Aspiring Nurses Association Constitution
Updated: April 2, 2011

Article I. Name
The name of the organization shall be the Aspiring Nurses Association (ANA).

Article II. Mission
The mission of the Aspiring Nurses Association is to provide undergraduate students interested in pursuing a nursing degree with opportunities to learn about the profession, prepare for application to the UW School of Nursing, serve the community, and grow in their role as a UW student. These goals will be attained through guest speakers who represent the breadth of the nursing field as well as the School of Nursing, volunteer and fundraising projects, opportunities for involvement both on-campus and in the community, and a variety of leadership roles.

Article III. Membership and Eligibility Criteria
Section A: Membership is open to any enrolled UW-Madison student who:
1. Is interested in pursuing a degree in nursing.
2. Pays dues by the membership deadline (typically the 3rd meeting of the semester but will be established by the executive board).
3. Earns four points a semester by attending three meetings (one meeting point) and completes three activity points (minimum of two direct and maximum of one indirect) OR earns three activity points via the 15-hour contract.

Section B: Dues and collection procedures:
1. The fiscal year of the organization shall be from August 2011 to May 2012.
2. The amount of annual dues shall be determined each year by the President in consultation with the Executive Board and the oversight of the Advisor.
3. Dues shall not exceed $20 per year.

Article IV. Voting
Section A: A quorum will be when 25% of members are present.
Section B: Each member in good standing may vote.

Article V. Executive Board Elections
Section A: The Aspiring Nurses Association shall have a President, Vice President, Secretary, Treasurer, Public Relations chair, two Community Service co-chairs, two Fundraising co-chairs, and an Advisor. These officers comprise the Executive Board.
Section B: All officers must be members of the Aspiring Nurses Association.
Section C: The term of office shall be from May 2011 to May 2012 with the exception of Vice President whose term of office shall be from September 2011 to May 2012.
Section D: Officers may be re-elected but only for a position different from that previously held.
Section E: Election of officers (except Vice President) shall be held annually each spring. At least two weeks’ notice shall be given before the election meeting. Each prospective board member must submit an application to the former executive board. The former board will slate the applicants according to criteria laid out in the application and select applicants for each position to make a speech at the following meeting. The members present at the meeting will then vote. The person receiving majority vote will be elected.
Section F: Election of the Vice President shall be held annually, typically the second meeting in the fall and will follow the same above procedure.
Section G: Any officer may be removed from membership by a two-thirds vote of the Executive Board. Any officer removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the members.

Section H: Any vacancy which may occur in an office shall be filled by appointment by the president pending ratification at the next group business meeting.

Article VI. Officers

Section A: President:
1. The President shall be the chief executive officer.
2. The President, with approval of the executive board, directs the budget.
3. The President shall be the parliamentarian for the organization.
4. Vacancies in offices will be filled by appointment of the President with approval of the general membership.
5. The President and Vice President will serve as Trot 4 Tots Executive Board Members in collaboration with the HOSA Campus Relations Board.
6. The President shall keep the Advisor informed of organization happenings.

Section B: Vice President:
1. The Vice President must have two year membership eligibility.
2. The Vice President shall assume the duties of the president should the office become vacant, or in the absence of the President.
3. The Vice President will assume the title and responsibility of president the following year.
4. The Vice President and President will serve as Trot 4 Tots Executive Board Members in collaboration with the HOSA Campus Relations Board.
5. Other duties of the Vice President are to assist the President in running the organization and to learn and prepare for the succession to president.

Section C: Secretary:
1. The Secretary shall be responsible for keeping the minutes of all meetings and the meetings of the executive board.
2. The Secretary will provide a copy of the minutes for each member and officer and will keep a master file.
3. The Secretary shall maintain a complete and accurate account of attendance and membership status and inform the UW School of Nursing of membership status at the end of each semester.

Section D: Treasurer:
1. The Treasurer shall keep a current record of all financial transactions and will be the primary name on the Aspiring Nurses Association UW Credit Union account.
2. The Treasurer shall develop quarterly reports containing a list of all receipts and disbursements and readily distribute to members upon request.
3. The Treasurer will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
4. The Treasurer will collect all members’ dues and give a record to the secretary in a timely manner.

Section E: Public Relations Chair:
1. The Public Relations Chair shall be responsible for updating the ANA website, facebook page, and twitter account according to the Social Networking Policies.
2. The Public Relations Chair shall revise/write print materials about the organization to be distributed at events to promote/ inform the community about the Aspiring Nurses Association and associated events.
3. The Public Relations Chair will head the Public Relations Committee and select its members.

Section F: Community Service Co-Chairs:
1. The Community Service Co-Chairs shall organize one-time volunteer opportunities for the members, at least five a semester.
2. The Community Service Co-Chairs shall help members get involved in long-term service projects and be a resource for members who want to get involved in volunteering.
3. The Community Service Co-Chairs shall keep a record of members that attend volunteer events and give this record to the Secretary in a timely manner.
4. The Community Service Co-Chairs will head the Community Service Committee and select its members.

Section G: Fundraising Co-Chairs:
1. The Fundraising Co-Chairs shall organize any fundraising events including but not limited to benefit nights at restaurants and t-shirt sales.
2. The Fundraising Co-Chairs shall keep a record of members that attend fundraising events and give this record to the Secretary in a timely manner.
3. The Fundraising Co-Chairs will head the Fundraising Committee and select its members.

Section H: Advisor:
1. The Advisor shall assist the group in their execution of roles and responsibilities.
2. The Advisor shall provide feedback to the organization regarding its operation and functioning.
3. The Advisor shall serve as a resource.
4. The Advisor should provide advice upon request and also should share knowledge, expertise, and experience with the group.
5. The Advisor will be a nonvoting member of the organization.
6. The Advisor shall regularly meet with the President (and Vice President if necessary).

Article VII. Committees

Section A: Committee Identification and Appointment:
The following committees shall be appointed via application by committee heads according to criteria laid out on said application:
1. Community Service Committee
2. Public Relations Committee
3. Fundraising Committee

Section B: The duties of the standing committees shall include:
1. Community Service Committee shall aid the Community Service Co-Chairs in finding and presenting volunteer opportunities for the members of the organization.
2. Public Relations Committee shall help promote the organization at various campus wide events and help update the website, facebook, and twitter accounts according to the Social Networking Policy.
3. Fundraising Committee shall help promote any fundraisers and help brainstorm ideas for fundraisers.

Article VIII: Member Meetings

Section A: The time of regularly scheduled meetings shall be Wednesdays from 7:30PM-8:30PM.
Section B: The schedule of regular business meetings will be set at the beginning of each semester. At least two days’ reminder shall be given for each regular business meeting. These meetings may be canceled with one weeks’ notice.
Section C: Special or emergency meetings may be called with less than a days notice by the Executive Board.
Section D: The meetings shall include a quorum, a speaker, order of business, and disposition of the minutes.

Article IX. Alcohol Policy
Section A: As a health-focused, academic organization with a majority of underage members representing the UW-Madison School of Nursing, the Aspiring Nurses Association shall abstain from organizing or participating in alcohol-related events including but not limited to cup sales, bar crawls, and alcohol socials.

Article X. Social Networking Policy
Section A: Members of the Aspiring Nurses Association will refrain from inappropriate statements and actions on social networking sites including but not limited to the ANA Facebook and Twitter accounts and the ANA website. If not upheld, members will receive a warning. If the problem persists, their social networking privileges will be revoked. Details of what is considered inappropriate can be found in the complete Social Networking Policy kept by the current Public Relations Chair.

Article XI. Amendments
Section A: The Aspiring Nurses Association’s rules shall be followed by the organization in all cases involving parliamentary procedure when it does not conflict with the constitution.
Section B: If amendments to the constitution are necessary, the membership must be provided with a copy of both the old and new versions at least two weeks before the vote is to take place.
Section C: The rules may be suspended and amendments to the constitution ratified by a two-thirds vote of the present members.