

**WISCONSIN STUDENT NURSES'
ASSOCIATION**

CONSTITUTION

BYLAWS

POLICY/PROCEDURE STATEMENTS

PAST WSNA PRIMARY PRESIDENTS

Theresa Capelle	1982-1983
William P. Johnson	1983-1984
Betsy Motschenbacher	1984-1985
Allison Hammond	1985-1986
Debra Schwartz	1986-1987
Dan Trochil	1988-1989
Sandy Dennis	1989-1990
Julie O'Connell	1990-1991
Jean Martin	1992-1993
Margaret Aubrey	1993-1994
John Casidy	1994-1995
Eugene Benka	1995-1996
Kimberly Groleau	1996-1997
Julie Rubenzer	1997-1998
Barbara Jones	1998-1999
Julia Stoll	1999-2000
Kris Congdon	2000-2001
Melinda Rohm	2001-2002
Julie Zeeman	2002-2003
Lisa Beck	2003-2004
Christine Johnsen	2004-2005
Rachel Norman	2005-2006
Rachel Norman	2006-2007
Sarah Skea	2007-2008
Vicki Hutterer	2008-2009
Vicki Hutterer	2009-2010
Maggie Wolf	2010-2011
Kate Kaiser	2011-2012
Michael Braden	2012-2013
Thomas Lewandowski	2013-2014
Kayla Nyseth	2014-2015
Emilie Kreilkamp	2015-2016
Jessica Kitscha	2016-2017
Megan Zusy	2017-2018
Aliece Kerscher	2018-2019
Caroline Wagner	2019-2020
Amanda Renzelmann	2020-2021
Andi Bridleman	2021-2022
Nora Simani	2022-2023

HONORARY MEMBERS

Twila Sheskey & Ardyce McMillen	1998
Nancy Noble	2001
Elizabeth Berenz	2023

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CONSTITUTION OF THE WISCONSIN STUDENT NURSES' ASSOCIATION

Wisconsin Student Nurses' Association
Founded 1949
Incorporated 1983

ARTICLES OF INCORPORATION

Executed by the undersigned for the purpose of forming a Wisconsin corporation under Chapter 181 of the Wisconsin Statutes, WITHOUT STOCK AND NON FOR PROFIT. The corporation is formed without capital stock and no dividends or pecuniary profits shall be declared to members, thereof, and no part of the principal of income shall ever insure to the benefit of any member thereof.

ARTICLE I. NAME

The name of the corporation shall be: "Wisconsin Student Nurses' Association Incorporated."

ARTICLE II. PERIOD OF EXISTENCE

The period of existence shall be perpetual.

ARTICLE III. OBJECTIVES

The objectives of the Wisconsin Student Nurses' Association shall be: (A) to assume responsibility for contributing to nursing education in order to provide the highest quality health care; and (B) to coordinate fundraising activities in order to provide charitable contributions and scholarship funds to promote the nursing profession; and (C) to provide programs representative of fundamental and current professional interests and concerns; and (D) to aid in the development of the whole person, his/her professional role and his/ her professional responsibility for the health care of people in all walks of life. These objectives shall be unrestricted by considerations of nationality, race, creed, lifestyles, sexual orientation, color, gender, or age.

Wisconsin Student Nurses' Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as an exempt organization under section 501 (c) (3) of the International Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall insure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part

of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) and political campaign on behalf of any candidate for public office.

Notwithstanding and other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE IV.
LOCATION**

The name of the principal office is 6117 Monona Drive, in the city of Madison, County of Dane, State of Wisconsin, 53716.

**ARTICLE V.
INITIAL AGENT**

The name of the initial registered agent is William Johnson.

**ARTICLE VI.
ADDRESS OF INITIAL AGENT**

The address of the initial registered agent is 6117 Monona Dr, in the City of Madison, County of Dane, State of Wisconsin, 53716.

**ARTICLE VII.
AMENDMENTS**

These articles may be amended at any annual or special meeting of the corporation by a vote of at least 2/3 of all voting members present and voting, provided that a statement of the nature of the proposed amendment is included in the notice of the meeting.

**ARTICLE VIII.
BOARD OF DIRECTORS**

The number of directors shall be fixed by the bylaws, but shall not be less than five (5).

**ARTICLE VIX.
NAMES OF INITIAL BOARD OF DIRECTORS**

William Johnson	Shannon Dodsworth
LuAnn Busjahn	Nancy Morales
Jean Bacon	Sharon Wanek
Diane Fahrenfeld	Betsy Motschenbacher
Nora Ellis	Mary Algiers
Sue Gruber	Shar Huppert

**ARTICLE X.
MEMBERSHIP**

Membership provisions shall be set forth in the bylaws of the corporation.

**ARTICLE XI.
DISSOLUTION**

Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purposes of the corporation, as determined by the Board of Directors. All remaining assets will be distributed to the Student Nursing Foundation of Wisconsin or an equivalent 501(c)(3) corporation dedicated to the education and promotion of the nursing profession. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE XII.
CONSTITUENT ASSOCIATIONS**

For the furtherance of the purposes of this corporation, students enrolled in approved programs in the State of Wisconsin, leading to licensure as a registered nurse, shall have the option of forming and becoming members of constituent associations. Constituent associations have such organization and the Board of Directors shall prescribe duties as, subject to the bylaws of this corporation.

**ARTICLE XIII.
INCORPORATION**

The incorporation of these bylaws has executed these Articles in duplicate on the twentieth day of July, 1983.

BYLAWS OF THE WISCONSIN STUDENT NURSES' ASSOCIATION

BYLAWS REVISED

November, 1977	November, 1979	November, 1980	November, 1981
November, 1982	November, 1983	November, 1984	November, 1985
November, 1986	November, 1987	November, 1988	August, 1989
March, 1991	March, 1994	March, 1996	February, 1998
October, 1999	April, 2000	February, 2001	June, 2001
February, 2002	September, 2002	November, 2003	February, 2004
August, 2005	February, 2006	February, 2007	February, 2014
April, 2018	February, 2019	February, 2020	March, 2021
February, 2023			

ARTICLE I. NAME

The name of this organization shall be the Wisconsin Student Nurses' Association, Inc., a constituent of the National Student Nurses' Association, Inc., hereinafter referred to as WSNA and NSNA respectively.

ARTICLE II. PURPOSE AND FUNCTION

Section 1- Purpose:

- a. To assume responsibility for contributing to nursing education in order to provide the highest quality health care.
- b. To coordinate fundraising activities in order to provide charitable contributions and scholarship funds to promote the nursing profession.
- c. To provide programs representative of fundamental and current professional interest and concerns.
- d. To aid in the development of the whole person, his/ her professional role and his/ her responsibility for the health care of people in all walks of life.

Section 2- Function:

- a. To have direct input into standards of nursing education and influence the educational process.
- b. To influence health care, nursing education and practice through legislative activities as appropriate.
- c. To promote and encourage participation in community affairs and activities towards improved 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 promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, age, lifestyle, national origin, and economic status.
- g. To promote and encourage collaborative relationships with WNA, WLN, as well as other nursing and related health organizations.

ARTICLE III. CONSTITUENT ASSOCIATIONS

Section 1- Composition of WSNA:

WSNA shall be composed of at least two school chapters meeting constituent association requirements.

Section 2- Composition of Constituent Associations:

Any school chapter whose membership is composed of at least one active or associate WSNA member of a state approved program preparing students for licensure as registered nurses that

maintains all areas of NSNA/ WSNA conformity, shall be recognized as a WSNA constituent.

Section 3- Disqualification & Reinstatement of Constituents:

A constituent association not complying with the requirements of WSNA bylaws may be disqualified by a two-thirds vote of the Executive Board, provided notice of the anticipated action has been given the constituent association two months before such a vote is taken. A constituent association that has been disqualified may be reinstated by a two-thirds vote of the Executive Board.

Section 4- Constituent Representation:

Each constituency of this association will be represented to the WSNA Board of Directors by the constituent president or alternate, and through representation of the appropriate Regional Director. Each constituency will be represented to the House of Delegates by appointed delegates as outlined in Article V.

Section 5- Liability of NSNA/ WSNA:

The WSNA and constituent chapters are entities separate and apart from NSNA and each other. NSNA exercises no supervision or control over immediate daily or regular activities of their constituents, nor does the WSNA exercise supervision or control over said such activities of WSNA constituent chapters. Therefore, the WSNA and WSNA Constituent chapters do not hold NSNA liable for loss, damages, or injuries sustained by third parties as a result of negligence or acts of WSNA or WSNA constituent chapter thereof. Likewise, WSNA constituent chapters do not hold the WSNA liable for third party loss, damage, or injury as a result of negligence. In the event any legal proceeding is brought against the NSNA or WSNA as a result of such acts of omission or commission by school chapter, said school chapter will indemnify and hold harmless the WSNA from any liability, as does the WSNA indemnify and hold harmless the NSNA.

**ARTICLE IV.
MEMBERSHIP**

Section 1- Qualification of Constituent Associations:

NSNA members of the constituent associations shall constitute the membership of WSNA. For initial recognition as a NSNA constituents, constituent associations shall be required to submit the Official Application of NSNA Constituency Status which shall include the following areas of conformity for active and associate members: Purpose and function, membership, dues and representation to NSNA meetings. Subsequently, constituents shall be required to affirm the areas of conformity annually.

Section 2- Members of the Constituent Association Shall Be:

A. Active Members:

1. Students enrolled in a state-approved program leading to licensure as a registered nurse.
2. Registered nurses enrolled in programs leading to baccalaureate degree with a major in nursing.
3. Active members shall have all the privileges of membership.

B. Associate Members:

1. Pre-nursing students including registered nurses, enrolled in college or university programs designed as preparation for entrance into a program leading to an associate degree, diploma, or baccalaureate degree in nursing.
2. Associate members shall have all the privileges of membership except the right to hold office as president at the state and national levels.

C. Individual Members:

1. Individual membership shall be open at the national and state levels to any eligible student when membership in a school chapter is not available. Individual members shall have the privilege of membership as prescribed above.

Section 3- Extension of Membership:

Active, associate and individual membership may be extended six months beyond completion of a student program in nursing.

Section 4- Membership in NSNA:

Every member in good standing in WSNA is a member of NSNA.

Section 5- Courtesy Membership:

Members of other constituent state associations of NSNA on clinical assignment in this state are entitled to courtesy membership in this association. These privileges shall consist of attending meetings, participating in other association activities, and in discussion. However, courtesy members may not hold the position of constituent delegate or WSNA board member.

Section 6- Non-Constituent Membership:

A. Sustaining Members:

Sustaining membership shall be open at the state level to any individual interested in furthering the development and growth of WSNA. This membership category is not open to those eligible for active or associate membership. To become sustaining members, individuals will contribute monetary fees per current NSNA guidelines. Sustaining members will receive convention information, an open invitation to all House of Delegates meetings, each issue of the student STAT, and all other information sent to individuals of the general membership. Membership shall be renewable annually.

B. Honorary Members:

1. Honorary members may be conferred by two-thirds vote of the House of Delegates with the recommendation of the Executive Board upon persons who have rendered distinguished service or valuable assistance to WSNA. Honorary members shall have none of the obligation or privileges of membership.
2. There shall be no more than two honorary members elected each year.
3. Individuals who are considered for honorary membership should have given at least five years of service to WSNA, or have performed in an extraordinary fashion.
4. Honorary members shall be formally recognized in the form of a resolution approved by the House of Delegates.

Section 7- Amount:

The annual WSNA dues shall be \$7 for active, associate and individual members, in addition to the NSNA dues. School chapter dues will be determined individually by each constituent. NSNA and WSNA dues shall be directly payable to NSNA. NSNA shall remit to WSNA the dues received on behalf of WSNA. Chapter dues shall be directly payable to the school chapter.

Section 8- Membership Year:

Membership year dues shall be twelve months consecutive to filing.

Section 9- Sustaining Members:

The annual dues for sustaining members shall be established by the NSNA Board of Directors. The annual dues for sustaining members shall be paid directly to NSNA.

Section 10- Forfeiture of Membership:

Any member who fails to pay current dues shall forfeit all privileges of membership.

**ARTICLE V.
HOUSE OF DELEGATES MEETINGS**

Section 1- House of Delegates Meetings:

Meetings of the association shall be held annually at such time and place as shall be determined by the Board of Directors. An official notice of the House of Delegates meetings shall be sent to the President of each constituent association at least four weeks prior to the meeting.

Section 2- Purpose of the House of Delegates Meeting:

The House of Delegates meeting shall be for the purpose of nominating officers and board members, receiving and acting on reports from the Board of Directors and committees, receiving constituent reports annually, debating resolutions, and taking all other business as may come before the meeting.

Section 3- Special Meetings:

Special meetings of this association may be called by the Board of Directors, and by the President upon written request of one-third or more of the constituent associations and at least two voting members of the Board of Directors, including the President or Legislative or Executive Vice President.

Section 4- Quorum:

A quorum of the House of Delegates of WSNA shall consist of at least one representative from at least one-third of the constituent associations and at least two voting members of the Board of Directors, including the President or Legislative or Executive Vice President.

Section 5- Absence of Quorum:

- A. In the event of the absence of quorum at the House of Delegates meetings, the WSNA Board of Directors shall have the authority to conduct the business of the annual meeting. Discussion from the House will be heard. Delegates may have no vote.
- B. The WSNA Board of Directors will not have authority to approve candidates, therefore elections will not be held.

Section 6- Attendance:

All meetings of the association shall be open unless voted otherwise by the WSNA voting body. Attendance by WSNA board members is mandatory.

Section 7- Voting at Meetings:

The voting body at meetings of this association shall consist of duly elected state officers, duly elected non-officer directors and duly accredited delegates of the constituent association.

Section 8- Delegates:

Each school chapter in good standing shall be entitled to WSNA delegates according to the number of members in good standing in WSNA and NSNA, as evidenced by the WSNA/ NSNA annual dues received on a date four weeks prior to the meeting of the House of Delegates.

- a. Each school chapter of 1-6 members will be entitled to one delegate.
- b. Each school chapter of 7-14 members will be entitled to two delegates.
- c. Each school chapter of 15-24 members will be entitled to three delegates.
- d. Each school chapter of 25-34 members will be entitled to four delegates.
- e. Each school chapter of 35-44 members will be entitled to five delegates.
- f. Each school chapter of 45-54 members will be entitled to six delegates.
- g. Each school chapter of more than 54 members will be entitled to one additional delegate for each 15 members over 54.

Section 9- Voting:

The privilege of making motions and voting shall be limited to the voting body. A voting member shall have but one vote in any election or on any question. This vote must be exercised in person by the delegate or alternate, and in their absence may not be assigned to or exercised by any other delegate or individual by means of proxy or other written or oral assignments.

Section 10- Non-voting Attendees:

Other members and guests in attendance who are not voting delegates may discuss an issue before the House, but may not make motions or vote.

ARTICLE VI. ELECTIONS

Section 1- Offices to be Elected:

The President, Legislative Vice President, Executive Vice President, Secretary, Treasurer, Nominations Director, Projects Director, Breakthrough to Nursing Director, Northern Regional Director, Southern Regional Director, Eastern Regional Director, Western Regional Director, STAT Editor, Communications Coordinator, and Elected Consultant of the association shall be elected at the annual convention. All elected members will officially take office at the first board meeting following the Annual Convention.

Section 2- Nominations:

Before the opening of the polls, opportunity shall be given for nominations from the floor. After verification of eligibility, availability and willingness to serve, names of persons shall be posted in the polling place and may be written in on the ballot.

Section 3- Candidates for Office:

- a. Any member of the association who has been nominated by a constituent of this association or who has been nominated by the committee on nominations shall be eligible to be a candidate for office subject to the following requirements.
- b. Candidates for office shall be chosen from among the members who shall be nursing students through at least three-quarters of office, with the exception of the Elected Consultant, who can be a graduate or registered nurse.
- c. Candidates shall have given their own consent to serve, if elected, before being placed on the ballot.
- d. No student member shall serve more than two consecutive terms in the same position on the Board of Directors, with the exception of the Elected Consultant.
- e. Those members holding state office whose term expires within seven months may be elected to a national position.
- f. There shall be no limit to the number of terms of various positions on the Board of Directors that an officer may hold with the exception of (d).
- g. Candidates for office shall be NSNA members at the time of application submission.
- h. Candidates for office must register and attend the annual state convention, except in the event of a vacancy in which the position may be filled after the convention.

Section 4- Elections:

Elections shall be by printed or electronic ballot. Physical ballots shall be issued to the delegates upon presentation of identifying credentials to the tellers in charge of the ballot box. Electronic ballots shall be emailed to delegates at email address provided at delegate registration. A plurality vote shall elect. A tie vote shall be decided by first a revote and if necessary by casting a lot.

Section 5- Terms of Office:

The term of office shall be one year for all positions. All positions shall start at the first Board of Directors meeting after the annual convention and last until the first Board of Directors meeting after the following annual convention.

Section 6- Vacancies:

- a. Resignation: Any resignation shall be submitted in writing to the Board of Directors. In the event of a verbal resignation without written confirmation as stated above, the board shall consider the office vacant by two-thirds vote. Any board member who resigns from a Board of Directors position will subsequently be ineligible to run for a Board of Director position in future years.
- b. Removal from Office: A member of the Board of Directors may be removed from office upon neglect or refusal to perform any duties of office. A board member may also be removed from office due to two consecutive absences or three nonconsecutive absences from business meetings within the term of the position. Remaining board members shall consider the excuses given for absences when discussing officer termination. Violations of WSNA bylaws shall cause an officer to be removed from office. A

- member shall be removed from office by a two-thirds ballot vote of the remaining WSNA Board of Directors. A written notice shall be given to the member of the office that has been declared vacant.
- c. Filling Vacancies: A vacancy on the Board of Directors, other than the President, shall be filled by the Board of Directors. The candidate for a vacant office must meet all eligibility requirements as specified above. A two-thirds vote of the remaining board is required for appointment.

ARTICLE VII. BOARD OF DIRECTORS

Section 1- Composition:

There shall be a Board of Directors consisting of the five officers, President, Legislative Vice President, Executive Vice President, Secretary, and Treasurer, as well as other directors including: Nominations Director, Projects Director, Breakthrough to Nursing Director, Northern Regional Director, Southern Regional Director, Eastern Regional Director, Western Regional Director, STAT Editor, and Communications Coordinator.

Section 2- Board Meetings:

The Board of Directors shall meet at WSNA conventions, and bimonthly throughout the year, and at such times deemed necessary by the majority of the Board. The President shall determine the date and location of meetings.

Section 3- Attendance:

Attendance at the board meetings is mandatory for all board members. If a member is unable to attend a meeting, the member must notify the president within 2 weeks prior to the meeting that will be missed for the absence to be considered "excused". Absences will only be excused for work, family emergencies, or a trip that was planned prior to the meeting date being set. If the president is not informed of the absence within 2 weeks prior to the meeting, the absence will not be excused. If the meeting is not set two weeks in advance or if the date is changed, the president must be notified within 1 week of the meeting date. If a board member has two unexcused absences, they will be eligible to be removed from the Board of Directors without a warning. If a board member has one unexcused absence and is not upholding his or her position duties according to the bylaws, they will be eligible to be removed from the board after receiving one warning from the president. Emergencies and extenuating circumstances will be reviewed on a case-by-case basis. The President shall keep records of all absences. If the President shall be absent from a meeting, the Legislative Vice President shall be notified. See Article VI, section 6, for more information regarding attendance and removal from office.

Section 4- Voting:

The privilege of making motions and voting shall be limited to duly elected or appointed board members. All of the said board members shall have an equal vote. The consultants shall serve in an advisory capacity without a vote. A voting member shall have but one vote in any election or on any question. This vote must be exercised in person, or through real-time communication by the board member, and in their absence may not be assigned to or exercised by any other individual by means of proxy or other written or oral assignments.

Section 5- Authority of the Board of Directors:

The Board of Directors shall manage the affairs of the association between House of Delegates meetings of the association, except the Board of Directors shall not nullify any action taken by the House of Delegates, and are subject to the provision of the bylaws. They shall:

- a. Devise a strategic plan of action annually at the first meeting following the Annual Convention, implementing and augmenting the purpose of this organization, for presentation to the membership.
- b. Appoint an administrative staff and/or secretarial staff and define the duties of the position.
- c. Review and approve the terms of official relationships established with other organizations, singly or in coalition.

- d. Approve any commitment in the form of actions, statements of policy or position, or financial obligations involved in WSNA relationships with other organizations.
- e. Approve the budget and provide the annual audit of accounts at the close of the fiscal year.
- f. Perform all other duties as may be specified in these bylaws and all other managerial responsibilities not in conflict with the Articles of Incorporation.
- g. Approve a contract for a Website Administrator annually at the first Board of Directors meeting after the annual convention.

Section 6- Liability:

The Board of Directors shall not be responsible for any contract, claim, or obligation of any kind incurred, or for any position taken by an officer or member of the constituent unless the same was authorized in writing by the Board of Directors.

Section 7- Quorum:

A quorum at a meeting of the WSNA Board of Directors shall consist of a majority of the voting members of the board, including at least three officers, one of which shall be the President, Legislative Vice President, or Executive Vice President, together with at least one consultant.

Section 8- Absence of Quorum:

In the absence of quorum at a business meeting of the Board of Directors (not House of Delegates), the Board of Directors shall conduct all discussions of business on the agenda. Motions may not be made and voting may not be held. Any necessary motions or voting shall be held at the following Board of Directors meeting.

Section 9- Board Conflict:

The Board of Directors shall mediate any conflict between one or more board members, constituents or consultants, unable to be resolved independently, with a decision upheld by two-thirds majority vote.

Section 10- Executive Committee:

There may be a WSNA Executive Committee formed as necessary, composed of the President, at least two other officers and at least one consultant. This committee shall have the power to transact business only of an emergency nature between board meetings. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors.

Section 11- Retirement:

Board of Directors terms of office and responsibilities will conclude at the first board meeting following the Annual Convention. Board members are to conclude, as much business in progress as is possible before the conclusion of their term, and give a complete report of all in progress business related to the position to their successor. All officers shall deliver to their successors all records, papers, or other property belonging to the association by this meeting.

ARTICLE VIII. BOARD OF DIRECTOR DUTIES

Section 1- President:

- a. Preside at all business meetings of this association, the Board of Directors, and the House of Delegates.
- b. Appoint special committees with two-thirds vote approval of the Board of Directors.
- c. Be responsible for seeing that all lines of direction given by the House of Delegates and the actions of the Board of Directors are carried into effect.
- d. Responsible for reporting to the membership and the Board of Directors on the conduct of the affairs of NSNA and WSNA.
- e. Serve as an ex-officio member of all standing committees.
- f. Approve expenditures and cosign checks submitted by the Treasurer.
- g. Appoint a personal consultant for his/her term in office.

- h. Appoint tellers for all elections who act as inspectors of the elections who are not candidates, delegates or board members.
- i. Appoint runners, Sergeant at arms and tellers at House of Delegates meetings who are not delegates or board members.
- j. Serve as indicated in the Student Nurses Foundation of Wisconsin.
- k. Represent WSNA at the NSNA House of Delegates and Council of State Presidents meetings.
- l. Represent this association in all matters relating to the WSNA and perform all other duties pertaining to the office.
- m. Maintain official constituency status with NSNA. States become official NSNA constituents when they submit the completed Official Constituency Status Application and membership data, and verify that at least two schools in the state have NSNA constituency, and submission of current state bylaws with the application. NSNA is authorized to collect state dues only for official NSNA state constituents.
- n. Maintain a current state board roster with NSNA. It is required that state associations notify NSNA of who their Board members are. NSNA enters the state board into the NSNA Master Database, which is the basis for mailing state dues checks, NSNA News, COSP mailings, Board memos, and other important information. It is also used to determine membership status of state board members. Membership in NSNA is a requirement for serving in elected and appointed positions.

Section 2- Legislative Vice President:

- a. Assume the duties of the President in the absence or disability of the President.
- b. In the event of a vacancy occurring in the office of the President, the Legislative Vice President shall assume the duties of the President.
- c. Serve as Chairperson of the Rules Committee.
- d. Responsible for review and recommendation of bylaws changes & policies of WSNA.
- e. Assist WSNA members in the formulation and presentation of all acceptable resolutions as outlined in the policies.
- f. Ensure the creation of all appropriate courtesy resolutions, and review all resolutions for acceptability and documentation prior to presentation.
- g. Disburse all bylaws proposals and resolutions to constituents one month prior to WSNA House of Delegates or at the meeting if the former is not possible.
- h. Present proposed changes in bylaws, policies, and resolutions to the appropriate assembly.
- i. Responsible for the maintenance and distribution of a current Business Book under the supervision of the Board and as outlined in the policy manual.
- j. Perform all other duties as assigned by the President.
- k. Maintain current copies of bylaws with NSNA. States are required to submit a current copy of their bylaws to NSNA annually. Any amendments must be submitted to NSNA as soon as they are made. States that fail to meet this requirement will not achieve official constituency status.

Section 3- Executive Vice President:

- a. Assume, in order of rank, the duties of the President or Legislative Vice President in the absence or disability of the President and Legislative Vice President.
- b. In the event of a vacancy in the offices of President and Legislative Vice President, perform the duties of the President.
- c. Serve as Chairperson of the Convention Committee.
- d. Control in planning ALL WSNA convention activities that do not require a board vote. A two-thirds majority vote of the board is required for the convention site and the convention schedule.
- e. The board shall also set the limit for financial expenditures involving the convention and all related registration and other fees by two-thirds majority vote.
- f. Responsible for convention publicity.
- g. Responsible for attaining convention exhibitors and entertainment.
- h. Responsible for seeking advertisements for the convention booklets (may also assist STAT Editor in obtaining advertisements for the STAT Newsletter in order to limit the number of times per year that the WSNA seeks money from sponsors).
- i. Collaborate with the Projects Director in planning and attaining guest and keynote speakers and educational sessions.
- j. Perform all other duties as assigned by the President.

Section 4- Secretary:

- a. Serve as Chairperson of the Education Committee.
- b. Prepare and disperse the minutes of all Board of Directors meetings to members of the Board of Directors for approval and of all House of Delegates meetings to the Board of Directors and the Delegates for approval.
- c. Inform the NSNA of all current programs and activities, and provide current names and addresses of WSNA board members and consultants.
- d. Maintain organized permanent files and records at WSNA permanent location.
- e. Perform all other duties as assigned by the President.
- f. Maintain communication with the NSNA Board of Directors and staff. State associations are required to submit meeting minutes and all attachments to the minutes via the NSNA online submission form. Attachments to the minutes include but are not limited to financial reports and committee reports. These are distributed to board members and staff to update them on what is happening in the state and school chapters. These are also required during the annual financial audit to validate NSNA dues collection for state associations.

Section 5- Treasurer:

- a. Serve as Chairperson of the Finance/Fundraising Committee
- b. Act as custodian of organizational funds.
- c. Sign checks and monetary disbursements as the bylaws and policies provide.
- d. Ensure a co-signature from the President on all checks.
- e. Prepare and submit for approval all current financial reports for all WSNA meetings, as outlined in the policies.
- f. Propose an annual budget to the Board at the beginning of each fiscal year.
- g. Serve as indicated in the Student Nurses Foundation of Wisconsin.
- h. Submit tax records as appropriate to the State of Wisconsin.
- i. Maintain WSNA's tax exempt status through all necessary procedures.
- j. Perform all other duties as assigned by the President.

Section 6- Nominations Director:

- a. Serves as Chairperson of the Membership Committee.
- b. Responsible for providing constituents with election information prior to convention.
- c. Responsible for organizing voting, including devising and counting ballots. If this director is nominated as a candidate for a WSNA position with the consent of the member, said member shall not be responsible for the function of counting ballots. If the ballot is electronic, the director may be responsible for obtaining results as they are electronically formulated.
- d. Responsible for ensuring there is at least one qualified nominee for each office to be filled.
- e. Responsible for convention registration, name tags, and notifying constituents of their allowed number of delegates.
- f. Ensure agreement of at least one member of one third of all constituent schools to attend the annual House of Delegates meetings, upon registration at conventions.
- g. Perform all other duties as assigned by the President.

Section 7- Projects Director:

- a. Serve as Chairperson of the Community Health Committee.
- b. Coordinate an annual statewide community health project.
- c. Collaborate with the Executive Vice President in planning and obtaining guest and keynote speakers and educational sessions at Conventions.
- d. Assist school chapters in developing local projects and activities.
- e. Perform all other duties as assigned by the President.

Section 8- STAT Editor:

- a. Serve as Chairperson of the Newsletter/Image of Nursing Committee.
- b. Responsible for publishing and distributing a semi-annual STAT newsletter of WSNA.
- c. Responsible for seeking articles and advertisements for the STAT.

- d. Perform all other duties as assigned by the President.

Section 9- Communications Coordinator:

- a. Responsible for maintaining communication with the outside Website administrator.
- b. Responsible for managing social media accounts for WSNA.
- c. Responsible for maintaining the professional integrity of the association by screening written material to ensure it is an appropriate representation of WSNA.
- d. Responsible for coordinating fundraising opportunities with Treasurer.
- e. Perform all other duties as assigned by the President.
- f. Take photographs at WSNA activities for the WSNA website and social media accounts.

Section 10- Regional Directors: (Northern, Southern, Eastern, Western)

- a. Serve as Chairpersons of the Legislative Committee(s).
- b. Responsible for providing ongoing communications between the WSNA Board of Directors and the constituents within their region.
- c. Provide timely reminders concerning all aspects pertaining to WSNA and NSNA. This should include, but not limited to, reminders concerning constituent status with NSNA, reminders of upcoming WSNA activities, providing news of constituent activities to the STAT and Imprint, as well as all other communications as outlined in the policies.
- d. Assist in membership drives and WSNA/NSNA promotions at constituent campuses.
- e. Maintain and update general information from constituents, and have this available at all WSNA meetings.
- f. Maintain a record of constituent contacts and meetings with constituent representatives.
- g. Maintain a Council of School Presidents, with a minimum of a joint COSP meeting at WSNA Annual Convention, and possible additional separate meetings in the region area.
- h. Distribute fall and winter mailing to chapters, containing all information deemed pertinent by the WSNA Board of Directors. Mailings shall be distributed by a deadline date established by the WSNA Board of Directors.
- i. Perform all other duties as assigned by the President.

Section 11- Breakthrough to Nursing Director:

- a. Serve as Chairperson of the Breakthrough to Nursing Committee.
- b. Evaluate Breakthrough to Nursing activities of the recent past (e.g. what other states have done.)
- c. Define a theme for the Breakthrough to Nursing campaign.
- d. Form resolutions related to Breakthrough to Nursing.
- e. Review resolutions passed at convention.
- f. Identify goals for Breakthrough to Nursing and recommend changes to the board.
- g. Review policies pertinent to Breakthrough to Nursing and recommend changes to the board.
- h. Publicize Breakthrough to Nursing activities by providing news items for WSNA newsletters and to SNA chapters across the state.
- i. Communicate with school Breakthrough to Nursing chairs.
- j. Provide assistance to school Breakthrough to Nursing chairs to plan and implement activities.
- k. Perform all other duties as assigned by the President.

Section 12 - Website Administrator:

- A. The Website Administrator is a contracted position on the WSNA Board of Directors and is subject to contract changes on an annual basis.
- B. The Website Administrator is responsible for the completion of the following duties:
 - a. The frequent maintenance and revision of the Wisconsin Student Nurses' Association Website to the specifications laid out by the Wisconsin Student Nurses' Association Board of Directors and the Communications Coordinator.
 - b. The submission of new information received from the Communications Coordinator to the Wisconsin Student Nurses' Association Website within two weeks of receiving it, unless otherwise stated.

Section 13 - WSNA Board of Directors Transition Policy

A. An Effective Officer Transition **MUST** include:

- a. Documentation:
 - i. Organization and sharing of all transition documents including binders, notebooks, drive files, and any other documents pertinent to Board Member success.
 - ii. All past and current WSNA items and documents.
 - iii. Updated, electronic copies of all governing documents and strategic plans (constitution, bylaws, agreements, etc.).
 - iv. A written description of position responsibilities.
 - v. Any login information or passwords necessary for Board Member success.
- b. People:
 - i. E-mail or in-person introduction to key people (staff members, community partners, outgoing and incoming officers, etc.).
 - ii. Outgoing Board Member contact information for continued communication.
- c. Tasks:
 - i. Breakdown of important tasks to be completed by the Incoming Member(s).
 - ii. Finish all necessary correspondence (e-mails, phone calls, financial transactions, etc.)
 - iii. Provide updated rosters and positions held by Incoming Board Members.
 - iv. Identify important dates and other training / conference requirements (NSNA Conventions, College of Chapter Boards, WSNA Convention, etc.)
- d. Events (if applicable):
 - i. Past presentations and agendas.
 - ii. Descriptions of past events, planning checklists, risk plans, and statistics about events.
 - iii. When to start planning events: room reservations, contacting faculty / staff / constituents, budget, announcements to the community, training, etc.
 - iv. Electronic copies of previous promotional materials (posters, flyers, t-shirts, designs, newsletters, marketing, etc.).
- e. Time Orientation:
 - i. Detailed Calendars and Timelines.
 - ii. Meeting Attendance Requirements: Include information regarding meeting times, frequency, length, invited guests, purpose, expectations, etc.
- f. WSNA Items:
 - i. Receive WSNA zip-up and pin (ordered and distributed from President)

B. An Effective Officer Transition **CAN** include:

- a. Outgoing Member Support:
 - i. Written or oral support to encourage new Executive Board Members and reassure them as they transition into their new role (outgoing letter of encouragement, transition meetings, etc.)

C. Consequences of Incomplete / Ineffective Transition:

- a. Outgoing Board of Directors members that fail to provide a transition consistent with the 'WSNA Board of Directors Transition Policy' will be subject to the following disciplinary action:
 - i. The withholding of WSNA Board of Directors graduation cords until the completion of all applicable Transition Tasks.
 - ii. The withholding of WSNA member benefits.

**ARTICLE IX.
CONSULTANTS**

Section 1- Appointment or Election:

- a. One consultant shall be appointed by each of the Boards of Directors of the WNA and WLN with approval of the WSNA Board of Directors. These consultants shall be responsible for providing for interchange of information between the boards of WNA/WLN and the board of WSNA.
- b. The third consultant shall be the Elected Consultant, who shall have been a member of WSNA with experience on the WSNA Board of Directors. This person shall be elected by WSNA in the same manner as other WSNA board members at the Annual Convention.

Section 2- Responsibilities:

- a. Observe regular attendance without vote at official WSNA meetings, particularly WSNA Board of Directors meetings.
- b. Consult in discussions leading to decision making by WSNA officers, without attempts to control or direct the outcomes of decisions.
- c. Assist in identifying resources and expertise necessary in planning, routine operation, and programming.
- d. Observe maintenance of open communication with WSNA officers.
- e. Give current, objective, and accurate interpretation of positions and policies of NSNA/ WSNA, WNA/ANA, or WLN/NLN.
- f. Adhere to the policies of NSNA and WSNA and their appointing organization in the use of confidential information, as determined by the respective Board of Directors.
- g. Responsible for constituent chapter advisor development and communication, and promotion of faculty involvement and support.
- h. Consultants shall not hold a vote in WSNA business matters.

Section 3- Accountability of WSNA to consultants:

- a. WSNA's responsibilities to consultants shall consist of providing written statements detailing the following:
 1. Purpose, function, and role of WSNA consultants
 2. Expected term of office
 3. Financial policies regarding expenses
 4. Appropriate time commitments expected
 5. Reporting procedures
 6. Communication channels
- b. WSNA shall also provide consultants with the following:
 1. Orientation materials, including a list of current officers and committees, policies and procedures, business books, and organizational structure.
 2. Adequate notice of all meetings and a schedule of other activities
 3. Placement on all pertinent official mailing lists of the NSNA and WSNA.

**ARTICLE X.
COMMITTEES**

Section 1- Operation:

- a. Quorum of committee meetings shall consist of a majority of the committee members.
- b. All committees should submit bimonthly reports to the Board of Directors.
- c. Committee members must be members in good standing of NSNA/ WSNA.
- d. Committee chairpersons are responsible for planning committee meetings and activities, with a minimum of biannual meetings at conventions for standing committees.

Section 2- Standing Committees:

The following shall be standing committees as outlined in the WSNA bylaws and policies: Rules Committee, Convention Committee, Education Committee, Finance/ Fundraising Committee, Breakthrough to Nursing Committee, Membership Committee, Newsletter/Image of Nursing, Legislative

Committees, and Community Health Committee. Each of these standing committees is chaired by a board member, as designated in the duties of each position.

Section 3- Ad Hoc Committees:

The Board, at its discretion, shall establish ad hoc committees as necessary, and determine the function, terms and membership of these committees. Ad Hoc committees shall be temporary in nature with a specific purpose outlined at its creation.

**ARTICLE XI.
FISCAL YEAR**

Section 1- Definition:

The fiscal year of the Association shall be from January 1 to December 31. The fiscal year may be adjusted by the Treasurer throughout the year.

Section 2- Finances:

The WSNA Board of Directors shall approve an annual budget at the beginning of each fiscal year. WSNA shall incur expenditures as outlined in financial policies. WSNA shall be a non-for profit organization, and all financial endeavors must be consistent with the goals of this organization. WSNA shall maintain tax-exempt status.

**ARTICLE XII.
OFFICIAL PUBLICATIONS**

Section 1- STAT

The Student STAT newsletter shall be the official publications of the WSNA and is published and distributed biannually to members as one of the benefits of membership. Number of volumes of the newsletter published and distributed per year may be adjusted by the Board of Directors upon a majority vote. Deadline dates for distribution shall be set by the Board of Directors.

Section 2- Chapter Mailings:

The WSNA Board of Directors shall complete fall and winter mailings containing all information deemed pertinent by the Board of Directors. The mailings shall be sent to WSNA chapters by the regional directors by the deadline date established by the Board of Directors.

Section 3- Business Book:

The WSNA shall establish and maintain an official business book that incorporates pertinent bylaws, policies, procedures, parliamentary rules, election information, forms, and whatever other business the current board deems appropriate.

Section 4- Other Publications:

The WSNA Board of Directors reserves the right to establish and distribute any other official material deemed necessary for conducting business and accomplishing WSNA goals.

**ARTICLE XIII.
PARLIAMENTARY AUTHORITY**

Section 1- Parliamentary Law:

All meetings of this association shall be conducted according to parliamentary law as set forth in Robert's Rules of Order, newly Revised where rules are not in conflict with these bylaws.

Section 2- Parliamentary Authority:

Parliamentary authority may be vested in a member of the rules committee, a past board member, or another individual at the discretion of the Legislative Vice President at this position does not require the securement of a registered parliamentarian. This appointment shall be approved by the President and reported to the board by the first board meeting after the Annual Convention.

Section 3- Responsibilities of the Parliamentarian:

- a. Maintain parliamentary order at all business meetings of WSNA.
- b. Provide counsel through the presiding officer at business meetings.
- c. Remain neutral on all debatable issues within WSNA parameters.
- d. Disseminate information concerning parliamentary procedure to the WSNA constituency.
- e. The Parliamentarian may not hold a vote in WSNA business matters.

Section 4- Suspension of Rules:

The rules of order of this organization shall not be suspended except in the case of a particular rule relation to the transaction of business. In which case, the rules of order of this organization may be temporarily suspended by a two-thirds majority vote of the House of Delegates when the definite purpose has been specified, and deemed in the best interests of this organization.

**ARTICLE XIV.
AMENDMENTS**

Section 1- Voting:

These bylaws may be amended at the House of Delegates by a two-thirds vote of those present and voting provided previous notice shall have been given to constituents, WSNA and NSNA Boards at least four weeks prior to the meeting.

Section 2- Submission:

Proposed amendments may be submitted in writing and must carry the proponent's signature to the Legislative Vice President for review and approval at least six weeks prior to the House of Delegates.

Section 3- Without Notice:

These bylaws may be amended without previous notice at any meeting of the House of Delegates by 99% vote of those present and entitled to vote, and voting.

Section 4- Effective Date for Implementation:

An amendment of these bylaws shall be effective immediately upon its approval at the meeting of the House of Delegates, unless the amendment specifies a time for its going into effect.

Section 5- "No Vote" amendments:

Proposed bylaw amendments labels "NV", meaning no vote, conform to previous NSNA bylaw revisions and shall be incorporated automatically into WSNA bylaws.

Section 7- Corrections:

The officers of WSNA reserve the right to make any necessary corrections in WSNA bylaws which do not change the pre-established meaning of any such said bylaws unless this change is in accordance with the above described "no vote" amendments. All changes must be presented to the WSNA constituency.

**POLICIES AND PROCEDURES
OF THE
WISCONSIN STUDENT NURSES' ASSOCIATION**

Section 1: Duties of State Officers and Directors

A. President

I. Judicial:

- a. Preside at all meetings and sessions as outlined in WSNA bylaws.
- b. Formalize motions made by Board members.
- c. Maintain parliamentary order through the guidance of WSNA's Parliamentarian.
- d. Maintain neutrality when a question is put to a board vote.
- e. Defend WSNA's policies and commitments.

2. Administrative:
 - a. Motivate, guide, assist and support appropriate activities of the WSNA Board.
 - b. Represent WSNA to other institutions and associations.
 - c. Handle correspondence with NSNA, including attending NSNA Conventions and annual College of Chapter Boards.
 - d. Keep all Board members and constituents abreast of NSNA activities.
 - e. Handle and/or delegate all communication, planning, etc, not designated to other board members or individuals.
 - f. Monitor activities of all Board members, consultants and committees.
 - g. Submit Board meeting agendas to Board members and consultants at least one week prior. Submit House of Delegates agendas at least one month prior to all Board members, consultants, and constituents.
 - h. Appoint committee chairpersons not previously specified with approval of the Board.
 - i. Countersign all WSNA contracts and checks with the Treasurer.
 - j. Sign over all banking information to the new President at the first Board of Directors meeting after annual convention prior to the start of the meeting of the new Board of Directors.
 - k. Follow up with all unexcused absences from scheduled Board meetings.
 - l. Submit bimonthly reports of presidential activities at Board meetings, and annual reports to the House of Delegates, the STAT and WSNA Communications Coordinator.
 - m. Submit articles to WNA STAT with copies to the WSNA Communications Coordinator regarding WSNA activities as requested.
 - n. Appoint tellers, runners and Sergeant at Arms at House of Delegates.
 - o. Provide a written request to NSNA for the presence of a NSNA Board member at WSNA Annual convention.
 - p. Present awards at Annual Banquet.
 - q. Turn in all applicable information to the incoming President at the Annual Convention and attend the last Board meeting in order to be reimbursed for any monies accrued for convention and the last meeting.
3. Legislative:
 - a. Guide and assist the Legislative Vice President in monitoring state legislative activities, and collaborate with WSNA Board and constituents for appropriate WSNA action.
 - b. Mediate in school chapter issues concerning legislation, education, and professional practice, via Regional Directors as appropriate.
 - c. Possess a working understanding of WSNA's affairs, bylaws, & policies.
 - d. Guide and assist appropriate persons in the implementation of WSNA resolutions.

B. Legislative Vice President

1. Possess general knowledge of presidential duties as outlined in WSNA policy and bylaws.
2. Perform all duties as outlined in WSNA bylaws:
 - a. Obtain and incorporate appropriate NSNA bylaw amendments into WSNA bylaws as appropriate.
 - b. Review all WSNA bylaws and policies with the purpose of clarifying and updating said materials.
 - c. Submit all appropriate amendments to the WSNA Board or constituents as outlined in the bylaws.
 - d. Maintain and distribute updated copies of the WSNA business book to WSNA Board, consultants and constituents, and make sure copies are on hand at all House of Delegates meetings.
 - e. Possess a general working knowledge of WSNA rules, positions, and parliamentary procedures.
 - f. Ensure the appointment of the WSNA Parliamentarian, with the approval of the Board, and supply said person with needed supplies, including WSNA business book, resolutions, and current version of Robert's Rules of Order.
 - g. Monitor state and national legislative activities, keep all Board and constituents abreast of important issues, and collaborate with WSNA Board and constituents for appropriate WSNA action.

- h. Teach members the skills for resolution writing, provide guidelines for submitting resolutions at WSNA House of Delegates, and review all resolutions and references submitted for proper format and accuracy of facts.
- i. Follow through on passed resolutions ensuring resolved statements are acted on, copies are sent to appropriate organizations, and submit any appropriate resolutions for consideration by the NSNA House of Delegates to the NSNA Resolutions Committee.
- j. Prepare and present all appropriate courtesy resolutions at the House of Delegates
- k. Responsible for the room set up and all necessary supplies for the House of Delegates meetings, including business books, constituent and Board signs, banners, microphone cards, copies of resolutions, etc.
- l. Serve as Chair of the WSNA Rules Committee, and oversee WSNA Legislative committees, which are chaired by the Regional Directors.
- m. Conduct a Delegates Briefing session prior to each House of Delegates, including a review of parliamentary procedure, and a presentation of resolutions to be considered. Have all documentation submitted available for review and answer factual questions.
- n. Review all resolutions submitted for proper form and make editorial changes as necessary that DO NOT change the meaning of a statement. Work with the author of the resolution prior to convention if changes are necessary that may affect the meaning of a statement, to ensure resolutions are least likely to need amendments during the House.
- o. Submit applications for annual NSNA Legislative awards.
- p. Present the outgoing WSNA President with a thank you gift on behalf of WSNA at the Annual convention.
- q. Submit bimonthly reports of position and committee activities at Board meetings, and biannual reports to the House of Delegates, the STAT and WSNA Communications Coordinator.
- r. Turn in all applicable information to the incoming Legislative Vice-President at the Annual Convention and attend the last Board meeting in order to be reimbursed for any monies accrued for convention and the last meeting.

C. Executive Vice President:

- 1. Possess general knowledge of Presidential and Legislative Vice Presidential duties as outlined in WSNA bylaws and policies
- 2. Perform all duties as outlined in WSNA bylaws:
 - a. Collaborate with the President and Legislative Vice President to facilitate accomplishment of all official WSNA activities.
 - b. Serve as Chair of the Convention Committee.
 - c. Submit bimonthly reports of position and committee activities at Board meetings, and annual reports to the House of Delegates, the STAT and WSNA Communications Coordinator.
- 3. Facilitate all planning, organization, and scheduling of WSNA annual convention:
 - a. In the case of joint conventions with fellow organizations, collaborate with convention planners on behalf of WSNA interests.
 - b. Present descriptions of potential convention sites, making visits as necessary and assessing costs, services, and facilities.
 - c. Propose a convention theme, schedule, and focus session speakers, entertainment, menus, and registration fees to the Board for approval.
 - d. Make all arrangements with the facility, including meeting rooms, sleeping rooms for Board members and others as deemed by the Board, equipment, and meals.
 - e. Coordinate convention registration, including distribution of registration forms via STAT and Regional Directors.
 - f. Handle all correspondence to potential exhibitors, advertisers and meal sponsors.
 - g. Prepare, print, and distribute convention program booklets.
 - h. Responsible for seeking advertisements for the convention booklets (may also assist STAT Editor in obtaining advertisements for the STAT Newsletter in order to limit the number of times per year that the WSNA seeks money from sponsors).
 - i. Prepare and distribute all thank you letters to convention contributors, speakers, etc, as well as a list of appreciation in the STAT.

- j. Keep records of all billing and income of advertisers/ sponsors/ exhibitors. Pass on all records, checks and bills to the Treasurer in a timely fashion.
- k. Distribute media releases regarding upcoming conventions to appropriate regions.
- l. Develop, distribute, and collect convention evaluations, tabulate and present results at the next Board meeting.
- m. Provide Regional Directors, STAT Editor, and Communications Coordinator with promotional materials and information for upcoming conventions, to be included in chapter mailings.
- n. Assist STAT Editor with articles of convention highlights upon convention completion.
- o. Collaborate with Student Nurses' Foundation of Wisconsin officers to plan the SNFW Auction and Nursing Olympics, and obtain auction donations.
- p. Turn in all applicable information to the incoming Executive Vice-President at the Annual Convention and attend the last Board meeting in order to be reimbursed for any monies accrued for convention and the last meeting.

D. Treasurer:

- 1. Act as custodian of all organizational funds.
- 2. Sign checks for monetary disbursements with President countersigning all checks.
- 3. Keep accurate entries of acquisitions and disbursements.
- 4. Present reports of transactions at bimonthly Board meetings and conventions, including printing and disbursement of financial reports.
- 5. Present an annual budget for board approval, and monitor budget constraints.
- 6. Maintain a bond for \$15,000 for Treasurer and President annually, and obtain a certified public accountant to audit the books as deemed necessary by the Board.
- 7. Give assistance to treasurers of school chapters as needed.
- 8. Chair the finance/ fundraising committee.
- 9. Responsible for all WSNA fundraising and raffles, including obtaining raffle licenses, purchasing and organizing sales of fundraising items for sale at WSNA and NSNA conventions.
- 10. Monitor investments and research and propose investment strategies to the Board.
- 11. Submit all financial reports, bank statements, and financial records to the Secretary for permanent filing.
- 12. Submit application for annual NSNA financial excellence award.
- 13. Submit bimonthly reports of position and committee activities at Board meetings, and annual report to the House of Delegates, the STAT and WSNA Communications Coordinator.
- 14. Sign over all banking information to the new Treasurer at the first Board of Directors meeting after the annual convention prior to the start of the meeting of the new Board of Directors.
- 15. Turn in all applicable information to the incoming Treasurer at the Annual Convention and attend the last Board meeting in order to be reimbursed for any monies accrued for convention and the last meeting.

E. Secretary:

- 1. Record and distribute meeting minutes of all WSNA Board meetings and House of Delegates meetings to:
 - a. All WSNA Board members, Consultants, Executive Cabinet, and Website Administrator
 - b. 1 copy to NSNA
 - c. Secretaries of WNA and WLN
 - d. All WSNA members and constituents via STAT and website for House minutes
- 2. Keep records of all organizational correspondence, reports, papers, and documents.
- 3. Refer to duly appointed committees the necessary records for the proper performance of their duties.
- 4. Keep a register of all constituents for roll call and business purposes.
- 5. Keep a register of all the names and addresses of all constituents, Board members, Consultants, Executive Cabinet and committee members of WSNA for correspondence purposes.
- 6. Send the names and addresses of all Board members to NSNA, WNA, and WLN.
- 7. Serve as Chair of the Education committee.
- 8. Must be present for the signing over of all banking documents and information from the outgoing President and Treasurer to the incoming President and Treasurer.

9. Maintain orderly permanent file cabinets at the WNA office. Keeping all minutes, Board rosters and historical material permanently, and only the last 5 years of financial reports, board reports, ballots and STAT.
10. Submit bimonthly reports of position and committee activities at Board meetings, and annual reports to the House of Delegates and the STAT and WSNA Communications Coordinator.
11. Turn in all applicable information to the incoming Secretary at the Annual Convention and attend the last Board meeting in order to be reimbursed for any monies accrued for convention and the last meeting.

F. Nomination Director:

1. Secure candidates for all positions of the WSNA Board.
2. Submit candidate recruitment information via the STAT, Regional Directors, and personal contacts if necessary to constituent faculty and students.
3. Send biographical forms to constituents before each convention via Regional Directors and Communications Coordinator.
4. Serve as Chair of the Nomination Committee.
5. Prepare ballot box and ballots at conventions.
6. Verify candidate qualifications and credentials.
7. Post candidate biographical forms, including names and qualifications to be reviewed by voting delegates at conventions.
8. Give all ballots to the Secretary for permanent filing after results have been announced.
9. Call for nominations during the House of Delegates, and announce election results.
10. Host and organize elections.
11. Maintain confidentiality until official announcement is made.
12. Keep accurate time of debate at House of Delegates meetings.
13. Obtain membership rosters from NSNA 1 month prior to convention, and allowed number of delegates, via Regional Directors.
14. Organize registration at conventions, including Delegate credentialing, name tags and disbursement of proper ribbons. Seek a list of all pre-registered attendees from Exec VP for pre-printed name tags before convention.
15. Announce the winners of the office positions for the WSNA.
16. The Executive Cabinet shall be open to all members of WSNA. The Nominations Director shall invite all members that have run for a Board position and not received the position to become Executive Cabinet members.
17. Submit bimonthly reports of position and committee activities at Board meetings, and annual report to the House of Delegates and the STAT and WSNA Communications Coordinator.
18. Turn in all applicable information to the incoming Nominations Director at the Annual Convention and attend the last Board meeting in order to be reimbursed for any monies accrued for convention and the last meeting.

G. STAT Editor:

1. Arrange for printing and disbursement of a biannual publication of the Student STAT newsletter directly to all WSNA members. The number of publications per year may be adjusted as the Board of Directors sees fit.
2. Encourage member and non-member contributions to the STAT to foster greater utilization of the STAT as a resource for WSNA/ NSNA activities, as well as educational and informational nursing articles promoting a positive image of nursing.
3. Secure and recruit advertisers for the STAT. The STAT Editor may be assisted by the Executive Vice President in obtaining advertisements for the STAT in order to minimize the number of times per year we seek money from sponsors.
4. Send adequate copies of the STAT to WNA, NSNA, WLN, advertisers, consultants, school advisors and deans, and surrounding state SNA's. Extra copies should be available at conventions, and sent to each school chapter via Regional Directors.
5. Ensure representation of WSNA, WNA, NSNA, WLN, and school chapter activities in the STAT.
6. Present the STAT as an effective instrument of communication, motivation, recruitment, and information.

7. Employ accurate management of publication, record keeping, printing, budgeting, advertising, and mailing skills to further continue the reputation of the STAT as a readable, informative, and enjoyable biannual publication.
8. Ensure that the STAT contains an educational article. This is a requirement that needs to be met in order to remain tax exempt.
9. Serve as Chair of the Newsletter/ Image of Nursing Committee.
10. Facilitate projects within our state to promote a positive image of nursing.
11. Submit applications for annual NSNA Image of Nursing award and Newsletter Award.
12. Submit bimonthly reports of position and committee activities at Board meetings and annual report for the House of Delegates, the STAT, and WSNA Communications Coordinator.
13. Turn in all applicable information to the incoming Stat Editor at the Annual Convention and attend the last Board meeting in order to be reimbursed for any monies accrued for convention and the last meeting.

H. Projects Director:

1. Submit descriptions of potential annual statewide community health projects for Board decision. See NSNA guidelines.
2. Research annual topics and availability of potential related speakers. Develop a plan for implementation of projects including constituent and WSNA activities.
3. Announce annual WSNA project and compile resources for school chapters for local projects. Information on WSNA project is to be distributed through the STAT, chapter mailings, and/or other WSNA communications via Regional Directors.
4. Provide all constituents with appropriate award forms, via Regional Directors, to report their participation in the project to WNSA, and present an evaluation of the project at Annual convention. Provide information on the award to the STAT Editor and WSNA Communications Coordinator. Make sure the report form is consistent with the awards application for NSNA.
5. Collect award forms and submit forms to the Elected Consultant for the Advisors.
6. Provide project-related articles to the STAT, including articles explaining the project and general interest articles by related "experts" in the field.
7. Act as a resource person to constituents throughout the year to facilitate their projects.
8. Serve as Chair of the Community Health.
9. Submit applications for the annual NSNA Community Health Award.
10. Submit bimonthly reports of position and committee activities at Board meetings, and annual report to the House of Delegates, the STAT and WSNA Communications Coordinator.
11. Turn in all applicable information to the incoming Projects Director at the Annual Convention and attend the last Board meeting in order to be reimbursed for any monies accrued for convention and the last meeting.

I. Regional Directors:

1. Maintain accurate and current records of all constituent data, including Advisors, Chapter Presidents, dates of chapter meetings and elections, chapter activities, etc.
2. Maintain at least monthly communication with Chapter Presidents and members, either by mail, email or phone. At least one personal phone contact is recommended at the beginning of the school year to increase motivation for WSNA involvement. Visits to the schools as possible to meet the members and promote WSNA are strongly encouraged.
3. Serve as a resource person for constituent involvement in WSNA and NSNA. Including promoting conventions, House of Delegates participation, WSNA projects fundraisers, and running for WSNA office.
4. Assist the President with the Council of School Presidents meeting at Midyear convention to discuss interests, issues, problems and concerns. Promote teamwork and problem solving among chapters.
5. Invite all School Presidents to WSNA Board meetings.
6. Distribute all necessary WSNA publications and materials to chapters via fall and winter mailings.
7. Assist new chapter development, and encourage all schools of nursing to have active chapters.
8. Generate interest in the areas of WSNA membership recruitment. Collaborate with school faculty to ensure all new clinical students receive WSNA membership recruitment information during their orientation.

9. Serve as Chairs of Regional Legislative Committees to foster awareness of current nursing issues, and with the committee, develop related resolutions to be presented at the NSNA Annual convention. Provide related articles in the STAT so delegates are aware of the issues before Annual convention. Utilize the Legislative VP to ensure proper resolution format and procedure.
10. Submit bimonthly reports of position and committee activities at Board meetings, and annual report to the House of Delegates, the STAT and WSNA Communications Coordinator.
11. Turn in all applicable information to the incoming Directors at the Annual Convention and attend the last Board meeting in order to be reimbursed for any monies accrued for convention and the last meeting.

J. Breakthrough to Nursing Director:

1. Submit descriptions of potential annual statewide Breakthrough to Nursing projects for Board decision. See NSNA guidelines. (Breakthrough to Nursing involved general recruitment into nursing education, particularly of non-traditional students.)
2. Research recruitment topics and availability of potential related speakers. Develop a plan for implementation of constituent and WSNA activities.
3. Compile resources for school chapters to carry out plans for Breakthrough to Nursing projects. This information is to be distributed via WSNA chapter communications and at Annual convention.
4. Provide all constituents with appropriate award forms, via Regional Directors, to report their participation in the BTN projects to WSNA and present an evaluation of the different projects at Annual convention. Provide information on the award to the STAT Editor and WSNA Communications Coordinator. Make sure the report form is consistent with the awards application for NSNA.
5. Collect award forms and submit forms to the Elected Consultant for Advisors Committee to decide on a winner. The president shall present awards.
6. Provide BTN-related articles to the STAT, including articles explaining recruitment and general interest articles by related 'experts' in the field.
7. Act as a resource person to constituents throughout the year to facilitate their BTN projects.
8. Serve as Chair of the Breakthrough to Nursing committee.
9. Submit applications for the annual NSNA Breakthrough to Nursing awards.
10. Coordinate BTN awards for WSNA Convention.
11. Submit bimonthly reports of position and committee activities at Board meetings, and annual report to the House of Delegates, the STAT and WSNA Communications Coordinator.
12. Turn in all applicable information to the incoming Breakthrough to Nursing Director at the Annual Convention and attend the last Board meeting in order to be reimbursed for any monies accrued for convention and the last meeting.

Section 2: Duties of WSNA Consultants

A. Elected Consultant:

1. Function as the official WSNA contact and resource person for constituent chapter advisors. Foster faculty support for WSNA/ NSNA activities.
2. Chair the Advisors Committee
3. Obtain award forms from the Projects Director, and Breakthrough to Nursing Director, and with the other consultants, chair the Advisors Committee to judge the awards. Submit all awards decisions to the President for announcement.
4. Submit biannual reports to the STAT Newsletter and Communications Coordinator.
5. Purchase graduation cords for Board of Directors members.
6. The Elected Consultant shall not have a vote in WSNA business.

B. Elected Consultant, WNA Consultant, WLN Consultant:

1. Advise Board members in all matters as outlined in the bylaws, and monitor their activities. Be informed of all WSNA/ NSNA bylaws, policies, and positions to facilitate advising Board members.
2. Attend WSNA Board meetings, WSNA conventions, and if possible, NSNA conventions. Recognize this is a learning situation for students, which, in the long run, benefits our professional organizations.
3. Observe NSNA guidelines for consultants.
4. Submit biannual reports to the STAT and WSNA Communications Coordinator.

5. Participate in the decisions for recipients of awards on the Advisors Committee.
6. Participate in the Advisors Committee.
7. Consultants shall have no vote in WSNA business.

Section 3: Duties of WSNA Standing Committees

All committees shall meet at least biannually at House of Delegates meetings.

A. Rules Committee:

1. Chaired by the Legislative Vice President.
2. Support the President in maintaining parliamentary order at official WSNA meetings.
3. Oversee and consider all WSNA bylaws, policies and procedures. Monitor WSNA activities for compliance with policy. Review grievances and recommend to the Board action(s) to be taken, and follow up on all grievance matters.
4. Review bylaws and policies for necessary updates and changes, and submit proposals as necessary to the Board or House of Delegates.
5. Maintain a current WSNA Business Book available to all Board members, consultants, and Delegates. Submit the WSNA Constitution and Bylaws and any changes to the Website Administrator.
6. Have the WSNA Business book available at all activities and on the website.
7. Prepare and distribute teaching materials related to parliamentary procedure and resolution writing, via STAT, WSNA Communications Coordinator and Regional Directors, to be included in the fall, winter, and spring mailings.

B. Membership Committee:

1. Chaired by the Nominations Director.
2. Devise an annual plan for increasing WSNA membership and involvement.
3. Monitor NSNA membership projects and promotions and encourage statewide participation.
4. Prepare WSNA recruitment materials, and distribute via Regional Directors and WSNA Communications Coordinator, and to be included in fall, winter, and spring mailings.

C. Newsletter Committee:

1. Chaired by the STAT Editor.
2. Monitor media and other sources for negative images of nursing, and suggest action to the Board and/or Delegates.
3. Acquire articles for the STAT promoting a positive image of the nursing profession, nursing education, and nursing diversity.
4. Assist the STAT Editor in obtaining advertisers for the STAT (in the event that advertisements are not obtained by the Executive Vice President).
5. Assist the STAT Editor as necessary in publishing and distributing newsletters.

D. Regional Legislative Committees:

1. Chaired by the Regional Directors, overseen by the Legislative Vice President.
2. Be informed of current legislation pertaining to the nursing profession, and health care on the local, state, and federal levels. Keep abreast of the work of the legislative committees of ANA, WNA, and NSNA.
3. Convey information to WSNA members via the STAT and WSNA website.
4. Inform WSNA membership of selected topics and suggest action, and if appropriate develop related resolutions for the House of Delegates.
5. Encourage WSNA individual membership participation in the legislative process, including writing campaigns to legislators, and voting in public elections.

E. Education Committee:

1. Chaired by the Secretary.
2. Maintain communication with the WNA public policy committee concerning education.
3. Monitor research being done related to nursing education and keep WSNA membership aware of pertinent advances and trends in nursing education via the STAT and WSNA Communications Coordinator.

4. Monitor legislation affecting nursing education on the Federal, State, and local levels and inform WSNA membership and suggest action, and if appropriate develop related resolutions for the House of Delegates.
5. Encourage faculty support of WSNA activities and promote the educational value of WSNA/ NSNA pre-professional involvement.

F. Finance/ Fundraising Committee:

1. Chaired by the Treasurer.
2. Establish, implement and monitor a viable budget to cover the association's income and expenditures.
3. Research potential means of securing investments to attain maximum profit for WSNA.
4. Serve in an advisory role to review WSNA expenditures.
5. Research and implement viable WSNA fundraisers.

G. Convention Committee:

1. Chaired by the Executive Vice President.
2. Assist the Exec VP in researching potential convention sites.
3. Assist the Exec VP in planning all convention-related issues as directed by the Board.
4. Assist in selecting focus session topics and speakers.
5. Assist with mailings and registration process.
6. Serve as manpower at convention: helping with registration, presenting speakers, assisting with voting process, passing out materials, etc.
7. Assist the Executive Vice President in obtaining advertisements for the convention booklets and for the STAT Newsletter.

H. Community Health Committee:

1. Chaired by the Projects Director.
2. Propose and research potential annual project topics.
3. Research resources and speakers available for Annual Conventions.
4. Assist in developing project plans and implementation.
5. Assist in promoting statewide WSNA projects.
6. Prepare and present resolutions related to the annual Community Health and Image of Nursing projects at Midyear House of Delegates.

I. Advisors Committee:

1. Chaired by the Elected Consultant, with the assistance of WNA/ WLN Consultants.
2. Promote supportive leadership techniques to facilitate WSNA/ NSNA involvement at the school level.
3. Discuss ways to improve communication between advisors.
4. Problem solve advisor issues and concerns.
5. Keep all chapter advisors abreast of WSNA/ NSNA goals and activities.
6. Judge awards and present winners to the President for announcement at the banquet.

J. Executive Cabinet:

1. This committee shall consist of all candidates not elected for a WSNA Board position, and any other actively involved members as approved by the Board.
2. The executive cabinet shall be open to all WSNA members who desire active involvement with WSNA.
3. Executive cabinet members shall attend all Board meetings and conventions.
4. Members shall keep abreast of all WSNA bylaws, policies, and activities and be prepared to fulfill any vacancies that may arise in the WSNA Board.
5. The Board assigns duties as the need may arise throughout the year. Responsibilities may include anything not covered by a Board position, or may include assisting Board members with particular projects.
6. Executive Cabinet members shall not have a vote in WSNA business.

K. Breakthrough to Nursing Committee:

1. Chaired by the Breakthrough to Nursing Director.

2. Propose and research potential BTN topics.
3. Research resources and speakers available.
4. Assist in developing BTN plans and implementation.
5. Assist in promoting statewide WSNA BTN positions at chapter schools.
6. Prepare and present resolutions related to Breakthrough to Nursing projects at Annual House of Delegates.

Section 4: Financial Guidelines

A. Budget:

1. The fiscal year shall be January 1 through December 31. The fiscal year may be adjusted by the Treasurer throughout the year. The treasurer will submit a budget for Board approval at the first meeting of the calendar year. This budget may be adjusted by the Board as needed at any meeting throughout the year.
2. The budget will be balance-projected income and expenses will be exact. A category will contain both income and expense within that category; thus the budget will reflect the net profit or loss for that category.
3. At the end of the calendar year end, the total income should exactly match expenses. Should a category not meet the projected income, it is the Board's responsibility to cut the expense budgets to prevent a negative balance for the year. At year's end, should there be left over funds in the budget, the Board is to designate specific purposes for escrowed funds in the following year's budget (such as vendors fees from Annual to be included in the following year's income, or escrow \$500 to purchase a specific item), or determine appropriate spending of the money (i.e.: donate to charities, scholarships, or other projects).
4. \$3,000 must be kept in liquid reserve, not to be included in the budget.

B. Investments:

1. At the last meeting of each calendar year, the Board is to evaluate the mutual fund account for a withdrawal. Should the balance be below \$20,000 no withdrawal is to be made. Funds over that may be withdrawn for purposes such as scholarships, projects, donations, etc. These funds are NOT to be included in the budget. A maximum of 10% may be withdrawn annually without penalty. It is recommended that some of the profits be reinvested to promote growth as well as income from this account.

C. Reports:

1. The treasurer will present a budget report and a detailed transaction report at each Board and House of Delegates meeting. The budget report will always be year-to-date, comparing actual expenses to budget, and listing the balance remaining in each budget. At the first Board meeting of the calendar year, and the Annual House of Delegates meeting, a final budget report is to be given for the previous year. The transaction report will reflect transactions only since the last meeting of that assembly, and will separately list every payment and deposit, as well as an explanation for each.
2. At each meeting, the treasurer and secretary will discuss and approve the statements and budgets from the prior meeting. Both the treasurer and secretary will then sign off on the statements and budgets after making sure they are correct. If any discrepancies are found, they will discuss them with the president and an advisor. If the treasurer or secretary are unable to be present at a meeting, it is both of their responsibilities to go over the statements and budgets and sign them off within 2 weeks of the missed meeting. This can be done via in-person meeting, fax, or email. A signature must be obtained by both board members. The approved and signed statements and budgets will be turned in to an advisor.

D. Expenses:

1. All expenses of board members are to be reimbursed only if a properly completed voucher has been submitted to the Treasurer within 60 days of incurring the expenses (unless otherwise stated in these guidelines).
2. All expenses must be reimbursed by the end of the calendar year in which they were incurred.
3. All expense vouchers must include receipts to be reimbursed; highlight or circle phone calls on phone bill. Mileage does not need a receipt, but the number of miles and purpose of trip must be listed.

Mileage will be reimbursed at the rate voted upon by the BOD at the first annual BOD meeting. (See #4) Board members who carpool will only have the driver/owner of the car be reimbursed for mileage. In the event that a mileage check is lost, an additional check will not be written/issued. A mileage reimbursement check will not be issued to a board member who has not cashed in previous mileage checks (an exception being in the event that a check was lost).

1. Mileage reimbursements shall be adjusted appropriately as the Board of Directors sees fit and shall consider average gas prices and wear and tear on the vehicle.
2. Checks written directly to companies do not need vouchers to be paid; however a written bill should be submitted to the Treasurer if possible.
3. Members of the WSNA Board are offered reimbursement for mileage to meetings. Whereas it is the responsibility of the board member to cash reimbursement checks in a timely manner. Board members will not receive replacement checks for lost reimbursement checks.
4. No funds shall be paid over a category's budget without Board approval.
5. Expenses for an event will only be reimbursed after the individual attends the event.
6. Prior to attending events, such as NSNA conventions, those attending must create a joint list of expenses and a request for funds for Board approval by the Board meeting prior to attending.
7. Board members may purchase necessary supplies for their position, such as folders, markers, poster board, etc. The President & Treasurer must approve any supply purchase over \$20.
8. Expenses are not covered for Board members for attending (or returning home from) the convention at which they were elected. Mileage is covered for outgoing Board members round trip to the convention or meeting at which their term is completed.
9. School Chapter Presidents (or their representative) and the Executive Committee may be reimbursed mileage to attend non-convention board meetings, within budget allowances.
10. Committee members may be reimbursed mileage to attend non-convention Board meetings, if prior approval is given by the Board member overseeing that committee, within budget allowances.
11. Graduation cords will be purchased by the Elected Consultant from WSNA and given to all graduating Board Members.
12. The outgoing and incoming secretary(s), president(s), and treasurer(s) must meet prior to the first meeting to sign over any applicable banking information.

Section 5: School Chapters

- A. School chapters must keep WSNA informed of their current officers and advisors by notifying their Regional Director of changes.
- B. The school chapter shall designate one central mailing box where all WSNA correspondence will be handled.
- C. Each chapter shall present a written or oral report of their constituent activities at every Annual House of Delegates.
- D. Each Chapter President shall be invited to all WSNA Board meetings, and Council of School President meetings held at conventions.
- E. Shall participate in WSNA projects.
- F. Shall submit award forms for school chapter involvement in chapter and WSNA activities to the individual project directors.
- G. Shall assign an appropriate number of members to serve as delegates at the House of Delegates meetings at Annual Conventions.

Section 6: WSNA Conventions

- A. Elections:
 1. Candidate Speeches
 - a. Each candidate shall be allotted two minutes during the House of Delegates meeting to speak as he/she chooses about his/ her qualifications and also in response to any questions.
 2. Election Procedures
 - a. All elections shall be by secret ballot. Ballots shall be issued to Delegates upon presentation of identifying credentials to the tellers in charge (i.e.: name badge, ribbon).
 - b. All names of candidates shall be printed on the ballot, after verification of eligibility. A blank space for writing in candidates shall be included for each position.
 - c. Nominations and election proceedings shall be organized by the Nominations Director.

- d. Elections shall be held in the morning after the House of Delegates meetings and a time and place designated by the Board of Directors.
3. Results shall be announced at the Annual Convention with an installment ceremony.

B. Delegates:

1. Each school chapter will be represented by the voting delegates, the individual delegates being chosen at the discretion of the school chapter.
2. Voting delegates and Board members are the only chapter representatives who have the privilege of speaking to and voting on any issue brought before the convention body, including voting in elections.
3. The number of voting delegates will depend upon the number of NSNA/ WSNA members in each chapter one month prior to convention. The Nominations Director notifies each chapter, prior to the convention, as to their number of delegates as set forth in the bylaws.
4. Duties of voting delegates:
 - a. Be familiar with the slate of candidates and their potential duties. Attend the Candidate speeches. Vote at designated candidate election time.
 - b. Be familiar with WSNA business book and parliamentary procedure.
 - c. Be familiar with resolution information presented prior to convention.
 - d. Make motions and vote concerning any issues brought before the House of Delegates.

C. Rules for WSNA House of Delegates meetings:

1. All members and delegates shall wear their identification badges during all business sessions and other convention activities.
2. All voting delegates must sit in designated seating areas. Delegates may not leave or enter the delegate floor while a vote is in progress. Additional separate galley seating shall be provided for non-delegates in attendance.
3. All speakers shall give their name with spelling, and state their school chapter each time at the microphone.
4. Main motions must be written on a form provided by and given to the Secretary if in regards to bylaws, policies, or resolutions.
5. Any WSNA member, consultant or chapter advisor in attendance may speak to a motion.
6. Only duly accredited voting delegates may make or vote on motions.
7. When speaking to a motion, delegates and Board members are limited to 2 minutes; other speakers are limited to one minute.
8. A speaker may not speak twice to the same motion until everyone else wishing to speak has done so.
9. The privilege of the floor may be given to a guest or visitor by a majority vote
10. Debate on a single issue shall be limited to 18 minutes (exception made by majority vote of the House of Delegates).
11. All meetings of the association shall be open unless voted otherwise by the WSNA voting body.

D. Appointment of Tellers:

1. The Tellers shall:
 - a. Be appointed by the President after nominations from the floor are closed.
 - b. Must not be a delegate, candidate, or Board member.
 - c. Assist with the voting process and counting ballots as directed by the Nominations Chair.
 - d. Not be necessary if an electronic ballot is used.

E. Appointment of Runners:

1. The Runners shall:
 - a. Be appointed at the beginning of the convention by the President to serve during all sessions of the House of Delegates.
 - b. Must not be a delegate, candidate, or Board member.
 - c. Distribute written messages or information between attendees during meetings.

F. Sergeant at Arms:

1. The Sergeant at Arms shall:

- a. Be appointed at the beginning of the House of Delegates meeting by the President to serve during all sessions of the House of Delegates.
- b. Must not be a delegate, candidate, or Board member.
- c. Serve to monitor the doors to the House of Delegates to ensure Delegates are not leaving or being seated during voting, to keep an accurate record of all those entering and leaving during session, and to monitor that all attendees are seated in the correct areas and properly identified.

G. Convention City and Time:

1. The Annual Convention shall be held in the spring of each year at such times and places as designated by the Board with recommendations from the Executive Vice President.

H. Annual Convention Banquet:

1. Shall be held at a date and time of Annual convention designated by the Board of Directors, but must be held after voting for Board of Director positions in closed.
2. A Keynote Speaker shall be featured.
3. Brief farewell speeches shall be allowed from outgoing Board members. Outgoing President is presented with a gift from the Legislative VP on behalf of WSNA.
4. Honored guests may be allowed a brief address.
5. Election results are announced and a brief induction ceremony takes place, a candle flame is passed from the outgoing President to each outgoing Board member as they are introduced then each outgoing Board member passes on the flame to incoming Board members. Finally, new Board members repeat an oath as recited by the outgoing President.
6. The President presents awards.
7. Scholarships are announced by SNFW officers.
8. Entertainment may be included at the end of the evening.

Section 7: NSNA Conventions and Expectations

A. NSNA Conventions:

- a. Whereas, a benefit of being a WSNA Board of Director is to attend NSNA sponsored events, it is the responsibility of all BOD members to respectfully accept or decline attendance in a timely manner.
- b. Payment for NSNA attendance may be provided by WSNA if approved by the BOD and accepted into the annual budget by the WSNA Treasurer.

B. Convention Expectations:

- a. When attending NSNA sponsored events, WSNA requires all of its BOD members to courteously abide by the following Convention Expectations:
 - i. If reasonable, attend all events, breakout sessions, and meetings offered by NSNA;
 - ii. Bring appropriate WSNA pins, sweatshirts, and professional attire to NSNA sponsored events;
 - iii. Silence cell phones and other electronic devices while in attendance at programs; and
 - iv. Remain quiet and respectful during NSNA programs.
- b. If these expectations fail to be met while in attendance at NSNA sponsored events, the member in question will be immediately placed on suspension. The WSNA President, in cooperation with the WSNA BOD, will further assess disciplinary action.
- c. Disciplinary action may include, but is not limited to:
 - i. Full or partial reimbursement of charges accrued by WSNA during the event,
 - ii. Expulsion from the event,
 - iii. A formal apology to the WSNA BOD, and/or the
 - iv. Immediate dismissal from WSNA.

Section 8: WSNA Resolutions

A. Types of resolutions:

1. *Resolutions of substance* serve as means by which opinions may be expressed, purposes of WSNA and NSNA implemented, and directions given for further action as outlined in NSNA publications.
2. *Courtesy resolutions* serve to communicate expressions of appreciation for contributions made to WSNA by groups or individuals.
3. *Informational resolutions* serve to alert members of WSNA or NSNA of pertinent issues affecting health care, the future of nursing and patient care.

B. Other WSNA Policies related to resolutions:

1. WSNA members, WSNA committees, WSNA chapters, or the WSNA Board may submit resolutions.
2. All resolutions should be submitted with documentation to the Legislative Vice President at least one month prior to convention for review. Emergency resolutions may be submitted from the floor with majority approval of the voting body.
3. All substance and informative resolutions should be submitted with copies of documentation and sources for all "whereas" facts, and should be footnoted on a separate page by a summary of information supporting the interest, feasibility and possible implementation, including costs of implementation.
4. All "resolved" statements must be within the scope of WSNA purposes and power to implement.
5. The Legislative Vice President shall be in charge of duplicating and dispersing all resolutions at House of Delegates meetings, and presenting resolutions for debate during the meeting. The Legislative VP shall remain neutral upon presenting resolutions. The author of each resolution shall have the first opportunity to speak on behalf of the resolution.
6. The Legislative Vice President will conduct a Resolutions Briefing prior to each House of Delegates, in which resolutions are presented and clarified and factual information is reviewed. Delegates may informally suggest, and authors may make amendments to their resolutions during this time. No debate is allowed during a briefing session.

Section 9: WSNA Constituent Awards

A. Standing Awards:

1. The following awards will be presented by the President at WSNA Annual Conventions in the following categories:
 - a. *Best Community Health Project Award.*
 - b. *Most Community Health Projects Award.*
 - c. *Best Breakthrough to Nursing Project Award.*
 - d. *Chapter Achievement Award.*
 - e. *Leader of Leaders Award* (to the most outstanding Chapter President or Advisor)
 - f. *WSNA Spirit Award*
2. Recipients of awards shall be decided by the Advisors Committee, chaired by the Elected Consultant.

Section 10: Amending WSNA Policies

- A. WSNA Policies may be amended by a three-fourths majority vote of the WSNA Board.
- B. The Legislative Vice President may execute changes in grammar, punctuation, etc. as long as the pre-established meaning remains the same.