UNIVERSITY OF CENTRAL FLORIDA

STUDENT NURSES' ASSOCIATION ORLANDO

BYLAWS

2025-2026

Revised: Sept. 24th, 2025

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ARTICLE I - NAME

The name of this organization shall be the Student Nurses' Association (SNA) at the College of Nursing Orlando Campus, University of Central Florida (UCF), a constituent of the Florida Nursing Students' Association (FSNA) and the National Student Nurses' Association, Inc. (NSNA), here-in-after to be referred to as the SNA at UCF Orlando.

ARTICLE II - PURPOSE AND FUNCTIONS

Section 1 – The purpose of the SNA at UCF Orlando:

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

Section 2 – The functions of the SNA at UCF Orlando shall include the following:

A. To have direct input into the standards of nursing education and influence the education 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 person's race, sex, age, religion, disability, national origin, marital status, parental status, veteran's status, sexual orientation, gender identity, and/or gender expression
G. To promote and encourage collaborative relationships with nursing and related health organizations.

ARTICLE III - MEMBERS

Section 1 – Constituent Associations:

A. Any student enrolled in the University of Central Florida College of Nursing shall be qualified for membership with SNA at UCF Orlando.
B. To be recognized as a member of the SNA at UCF Orlando, the student must submit the official application and meet the areas for conformity for active and associate members: purpose and function, membership dues, and representation.
C. A member who fails to comply with the bylaws and policies of SNA at UCF Orlando shall have its status as a member revoked by a two-thirds vote of the SNA Board, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the member is given an opportunity to be heard.

D. A member who has had its status as a member revoked may be reinstated by a two-thirds vote of the SNA Board after complying with the requirements of these bylaws and policies.

Section 2 – Categories of Constituent Membership:

A. Active Members
    1. Students enrolled in the University of Central Florida College of Nursing in a program leading to licensure as a registered nurse.
    2. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
    3. Active National members shall have all of the privileges of National membership. Individuals not becoming a National member but becoming a local member will receive privileges of local membership but not all privileges of National membership.

B. Associate Members
    1. Pre nursing students, including registered nurses, enrolled at the University of Central Florida's College of Nursing in pursuit of a baccalaureate degree. Change to "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, who have obtained National membership, shall have all of the privileges of membership except the right to hold the office of President and Vice President at the Local, State, and National levels. ***Change to "shall have

al of the privileges of membership except the right to hold office at the local level"

3. Pre nursing students must maintain an overall GPA of 3.75 to hold office at the Local level.

C. Extended Membership

1. Active, associate and individual membership may be extended six months beyond graduation from a student's program of nursing, providing membership was renewed while the student was enrolled in a nursing program.

Section 3 – Dues

A. Each new member in good standing must pay, within the time of the conditions set by NSNA, dues in the amount of $47 for one (1) year or $90 for two (2) years. The member will pay $50 to renew their membership if they choose to pay their dues annually.

B. Each member of SNA at UCF Orlando must pay annual dues in the amount of $10.

C. The dues and fees shall be equal for all members in each category of membership. Payment of NSNA and SNA at UCF Orlando dues is a membership enrollment procedure.

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

Section 4 – Points and Rewards

A. Members of SNA at UCF Orlando will earn points according to their level of participation. Points are to be recorded and reported to the Vice President (APPENDIX B).

B. SNA at UCF Orlando will reward the top three point earners from each graduating class by purchasing their SNA cord.

ARTICLE IV - OFFICERS QUALIFICATIONS AND DUTIES

Section 1 –

A. Officers of this association shall consist of the following Board members: President, President Elect, Vice President, Vice President Elect, Secretary, Treasurer, Treasurer Elect, Merchandise Director, Breakthrough to Nursing Director, Fundraising Director, Fundraising Director Elect, Community Health Director, Accelerated Liaison, Legislative Director, Legislative Director Elect, Historian and Media Director.
    1. One elected student from the Accelerated Program will serve as the Merchandise Director. One elected student from the Accelerated Program will be a liaison for their class.
    2. One elected student from the spring junior cohort will serve as the Vice-President Elect. One elected student from the spring senior cohort will rise to Vice President from Vice President Elect. One elected student from the spring junior cohort will serve as the Fundraising Director-Elect. One student from the spring senior cohort will rise to Fundraising Director from Fundraising Director Elect.
    3. One elected student from the fall senior cohort will rise to President from President Elect. One elected student from the fall junior cohort will serve as President Elect. One elected student from the fall senior cohort will rise to Treasurer from Treasurer Elect. One elected student from the fall junior cohort will serve as Treasurer Elect. One elected student from the fall senior cohort will rise to Legislative Director from Legislative Director Elect. One elected student from the fall junior cohort will serve as Legislative Director Elect.

4. One elected student from the fall junior cohort will serve as Secretary. One elected student from the fall junior cohort will serve as Breakthrough to Nursing Director. One elected student from the fall junior cohort will serve as Community Health Director. One elected student from the fall junior cohort will serve as Historian. One member of the fall junior cohort will serve as Media Director.

Section 2 –

A. Only active members who shall be nursing students throughout the full term of office applicable to his/her nursing program, and have the privilege of active membership and maintain good academic standing with a GPA of 3.0 on a 4.0 scale of the nursing curriculum, shall be eligible for the offices listed in Article IV, Section 1.

Section 3 –

A. Offices of the Board, as listed in Article IV, Section 1(A), shall be held by eligible incoming nursing students and be elected on or before:
    1. Executive Board and Board of Directors (excluding the Merchandise Director and Accelerated Liaison): during the general meeting in March.
        A. Merchandise Director (accelerated class member) general meeting in the month of June and Accelerated Liaison (accelerated class member) general meeting in the month of June.
    2. President Elect, Treasurer Elect and Legislative Director Elect: during the general meeting in September.

Section 4 –

A. Officers shall deliver to their successors all records, papers, and/or property belonging to the association at the end of their term.

B. Officers of the Board will receive NSNA cords upon completion of their term at the time of graduation.

Section 5 –

A. Any elected officer who fails to comply with the qualifications and duties within these bylaws, listed in Appendix A, shall have his/her status as an officer of the SNA Board revoked by a two-thirds vote of the Executive Board, provided written notice of the proposed revocation has been given two weeks prior to the vote and the officer is given an opportunity to be heard.

ARTICLE V - EXPENDITURES

Section 1 –

A. Expenditures in excess of fifty dollars ($50.00) shall be approved by a two-thirds majority vote of the Board of Directors. Expenses will not be approved electronically i.e. Facebook, GroupMe, Email, IM, etc.
B. The SNA at UCF Orlando checking account shall have two signatures for check writing and withdrawals.
C. A record of all expenditures related to SNA at UCF Orlando shall be maintained by the Treasurer of the Executive Board, with written authorization by the President. If the President is being reimbursed for expenditures related to SNA at UCF Orlando business, the Vice President of the Executive Board shall provide written authorization.
D. A reserve/savings account shall be available of no less than $2500 at the beginning of each fiscal year, effective April 28th, 2021.
E. The SNA at UCF Orlando fiscal year shall be from the 1st day of May until the 30th day of April the following year.

F. At each Board meeting, the previous month's bank statements will be circulated for review and initialed by each Board member.

G. Should this organization disband, the current bank balance will be used to pay off any debts owed and then donated to the UCF College of Nursing scholarship fund.

H. The Treasurer should ensure that the UCF SNA Orlando chapter's annual financial audit is complete at the end of each fiscal year. The audit should be reviewed by the SNA Board.

ARTICLE VI - NOMINATIONS AND ELECTIONS

Section 1 –

A. The officers shall be elected during:

1. One (1) meeting in February every year will serve as the election of the Spring BSN Junior Vice President Elect and Spring BSN Junior Fundraising Director Elect to the Board of Directors.
2. One (1) meeting in March every year will serve as the election of the Fall BSN Junior for the following roles to the Board of Directors: Social Media Director, Breakthrough to Nursing Director, Secretary, Community Health Director, Historian.
3. One (1) meeting in June every year will serve as the election for one (1) accelerated member to serve as the Merchandise Director and one (1) accelerated member to serve as the Accelerated Program Liaison to the Board of Directors.
4. One (1) meeting in September every year will serve as the election of the Fall BSN Junior President-Elect to the Executive Board and Fall BSN Junior Treasurer-Elect and Junior Legislative Elect to the Board of Directors.

B. Candidates must submit their application the night before the election in order to be pre-slated on the election ballot.
C. Open nominations from the floor will close with the third (3) nomination for each position.
D. After open nominations from the floor take place, the election shall be held by secret ballot.
E. The election date shall be determined by members of the SNA Board who are present and voting.
F. A plurality vote shall elect.
G. In the event that no plurality vote should exist, the votes shall be decided first by a revote until a plurality is reached without the President voting.
H. Following elections, the president shall report the change in officers to the Office of Student Involvement within 10 school days of the election.

ARTICLE VII - MEETINGS

Section 1 –

A. The general meetings of the association shall be held at such time and place as shall be determined by the SNA Board.
B. The general meetings shall be for the purpose of holding elections, receiving reports, and conduction of other business as may properly come before the House of Delegates.
C. Notice of the meeting shall be given to members of the voting body at least five (5) days prior to the meeting.
D. Open meetings will take place during the months of January, May and September.
E. At least 50% of general meetings will include a speaker of interest

Section 2 –

A. The voting body at meetings of the SNA at UCF Orlando shall consist of the elected officers, and those members present and voting.
B. Representation in the annual meeting of the FNSA shall be in accordance with the FNSA bylaws.
C. Delegate representation to the NSNA meeting include:
    1. Each school chapter that is a recognized school constituency, as determined by these bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every fifty members.
    2. The school chapter delegate and alternate shall be members in good standing in the chapter and shall be elected by members of the school chapter at a proper meeting.
    3. Each school constituent shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number in each constituent as evidenced by the annual dues received by NSNA on a date eight (8) weeks prior to the meeting.
    4. In order to be eligible to send a delegate to the NSNA Annual Convention, each constituent association (state of school) must sign and return the Official Application for NSNA Constituency Status by the annual deadline.
    5. The school chapter delegate(s) shall be members in good standing with NSNA and shall be elected by members of the school chapter in accordance with chapter

bylaws. The school chapter may designate an alternate delegate for each delegate for each by one of the following two mechanisms:

a) Election by members of the school chapter in accordance with chapter bylaws; or

b) Written request to FNSA Executive Board asking that a member of said Executive Board be appointed as an alternate for the school chapter. School chapters shall approve the appointment. The FNSA Executive Board shall verify that a state-appointed alternate is a member in good standing of NSNA and FNSA. A school chapter may have an elected delegate credentialed at the NSNA Annual Convention in order to have a state-appointed alternate seated in the House of Delegates. All alternates, whether state-appointed or school elected, shall have the same privileges as an elected delegate when seated in the House of Delegates.

Section 3 –

A. The privilege of making a motion and voting shall be limited to the voting body. A voting member shall have but one vote in any election or on any question.

ARTICLE VIII - EXECUTIVE BOARD AND BOARD OF DIRECTORS

Section 1 –

A. The Executive Board shall consist of the: President, President-Elect, Vice President, Treasurer, and Secretary.

B. The Board of Directors shall consist of the: Legislative Director, Fundraising Director, Community Health Director, Breakthrough to Nursing Director, Merchandise Director,

Accelerated Liaison, Historian, Media Director, Fundraising Director Elect, Vice President Elect, Treasurer Elect, and Legislative Director Elect.

C. The consultants shall serve as ex-officio members without a vote.

D. The Treasurer Elect, Vice President Elect, Legislative Director Elect, and Fundraising Director Elect will be invited to the Board meetings, but have no voting authority.

Section 2 –

A. All the powers of the association are vested in and shall be exercised by the SNA Board during the interim between meetings of the association, except that the SNA Board shall not nullify nor modify any action taken by the House of Delegates in convention, and subject to the provisions of these bylaws.

Section 3 –

A. The SNA Board shall not be responsible for any contract, claim, or obligation of any kind incurred or for any position taken by any officer or member of the constituent unless the same is/was duly authorized in writing by the Executive Board.

Section 4 – Management by the SNA Board shall include the following duties:

A. Review and approve the terms of official relationships established with other organizations singly or in coalition.

B. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in SNA at UCF Orlando relationships with other organizations.

C. Approve the budget and provide the annual audit at the close of the fiscal year.

D. Have the power to fill vacancies for the expired term or unfilled position unless otherwise specified in these bylaws.

1. Those qualified, as determined by the Board of Directors, to run for the office will be voted into office by a majority vote and will take office immediately following appointment.

E. In the event that a SNA Board member fails to uphold the duties and responsibilities as an officer, have the power by three-fourths majority vote to remove said officer from the position and declare an office vacant.
    1. If three-fourths vote is in the affirmative to remove said member, the following notifications will be made:
        a) The President will notify said member in writing. If in the case it is the President who is being removed from office, the Vice-President will notify the individual in writing.
        b) In the case of the President being removed from office, the current Legislative Director or Treasurer shall step in to the position of the President. The Legislative Director or Treasurer appointed to the position of President will be determined by a blind board vote. Vacancies in the Board of Directors shall then be filled according to Article VIII, Section 4(D), 1.
    2. Offices made vacant due to voluntary resignation of any SNA Board member, except the President, must be followed by an official notification sent to the President and faculty consultants.

F. In case of emergency, the SNA Board may take votes by referendum, provided material is sent in the same words to each member.

G. The SNA Board and organization may conduct business electronically.

1. Decisions made via email may be subject to ratification.

Section 5 – Meetings

A. Regular meetings of the SNA Board shall be held in January, February, March, April, May, June, August, September, October and November. The President shall determine the date and place of the meetings.
B. The quorum shall be a two-thirds majority voting members of the SNA Board including the President or Vice President, and one consultant.

ARTICLE IX - ADVISORS/CONSULTANTS

Section 1 –

A. There shall be two (2) faculty consultants as approved by the Associate Dean of Undergraduate Affairs and the SNA Board.

Section 2 – The consultant shall:

A. Be responsible for providing the interchange of information between the Board of the SNA at UCF Orlando and the faculty.
B. Serve as a resource person consulting with the SNA Board and its members (APPENDIX C).
C. One Advisor/Consultant shall attend SNA Board and general meetings of the SNA at UCF Orlando.
D. One Advisor/Consultant shall attend FNSA Convention and NSNA Convention.

ARTICLE X - COMMITTEES

Section 1 –

A. The SNA Board, at its discretion, shall establish committees deemed necessary to carry on the work of the association and determine functions, terms, and membership of the committees. A quorum for committee meetings shall be a majority of the members. The appointment of SNA members to the committees shall be determined by the SNA Board.

Section 2 –

A. There shall be six standing committees:
    1. Breakthrough to Nursing
    2. Community Health
    3. Fundraising
    4. Merchandise
    5. Legislative
    6. Social Media

ARTICLE XI - PARLIAMENTARY AUTHORITY

All meetings of the association shall be conducted according to parliamentary law as set forth in Roberts Rules of Order Newly Revised where the rules apply and do not conflict with these bylaws.

ARTICLE XII - AMENDMENTS

Section 1 –

A. These bylaws may be amended at a general meeting where a quorum exists by a two-thirds vote of those present and voting provided that notice of the proposed amendment(s) have been presented to the Board of Directors before the Board meeting and that notice of the proposed amendment(s) has been sent to the members at least ten (10) days prior to the General Body Meeting.

Section 2 –

A. Proper amendments shall be submitted in writing, carrying proponents' signature, to the SNA Board for review at least six (6) weeks prior to a biannual meeting. Only the SNA Board, SNA at UCF Orlando committee, or a member may submit proposed amendments.

Section 4 –

A. Amendments to the bylaws of NSNA adopted at the annual meeting, which directly relate to the business of the constituent association in the areas of conformity of NSNA shall automatically and immediately effect the necessary amendments to the bylaws of the constituent associations and shall promptly be incorporated into their bylaws.

ARTICLE XIII – SOCIAL MEDIA

Section 1 –

A. All social media accounts must be handled by the media director. All social media accounts must be secured with a password and must be exclusive for the University of Central Florida (UCF) Student Nurses' Association (SNA) chapter.