BYLAWS

OF THE

STUDENT NURSES' ASSOCIATION OF PENNSYLVANIA

Amended November 2025

STUDENT NURSES' ASSOCIATION OF PENNSYLVANIA

BYLAWS

ARTICLE I

Name

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

ARTICLE II

Purpose and Function

SECTION 1

The purpose of SNAP is:

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

SECTION 2

The functions of SNAP shall include the following:

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 actions as appropriate.
C. To promote and encourage nursing student participation in community affairs and activities toward improved health care and the resolution of related social issues.
D. To represent nursing students to the consumer, institutions, other organizations, and governmental bodies.
E. To promote and encourage student participation in interdisciplinary activities.
F. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of person's race, color, creed, sex, national origin, economic status, or sexual preference.
G. To promote and encourage a collaborative relationship with nursing and related health organizations in Pennsylvania.
H. To inform and advise the nursing student of his/her rights and responsibilities.

ARTICLE III

Members

SECTION 1

A. School chapters whose membership is composed of active members and who have submitted the official application for NSNA Constituency Status containing the areas of conformity, and upon meeting such other policies as the Board of Directors may determine, shall be recognized as a NSNA Constituent.
B. A school chapter shall be composed of at least ten members from a school or the total school enrollment if less than ten. There shall be only one chapter on each school campus.
C. The SNAP shall be composed of at least two (2) NSNA constituents in a state. School chapters shall belong to SNAP. The SNAP shall be the only recognized state Association in Pennsylvania.
D. For yearly recognition as a constituent, the SNAP and school chapters shall submit, on an annual basis, the official application for NSNA Constituency Status, which shall include the following areas of conformity with NSNA Bylaws: purpose and function, membership, dues, and

representation.

E. School chapters are entities separate and apart from SNAP in their administration of activities, with SNAP exercising no supervision or control over these immediate daily and regular activities. SNAP 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 proceedings are brought against SNAP as a result of such acts of omission or commission by a school chapter, said chapter will indemnify and hold harmless the SNAP from any liability.

***SECTION* 2**

Categories of Constituent Membership

A. Active Members:
   1. Students enrolled in state approved programs 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 members shall have all of the privileges of membership.

B. Associate Members:
   1. Pre-nursing students, including registered nurses, enrolled in college or university programs designed as preparations 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 of president and vice president.

C. Active and associate membership shall be renewable annually.

SECTION 3

Categories of Non-Constituent Membership

A. Sustaining Members
   Sustaining membership shall be open to any individual or organization interested in furthering the development and growth of SNAP upon approval of the SNAP Board of Directors. Sustaining members shall receive *Insight,* legislative updates, and other information from the SNAP. This membership category is not open to those eligible for constituent membership. Sustaining members shall be non-voting members.

B. Honorary Members
   Honorary membership will be selected by the Board of Directors and bestowed upon person(s) who have rendered distinguished service and valuable assistance to SNAP. Honorary members shall have the same privileges as sustaining members.

C. Alumni Members
   Alumni membership shall be open to any professional nurse. Alumni members shall receive *Insight,* legislative updates, and other information from the SNAP. Alumni members shall be non-voting members.

SECTION 4

Active membership may be extended six months beyond completion of a student's program in nursing. Sustaining membership and alumni membership shall be renewed annually.

SECTION 5

Dues

A. Constituent Membership
   1. The annual dues shall be sufficient to meet the needs of the organization and shall be established by the SNAP House of Delegates. The dues year for members shall be a period of twelve (12) consecutive months.
   2. Payment of NSNA and SNAP dues is a prerequisite for membership. NSNA dues are established by the NSNA.
   3. NSNA and SNAP dues shall be payable directly to NSNA. Local dues shall be submitted to the chapter.

B. The annual dues for sustaining members are set by and collected by NSNA and sent with members' dues on a month basis to SNAP. Alumni members shall be established by the SNAP Board of Directors and shall be paid directly to the SNAP.

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

ARTICLE IV

Officers

SECTION 1

The officers of SNAP shall be President, Vice-President, Secretary/Treasurer, Legislative Coordinator, and Regional Coordinators as identified by the Board of Directors.

SECTION 2

Eligibility

A. Any constituent member shall be eligible to serve as an officer of SNAP for a maximum of four terms.

B. There shall be one Regional Coordinator from each region as defined by the Board of Directors.

C. All candidates shall be enrolled in a nursing program until at least April 15th of the following year.

SECTION 3

Term of Office

Term of office shall be from the adjournment of the Annual Meeting at which officers are elected to the adjournment of the following Annual Meeting.

SECTION 4

A. The President shall:

1. Serve as the principle officer of SNAP and preside at all meetings of the Association, the Board of Directors, and the Executive Committee.
2. 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.
3. Appoint committees and their chairpersons, subject to the approval of the Board of Directors, and make other appointments as necessary.
4. Be one of the designated check signers.
5. Serve as ex-officio member of all committees except the committee on Nominations and Elections.
6. Represent SNAP in matters relating to the Association.
7. Update the President's Orientation Manual as needed.
8. Have such other powers and perform such other duties as may be assigned by the Board of Directors.
9. Notify the chapter president of each school with members in that region as soon as possible in the event of a vacancy in the Regional Coordinator position during the term of office.
10. Oversee membership recruitment and membership retention activities.
11. Establish and maintain contacts with major nursing interest groups in recruiting qualified individuals into professional nursing.

B. The Vice-President shall:

1. Assume the duties of the President in the absence or disability of the President.
2. In the event of a vacancy occurring in the office of President, shall assume the duties of the President.
3. Serve as chairperson of Convention Committee and update the convention organization plan as needed.
4. *Collaborate with staff to* investigate sites and secure *future* contacts for annual meeting.
5. Update Vice-President's Orientation Manual as needed.
6. Collaborate with other SNAP Board members in membership recruitment and retention activities.
7. Establish and maintain contacts with major nursing interest groups in recruiting qualified

individuals into professional nursing.
8. Perform all other duties as assigned by the President or as usual to this office.

C. The Secretary/Treasurer shall:

1. Prepare the minutes of all business meetings of the Association and the Board of Directors.
2. *Collaborate with staff to prepare* the delegate count in accordance with the Bylaws.
3. Be responsible for reviewing the financial ledger monthly and/or regularly with the executive director.
4. Receive a copy of all financial statements generated by any financial instituition with respect to an account owned by SNAP.
5. See that the annual financial report is prepared and submit an up-to-date financial report to Board of Directors at meetings.
6. Be one of the designated check signers.
7. *Collaborate* with staff on scholarship, sustaining and alumni membership recruitment activities.
8. Update the Secretary/Treasurer's Orientation Manual as needed.
9. Perform all other duties as assigned by the President or as usual to this office.
10. Serve as *SNAP's* liaison to *NSNA's Imprint* editor.
11. Serve as historian of SNAP by keeping a log of the Association activities and events during the term.
12. Collaborate with other SNAP Board members in membership recruitment and retention activities.
13. Establish and maintain contacts with major nursing interest groups in recruiting qualified individuals into professional nursing.
14. Perform all other duties as assigned by the President or as usual to this office.
15. Assume the role of President if both the President and Vice President are unable to fulfill this role.

D. The Legislative Coordinator shall:

1. Be aware of national and state legislation dealing with the concerns of nursing and health care issues.
2. Bring to the attention of the SNAP President and the Board of Directors any proposed legislation on which the Board should take action or issue statements.
3. Communicate with students and encourage action regarding appropriate legislative issues.
4. Be responsible for legislative information contained in *Insight.*
5. Serve as a resource person for matters concerning student's rights.
6. Be responsible for review and recommendation of the Bylaws to the Board of Directors.
7. Be responsible for review and recommendations to the Board of Directors for change in the Policy Manual as needed.
8. Serve as chairperson on the Resolutions Committee and update Resolutions Handbook as needed.
9. Update the Legislative Coordinator's Orientation Manual as needed.
10. Collaborate with other SNAP Board members in membership recruitment and retention activities.
11. Establish and maintain contacts with major nursing interest groups in recruiting qualified individuals into professional nursing.
12. SNAP Annual Meeting and provide for their implementation.
13. Perform all other duties as assigned by the President or as usual to this office.

E. Each of the seven Regional Coordinators shall:

1. Maintain lines of communication between the SNAP Board of Directors and the nursing students in his/her respective region.
2. Encourage regional members to participate in community health activities and serve as resource person for such activities.
3. Serve as a resource person for publicizing local, regional, state, and national association activities.
4. Coordinate membership recruitment efforts in his/her region and assist school chapters to become

NSNA constituents.

5. Work closely with the *Nominations and Elections Committee* for recruitment of qualified students running for state office in his/her region.
6. Be responsible for coordinating meetings and activities within his/her region as requested by a regional school or the Board of Directors.
7. Serve as a resource person for individuals and school chapters to interpret NSNA and SNAP Bylaws and Policies.
8. Be enrolled in a school within the region.
9. Update the Regional Coordinator's Orientation Manual as needed.
10. Collaborate with other SNAP Board members in membership recruitment and retention activities.
11. Establish and maintain contacts with major nursing interest groups in recruiting qualified individuals into professional nursing.
12. Perform all other duties as assigned by the President or as usual to this office.

ARTICLE V

Nominations and Elections

SECTION 1

Nominations and Elections Committee

The Nominations and Elections Committee shall be composed of three members. There will be one member of Nominations and Elections Committee from the Western Pennsylvania regions; one member from the Central Pennsylvania regions; and one member from the Eastern Pennsylvania regions. Regions are determined by the Board of Directors. The Committee will be elected by the House of Delegates at the Annual Meeting. The chairperson will be the person with the highest number of votes.]

SECTION 2

A. The Nominations and Elections Committee member shall:
   1. Seek out prospective students to run for state office through general correspondence of students and advisors in the state.
   2. Inform prospective candidates of job descriptions, responsible duties, and campaign rules and regulations.
   3. Provide "consent-to-serve" forms to candidates and organize the collection of such.
   4. Work with candidates to make sure their credentials are in order and they are fully aware of campaign rules and regulations.
   5. Receive allegations of violation of campaign rules and/or regulations for action.
   6. Construct a slate of candidates before the Annual Meeting.

B. In addition to the above, the Nominations and Elections Committee Chairperson shall:
   1. Present pre-slated candidates to the SNAP Board of Directors prior to the Annual Meeting.
   2. Present the slate of candidates at the Annual Meeting.
   3. Preside over candidate presentations at the Annual Meeting.

C. The report of the Nominations and Elections Committee shall be presented at the first business meeting of the Annual Meeting. Nominations may be made from the floor at the Annual Meeting provided that the eligibility of the individual so nominated, as determined by these Bylaws, has been established and the written consent of such individuals secured and submitted prior to such meeting.

D. Nominations and Elections Committee shall make campaign rules and regulations available to all qualified candidates at the time of their nomination.

SECTION 3

A vacancy on the Nominations and Elections Committee shall be filled by the Board of Directors. In case of a member of the Nominations and Elections Committee is not performing his/her duties,

extenuating circumstances will be considered by the Nominations and Elections Committee during the course of their deliberation as to whether to declare the position vacant.

SECTION 4

Elections

A. The officers of this Association shall be elected at the Annual Meeting by the House of Delegates.
B. The election shall be by secret ballot. At least ten (10) votes are needed for a write-in candidate to be elected.
C. A tie vote shall be determined by a coin toss done by the parliamentarian.
D. Tellers shall supervise the elections process and report the outcome to the House of Delegates.

ARTICLE VI

Meetings

SECTION 1

A. The Annual Meeting of the Association shall be held at such time and place as shall be determined by the Board of Directors.
B. 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.
C. Meetings can be conducted virtually or in-person.

SECTION 4

The privilege of making motions and voting shall be limited to the voting body. Each member of the voting body shall have one vote in any election or on any question.

SECTION 5

All meetings of SNAP shall be open to SNAP members, faculty, conventions speakers, invited guests and the public, unless voted otherwise by the House of Delegates. Voting delegates are the only ones permitted to be seated with the delegate body. SNAP members who are not accredited delegates may speak once on each issue before the house.

SECTION 7

Special Meetings

A. Special meetings may be called by the Board of Directors and shall be called by the President upon written request of one-third (1/3) or more of schools of nursing with SNAP membership. Notice of time, place, and purpose of the meeting shall be received by all school chapters not less than five (5) days prior to the meeting.
B. The voting body shall be the same, insofar as possible, as that at the Annual Meeting. Other members may attend and shall have only the privileges to speak once on each issue.
C. The quorum shall be two-thirds (2/3) of the registered delegates and at least four (4) members of the Board of Directors including the President and Vice-President.
D. This meeting can be conducted virtually or in-person.

ARTICLE VII

Board of Directors

SECTION 1

The Board of Directors shall consist of the elected officers. The constituents shall serve as ex-officio members without a vote.

SECTION 2

All 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 nor modify any action taken by the House of Delegates in the Annual Meeting and subject to the provisions of these

Bylaws.

SECTION 3

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 SNAP unless the same was authorized in writing by the Board of Directors.

SECTION 4

Management by the Board of Directors 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 SNAP relationship with other organizations.

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

D. Ensure a prohibition on loans to any individuals or entities of any nature enforcing that individuals seeking reimbursement for SNAP-related expenses must first submit copies of all receipts to the Secretary/Treasurer for approval.

E. Have the power to fill vacancies for the unexpired term unless otherwise specified in these Bylaws.

F. In the event that an elected or appointed Board member has failed to perform his/her specified duties, the SNAP Board of Directors shall have the power by three-quarters (3/4) vote to declare the office of an elected or appointed position vacant. In the event that an elected or appointed Board member misses two meetings during term of office, the position shall be declared vacant.

G. In the event of the vacancy in the office of both President, Vice-President, and Secretary/Treasurer, the SNAP Board of Directors shall appoint a new President from within the Board of Directors as soon as possible. This is the only time the Board of Directors can function as a voting body without the presence of the President or Vice President.

SECTION 6

A. Executive Committee

There shall be an Executive Committee of the Board of Directors composed of the President, three members of the Board of Directors, and a consultant. This committee shall have the power to transact business only of an emergency nature that cannot wait until the next scheduled meeting of the Board of Directors. A quorum of this committee shall consist of the president, at least two other committee members, and a consultant. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors. The Executive Committee may conduct such emergency business virtually or in-person.

B. Duality of Interest – Conflict of Interest Policy. Any board member, officer, employee, or committee member having an interest in a contract or other transaction or determination presented to the Board of Directors or a committee of the Corporation for recommendation, authorization, approval or ratification shall give prompt, full and frank disclosure of his or her interest to the Board of Directors or committee prior to its acting on such contract or transaction and also annual certify the receipt of the Conflict of Interests Policy attached hereto as Schedule "A". The body to which such disclosure is made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist consistent with the attached Conflict of Interest Policy. If a conflict is deemed to exist, such person shall not vote on, nor use his or her personal influence on, nor participate (other than to present factual information or to respond to questions) in the discussions or deliberations with respect to such contact, transaction or determination. Such person may not be counted in determining the existence of a quorum at any meeting where the contract, transaction, or determination is under discussion or is being voted upon. The minutes of the meeting shall reflect

the disclosure made, the vote thereon and, where applicable the abstention from voting and participation, and whether a quorum was present.

SECTION 7

Breakthrough to Nursing (BTN)

A. Breakthrough to Nursing is a project to increase the number and diversity of students choosing nursing as a career.
B. Board members will assist SNAP constituents in establishing Breakthrough to Nursing (BTN) projects at their local chapters.
C. Board members will encourage the admission of minority students into program of nursing. Minority students include race, nationality, gender, physically challenged, and/or non-traditional students.

ARTICLE VIII

Consultants

SECTION 1

A. There shall be two (2) consultants. The position shall be subject to a bi-annual review.
B. The consultants shall be graduates of a nursing program and currently employed in either the nursing field or the nursing education field.
C. The consultants shall be appointed to serve for a two-year term, with appointments being staggered, or until their respective successors are appointed.

SECTION 2

The consultants shall:

A. Serve as resource persons consulting with the Board of Directors, members, and staff, and be charged with coordinating with the Executive Director to ensure compliance.
B. Attend Board meetings and the Annual Meeting. At least one consultant shall attend the NSNA Annual Meeting as deemed necessary/feasible by the Board of Directors.

ARTICLE IX

SECTION 1

A. There shall be two (2) consultants. The position shall be subject to a bi-annual review.
B. The consultants shall be appointed to serve for a two-year term, with appointments being staggered, or until their respective successors are appointed.

ARTICLE X

Chief Executive Officer

The Chief Executive Officer shall:

1. Be the administrative officer and general manager of the Association responsible to the Board of Directors and shall carry out such responsibilities in connection with the duties of the office as shall be specified by the Board of Directors within the established policies of the Association and approved budget limitations.
2. Receive and record all SNAP monies, deposit funds on behalf of SNAP and inform the Treasurer of all transactions.
3. Shall attend SNAP Board of Directors meetings and the SNAP Annual Meeting.
4. Serve with consultants as a resource person.
5. Maintain all current state files for SNAP.
6. Be responsible for keeping SNAP equipment in good condition.
7. Shall conduct relationships with all business establishments for SNAP.
8. Perform all other duties as assigned by the President or as usual to this position.

9. Be one of the check signers.

ARTICLE XI

Official Publication

Insight shall be the official publication of the Association and shall be distributed to members as one of the benefits of membership.

ARTICLE XII

Parliamentary Authority

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 XIII

Amendments

SECTION 1

These Bylaws may be amended at the Annual Meeting by a two-thirds (2/3) vote of those present and voting provided that notice at the proposed amendments has been received by each school of nursing with SNAP members at least four (4) weeks prior to the meeting.

SECTION 2

The Legislative Coordinator shall submit proposed amendments in writing, carrying the proponent's signature, to the Board of Directors for review at least eight (8) weeks prior to the Annual Meeting. Proposed amendments may be submitted to the SNAP Legislative Coordinator by members, SNAP chapters, and the Board of Directors.

SECTION 3

These Bylaws may be amended at the Annual Meeting by 99% vote, without previous notice having been given, provided that the proposed amendment shall have been presented to the presiding officer and parliamentarian before the meeting at which the proposed amendment shall be introduced.

SECTION 4

Amendments to these Bylaws shall become effective immediately upon approval at the SNAP Annual Meeting unless the amendment shall specify an alternate date to take effect.

SECTION 5

Amendments to the Bylaws of NSNA, adopted at the NSNA Annual Meeting, which directly relate to the business of the constituent Association in the areas of conformity shall automatically and immediately effect the necessary amendments to the Bylaws of the constituent associations and shall promptly be incorporated into their Bylaws.

Amended November 2025