

Student Nurses At Penn (SNAP) Bylaws
University of Pennsylvania
School of Nursing

Section I. Composition

- A. The Board of Directors shall consist of: President, Vice President, Secretary, Treasurer, Legislative Coordinator, Peer Advising Chair (2), Community Outreach Chair (2), Fundraising Chair (1), ABSN Representative (1)
- B. Active Membership: Requirements, point allocation
- C. Election: frequency, structure, organization

Section II. Responsibilities

1. The Board of Directors (BOD) 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. Attend board meetings
 - i. Each Board member may miss a maximum of three unexcused Board of Directors meetings; following the absence of their third meeting the Board member must meet with the President to discuss the situation.
 3. Send all event descriptions/ details to the secretary for the weekly email by midnight the night prior to its publication.
 4. Maintain active SNAP Membership.
 5. Each Board member will be responsible for planning at least 1 GBM each semester.
 6. Assist and attend events and initiatives of other board members.
 7. Use the SNAP Sign-In Sheet to record membership points accordingly
 8. Maintain active National Student Nurses Association (NSNA) membership
 9. Filling vacancies in any office by 2/3-majority vote of the Board of Directors, excluding that of President.
 10. Review monetary disbursements, acquisitions, and fundraising activities, as well as be responsible for procuring persons for audit of all accounts on an annual basis.
 11. Review and update the Bylaws annually in the spring
 12. Monitor the SNAP shared Google Drive Folder
2. **Duties of the Board shall consist of:**
 1. **The President shall**
 1. Preside at all meetings of this association, appoints special committees as needed, perform all other duties pertaining to the office, and represent this

association in all matters to the local nurses association, state nursing association, and other professional and student organizations.

2. Serve as chairperson of the Board of Directors.
3. Meet with the Associate Dean for Academic Programs, the Office of Academic Affairs as needed, Academic Steering, and other dean advisory boards
4. Oversee BOD and ensure that all responsibilities are fulfilled.
5. Attend the Spring NSNA convention and the Fall Student Nurses' Association of Pennsylvania convention.
6. Collaborate with other organizations.
7. Act as a public point of contact for SNAP.
8. Market SNAP events and happenings on SNAP social media pages as applicable.

3. The Vice President shall

1. Assume responsibility of the office of President in the event of a vacancy occurring until the next regular election.
2. Preside at meetings in the absence of the president.
3. Assist the President and act as an advisor to the president.
4. Attend all Nursing Student Leadership meetings
5. Communicate with the Graduate Student Organization (GSO), Doctoral Student Organization (DSO), Minority Nurses Organization (MNO), Asian Pacific American Nursing Student Association (APANSA), and other nursing organizations as seen fit.
6. Plan at least one social event per semester for members and BOD.
7. Organize monthly CPR classes with the Medical Emergency Response Team (MERT).
8. Send out to all students, via e-mail and social media a schedule of all CPR courses scheduled at the SON.
9. Plan and run on-campus events (i.e. Breast Cancer Awareness Self examination table)
10. Meet with the Associate Dean for Academic Programs, the Office of Academic Affairs as needed, Academic Steering, and other dean advisory boards

4. The Secretary shall

1. Record and distribute the minutes of all Board meetings of this association to the SNAP Board.

2. Distribute the recordings of general body meetings (GBMs) to the SNAP listserv.
3. Create GBM quizzes: short quizzes that can be answered through the recorded videos for members who were unable to attend the meeting to gain points and information.
4. Assist the President in marketing GBMs on social media as appropriate.
5. Assist members of the Board in organizing general body meetings through powerpoints, panel members, room reservations, and other elements.
6. Maintain record of active members Fall and Spring semester.
7. Ensure all points are entered through the SNAP sign in sheets and then recorded onto the attendance sheet.
8. Compile a list of active members at the end of every semester.
9. Create and distribute certificates of active membership at the end of every semester or other active member rewards as the board sees fit.
10. Manage the listserv by adding/deleting members.
11. Send out weekly announcements to the listserv of upcoming SNAP events/projects.
12. Create and distribute a semester preview and semester recap newsletter, compiling reports from all board members
13. Take photographs at events with SNAP members.
14. Update the SNAP Website (www.nursing.upenn.edu/snap) monthly.
15. Fill out application forms for the NSNA and Student Nurses' Association of Pennsylvania newsletter and website awards, according to their respective deadlines.

5. The Treasurer shall

1. Submit a budget proposal to the School of Nursing annually at the beginning of each academic year.
2. Submit a budget request to the Student Activity Council (SAC) annually.
3. Keep track of all incoming/outgoing funds and balances in the following accounts: School of Nursing (SON), Student Activities Council (SAC), and UPenn Student Federal Credit Union (SFCU).
4. Coordinate with the President and Vice President to prepare a budget at the beginning of the year and allocate funds to club initiatives in a logical manner.
5. Submit additional conditional funding requests to SAC as needed for national Convention and other relevant activities.
6. Learn SAC rules and regulations and abide by their budget and reimbursement policies.

7. Attend SAC treasurer meetings and update the SNAP Board on relevant news, initiatives, and policy changes.
8. Assist members and BOD in getting reimbursements from the appropriate account in a timely manner.
9. Keep a permanent record of all funds received and disbursed.
10. Work closely with the Fundraising Chair to keep track of funds raised, manage apparel inventory, and set goals for fundraising based on financial needs.

Regarding Apparel Sales:

1. Coordinates with the Fundraising chair to discuss current inventory, budget for next order, and what items will be ordered for next sale.
2. Presents apparel order to Faculty Advisor and Penn Nursing marketing office for approval.
3. Works with Faculty Advisor to place the order online together (Faculty Advisor manages debit card for SFCU account through which the apparel orders are placed).
4. Ensures that all apparel sales (besides board apparel) will be for-profit sales because the apparel sales are our main source of funding
5. Ensures that for pre-order forms, all customers will pay for purchase items **before** shipment order placed by Treasurer and Faculty Advisor together.
6. Ensures that pricing for items will be determined collectively by board members before apparel sales and/or pre-order forms sent out to members.

6. The Legislative Coordinator

1. Be responsible for coordinating the resolution process for state and national convention.
2. Inform the Board of Directors of important deadlines related to NSNA and SNAP events and awards.
3. Fill out application forms for the NSNA and Student Nurses' Association of Pennsylvania awards, according to their respective deadlines, and coordinate with other board members regarding what awards they are applying for.
4. Represent this organization in communication with the Student Nurses' Association of Pennsylvania and the National Student Nurses' Association (NSNA).
5. Manage committee and assist members in writing and submitting resolutions in a timely manner.
6. Create programming on health and social policy issues for SNAP members and other Penn students

7. Coordinate with other members of the SNAP Board, Penn Nursing Community, and Penn Nursing administration to plan and promote events.
8. Work with individual candidate managers to recruit qualified candidates for running for positions at state and national convention and assist with campaign materials as needed.
9. Pending student interest, organize SNAP attendance at Capitol Hill Step by Step, including coordinating funding for student transportation with the SNAP treasurer
10. Send out information about the SNAP LEAD workshop and coordinate Penn representation.
11. Make arrangements for conventions, including registration and travel
12. Coordinate hotel registration with faculty advisor
13. Recruit and retain NSNA members. This can occur through a GBM about being a member or other informational materials.
14. Fill out and delegate application forms for the NSNA and Student Nurses' Association of Pennsylvania awards, according to their respective deadlines.
15. Recruit qualified candidates to run for positions at state and national convention and assist with campaign materials as needed.

7. The Peer Advising Chair (2) shall

1. Work with the Office of Academic Affairs to coordinate the Peer Advising Program for First Degree Students.
2. Recruit and compile, in the spring, a list of freshmen, sophomores, and juniors willing to serve as advisors.
3. Meet with Office of Academic Affairs representatives to review applications, select, and pair advisors with new advisees.
4. Plan training for all advisors before summer break. Relay information about the training to any advisors who were unable to attend the training.
5. Send out mailings over the summer informing advisors of their advisees.
6. Respond to any questions advisors have over the summer and make sure advisors have reached out to their freshman advisees in a timely manner.
7. Plan re-group training for Peer Advisors before the Penn Nursing New Student Orientation.
8. Coordinate Penn Nursing New Student Orientation activities with the Office of Academic Affairs.
9. Coordinate at least one academic and one social event in the winter and spring to reunite advisees and advisors.

10. Make arrangements for all peer advising activities, including meals, workshops, and social events.
11. Encourage Peer Advisors to maintain contact with freshman advisees throughout the semester.
12. Maintain advising listserv. Send updates to peer advisors about pertinent information to pass onto their advisees.
13. Attend weekly SNAP board meetings and SNAP events.
14. Coordinate with other members of the SNAP Board, Penn Nursing Community, and Penn Nursing administration to plan and promote events.
15. Promote wellness in the undergraduate community through events and study breaks
16. Peer Advising Chairs for Spring/Fall 2021 will be 1 current sophomore and 1 current freshman. Peer Advising Chair applicants should be current Peer Advisors and active SNAP members.

8. The Community Service Chair (2) shall:

1. Maintain contact and relationships with community service organizations in the area. Examples include, but are not limited to, MANNA, The Leukemia and Lymphoma Society, CHOP, Relay for Life, and the American Red Cross.
2. Inform membership of opportunities to serve the community through listserv emails and at general meetings.
3. Coordinate at least one community service event each month and one major event each semester.
4. Receive feedback on events to ensure successful participation by use of email or google forms.
5. Fill out application forms for the NSNA and Student Nurses' Association of Pennsylvania community health awards, according to their respective deadlines, if applicable. That is, if SNAP initiates their *own* community outreach project as opposed to participating with an already-established organization, this will be applicable.

9. The Fundraising Chair shall:

1. Organize at least one fundraising event each month and one major fundraising event each year.
2. Work with Treasurer to compile budget.
3. Work closely with the Treasurer to keep track of funds raised and set goals for fundraising based on financial needs.
4. Deliver all funds accrued after fundraising events to the Treasurer.

5. Be responsible for new apparel designs approved by school once per semester and fulfilling merchandise sizes as needed.
6. Make sure we keep a consistent stock of apparel and are fully stocked two weeks prior for major school events (i.e. Homecoming, Quaker Days, Alumni Weeknd)
7. Manage committee meetings and listserv.
8. Work with local organizations (i.e. Ben & Jerry's) to fundraise for SNAP and philanthropies.
9. Work with Treasurer to determine apparel to be ordered for future sales based on current inventory and items purchased from previous sales.
10. Keep an accurate record of SNAP's inventory and update it after each fundraiser/order.
11. Keep the SNAP closet organized.
12. Organize board apparel (if desired) at the beginning of the first semester of term
13. Package and deliver all SNAP Merch orders at least every 2 weeks.

10. The Accelerated BSN Representative Chair shall

1. Collaborate with other cohort representatives (e.g., ABSN Representatives, APANSA ABSN Representatives, MNO ABSN Representatives)
2. Advocate for events of interest to the Accelerated BSN cohort
3. Promote synergism between the ABSN and Undergraduate cohorts
4. Coordinate with other members of the SNAP Board, Penn Nursing Community, and Penn Nursing administration to plan and promote events.

Section III: Active Membership

1. Active members of SNAP must accrue 5 points for each semester that they are considered active.
2. Members are able to earn points through the following ways:
 - a. GBM - 1 point
 - b. Peer Advising Event - 1 point
 - c. Volunteering Event - 1 point per hour
 - d. Fundraising shift volunteer - 0.5 points per 30 minutes
 - e. Convention/LEAD/Capitol Hill Day- 2 points
 - f. NSNA membership - 2 points
 - g. GBM quiz - 1 point
 - i. Any individual event is worth a max of 2 points, regardless of length of time

3. Additional ways to earn points may be allowed at the discretion of the President and Board
4. Active members will receive a reward for every semester of active membership

Section IV: Elections

1. To run for a SNAP Board of Director position, the individual must be considered a SNAP Active Member for the past semester and be an NSNA member.
2. To run for the position of President and/or Treasurer, the individual must be a returning Board Member.
3. Elections are held at the end of the Fall semester annually.
4. Elections are organized and run by the President.
5. Elections will run in the following structure:
 - A. Application form to apply to run for a board position will be sent out to the membership at least 2 weeks prior to elections.
 - B. Applicants may rank up to 3 positions they would like to run for.
 - C. Candidates will be slated at the discretion of the President and Faculty Advisor.
 - D. Order of positions in which the elections will run will be determined by the President and Faculty Advisor prior to elections.
 - E. Candidates may be slated for multiple positions: in the case that they do not win their primary, they may choose to run for their secondary position, and lastly, their tertiary position of choice.
 - F. Candidates must prepare a 2 minute speech maximum for their primary
 - G. Candidates running for the role of President may have a maximum of 3 minutes for the speech
 - H. The order of speeches for each position will be random.
 - I. Candidates who are unable to attend elections may submit a video speech
 - J. After candidates give their speeches, voting by the membership will occur electronically.
 - K. Only active members are able to vote for the SNAP Board of Directors.
 - L. Time permitting, There will be an optional 2 minute Q/A that can be extended by a motion and a second.

- M. There will be a 1 minute deliberation that can be extended by a motion and a second.
- N. Members may not enter (or leave and re-enter) the room after speeches for each position has begun. They may only enter after voting is complete.
- O. The President and another member of the board who is not running for reelection will review the results and announce the winner with the most number of votes.
- P. The President can make adjustments to all of the above as needed.