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 to as PCCANS.

Article II – Purpose and Function

Section 1. The purpose of PCCANS is:

1. To assume responsibility for contributing to nurse education in order to provide for the highest quality of healthcare.
2. To provide programs representative of fundamental interests and concerns to nursing students.
3. To aid in the development of the whole person, his/her professional role, and his/her responsibility for health care of people in all walks of life.
4. To promote a positive image of nursing practice.

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

1. To have direct input into standards of nursing education and influence the education process.
2. To influence health care, nursing education, and nursing practice through legislative activities as appropriate.
3. To promote and encourage participation in community affairs and activities towards improved health care and the resolution of related social issues.
4. To represent nursing students to the consumer, institutions, and other organizations.
5. To promote and encourage student 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, national origin, age, or economic status.
7. To promote and encourage collaborative relationships with nursing and health related organizations including the North Carolina Association of Nursing Students (NCANS) and the National Student Nurses' Association (NSNA).

Article III – Members

Section 1. PCCANS Membership Requirements:

1. Students must be enrolled in the Pitt Community College Associates Degree Nursing Program or a student in the PCC Regionally Increasing Baccalaureate Nurses (RIBN) program leading to licensure as a registered nurse.
2. There shall only be one chapter on this school campus.
3. Membership is obtained on a semester basis.
4. Active membership in the National Student Nurses' Association (NSNA) results in automatic membership in both NCANS and PCCANS. PCCANS membership dues will be waived while active NSNA membership is held.

Section 2. NSNA/NCANS Membership Constituent Status:

1. School constituent membership is composed of active student members who are members of the NSNA and the state association (NCANS). There must be 10 active student members of NSNA in order for the school to submit the application for constituent status in NSNA.
2. For recognition as a constituent, PCCANS shall submit annually the Official Application for NSNA Constituency Status that shall include the following areas of conformity: purpose and functions, membership, dues, and representation.
3. 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.
4. PCCANS is an entity separate and apart from NSNA and NCANS. NSNA and NCANS have no liability for any loss, damages, or injuries, sustained by third parties as a result of 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. Attendance Requirements:

1. To maintain membership in PCCANS, students must attend 50% of scheduled meetings and earn both one (1) service point and one (1) donation point each semester. Each semester where these requirements are met will result in one (1) semester of active membership for the student.
2. Failure to do the above will result in dismissal from PCCANS membership and any future reimbursement request will be denied.
3. Graduating senior students who have at least two (2) semesters of active membership will qualify for a PCCANS honor cord at graduation.

Section 4. Professionalism:

1. 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.
2. Anyone in violation of these policies can be removed from PCCANS by the Executive Board and Faculty Advisor(s), and/or recommendation from the Director of Nursing.

Section 5. Recognition Cords for Graduation Ceremony

1. Recognition cords will be awarded for senior PCCANS members who are active members for at least two (2) semesters of the nursing curriculum and uphold the bylaws of this pre-professional organization.
2. These members shall be approved by the Executive Board and Faculty Advisor(s) to ensure adherence to these bylaws.
3. Upon satisfaction of said above, the PCCANS member may be recognized at Pinning Ceremony by notation on the Pinning Ceremony Program and at the graduation ceremony with select recognition cords.

Article IV – Dues

Section 1.

1. Local PCCANS membership is $15.00 per semester or $30.00 per academic year, paid per semester or in one payment for an entire academic year.
2. The PCCANS Executive Board has the authority to change membership dues, with a majority vote from the Executive Board and approval from the Faculty Advisor(s).
3. Any member who fails to pay current dues shall forfeit all privileges of membership.
4. Should a student withdraw or be removed from the nursing program for any reason, there will be no refund of any monies.
5. The annual NSNA dues for active members shall be determined by that organization and posted on the website nsna.org, and include membership to NCANS. The dues year for members shall be a period of twelve consecutive months.
6. National and state dues shall be payable by each member to NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.
7. Active membership in NSNA waives the $15.00 per semester PCCANS membership fee for the semester(s) the member is active in NSNA.
8. Proceeds from fundraising events may be designated for travel expenses and to assist students with registration to state and/or national student organization events.

Article V – Executive Board Officers

Section 1. Offices:

1. PCCANS Offices include President, Vice President, Secretary, Treasurer, Fundraising Coordinator(s), Service Coordinator(s), Breakthrough to Nursing Chairperson(s), and Historian(s).

Section 2. Eligibility

1. Only current PCCANS members shall be eligible to apply for an officer position.
2. The term of office shall be for one academic year. If an officer assumes a position sooner than the fall semester of their senior year, that officer is still eligible to finish out the academic year of their senior year.
3. No officer shall hold more than one (1) elected position at any time.
4. All candidates for office shall meet academic and performance standards.

Section 3. Duties of the above shall consist of:

1. President
    a. 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 PCCANS, NCANS, NSNA, and other professional and student organizations.
    b. Shall be the chairperson for and be a member of the executive board.
    c. Shall mentor Vice President in preparation for becoming President.
    d. Shall communicate with general membership at minimum, twice per month, with updates, current activities, and announcements.
    e. Shall communicate with each executive board member at minimum, twice per month, for updates and concerns.
    f. Shall communicate with Faculty Advisor(s) at minimum, twice per month for updates.
    g. Abide by the bylaws and policies of PCCANS.
    h. Shall be a senior nursing student, unless a current president resigns or does not progress in the program. During such circumstance, the freshman level Vice President may assume the role unless otherwise decided by the Executive Board.
    i. Shall report current club activities to the Student Activities Director of PCC.

2. Vice President
    a. Shall succeed to the office of President, having served as Vice President.
    b. Shall preside at meetings in the absence of the President.
    c. Shall assist the President as delegated and act as advisor to the President.
    d. Shall serve as member of the Executive Board.
    e. Shall abide by the bylaws and policies of PCCANS.

3. Secretary

a. Shall record and distribute the minutes of all meetings of this association as directed to the President.
b. Shall keep on file as a permanent record all reports, papers, and documents submitted to the Secretary.
c. Maintain record of attendance to established monthly meetings and community/campus events for approval of recognition cords.
d. Refer to duly appointed committees the necessary records for the completion of business.
e. Forward minutes to the state nursing student association board as well as the names and addresses of all Executive Board Officers after their election and appointment.
f. Deliver to the newly elected Secretary all papers and documents pertaining to the role of Secretary. This shall be done 1 week (7 days) before completion of the program.
g. Shall serve as a member of the Executive Board.
h. Abide by the bylaws and policies of PCCANS.

4. Treasurer
    a. Submit financial reports to the membership at scheduled meetings, as well as to President and Faculty Advisor(s) as needed.
    b. Prepare financial reports submitted at the monthly Executive Board meeting.
    c. Keep a permanent record of all dues received from members and any other monies that may be paid to PCCANS.
    d. Shall deliver all records to the newly elected treasurer of PCCANS. This shall be done 1 week (7 days) before completion of the program. If this not done, Executive Board honor cord can be withheld.
    e. Remit payment for approved debits according to the following:
        i. Disbursement of Funds
            1. Request for disbursement of funds shall be made in writing to the Executive Board.
            2. Upon approval, the treasurer will issue checks for those requests approved.
            3. No funds will be disbursed without prior approval.
            4. Shall submit all records for the purpose of audit on an annual basis.

        ii. Reimbursement Requests
            1. Reimbursement requests will be submitted via original receipt for payment included with PCCANS request for reimbursement form.
            2. Reimbursement requests must be submitted directly to the treasurer or delegee within 10 days of purchase
    f. Shall serve as a member of the Executive Board.
    g. Shall abide by the bylaws and policies of PCCANS.

5. Fundraising Coordinator(s)
    a. Shall arrange events that will fundraise money for the use of PCCANS.
    b. Shall communicate all information about current and upcoming events with the Executive Board and general membership.
    c. Shall have all activities approved by PCC Student Activities Council per PCC campus policy
    d. Shall present total cost breakdown of each event at the next scheduled board and general membership meetings including money spent, money raised, and who participated.
    e. Will arrange a minimum of two (2) events per semester.
    f. Shall be a senior Nursing Student
    g. Shall serve as a member of the executive board.
    h. Shall abide by the bylaws and policies of PCCANS.
    i. If applicable, there may be two (2) students elected to this position whom will then share the responsibilities stated above.

6. Service Coordinator(s)
    a. Shall coordinate different events, both service and donation, for students to earn their points to be active members.
    b. Shall coordinate multiple events to give all students an equal opportunity to earn said points.
    c. Shall communicate with executive board any ideas, current, and upcoming events.
    d. Shall update general membership consistently with current and upcoming events so that members can participate to earn points.
    e. Shall provide attendance record for all events to the Executive Board so that secretary can keep a record of points achieved.
    f. If needed, students may present an alternate service or donation point option to the service coordinator(s), who then should have these approved on a case-bycase basis by the President and Secretary.
    g. Create and/or manage physical form for students to document and be signed off for service and donation points.
    h. Shall be a senior nursing student.
    i. Shall serve as a member of the Executive Board.
    j. Shall abide by the bylaws and policies of PCCANS.
    k. If applicable, there may be two (2) students elected to this position whom will then share the responsibilities stated above.

7. Breakthrough to Nursing Chairperson(s)
    a. Shall coordinate events, both on campus and in our community, to expand the knowledge of Pitt Community College's Nursing Program, as well as PCCANS.
    b. Shall work with local schools, PCC faculty, and other community members to promote the nursing program.

c. Will provide updates on current and upcoming plans to the executive board.
d. Will provide volunteer attendance records to the Executive Board.
e. Will assure pictures will be taken at as many events as possible, and direct them to the historian.
f. Shall be a senior nursing student
g. Shall serve as a member of the executive board.
h. Shall abide by the bylaws and policies of PCCANS.
i. If applicable, there may be two (2) students elected to this position whom will then share the responsibilities stated above.

8. Historian (s)
    a. Shall organize pictures from PCCANS and PCC Nursing events throughout the year.
    b. Shall keep PCCANS bulletin board up-to-date.
    c. Shall submit articles to the local media, NCANS, and NSNA as warranted.
    d. Maintain all pictures from events, and provide when needed for things such as the Pinning Slideshow.
    e. Shall be a senior nursing student.
    f. Shall serve as a member of the Executive Board.
    g. Shall abide by the bylaws and policies of PCCANS.
    h. If applicable, there may be two (2) students elected to this position whom will then share the responsibilities stated above.

Section 3. Absence of Officers

1. Officers who have missed more than two (2) 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.
2. 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 stated in these bylaws.
3. Prior notification of two (2) weeks shall be given to the officer in question.

Article VI – Elections

Section 1. Executive Board

1. Candidates for Secretary, Treasurer, Fundraising Coordinator(s), Service Coordinator(s), Breakthrough to Nursing Chairperson(s), and Historian(s) shall be elected at the last general membership meeting of the spring semester. All unfilled/other Executive Board officers shall be elected during the first meeting of the fall semester.

2. Candidates for Vice President will be elected at the last general membership meeting of the fall semester. This candidate will then assume the role of President after the last general membership meeting of spring semester.
3. It shall be the responsibility of the candidate to file his/her name as a candidate for executive office with the Executive Board at least two weeks prior to the election date.

Section 2. Voting for the Executive Board

1. Voting for the PCCANS Executive Board is open to all current PCCANS members.
2. Elections for officers will be conducted electronically.
3. In the event of a numerical tie for any office, a "run-off" election will be held, unless it is for a position where two students can assume the role.

Section 3. Oath of Office/Term of Office

1. The oath of office for the officers elected in the spring shall be administered at the yearend meeting for PCCANS. The Faculty Advisor shall swear in the executive officers.
2. Officer candidates will raise their right hand and repeat this oath of office: "I _____, do solemnly affirm that I will execute to the best of my ability the office of _____. I shall keep the ideals of the Pitt Community College Association of Nursing Students at heart, and I shall do my best to better serve my fellow students and to further the standards of my program."
3. Each officer is elected to office for a term of one (1) academic year and may not serve more than two (2) consecutive years.

Section D. Vacancies in the Executive Board

1. Should any leadership position become vacant at any time, it is the responsibility of the Executive Board to fill the vacancy in a timely manner by a majority vote.
2. All Verbal resignations from Executive Board members and Faculty Advisors 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 Faculty Advisor(s) and the Vice President and Secretary.

Article VII – Meetings

Section 1. Membership Meetings

1. Meetings of the General Membership shall be held monthly or at such a time and place to be determined by the President and/or the Executive Board.
2. The Executive Board Meetings will be held monthly and separately from the General Membership meetings.

3. The President shall have the authority to convene a special meeting as deemed necessary.
4. Faculty Advisors will be present for Executive Board meetings.
5. Minutes of the General Membership meetings will be emailed to all PCCANS members within one (1) week or seven (7) days from said meeting and will be available upon request.
6. Minutes of the Executive Board meetings will be emailed to all PCCANS board members and staff advisor(s) within one (1) week or seven (7) days from said meeting and will be available upon request.

Article VIII – Committees

Section 1. Appointments

1. Committee chair appointments shall be made by the Executive Board and shall be deemed standing committees unless otherwise stated at time of appointment.
2. Committee members shall be appointed by the committee chairperson or selected by the Executive Board from a group of volunteers.

Section 2. Responsibility

1. All committees shall be responsible to the Executive Board and General Membership for reporting committee activities on a regular basis.

Article IX – Executive Board

Section 1. Definition

1. The Executive Board shall consist of the elected officers and a minimum of one (1) Nursing faculty representative.

Section 2. Duties and Responsibilities

1. The Executive Board shall be responsible for:
    - **a.** Transacting business of the association between membership meetings and shall report such transactions at the next regularly scheduled general membership meeting.
    - **b.** Filling vacancies in office by majority vote of the Executive Board and/or General Membership.
    - **c.** Reviewing monetary disbursements, acquisitions, and fundraising 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

1. To serve as a spokesperson for this association at the annual state and national conventions.
2. Present to the state organization all proposed resolutions, or amendments to bylaws or policies proposed by the association.
3. Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association's general membership at regularly scheduled meetings.
4. Make available to members updates, explanations, and copies of current proposed state and national resolutions.

Section 2. Qualification and Appointment

1. Any member maintaining a 78% average or above in enrolled courses, who is active in PCCANS projects and is nominated by the Executive Board at regularly scheduled meetings is eligible to hold the position of delegate.
2. 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.
3. Delegates must be members of PCCANS, NCANS, and NSNA.

Section 3. Delegate Representation Section 1. 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 fifty (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 fifty (50) members.

Article XI – Amendments

Section 1. Amendments to the Bylaws

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 two (2) weeks prior to the meeting.
2. Only proper amendments submitted in writing and carrying out the proponent's signature will be considered.

Article XII – Violations

Section 1. Violations

1. Any general member, executive board member, or faculty advisor is required to follow these bylaws as written.
2. In the event that the bylaws are violated, a discussion will be held with the Executive Board at the next scheduled meeting. The consequences of violating these bylaws are as follows:
    - **a.** First Offense: Verbal or Written warning from the executive board.
    - **b.** Second Offense: Suspension for the entirety of the semester, including the ability to earn service and donation points.
    - **c.** Third Offense: With 2/3 vote from the executive board, member can be removed from the PCCANS organization.

Reviewed 9/25/11 AJB
Reviewed and revised 9/24/13 CJC
Reviewed and revised 5/1/14 LB
Reviewed and amended 5/1/15 CR
Reviewed and amended 4/25/16 CR
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Revised and Amended 2/14/23 BH
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