

**COLLEGE OF SAN MATEO  
NURSING STUDENT ASSOCIATION**

**CONSTITUTION**

**Preamble**

We, the students of the College of San Mateo, in order to promote interest and activity in Nursing do establish the College of San Mateo Nursing Students' Association (CSM-NSA). The CSM-NSA plans activities for all nursing students'; these include but are not limited to information for new students, joint class gathering and events, employment and information fair, fundraisers, and the pinning ceremony. The association provides an opportunity for the 1st and 2nd year students to work together in activities related to nursing education, social, community and professional interests.

**Article I**

**Name**

**Section 1.** The name of the organization shall be called College of San Mateo Nursing Student's Association and shall have the abbreviation NSA or the latter CSM-NSA

**Article II**

**Membership**

**Section 1.** Memberships are open to all students currently enrolled in the Nursing Program.

**Section 2.** Faculty or staff members may be afforded honorary membership.

**Section 3.** Voting members can only be students of College of San Mateo enrolled in the ADN program.

**Section 4.** Membership includes participating in planned activities.

**Section 5.** All members shall have one vote and must be present at the scheduled NSA meeting.

**Section 6.** Discrimination of any kind based on a person's belief, race, sexual orientation, gender, ethnicity or religion is prohibited.

**Article III**

**Office and Advisors**

**Section 1.** The following officers shall be elected:

- President
- Vice President
- Treasurer

- Secretary
- Two NSA Activity Coordinators
- Two NSA Representatives from each class
- Two Student Advisors from each class
- NSA Newsletter Coordinator
- Four Newsletter Representatives from each class
- Two ICC Representatives from each class

**Section 2.** Each officer elected by his or her peers serves a full term of one year.

**Section 3.** The duties of the officers shall be as follows:

- A. Plan NSA meetings and activities for nursing students
- B. Record keeping of all activities related to NSA
- C. Dispersal of funds
- D. Participate in campus activities as representatives of the nursing program

**Section 4.** The Faculty Advisor may be the Nursing Program Coordinator or a Nursing faculty member.

**Section 5.** Duties of the Officers:

A. President

1. To preside at the meetings of the association.
2. To prepare an agenda for the meetings of the association.
3. Appoint committees with the approval of the elected officers and serve as an ex-officio member of the committees.
4. May appoint a representative to ASCSM (Associated Students of College of San Mateo), and a representative to the CNSA chapter.
5. Supervise elections.
6. Record and tally results of votes and elections.
7. Perform other duties pertaining to the office and represent this association in all matters related to this association.

B. Vice President

1. Facilitate reviewing and recommending changes in the bylaws.
2. Serve as resource person regarding parliamentary procedure.
3. Perform other duties as assigned by the President or as necessary.
4. May delegate duties to first year representatives.
5. Serves as Master of Ceremonies during the pinning ceremony of the current graduating class in the spring.

C. Secretary

1. Keep files and record minutes of all associating transactions and post publicly for member inspection within two weeks after the last meeting.
2. Keep a register for roll call of all members.
3. Keep register of names and contact information of the members of this association.

4. Perform other duties assigned by the President or as necessary.

#### D. Treasurer

1. Act as custodian of association funds.
2. Sign for monetary disbursements in accordance with college policy.
3. Cause accurate current financial records to be kept and make regular reports of those records to the membership.
4. Ensure that financial records are submitted for review at each meeting.
5. Perform other duties as assigned by the President or as necessary.
6. Collect a \$100.00 non-refundable Student Fee from each second year student for NSA fundraising.

#### E. NSA Activities Coordinators

1. Chair NSA activities committees.
2. Coordinate NSA activities with campus association activities representatives.
3. Perform other duties as assigned by the President or as necessary.

#### F. NSA Class Representatives

1. Communicate news, updates from NSA to the respective classes.
2. To perform other duties as assigned by the President or Vice President or as necessary.

#### G. Student Advisors

1. Attends ALL Student Advisory Committee meetings and represents student issues concerning the curriculum.
2. Recommends potential enhancements and possible solutions to the curriculum.
3. Communicates meeting outcomes back to the respective class and to NSA.
4. To perform other duties as assigned by the President or Vice President or as necessary.

#### H. Media Coordinator

1. Attends all NSA meetings.
2. Leadership responsibilities include decision making, supervision, and delegation to the media team in addition to the media responsibilities.
3. Manages the printing and distribution of the newsletter to students, faculty, and advertisers.
4. Ensures the accounts and passwords are associated only with the NSA club and not with any personal affiliations.
5. Facilitates and coordinates the pinning ceremony programs for the graduating class.

#### I. Media Representatives

1. Attends all NSA meetings.
2. Represent the College of San Mateo nursing program on social media platforms.
  - a. Assists in promoting College of San Mateo's Nursing prestige
  - b. Promotes any advertising of fundraising to collaborate with fundraising efforts

- c. Does not slander or demean College of San Mateo's Nursing program or its students
- 3. Coordinates photo collages and/or posters.
- 4. Uses the media platforms appropriately for the needs of College of San Mateo's NSA program
- 5. Ensures the accounts and passwords are associated only with the NSA club and not with any personal affiliations.

**J. Inter Club Council (ICC) Representatives**

- 1. Attends and represents NSA in ICC meetings once per week.
  - a. ICC meetings are held every Tuesday at 1:15 pm (Current as of Fall 2019).
  - b. Future meeting dates and times are subject to change at the discretion of the Associated Students of College of San Mateo (ASCSM).
- 2. Communicates pertinent club information back to NSA.
- 3. Completes the "Continuing Club Packet" each **semester** as required by the Associated Students of College of San Mateo (ASCSM) to maintain NSA club's "active" status.
  - a. "Continuing Club Packet" - Are to be filled out if NSA has been active for the past 4 semesters and is petitioning to maintain its active status in the current semester.
  - b. "New Club Packet" - Are **only** to be filled out if NSA has been inactive for more than 4 semesters and is petitioning to be reinstated in the current semester.

**Article V  
Elections**

- Section 1.** Elections for 1st year students shall be held by the 3rd week of classes each year with special elections if need be.
- Section 2.** Elections shall be by nomination and a closed ballot.
- Section 3.** Candidates shall be elected when he/she has received a majority of votes cast.
- Section 4.** The President, Treasure, two NSA Activities Coordinators, two Representatives, two Student Advisors, 1 Newsletter Chair and three Newsletter Members, shall be elected in May of the current term/year and the President will be responsible for initiating the 1st year elections in the Fall.
- Section 5.** The positions of President, Treasurer, two NSA Activities Coordinators and Newsletter chair are open only to 2nd year students. Vice President and Secretary, two NSA Representatives, two Student Advisers and newsletter members are open to 1st year students.

- Section 6.** The President must have participated and been in attendance of fifty percent of the NSA meetings while he/she was a first year student to qualify for President.
- Section 7.** If an elected position is vacated, it will be open to the existing Nursing student body. A special election will be held within one week, which a majority of votes cast must be met. No elections for replacing a 2nd year position will be held in the last eight weeks.
- Section 8.** If the President position is vacated, a 2nd year NSA officer can be appointed as President in majority rules by members of the NSA.