

**BYLAWS OF THE
SHORELINE COMMUNITY COLLEGE
ASSOCIATION OF NURSING STUDENTS**

CHAPTER I - MEETINGS

Section 1: General Membership Meetings

A general membership meeting shall be held a minimum of once a quarter (during the academic year), at a date, time, and place to be decided by the Board of Directors.

Section 2: Elections

Elections/appointments for the SCCANS Board of Directors shall be held no later than the second meeting each quarter. Positions shall be open to the general membership.

Section 3: Special Programs

Special programs of a social, educational or political nature shall be offered at least twice every quarter.

Section 4: Graduation

Some form of a recognition program of each graduating class at the time of their program completion shall be organized by SCCANS.

CHAPTER II - NOMINATIONS AND ELECTIONS TO THE BOARD OF DIRECTORS

Section 1: Method of Nomination and Election

In order to become a candidate, members shall express interest in serving and state for how many quarters they are available to actively serve in a leadership position if their availability is less than the standard term. Election to an office shall be by acclamation if only one person is nominated to that office. Election to contested offices shall be by secret ballot of the general membership at the time of the election meeting.

Section 2: Qualifications

Any member of SCCANS may serve as a Board member.

Section 3: Term of Office

The standard term of office for all Board members shall be from time of election/appointment to their completion of the program.

CHAPTER III - DUTIES OF THE BOARD OF DIRECTORS

Section 1: Co-Presidents

Qualifications: served previous SCCANS Board position. The duties of the President shall include, but will not be limited to:

- a) determining the agenda of, and chairing SCCANS meetings of the Board;
- b) determining the agenda of, and chairing SCCANS general meetings;
- c) maintaining primary communications with faculty advisors;
- d) providing direction to all SCCANS activities;
- e) presenting, with the Treasurer, annual budget proposals to the Student Government during Spring Quarter.

Section 2: Co-Vice-Presidents

Qualifications: see Chapter 2, Section 2. The duties of the Vice-President shall include, but not be limited to:

- a) coordinating SCCANS activities;
- b) chairing meetings in the absence of the Co-Presidents;
- c) handling specific projects as requested by the Board and/or Co-Presidents;
- d) following local and national developments affecting nursing and nursing education, and disseminating this information to SCCANS membership;
- e) organizing and participating in Nurses Lobby Day, and similar activities as agreed to by the Board.

Section 3: Co-Secretaries

Qualifications: see Chapter 2, Section 2. The duties of the Secretary shall include, but not be limited to:

- a) keeping and posting minutes of SCCANS meetings;
- b) preparation of SCCANS Board correspondence;
- c) assist in maintenance of all records of that position.

Section 4: Co-Treasurers

Qualifications: see Chapter 2, Section 2. The duties of the Treasurer shall include, but not be limited to:

- a) maintaining financial records and petty cash;
- b) endorsing SCCANS expenditures;
- c) presenting a current and accurate report on SCCANS' financial status at each meeting of the Board;

- d) preparing and presenting annual budget proposals and requests for supplemental funding to the Student Government each Spring and Fall quarters respectively;
- e) projection of annual budget by 2nd meeting of the Board during Fall quarter.

Section 5: Editor of *The Pulse*

Qualifications: see Chapter 2, Section 2. The duties of the Editor of *The Pulse* shall include but not be limited to:

- a) coordinating the publication of 3-4 issues of *The Pulse* each year;
- b) responsibility for all editorial content.

Section 6: Class Representatives

Qualifications: see Chapter 2, Section 2.

Class representatives shall serve as a communication liaison to his/her class, and shall perform such duties as shall be agreed upon by the Board, which shall include, but not be limited to:

- a) communicating SCCANS activities to students in their quarter;
- b) coordinating SCCANS activities that require class participation and reporting activity to the Co-Presidents and Advisors.

CHAPTER IV - COMMITTEES

Section 1: Establishment of Committees

Committees shall be established by appointment by a quorum of the Board.

Section 2: Dissolution of Committees

Committees shall be dissolved by a vote of a quorum of the Board.

CHAPTER V - SETTING OF PRIORITIES

Within no more than two (2) weeks following its election/appointment, the Board shall meet to plan and determine the priority of its activities for the coming term. These priorities shall then immediately be made available to, and subject to comment by, the general membership.

CHAPTER VI - EVALUATION

The Board shall meet near the close of Spring quarter to discuss and evaluate the effectiveness, relevance, and value of the previous year's activities.

CHAPTER VII - QUORUM

The majority of the Board of Directors shall constitute a quorum.

CHAPTER VIII - VOTING

Each member of the Board of Directors shall have one equal vote.

CHAPTER IX - ADVISORS

Section 1: Appointment of Advisors

Qualifications: Members of the instructional staff of the Shoreline Community College Nursing Program.

Not more than two (2) advisors shall be nominated by the Board during the first Fall SCCANS Board meeting. After consulting the nominees, the actual appointment shall be made final before the end of October.

Section 2: Duties of Advisors

The Board shall determine the duties of the advisors by quorum and notify them of such.