGA meetings and report monthly on SGA activities at each GBANS Board of Directors meeting.
3. Attend all GBANS Board of Directors meetings and report monthly on GBANS activities at each SGA meeting.
4. Provide a monthly report at the Board of Directors monthly meetings.
5. Perform all other duties assigned by the President.

M. The Class Representatives shall:

1. Relay GBANS information to his/her respective class.
2. Provide a monthly report at the Board of Directors monthly meetings.
3. Perform all other duties assigned by the President.

**ARTICLE VI.
ELECTION PROCESS**

Section 1. Procedures

- A. Elections shall be held annually in March, or earlier if feasible.
- B. All nominations shall be made from the floor.
- C. All elections shall be by secret ballot.
- D. Two-thirds of the membership present and entitled to vote constitute an official election.
- E. In the event of a tie, a re-vote shall be held.
- F. The NEC and appointed Board member (as needed) will count official votes that were electronically cast.
- G. A GBANS faculty advisor will serve as a monitor for the election and will verify ballot count and results.
- H. The NEC will make an official announcement of the election results.

**ARTICLE VII.
MEETINGS**

Section 1. Membership Meetings

- A. The monthly meetings of the association shall be held at such a time and place for the purpose of holding elections, receiving reports, and conducting such other business as may properly come before the Board of Directors.
- B. Notice of meetings will be displayed on the GBANS bulletin board, website, and flyers put up elsewhere as permitted and deemed necessary.
- C. The meeting day and time will be set each month based on the members' schedules.
- D. To conduct official business, quorum must be present, as stated above in Article V, Section 3.

Section 2. Board of Directors Meetings

Board of Directors meetings shall be monthly as determined by the President.

**ARTICLE VIII.
FACULTY ADVISORS**

Section 1. Selection

Faculty advisors shall be selected by the Board of Directors each year. The number selected shall not exceed four (4). The faculty advisors shall be approved by the Board of Directors and the membership. All advisors will be faculty members of GBCN.

Section 2. Responsibilities

The faculty advisors shall:

- A. Serve as a liaison between the Board of Directors and the GBANS members, the faculty and staff of GBCN, and other professional organizations.
- B. Serve as a resource person that consults with the Board of Directors and committees.
- C. Attend the meetings of GBANS membership and the Board of Directors.
- D. Attend the GANS annual convention and the NSNA annual convention, when possible.

**ARTICLE IX.
COMMITTEES**

Section 1. Appointments

- A. The President shall make committee appointments, with approval from the Board of Directors, deemed necessary to carry out the work of the association.
- B. Committee members shall be appointed by the chairperson of the committee or selected by the Board of Directors from a group of volunteers.

Section 2. Responsibilities

All committee chairpersons shall be responsible for reporting committee activities on a regular basis and shall, upon the direction of the Board of Directors, report the same to the general GBANS membership.

ARTICLE X. DELEGATES

Section 1. Purpose and Function

- A. To serve as spokespersons for this association at the annual state and national conventions in the House of Delegates.
- B. Present to the state and national organizations all proposed resolutions or amendments to the bylaws.
- C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to GBANS membership.

Section 2. Qualification and Appointment

- A. The Board of Directors will determine qualifications to serve as a delegate.
- B. The Board of Directors will appoint delegates who meet said qualifications.

Section 3. Delegate Representation

- A. The school chapter, GBANS, when recognized as an official NSNA constituent, shall be entitled to one (1) voting delegate and alternate at the NSNA House of Delegates, and, shall be entitled to the one (1) voting delegate and alternate for every fifty (50) members.
- B. The GBANS delegate(s) and alternate shall be a member(s) in good standing in the chapter. The school association may designate an alternate delegate for each delegate by one (1) of the following two (2) mechanisms:
 - a. Selection and/or election by members of the school chapter according to chapter bylaws; or
 - b. Written authorization to the GBANS Executive Board of Directors requesting them to appoint a member of the GBANS Executive Board to act as a state-appointed alternate for their school chapter.
 1. School chapters shall approve the appointment.
 2. The GBANS Executive Board of Directors shall verify that any state-appointed alternate is a member in good standing of the NSNA and state association.
 3. A school chapter must have selected and/or elected delegate present at the NSNA Convention to have a state-appointed alternate seated in the House of Delegates.
 4. All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
- C. The GBANS association is entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed by the number of members in the GBANS chapter as evidenced by annual dues received by NSNA on a date eight (8) weeks before the annual meeting.

Section 4. Reimbursement

The expenses incurred by these delegates will be reimbursed by GBANS as determined by the Board of Directors according to available financial resources.

ARTICLE XI. PARLIAMENTARY AUTHORITY

Section 1. All meetings of this association shall be conducted according to parliamentary laws as set forth in *Robert's Rules of Order Newly Revised* (12th edition) where the rules apply and are not in conflict with these bylaws. With a two-thirds vote of the Board of Directors, the Board may elect not to conduct meetings using *Robert's Rules of Order* for their term of office only.

ARTICLE XII. AMENDMENTS

Section 1. Amendments to the bylaws may be made with a two-thirds vote of those present and voting at a Board of Directors meeting if notice of proposed amendments has been distributed to members at least four (4) weeks before the meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.