

## **REASONS FOR BEING**

### **Preamble**

We, students of nursing, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing.

We believe every citizen has a right to the highest quality of health care.

We believe in the development of the whole person toward his/her professional role with its rights, responsibilities, and ideals.

We believe every right bears inherent responsibilities.

We believe responsibilities are participatory, not purely philosophical or ideological.

We believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

### **Rights/Responsibilities**

Students have:

- a right to a sound education;
- a right to and a responsibility for having a creative educational opportunity;
- a right to and a responsibility for having the highest quality practitioner/instructor;
- a right to and a responsibility for achieving input into curriculum planning;
- a right to and a responsibility for self-directed learning;
- a right to and a responsibility for achieving equal participation in all areas of clinical practice; and
- a right to and responsibility to participating in interdisciplinary activities.

Students have a right to due process;

- a right to and responsibility for insuring peer review and self-evaluation; and
- a right and privilege to internal governance

Students have a right to and responsibility to organize and participate in an organization directed toward achieving professional goals:

- a right to and responsibility for facilitating change in health care delivery systems through various channels;
- a right to and responsibility for assembling and exploring fundamental and current professional issues and concerns;
- a right to and responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns; and
- a right to and responsibility for foster in a better correlation between nursing education and practice

## **Article I NAME**

### **SECTION 1. Name**

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

## **SECTION 2. Non-Profit**

The Maryland Association of Nursing Students will operate and function as a non-profit organization according to IRS code section 501 (c) (6).

## **Article II PURPOSE AND FUNCTIONS**

### **The purpose of the MANS is:**

1. to assume responsibility for contributing to nursing education in order to provide for the highest quality health care;
2. to provide programs representative of fundamental and current professional interests and concerns; and
3. to aid in the development of the whole person, and his/her responsibility for the health care of people in all walks of life.

### **The functions of the MANS shall include the following:**

1. to have direct input into standards of nursing education and to influence the education process.
2. to influence health care, nursing education and practice through legislative activities as appropriate;
3. to promote and encourage students' participation in community affairs and activities toward improved health care and the resolution of related social issues;
4. to represent nursing students to the consumer, to institutions, and other organizations;
5. to promote and encourage students' participation in interdisciplinary activities;
6. to promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, age, or economic status; and
7. to promote and encourage collaborative relationships with the American Nurses Association (ANA), the National Leagues for Nursing (NLN), the International Council of Nurses (ICN), and other health related organizations.

## **Article III MEMBERSHIP**

### **SECTION 1. Constituent Associations**

1. School chapters whose membership is composed of active or associate NSNA members, and whose bylaws conform to the requirements of NSNA, and upon meeting such other policies as the Board of Directors of NSNA may determine, shall be recognized as a constituent of MANS.

2. A school chapter can have less than ten members. However, a school chapter must be composed of ten members to be a recognized constituent of this association. There shall be only one chapter on each school campus. Each chapter is entitled to one voting delegate and an alternate. In addition, allotted a voting delegate and alternate for every additional 25 members (i.e. 35 member chapters are allotted two voting delegates and two alternates (as prescribed in Article VI, Section 3).
3. This association, MANS, shall be composed of at least two school chapters in this state. There shall be only one state association, MANS. School chapters shall belong to this state association.
4. A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a two-thirds vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
5. School chapters are entities separate and apart from MANS in their administration of activities, with MANS exercising no supervisions or control over their immediate daily and regular activities. MANS has no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters, or the members thereof. In the event any legal proceeding is brought against MANS as a result of such acts or commission by a school chapter, said school chapter will indemnify and hold harmless MANS from any liability.

## **SECTION 2. Categories of Constituent Membership**

Members of the constituent association shall be:

1. Active Members:
  - a) Undergraduate students enrolled in state approved programs leading to licensure as a Registered Nurse.
  - b) Registered nurses enrolled in undergraduate programs leading to a Baccalaureate of Science Degree with a major in Nursing.
  - c) Active members shall have all the privileges of membership.
2. Associate Members:
  - a) Pre-nursing students enrolled in college or university programs designed as preparation for entrance into an undergraduate program leading to a Diploma, Associates degree, or a Baccalaureate degree in Nursing.
  - b) Association members shall have all of the privileges of membership except the right to hold office as an officer.
3. Individual Members:

Individual memberships shall be open at the state and national level to any eligible student when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in Article III, Section 2, items 1 and 2.
4. Renewal:

Active, associate, and individual memberships shall be renewable annually.

## **SECTION 3. Constituent School Impeachment**

Any constituent of MANS holding an impeachment proceeding shall first seek approval of the MANS Executive Board.

#### **SECTION 4. Non-Constituent Membership: Honorary Members**

Honorary membership may be conferred by  $\frac{2}{3}$  vote of the House of Delegates upon recommendation by the Board of Directors to persons who have rendered distinguished service or valuable assistance to MANS. Honorary members shall have none of the obligation or privileges or membership.

#### **SECTION 5. Membership Extensions:**

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

#### **SECTION 6. Dues**

1. The annual dues for active, associate, and individual members shall be \$35.00 per member payable for the appropriate dues year. The dues for members shall be for a period of 12 consecutive months. The dues for active, associate, and individual members joining for two years shall be \$70.00 per member. Renewal rate shall be \$40.00 per member.
2. The MANS Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in the bylaws.
3. National and state dues shall be payable directly to NSNA. NSNA shall remit to each state constituent and dues received on behalf of the constituent. Local dues shall not be submitted to NSNA.
4. Any member who fails to pay current dues shall forfeit all privileges of membership.
5. Payment of NSNA, MANS, and local dues, if any, is a prerequisite for membership in MANS.

### **Article IV MEMBERS OF THE BOARD**

#### **SECTION 1. Members of the Board**

1. Elected Board Members shall be:
  - A) Officers
    - a) President
    - b) Vice President
    - c) Secretary
    - d) Treasurer
  - B) Directors
    - e) Newsletter Editor
    - f) Community Health Chair
    - g) Membership/Nominations Chair
    - h) Public Relations Chair

- i) Legislative Chair
  - j) Breakthrough to Nursing Chair
  - k) Resolutions Chair
  - l) Image of Nursing Chair
2. Appointed Positions
- A) Non-voting members
    - a) MNA Student Liaison
    - b) MANS Student Consultant

## **SECTION 2. Qualifications of Board Members**

Any member of this Association, meeting the following qualifications, shall be eligible to be a candidate for office.

1. Candidates for office shall be active members of NSNA throughout their term of office.
2. Members holding state office who are elected to a national office must resign from one of those offices at least three weeks prior to the second board meeting of MANS after being elected to the second position.
3. Candidates for the office of President must have been a past officer in their local, state or national NSNA chapter.

## **SECTION 3. Duties of Officer and Directors**

Upon coming elected, all officers and Directors of MANS will have the following responsibilities:

1. Officers shall be elected at the annual convention and will serve from June 1st to May 31st of the following year.
2. The newly elected board shall be referred to as the “board elect” and will not have a vote, but will be responsible for attending monthly meetings to enact a smooth transition from the current board to the “board elect”.
3. The current board and the president will represent MANS at the NSNA convention.

## **SECTION 4. Specific Duties of Board Members**

1. The President shall:
  - a) preside at all meetings of the Association and the Executive Board;
  - b) be responsible for seeing that lines of direction given by the House of Delegates and the actions of the Board are carried into effect and for reporting to the membership and the Board of Directors on the conduct of the affairs of the association;
  - c) appoint special committees with the approval of the Executive Board;
  - d) serve as ex-officio member of all committees, except the elections/nominating committee;
  - e) represent MANS in the matters relating to the Association and perform all other duties pertaining to the office;
  - f) be authorized to co-sign checks with the Secretary/Treasurer; and
  - g) be authorized to sign contracts. These contracts will be kept on file and made available to all members of the MANS state board and constituents.
2. The Vice President shall:

- a) assume the duties of the President in the absence, or disability of the President;
  - b) accede to the office of President in case of vacancy in the office;
  - c) be responsible for the planning of the annual convention;
  - d) be responsible for review and recommendations for changes in Bylaws and Policies;
  - e) be responsible for the legislative Chair, sit as ex-officio member on their committees; and
  - f) perform such duties as assigned by the President in accordance with the priorities and needs of the association.
3. The Secretary shall:
- a) prepare the minutes of all business meetings of the Association and the Executive Board meetings;
  - b) keep a record of attendance of each Board Member. Notify the Board of those individuals who exceed the absentee quota;
  - c) establish a quorum at all business meetings of the Association; and
  - d) perform such duties as assigned by the President in accordance with the priorities and needs of the association.
4. The Treasurer shall:
- a) act as custodian of organization's funds and see that an annual fiscal report is prepared;
  - b) co-sign checks with the President of monetary disbursement as the Bylaws provide;
  - c) present a monthly Treasurer's report at the business meetings;
  - d) be responsible for having the year end statement reviewed and presented to the Executive Board;
  - e) chair the scholarship committee; and
  - f) perform such duties as assigned by the President in accordance with the priorities and needs of the association.
5. The Newsletter Editor shall:
- a) be responsible for planning and setting the focus of quarterly publications;
  - b) approve new articles for publication;
  - c) prepare an editorial for each publication;
  - d) seek advertisers for each publication;
  - e) be responsible for the layout and proofreading of the publication;
  - f) secure a printer with Executive board approval;
  - g) distribute the quarterly publication to members; and
  - h) perform such duties as assigned by the President in accordance with the priorities and needs of the association.
6. The Community Health Director shall:
- a) organize and monitor statewide health projects as deemed appropriate by the Executive Board;
  - b) distribute Community Health projects information to all schools;
  - c) prepare an appropriate Community Health project, in conjunction with the Vice President, for Annual Convention;
  - d) assist schools with organizing health fairs and projects;

- e) maintain accurate files, information, and supplies to future chair; and
  - f) perform such duties as assigned by the President in accordance with the priorities and needs of the association.
7. The Membership Director shall:
- a) chair the Nominations Committee;
  - b) prepare a convention nominations slate and have all biographical information available to the membership at the annual meeting;
  - c) be responsible for screening the selection of nominees for office;
  - d) send biographical information and officer description to all schools;
  - e) work to fill positions on the Board in the event of resignation;
  - f) work in conjunction with the Secretary to compile an accurate mailing list of each school;
  - g) communicate monthly with all Board Members to maintain communication with schools;
  - h) assist schools, as needed to develop a membership recruitment period;
  - i) prepare membership incentive programs with the approval of the Executive Board;
  - j) be responsible for calculation of the number of delegates for each nursing program for the state convention in collaboration with the Executive Board;
  - k) contact, in writing, all constituency schools with the number of delegates, as identified by NSNA, that they will be allowed to have as representatives at the National Convention; and
  - l) perform such duties as assigned by the President in accordance with the priorities and needs of the association.
8. The Public Relations Chair shall:
- a) work closely with the Executive Board;
  - b) make contacts with the medical and news media to promote all workshops, conventions, health projects, and the Annual Convention to assure good attendance;
  - c) maintain an active MANS webpage, and maintain and update all MANS social media sites;
  - d) organize initiatives geared toward the acquisition of vendors and sponsors for the Annual Convention, and delegating tasks as appropriate; and
  - e) perform such duties as assigned by the President in accordance with the priorities and needs of the association.
9. The Legislative Chair shall:
- a) be responsible for attending legislative meetings, e.g., Maryland Nurses Association legislative committee meetings;
  - b) keep all Board Members and the statewide membership informed of all important legislation;
  - c) send letters to legislators when needed to inform them of Association's view on a bill;
  - d) write legislative alerts when needed;
  - e) chair the MANS legislative committee;
  - f) be responsible for producing changes to the Bylaws at the Annual MANS state

- convention, and for submitting the changes to NSNA as stated in Article XII; and
- g) perform such duties as assigned by the President in accordance with the priorities and needs of the association.
10. The Breakthrough to Nursing Director shall:
    - a) implement the current NSNA Breakthrough to Nursing program in Maryland; and
    - b) perform such duties as assigned by the president in accordance with the priorities and needs of the association.
  11. The Resolutions Chair shall:
    - a) submit a resolution on behalf of MANS at the Annual NSNA Convention. This resolution may be submitted in conjunction with another NSNA member organization;
    - b) submit a resolution at the state level on behalf of MANS at the Annual MANS Convention; and
    - c) perform such duties as assigned by the president in accordance with the priorities and needs of the association.
  12. The Image of Nursing Chair shall:
    - a) promote to the public and Maryland Nursing School Chapters, activities of MANS which enhance the image of nursing and to create new ways for MANS to promote a professional, positive and realistic image of nursing among the nursing community in Maryland; and
    - b) perform such duties as assigned by the President in accordance with the priorities and needs of the association.
  13. The MNA Student Liaison shall:
    - a) attend MNA Meetings as determined by MANS President and the MNA State Consultant;
    - b) keep all Board Members and statewide membership informed of MNA information and events;
    - c) strengthen the relationship between MNA and MANS to increase synergy between the student and professional nurse; and
    - d) perform such duties as assigned by the President in accordance with the priorities and needs of the association.
  14. The MANS Student Consultant shall:
    - a) attend all MANS Board of Directors meetings; and
    - b) perform all duties assigned by the President in accordance with the priorities and needs of the association.

#### **SECTION 5. Expenses and receipts**

The officers shall submit to the Treasurer a report of their expenses with receipts.

#### **SECTION 6. Transition of Association Materials to Successors**

All board and appointed members are subject to signing a letter prior to their transition into office, stating their obligation and commitment to the complete submission to their successors of all information regarding MANS, inclusive of all recorders, papers, emails, financial documents, passwords and any other property of MANS. Should a board member wish to vacate their position before term, the herein stated terms apply. Everything in a board member's possession is



property of MANS. If there is no successor, all property of MANS should be relinquished to MANS board and constituents.

### **SECTION 7. Attendance**

Attendance constitutes the physical or virtual presence and participation via meetings and email correspondence.

Any officer or member of a standing committee with two unexcused absences (as determined by the board) from meetings or functions will have a letter of warning sent out to the individual. Upon the third absence, immediate termination may occur by a majority vote at the meeting or function. The individual must call the President and another Board member on the third absence to inform the Board for the reasons of their absenteeism. In the event the individual is terminated, a letter will be sent by the Secretary of the Executive Board to the Dean/Director of the nursing program they represent.

### **SECTION 8. Executive Board Leave of Absence**

Should any member of the Executive Board take a leave of absence from school exceeding one full semester, he/she shall relinquish his/her position which then will be filled according to the procedure listed under Section 10, and at the decision of the President.

### **SECTION 9. Vacancies**

1. A vacancy on the Board of Directors, other than President, shall be filled, if deemed essential, by the Board of Directors. In any case a written explanation must be provided to all school Presidents as soon as the Board of Directors has reached a decision.
2. The candidates for a vacant office must meet all eligibility requirements.
3. Providing a vacancy shall be filled, it shall require a 2/3 vote of the Board of Directors.
4. Any resignation from a position on the Board of Directors shall be in writing and shall be effective immediately upon receipt of the same by NSNA headquarters.
5. In the event that a verbal resignation is tendered without written confirmation as stated in 4 above, then the Board of Directors shall consider the removal of the individual by declaring the office vacant by a three-fourths vote.
6. Verbal resignations shall be tendered to the President and another board member. In the case that the President is verbally resigning, the President shall tender the resignation to the Vice President and another board member.

## **Article V**

### **ELECTION OF BOARD MEMBERS**

#### **SECTION 1. Elections**

The offices of the Executive Board of MANS shall be elected by the House of Delegates at the Annual Convention.

1. The elections shall be by delegates voting. In the case of a tie, the Executive Board shall vote collectively, with this vote being cast by the President of MANS.
2. A plurality vote of all delegates entitled to vote shall constitute an election.

## **SECTION 2. Candidates**

1. Candidates shall be chosen from those members who shall be nominated by the Nominating Committee of this Association or who have been nominated from the floor as stated in Article V, Section 3.
2. Candidates shall have given their own consent to serve if elected.

## **SECTION 3. Floor Nominations**

1. Nominations from the floor may be made as designated in the Convention Agenda by a delegate of the Association.
2. Names of members nominated from the floor, after verification of eligibility and availability, shall be posted in the polling place and shall be placed on the ballot.

## **SECTION 4. Vote Tally**

The Membership/Nominations Director of MANS shall appoint tellers who shall also act as inspectors of the election.

## **SECTION 5. Board Member Elect**

Upon election results, during the transition meeting, a written description of each Board Position should be read to each Board Member Elect. The elected Board Member should sign the written statement along with the President Elect, to assure adequate understanding and acceptance of the duties that are to be expected of them.

# **Article VI MEETINGS**

## **SECTION 1. Annual Meeting**

The annual meeting of the association shall be held at such a time and place as determined by the Executive Board. The annual meeting shall be for the purpose of holding an election, receiving reports, and conducting such other business as may properly come before the House of Delegates. Notice of the meeting shall be sent to the President of each school association and other members of the voting body.

## **SECTION 2. House of Delegates**

The House of Delegates shall be the governing and voting body of the Association and shall be composed of delegates from the member schools. The business of the annual meeting shall be conducted by the House of Delegates.

## **SECTION 3. Delegate Representation**

1. Each school chapter that is a recognized 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 additional 25 members.

2. The school chapter delegate(s) shall be a member(s) in good standing in the chapter and shall be selected and /or elected by the members of the school chapter according to chapter bylaws.
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 of members in each constituent as evidenced by the annual dues received by MANS on a date four weeks prior to the state's annual meeting.

#### **SECTION 4. 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 question. The 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 a proxy or other written or oral assignment.

#### **SECTION 5. Attendees of Annual Meeting**

- A. All meetings of the Association shall be open unless voted otherwise by the House of Delegates. Members other than voting delegates may attend the annual meeting but shall not be seated with the delegate body and may speak once on each issue before the House after the Delegates have spoken.
- B. Council of School Presidents: There shall be a meeting of school presidents of MANS held annually, once in the fall semester and once in the spring semester. This collective shall be called the MANS Council of School Presidents.

#### **SECTION 6. Special Meetings**

A special meeting may be called by the Executive Board and shall be called by the President upon written request of 1/3 or more of the member schools. Notice of time, place, and purpose of the meeting shall be sent to all constituent associations not less than 5 days prior to the meeting.

#### **SECTION 7. Quorum**

1. The quorum for the annual meeting and special meetings shall consist of delegates from at least  $\frac{1}{3}$  of the member schools present at the first business meeting.
2. A member school is one in which at least one student is a member of NSNA.
3. Annual meetings without quorum present can be held for the purpose of discussions or workshops only. No motions or voting can take place.

#### **SECTION 8. NSNA Voting Member**

An official voting delegate to the Annual Convention of NSNA shall be the state President. If the state President cannot serve, a designated representative and alternate shall be elected at a state meeting or by the Board of Directors.

#### **SECTION 9. Credentials to Vote**

Before voting, all delegates shall present credentials to a teller in charge of the ballot box.

#### **SECTION 10. Monthly Meetings**

Monthly meetings of MANS are “open” meetings and elected officials and members of the constituent schools are encouraged to attend.

## **Article VII EXECUTIVE BOARD AND BOARD OF DIRECTORS**

### **SECTION 1. Officers of the Association**

The officers of the Association as stated in Article IV, Section 1, shall constitute the Executive Board.

### **SECTION 2. Powers of the Board**

All the powers of the association are vested in and shall be exercised by the Board of Directors during the interim between meetings of the association, except that the Board shall not nullify or modify any action taken by the House of Delegates in convention, and subject to the provisions of these Bylaws.

### **SECTION 3. Disclaimer of Responsibility**

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

### **SECTION 4. Consultants and Special Committees**

The Consultants/Faculty Advisor and Chairpersons of the special committees shall serve on this Board, attend all meetings, but not be entitled to vote.

### **SECTION 5. Quorum of Executive Board**

The presence of four elected Board Members and one Consultant or Faculty Advisor shall constitute a quorum of an Executive Board meeting.

### **SECTION 6. Management of the Board of Directors**

1. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in MANS relationships with other organizations.
2. Approve the budget and provide annual audit of accounts at the close of the fiscal year.
3. Have the power to fill vacancies for the unexpired term, unless otherwise specified in these Bylaws.
4. In case of an emergency, votes by referendum vote, by email, fax, or conference call may be taken by the Board of Directors, provided the content is conveyed in the same words to each member.

### **SECTION 7. Executive Board Communication**

In the interval between meetings of the Executive Board, the President of the Association may refer and submit, by mail, email, phone, or fax, to the members of the Executive Board, definite questions relating to affairs of the Association, which in the opinion of the President, require immediate action on the part of the Executive Board. The result of such referendum, which requires the majority vote of the Executive Board, shall control the actions of the Associations

and committees, provided such action is not inconsistent with the will of the voting body of the Association and shall be duly verified and recorded in the minutes.

### **SECTION 8. Executive Termination**

The officers of this Association are required to fulfill their duties as specified in these Bylaws.

1. If any member of the Executive Board fails to fulfill his/her responsibilities as defined in these Bylaws, MANS will have the option of removing the Board Member from the office. The action requires a  $\frac{3}{4}$  vote by the Executive Board. An appeal to this decision must be submitted in writing to the President within two weeks. In the event the appeal is submitted by the President, written appeal should be submitted to the Vice President. The appeals case will be considered by the Executive Board via conference call or Board meeting within two weeks of receipts of appeal. The appealing officer shall be reinstated by a  $\frac{3}{4}$  vote of the Executive Board.
2. Voting members of the appeals committee shall include:
  - a) Officers of the Executive Board.
  - b) Constituents shall have one collective vote.
3. A period of no longer than one month shall elapse between the initial meeting of the appeal committee and the meeting of which the voting shall take place. The vote of each constituent President or appointed representative shall be determined by a vote taken at a meeting of their respective chapters during the month prior to the final meeting.
4. The decision of the appeals committee needs a  $\frac{2}{3}$  vote by those present and voting.
5. The State Consultant shall be present at the meeting of the appeal committee on investigation and proceedings.

### **SECTION 9. Disciplinary Action, Probation, and Resignation Protocol**

Should a member of the Board of Directors be found not fulfilling assigned duties:

1. Any member of the Board of Directors may write a formal complaint to a member of the Executive Board and the State Consultant. Within 48 hours of the initial complaint, the Executive Board will discuss the infraction and determine if the offense warrants a probationary period. These proceedings may occur via email, or one of the Executive Board members must document the meeting.
2. Immediately upon the conclusion of this meeting, the Board member being discussed will be verbally notified that there will be a written warning about the infraction distributed to the Board of Directors and whether or not they are in a probationary period. The Board Member will have the opportunity, should they find it necessary, to explain reasoning for the infraction (ie. illness, workload, death in the family), and the reasoning will remain confidential among those who were involved in the initial meeting regarding the Board Member's probationary status.
3. A First Warning, formalized by the draft created by the Secretary (drafted by the President if it's for the Secretary), will be produced to the Executive Board and the Board member being discussed stating the infraction, and the specific, reasonable time frame of the probationary period during which the tasks assigned must be completed. This letter must be acknowledged in writing (email is acceptable) by the Executive Board and the Board member being discussed within 24 hours of the proceedings stated above, and will immediately be distributed to all members of the Board of Directors.

4. On the day following the end of the first probationary period, the Member in question must present evidence to the Executive Board of the terms of probation having been met.
  - a) If the Executive Board determines that the terms of probation have been met, the Board member being discussed will be deemed off of probation, and a notice will be sent to the Board of Directors of this result within 48 hours.
  - b) If the Executive Board determines that the terms of probation have not been met, the Board member being discussed will be issued a Second and final warning, drafted by the Secretary. This warning will follow the same proceedings as listed above.
5. The Second probationary period must end on a day prior to a Board of Directors Monthly Meeting. The Board member being discussed must bring all items and passwords related to their office that are property of the Association to the meeting to relinquish in the event they are asked to resign or are relieved of office.
6. On the day following the end of the Second probationary period, at the beginning of Board of Directors Meeting, after roll is called, the President will read the probationary notice, and the Board member being discussed will have the opportunity to present evidence that the tasks assigned have been completed. All guests and the Board Member in question will be asked to leave the room while the Board of Directors deliberates. If the Board determines by a  $\frac{2}{3}$  vote that the terms of the probation have been met, the Board member being discussed will be deemed off of probation. If the Board determines that the terms of probation have not been met, the Board member being discussed will be asked to resign from office, or will be relieved of office if not willing to produce resignation. Resignation will follow the procedures outlined in Article IV, Section 10.
7. Previous infractions can be considered after the Board member being discussed is released from probation if another infraction is committed at a later date.

### **Section 10. Plagiarism and Copyright Infringement**

Any act of plagiarism and copyright committed by a member of the Board at any point during their term will result in immediate termination pending a Board vote. The vote can take place over email or in person. The Board must reach a decision via a  $\frac{2}{3}$  vote. The entire Board of Directors must be made aware of the offense as soon as it is discovered and a letter will be sent to the Dean of the offending Board member's school informing them of their termination within five business days of the termination. The offending member must turn over all of the MANS materials that they have in their possession to another Board of Directors officer at the earliest convenience of both parties (no later than the next official MANS meeting following the termination).

### **SECTION 11. Email Correspondence**

Members of the Board must respond to email correspondence within 48 hours (on business day) or 72 hours (on a weekend) of the date that the received email is posted in the inbox. If a Board Member is anticipating being away from email access for an extended period of time, and email must be sent to the entire Board of Directors notifying them of expected dates of absence, and an away message must be set to automatically respond to all incoming emails stating the dates of absence. Failure to follow such correspondence will be subject to disciplinary action outlined in Article VII, Section 9

## **Article VIII CONSULTANTS**

### **SECTION 1. Consultants**

The Consultants shall consist of a minimum of 1 member(s):

1. One shall be appointed by the Maryland Nurses' Association (MNA) for a minimum of two years. This Consultant shall be responsible for providing an exchange of ideas and information between members of their respective organizations and MANS. The MANS Executive Board has the final word on the appointment of the new Consultants.
2. A second Consultant/ Faculty Advisor appointed by the President of MANS with the approval of the Executive Board, shall be available for consultation and shall have a one year term of office to coincide with the President's term of office.
3. A third and fourth Consultant may be appointed by the President of MANS with the approval of the Executive Board, the RN consultant, provides continuity to the Board and will be a previous member of MANS Board of Directors and shall have a minimum of one year term of office.

### **SECTION 2. Advisory Council**

The advisory council, made up of (a) Consultant(s) shall:

- A. Consist of but not limited to: MNA, Appointed Presidential Consultant, NSNA staff, and NSNA Directors and Officers.
- B. Serve as resource persons by counseling and advising the officers, committees, and members.
- C. Attend meetings of the Association. The MNA State Consultant will attend meetings of MANS to maintain quorum.
- D. Maintain channels of communication with district and local Consultants.

### **SECTION 3. Treasury Meetings**

The MNA State Consultant shall meet with the Treasurer and the President once per semester, with the spring meeting being after the state's annual convention, to review files and books.

## **Article IX STANDING COMMITTEES**

### **SECTION 1. Committees**

The Board, at its discretion, shall establish committees of the Board, and determine the functions, terms, and membership of these. A quorum for the committee meeting shall consist of a majority of the committee members.

## **Article X FISCAL YEAR**

## **SECTION 1. Dates of the Fiscal Year**

The fiscal year shall end on June 30th and start again on July 1st.

## **Article XI 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 the rules apply and are not in conflict with these bylaws.

## **Article XII AMENDMENTS TO BYLAWS**

### **SECTION 1. Preparation and Submission of Proposed Amendments**

1. All proposed Amendments shall be prepared by the Committee on Bylaws and submitted to the Executive Board for approval at least two months before the annual meeting.
2. Proposed Amendments may be submitted to the Bylaws Committee by the Executive Board, Board committees, and member schools.

### **SECTION 2. Voting**

1. These bylaws may be amended at the annual meeting by a  $\frac{2}{3}$  vote of all delegates present and voting provided all proposed Amendments have been approved by the Executive Board and distributed to all constituent schools one month prior to the annual meeting.
2. These bylaws may be amended without previous notice at the annual meeting or any meeting duly called or such a purpose by a 99% vote of those present, entitled to vote, and voting.

### **SECTION 3. Effective Term of Bylaws**

An Amendment to these Bylaws shall become effective immediately upon its approval at the annual meeting or a special meeting unless the Amendment specified a time for its going into effect.

### **SECTION 4. Submission of Revised Bylaws**

Revised Bylaws containing the approved amendments shall be submitted to NSNA, the MANS board, consultants, and constituents within one month of approval.

### **SECTION 5. Amendments of NSNA Bylaws**

Amendments to the Bylaws of NSNA, adopted at the annual meeting which directly relate to the business of the State Association, in the areas of conformity, purpose and function, dues, membership, and representation, shall be automatically and immediately effect the necessary Amendment to the Bylaws of this Association and shall promptly be incorporated in to these Bylaws.