PITT COMMUNITY COLLEGE ASSOCIATION OF NURSING STUDENTS  
BY-LAWS

Article I – NAME OF ORGANIZATION

The name of this professional organization shall be the Pitt Community College Association of Nursing Students hereinafter referred as PCCANS.

Article II—PURPOSE AND FUNCTION

Section 1. The purpose of PCCANS is:

A. To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.

B. To provide programs representative of fundamental interests and concerns to nursing students.

C. To aid in the development of the whole person, his/her professional role, his/her responsibility for health care of people in all walks of life.

D. To promote a positive image of nursing practice.

Section 2. The function of PCCANS shall include the following:

A. To have direct input into 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 recruitment efforts, participation in student activities, and educational opportunities regardless of a person’s race, color, creed, sex, national origin, age, or economic status.

F. To promote and encourage collaborative relationships with nursing and health related organizations including the North Carolina Association of Nursing Students (NCANS) and National Student Nurses’ Association (NSNA).
Article III – MEMBERS

Section 1. PCCANS Membership Requirements:

A. Students must be enrolled in Pitt Community College Associate Degree Nursing Program leading to licensure as a registered nurse.

B. Students placed on clinical personal improvement plan or academic probation may not participate in this organization.

Section 2. Constituent Associations:

A. School constituent membership is composed of active or associate members who are members of the NSNA and the state association (NCANS).

B. PCCANS shall be composed of at least 10 members from Pitt Community College or the total school enrollment if less than 10. There shall only be one chapter on this school campus.

C. For yearly recognition as a constituent, and office of the PCCANS shall submit annually the Official Application for NSNA Constituency Status which shall include the following areas of conformity: purpose and functions, membership, dues, and representation.

D. A constituent association which fails to comply with the bylaws and policies of NSNA shall have status as a constituent revoked by a 2/3 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 constituent association is given an opportunity to be heard.

E. PCCANS is an entity separate and apart from NSNA and its administration of activities, with NSNA and North Carolina Association Nursing Students (NCANS) exercising no supervision or control over these immediate daily and regular activities. NSNA and NCANS have no liability for any loss, damages, or injuries, sustained by third parties as a result of the negligence or acts of PCCANS or the members thereof. In the event any legal proceeding is brought against NSNA and NCANS as a result of such acts of omission or commission by PCCANS, will indemnify and hold harmless the NSNA and NCANS from liability.

Section 3. Constituent Membership

Members of the constituent associations shall be active members:

a) Students enrolled in Pitt Community College Associate Degree Nursing Program leading to licensure as a registered nurse.

b) Active members shall have all the privileges of membership.

c) Membership shall be renewable annually.

Section 4. Attendance Requirements

A. To maintain membership in PCCANS, students must attend 75% of scheduled meetings and actively participate in fundraising and community events.
B. Students must participate in fundraising events if such funds are designated for travel expenses and to assist students with registration fees to state and/or national student organization events.

C. Failure to do the above will result in dismissal in PCCANS and future reimbursement for SNA events will be denied.

Section 5. Professionalism

A. Nursing students attending functions as a representative of PCCANS are expected to behave in a professional manner as stated in the PCC Nursing Department Student Policies Handbook and the PCC Code of Conduct.

B. If events occur that question the professionalism of these students, they will be reprimanded according to the above regulations.

C. Anyone in violation of these policies can be removed by the PCCANS Faculty Advisor and/or recommendation of the Director of Nursing.

Section 6. Recognition Cords

A. Recognition cords will be awarded for members who are active members for at least 2 semesters of the nursing curriculum and uphold the by-laws of this professional organization.

B. These members shall be approved by the Faculty Advisor and the Executive Board to ensure adherence to the by-laws.

C. Upon satisfaction of said above, the PCCANS member may be recognized at pinning ceremony and graduation with select recognition cords.

Article IV -- DUES

Section 1.

A. The annual NSNA dues for active members shall be $35 per member. This includes membership to NCANS. The dues year for members shall be a period of twelve consecutive months.

B. School dues for local SNA (PCCANS) students will be $10.00 per semester or $20 per year.

C. The PCCANS Executive Board has the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.

D. National and state dues shall be payable directly by each member to NSNA. NSNA shall remit to each state constituent the dues received in behalf of the constituent. NSNA shall not collect nor remit school chapter dues.

E. Any member who fails to pay current dues shall forfeit all privileges of membership.
F. Should a student leave nursing school, there will be no refund of any monies.

Article V-- OFFICERS

Section 1. Offices

A. President, Vice President, Secretary, Treasurer, Projects Chairperson, and Historian

Section 2. Eligibility

A. Only members enrolled in the Associate Degree Nursing Program at Pitt Community College and who have the privilege of active membership shall be eligible to be an officer.

B. All officers of PCCANS shall also be active members of NCANS and NSNA.

C. The term of office shall be for one year for the installment of officers or when their successors are installed.

D. No officer shall hold more than one elected position at anytime.

E. Any candidate for any office shall meet all eligibility requirements.

Section 3. Duties of the above shall consist of:

A. President

1. Shall preside at all meetings of this association, appoint special committees as needed, perform all other duties pertaining to the office and represent (or appoint a member to represent) this association in all matters to the local State Nurses Association, the local league for Nursing, NCANS, NSNA, and other professional and student organization.

2. Shall be the chairperson for and be a member of the Executive Board.

3. Abide by the By-Laws and Policies of PCCANS.

4. Shall be a senior nursing student.

5. Shall report current club activities to Student Activities Director.

6. Official PCCANS letterhead may not be used without prior consent from Faculty Advisor.

B. Vice President

1. Shall succeed to the office of President, having served one term as Vice President.

2. Shall preside at meetings in the absence of the President.
3. Shall assist the President as delegated and act as advisor to the President.

4. Shall serve as member of the Executive Board.

5. Abide by the By-Laws and Policies of PCCANS.

6. Official PCCANS letterhead may not be used without prior consent from Faculty Advisor.

C. Secretary

1. Shall record and distribute the minutes of all meetings of this association as directed by the President.

2. Shall keep on file as a permanent record all reports, papers, and documents submitted to the Secretary.

3. Refer to duly appointed committees the necessary records for the completion of business.

4. Forward minutes to the state nursing student association board as well as the names and addresses of all officers and committee chairpersons after their election or appointment. (Once we obtain Chapter status)

5. Deliver to the newly elected Secretary all papers of PCCANS.

6. Shall serve as a member of the Executive Board.

7. Abide by the By-Laws and Policies of PCCANS.

8. Maintain record of attendance to established monthly meetings and community/ campus events for approval of recognition cords.

9. Official PCCANS letterhead may not be used without prior consent from Faculty Advisor.

D. Treasurer

1. Shall serve as chairperson of the budget committee.

2. Shall be a senior nursing student.

3. Shall serve as a member of the Executive Board.

4. Abide by the By-Laws and Policies of PCCANS.

5. Submit financial reports to the membership at scheduled meetings.

6. Prepare financial reports submitted at the monthly Executive Board Meeting.
7. Keep a permanent record of all dues received from members and any other monies that may be paid to PCCANS.

8. Manage established checking account for PCCANS at local bank, with the President serving as co-signer as deemed necessary.

9. Shall deliver all records to the newly elected treasurer of PCCANS.

10. Remit payment for approved debits according to the following:

   a) Disbursement of Funds
      1. Requests for disbursement of funds shall be made in writing to the Executive Board.
      2. The Executive Board may approve disbursements of funds up to $25.00 per request.
      3. Present to the current membership at its regular monthly meeting all requests over $25.00 for approval.
      4. Upon approval the treasurer will issue checks for those requests approved.
      5. No funds will be disbursed without prior approval.
      6. Shall submit all records for the purpose of audit on an annual basis.
      7. Shall deliver all records to the newly elected treasurer of PCCANS.

11. Official PCCANS letterhead may not be used without prior consent from Faculty Advisor.

E. Projects Chairperson

1. Serves as chairperson of Project Committee.

2. Attend student government association meetings of Pitt Community College.

3. Be accountable to the membership for notification of pending student activities.

4. Serve as a member of the Executive Board.

5. Abide by the By-Laws and policies of PCCANS.


7. Official PCCANS letterhead may not be used without prior consent from Faculty Advisor.
F. Historian

1. Submit articles to NSNA News according to publication deadline.
2. Keep PCCANS bulletin board up-to-date.
3. Submit articles to the local media as warranted.
4. Serve as a member of the Executive Board.
5. Abide by the By-Laws and Policies of PCCANS.
6. Maintain a scrap book of events pertinent to PCCANS.
7. Official PCCANS letterhead may not be used without prior consent from Faculty Advisor.

Section 3 Absence of Officers

A. Officers who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Executive Board and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.

B. An officer may also be removed from office by a plurality vote of the members present at the next scheduled meeting of the Association if that officer is deemed negligent in the functions of that office as state in these bylaws.

C. Prior notification of two weeks shall be given to the officer in question.

Article VI ----ELECTIONS

Section 1. Election of Officers

A. Officers shall be elected at the annual election to be held the month of September each year.

B. The President and Treasurer shall be a senior nursing student.

C. The President-elect (Vice President) shall be a freshman nursing student. If there are no candidates, then a senior nursing student shall be elected.

D. All elections shall be held by secret ballot.

E. A plurality vote of the members present and entitled to vote and voting shall constitute an official election.

F. In the event of tie, a re-vote shall be held for the two candidates with the largest number of votes.

G. When a candidate is nominated for an office, he or she must be present and consent to be a candidate and serve on the PCCANS Board.
H. All nominations for officers shall be in good standing with the association and meet all requirements as stated in these by-laws.

ARTICLE VII—MEETINGS

Section 1. Membership Meetings

The meeting of the Association shall be held on the 4th Tuesday of each month or at such a time and place to be determined by the President and/or the Board of Directors.

ARTICLE VIII—COMMITTEES

Section 1. Appointments

A. Committee chair appointments shall be made by the Executive Board and shall be deemed standing committees unless otherwise stated at time of appointment.

B. Committee members shall be appointed by the committee chairperson or selected by the Executive Board from a group of volunteers.

Section 2. Responsibility

All committees shall be responsible to the membership for reporting committee activities on a regular basis.

Article IX—EXECUTIVE BOARD

Section 1. Definition

The Executive Board shall consist of the elected officers, and one Associate Degree Nursing faculty representative.

Section 2. Duties and Responsibilities

A. The Executive Board shall be responsible for:
   1. Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled membership meeting.
   2. Filling vacancies in any office by majority vote of the general membership.
   3. Reviewing monetary disbursements, acquisitions and fund raising activities and shall be responsible for procuring persons for audit of all accounts on an annual basis.
Article X---- DELEGATES

Section 1. Purpose and Function

A. To serve as spokesperson for this association at the annual state and national conventions.

B. Present to the state organization all proposed resolutions, or amendments to by-laws or policies proposed by the association.

C. Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association’s membership at regularly scheduled membership meetings.

D. Make available to members updates, explanations, and copies of current proposed state and national resolutions.

Section 2. Qualification and Appointment

A. Any member maintaining a 78 average or above in enrolled courses, who is active in PCCANS projects and is nominated by current membership at regularly scheduled meeting is eligible to hold the position of delegate.

B. Appointment shall be for one (1) year and shall be made by nomination of those members eligible and voted on by the current membership eligible to vote and voting. The nominee receiving the majority of votes cast shall be awarded the position.

C. Delegates must be members of PCCANS, NCANS, and NSNA.

Section 3. Delegate Representation

School constituents:

1. PCCANS, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.

2. The PCCANS delegate and alternate shall be members in good standing in the chapter and shall be selected and/or elected to one voting delegate and alternate for every 50 members.
Article XI—AMENDMENTS

Section 1.

Amendments to the Bylaws may be made with a 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been posted to members at least (2) two weeks prior to the meeting. Only proper amendments submitted in writing and carrying the proponent’s signature will be considered.

Section 2.

These Bylaws shall be reviewed annually at the October membership meeting.

Reviewed 9/26/11 AJB/ET
Revised 10/3/11 AJB/ DS