



Kansas Association of Nursing Students

2023 - 2024

Guidebook



December 1, 2023

Dear Faculty Advisors, Deans, and KANS members:

I would like to personally thank you for your continued support and participation in the Kansas Association of Nursing Students (KANS). I am honored and thrilled to be in your service for the 2023-2024 organizational year. On behalf of the board of directors, we look forward to our collaborative efforts during this revitalization period of KANS. We appreciate your continued efforts to increase the efficiency of the KANS board of directors as well as your continued success within your school chapters. Listed below are a couple of important dates to be aware of:

1. Annual State Convention: **OCTOBER, *specific date and location TBD.***
2. Sending of your current bylaws: **First day of state convention.** Please make any necessary changes to comply with KANS state bylaws. We keep a copy for our records - keeping these up to date and in order is particularly favorable if you have an active KANS chapter to maintain constituency. This allows your chapter to vote on upcoming board members as a delegate representative if necessary at state convention. Please do not hesitate to reach out at boardofdirectors.kans@gmail.com if you need support with your bylaws.
3. Student awards: **One day before the state convention.** These are optional awards that KANS members are able to apply for. Please see the guidebook on pages 27+ for more information regarding awards and applications.

Again, thank you for your dedicated efforts and commitment to KANS. We know you love to serve your school and community - we would love to support you in any way that we can. We encourage you to read through the bylaws thoroughly so you can understand how your local student nurses association and our annual membership meeting can be done efficiently. Please let us know if there is anything the state board can do to accommodate or help your chapter through the year.

My best,

Alice Henisey
KANS President
2111 S Tucker St
Pittsburg, KS 66762



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KANS Board of Directors

2023 - 2024

President

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Secretary

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Projects Chair

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Legislative Chair

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Newsletter Editor / Historian

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Membership Chair

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Nominations and Elections Committee Chair

- **Brooklyn Chase**
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Breakthrough to Nursing Chair

- **Nora Haulmark**
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KANS Liaison

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KANS Advisor

- **Bridget Camien**
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Updating School Officers Form

2023 - 2024

College Name:
Address:
School phone number:
School email:

President:

- Name:
- Address:
- Phone number:
- Email:

Vice President

- Name:
- Address:
- Phone number:
- Email:

Treasurer

- Name:
- Address:
- Phone number:
- Email:

Secretary

- Name:
- Address:
- Phone number:
- Email:

Other(s)

- Name:
- Address:
- Phone number:
- Email:

Advisor

- Name:
- Address:
- Phone number:
- Email:

Questions:

1. How often does your school change officers? When?
2. How many members does your organization have?



KANS & NSNA Constituency Status

WHAT IS A NSNA CONSTITUENT?

An NSNA constituent is any state association or school chapter in a state-approved program preparing students for licensure as registered nurses who meet the constituency requirements. Only NSNA constituents may be represented in the NSNA House of Delegates and only NSNA constituents qualify for prizes and awards issued by NSNA.

HOW TO BECOME A NSNA CONSTITUENT?

Schools may become constituents if they submit the official application for NSNA Constituency Status and have 10 members. Please see the guidelines for constituency status on the application form on the NSNA website.

HOW TO BECOME A STATE CONSTITUENT?

Schools may become constituents of KANS once they have 10 NSNA members and have submitted approved Bylaws. Each school must send its Bylaws to the KANS Vice President Parliamentary 30 days prior to the KANS Convention for approval. Once the KANS Board of Directors approves your Bylaws, you will have KANS Constituency status and may have all official benefits, including a vote in the House of Delegates at the state convention.

HOW TO GET NSNA DELEGATE REPRESENTATION?

Each school chapter that is a recognized constituent by the filing date will be entitled to one voting delegate and alternate to the national convention. In addition, each school will be entitled to an additional delegate and alternate for each 50 members. For example, school chapters with up to 50 members will have 1 delegate and 1 alternate. If they have 50-100 members, they will have 2 delegates and 2 alternates, etc.

HOW TO GET STATE DELEGATE REPRESENTATION?

For the state convention, each constituent school will have 1 delegate (Traditionally, the school President or alternate). In addition, 1 delegate is allocated for every 5 members. A state officer cannot fulfill the role of delegate or alternate.

Parliamentary Information

IMPORTANT DEFINITIONS

WHAT IS A DELEGATE?

A delegate is a representative chosen by their school organization. Delegates have the privilege to vote on state bylaw changes, elect members of the state executive board, and vote on resolutions. Thus, the delegates hold the voting power and speak to the concerns and issues of their chapters. They are mainly active during state convention. The number of delegates for each school is dependent on the number of KANS members in their organization.

WHAT IS A CAUCUS?

The meeting of a body of people to discuss and agree upon the stand or position of this particular body.

WHAT IS A RESOLUTION?

This is a documented, researched topic of concern that someone or a group brings before the convention body to adopt the particular position taken. This is where change happens.

WHAT IS A NSNA CONSTITUENT?

An NSNA constituent is any state association or school chapter in a state approved program preparing students for licensure as registered nurses that meet the constituency requirements. Only NSNA constituents may be represented in the NSNA House of Delegates, and only NSNA constituents qualify for prizes and awards issued by NSNA.

PARLIAMENTARY INFORMATION

Robert's Rules of Order, Newly Revised is the parliamentary authority that shall govern the House of Delegates.

The motions that follow are defined in terms of action a delegate may desire to propose.

A **main motion** introduces a subject to the House of Delegates for consideration and is stated: "I move that..."

An **amendment** is a motion to modify the wording of a motion. The motion to amend may be made in one of the following forms, determined by the action desired: "I move to amend by...striking, inserting, adding, or substituting (words, phrases, or paragraphs)

An **amendment to an amendment** is a motion to modify the wording of the proposed amendment and is made up as follows: "I move to amend the amendment by..."

The motion to **commit or refer** is generally used to send a pending motion to a small group of selected persons. That group will study the motion and put it in better condition for the assembly to consider. The motion is stated: "I move to commit the motion to...for further study.

The motion to **close debate (previous question)** if seconded and approved by two-thirds vote, stops discussion on the pending question and is stated: "I move the previous question".

The motion to **reconsider** enables a majority of the assembly to bring back for further consideration a motion that has already been voted. The purpose of reconsidering a vote is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a situation that has changed since the vote was taken.

A **division of the assembly** may be called by one delegate if the chair's decision on a voice vote is in question. The delegate proceeds to the microphone and states: "I call for a division of the house." The chair then takes a standing or roll call vote.

Parliamentary inquiry is a question directed to the presiding officer to obtain information on parliamentary law or the rules of the organization as relevant to the business at hand. A delegate addresses the chair and states: "I rise to a point of parliamentary inquiry."

Point of information is a request, directed to the chair or through the chair to another officer or member, for information relevant to the business at hand. The request is not related parliamentary procedure. The delegate addresses the chair and states: "I rise to a point of information."

Before a delegate can make a motion or address the assembly on any question, it is necessary that he or she obtain the floor through recognition by the presiding officer. The delegate must:

- rise and proceed to the microphone.
- address the chair by saying, "Madam Chairperson."
- await recognition.
- give name and location she or he is from.
- state immediately the reason he or she has risen.



How to Run for State Office

1. Understand the duties of the office / position you are wanting to run for. These positions are listed in Article IV of the Bylaws.
 - a. If you have questions concerning the duties and responsibilities of a specific office, please feel free to contact that officer. The officers' names, phone numbers, and emails are listed on the front of the guidebook. They are willing and eager to answer your questions.
2. Attend as many NSNA & KANS events as possible.
 - a. This will help you understand a board member's obligations and how KANS operates on a larger national scale. Possible events include KANS Leadership Summit, K-COSP, KANS State Convention, KANS State Board Meetings, NSNA Mid-Year Convention, NSNA National Convention, and any other similar events.
3. You may run for more than one office, but can only be elected into one.
 - a. The first office you are elected to must be accepted at that time.
4. Fill out the google form for 2024-2025 elections as soon as possible.
 - a. The application can be found here:
 - b. <https://forms.gle/qNojYZb8nkHAaTYy7>



Kansas Association of Nursing Students Bylaws

2023 -2024

Article I

The name of this organization shall be the Kansas Association of Nursing Students, a constituent of the National Student Nurses Association, hereinafter referred to as KANS.

Article II Purpose and Function

Section I - Purpose of KANS is:

- a. To assume responsibility for contributing to nursing education in order to provide for a higher quality of health and;
- b. To provide program(s) representation of fundamental interests and concerns and;
- c. To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

Section II - Function of KANS shall include the following:

- a. To provide an active organization on a state level and to participate as an active constituent of the National Student Nurses Association, Inc.
- b. To prepare for participation as a professional person.
- c. To encourage and assist in the formation of school student nurses' participation in community services.
- d. To represent nursing student(s) to the consumer, institutions, and/or other organizations.
- e. To promote and encourage student participation in interdisciplinary activities.
- f. To have direct input into standards of nursing education and influence the educational process.



- g. To promote and encourage recruitment efforts, participation in student activities, and educational opportunities regardless of the person's race, color, sex, age, lifestyle, national origin, or economic status.
- h. To promote collaborative relationships with the Kansas State Nurses Association, the Kansas League for Nursing, as well as other nursing associations.
- i. To promote collaborative relationships with related healthcare organizations and healthcare professionals.
- j. To influence health care, nursing education, and practice through chapter representation to staff and school administrators.
- k. To encourage faculty support of student involvement through promoting and assisting student participation in attendance in community projects, service activities, and leadership opportunities.
- l. Uphold the NSNA Core Values and Code of Ethics as supported by NSNA and the NSNA Board of Directors (NSNA Handbook: *Getting the Pieces to Fit*).
 - 1. Core Values: Leadership and Autonomy, Quality Education, Advocacy, Professionalism, Care, and Diversity.
 - 2. Code of Ethics: Code of Professional Conduct, Code of Academic and Clinical Conduct, Bill of Rights and Responsibilities, Code of Conduct for NSNA Meetings

Article III Members

Section I – Constituent Association:

- a. Any school chapter whose membership is composed of at least ten (10) active or associate NSNA members, and whose bylaws have been approved by the NSNA Board of Directors, the KANS Board of Directors, and which have submitted current association bylaws by the first day of the annual state convention shall be recognized as a KANS constituent.
- b. A constituent association not complying with the requirements of these bylaws may be disqualified by a two-thirds vote of the KANS Board of Directors provided that two months' notice has been given.
- c. A constituent who has been disqualified may be reinstated by a two-thirds vote of the KANS Board of Directors if this disqualification was due to a bylaws discrepancy. Those associations with less than ten (10) paid NSNA members may attend the convention, but do not have voting rights.



Section II - Members of the constituent association shall be:

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.

b. Associate Members

1. Defined as pre-nursing students, shall have all the privileges of membership except the right to hold office as President, Vice-President Parliamentary, and Vice-President Convention at the state and national level.

c. Individual Membership

1. Shall be open at the state level to any eligible student when membership in a constituent association is not available. Those who meet the requirements set forth in Article III Section II items A&B shall have all privileges of membership.

Section III – Categories of Non-Constituent Membership:

a. Sustaining Members: Sustaining membership shall be open to any organization or individual interested in the development and growth of KANS upon two-thirds approval of the KANS Board of Directors. Sustaining members shall have none of the obligations or privileges of membership. Sustaining membership shall be renewable annually.

b. Honorary Members: Honorary membership may be conferred by a two-thirds vote of the House of Delegates with the recommendation of the KANS Board of Directors upon persons who have rendered distinguished service or valuable assistance to KANS. Honorary membership shall have none of the obligations or privileges of membership. Honorary members shall not be used for business contacts or business referrals.

Section IV - *KANS Reimbursement*

a. KANS will reimburse school associations three dollars and fifty cents (\$3.50) per each NSNA member. Dues reimbursement will be distributed following the annual state convention based on membership numbers provided by NSNA.



Section V

a. Active, associate, and individual membership may be extended six months beyond completion of the student's program in nursing.

Section VI

a. Members of another constituent of NSNA on clinical assignment in this state may be granted courtesy membership in this association. The privileges of courtesy membership shall consist of attending meetings, participating in discussions, and other association activities, but without voting power or the right to hold office.

Article IV Officers

Section I

a. The KANS Board of Directors hereafter referred to as officers of this association, in order of succession shall be President, Vice-President Parliamentary, Vice-President Convention, Treasurer, Secretary, Breakthrough-to-Nursing Chair, Projects Chair, Legislative Chair, Newsletter Editor/Historian, Membership Chair, Nominations and Elections Committee Chair, and KANS Liaison.

Section II

- a. Any member of this association meeting qualifications as specified under Article III, Sections I, I, and III, and meeting the following qualifications shall be eligible for office:
1. Candidates shall be chosen from among those members who shall be nominated by chapter members.
 2. Candidates shall be chosen from among members who shall

Section III

a. Officers shall be elected at the annual meeting to serve one year or until their respective successors are elected. No member shall hold more than one elected state position at any time. A prepared written contract designating each board member's commitment to the KANS organization is to be signed by the new board member and returned to the KANS consultant no later than the first new/old business meeting following election to office. Officers shall be current KANS members.

Section IV

- a. Officers who have not attended two KANS Board of Director meetings without prior notification to the acting President and have offered no valid excuses for these absences shall be ousted by a two-thirds vote of the Board of Directors.
- b. Excused absences being elevated temperature of self, a family member in need of care, hospitalization of self or family member, death of a loved one, clinical rotation, class conflicts, and weather conditions.



c. Any absences not covered as excused will therefore be considered unexcused or a two-thirds vote by the Board of Directors will approve it as excused.

d. In the instance of a board member not returning or having been excused from their duties permanently, the board may take over those duties or select a new officer from the state. e. Officers must fulfill individual or group assignments when volunteered for by the officer(s) and/or in the event the assignment is verbally and/or written to them by the President. This agreement between the president and officer(s) must be stated and recorded in the board meeting minutes.

1. First, the board shall refer to the nomination list from the annual convention for those who showed interest in that particular vacant office.

2. Then contact those persons to see if they are still interested. The board may then vote on the best candidate.

Section V

a. The President shall:

1. Preside at all business meetings of this association.

2. Appoint ad hoc committees and task forces, with the approval of the Board of Directors.

3. Serve as an Ex-officio member of all committees.

4. Perform all other duties pertaining to the office and represent this association in all matters to the State Nurses' Association and other organizations.

4. Vote only in case of a tie within the business of the Executive Committee, Board of Directors, or the House of Delegates.

5. Delegate assignments to other officers of the board and appoint members to committees, as it pertains to the business and well-being of the organization.

6. Be the chairperson of the Executive Committee

b. The Vice President Parliamentarian shall:

1. Act as parliamentary authority at the state convention and Board of Director meetings.

2. Review the school's bylaws and determine their conformity with state bylaws.



3. Assume the responsibilities of the President in the absence of the President.
 4. In the event of a vacancy occurring in the office of the President, the Vice President Parliamentarian shall assume the duties of the President.
 5. Provide an updated copy of these bylaws including all amendments passed at convention, to each board member and school chapter presidents no later than the second meeting of the new Board of Directors.
 6. Notify each constituent prior to the annual meeting the number of delegates to which it is entitled and forward this list to the secretary before the annual meeting.
 7. Compile a yearly guidebook that includes the current bylaws and pertinent information for the next year and then distribute them to each school of nursing in the State of Kansas.
 8. Facilitate communication between the School Presidents, faculty, and staff back to the Board of Directors.
 9. Set up a meeting of KCOSP during the convention and Leadership Summit.
 10. Serve as a member of the Executive Committee
- c. The Vice President Convention shall:
1. Be the chairperson of the Convention Committee and also be the chairperson of the annual convention program.
 2. Be responsible for managing the convention budget.
 3. Assemble a committee concerning the gaining of advertisement, sponsorship, and assembling of the convention brochure.
- d. The Treasurer shall:
1. Obtain review of the treasurer's books at the state convention yearly, by persons approved by the Board of Directors.
 2. Deliver to the newly elected Treasurer all the money, vouchers, books, and papers of the association held in custody at the December Board of Directors meeting following the annual business meeting where both past and present treasurers are in attendance.
 3. Submit financial reports to the Board of Directors at all board meetings and when



requested to do so by any other member of the Board of Directors

4. Keep a permanent record of all dues received from NSNA together with a register of all members and reimburse each school their portion of NSNA dues at the state convention each year. If a constituent is not in attendance it shall be mailed.

5. Continue to attend the November and December meetings with the new Board of Directors.

6. Serve as a member of the Executive Committee

e. The Secretary shall:

1. Record and distribute the minutes of all the meetings of this association, and of the Board of Directors, to the Board of Directors members and consultants. The minutes shall be typed.

2. Deliver to the newly elected Secretary all updated records, and papers, including a copy of the convention minutes and other property belonging to this association at the conclusion of the annual convention.

3. Email minutes to NSNA, KSNA, and each member of the KANS board. Submit “hard signed copies” to NSNA, and send one copy to KSNA and to board members.

4. Send to NSNA and KSNA the names and addresses of the newly elected officers immediately after their appointment.

f. The Breakthrough to Nursing (BTN) Chair shall:

1. Implement a BTN project designed to promote the profession of nursing at the state level in accordance with the NSNA BTN mission statement.

2. Establish a committee of 5-10 nursing students statewide. Each person will be assigned a respective region in which to work with school constituents.

3. Gather and maintain updated information about the nursing schools in the state, including admissions requirements, length and type of program, and financial assistance available.

4. Focus projects on recruitment/retention efforts, minority recruitment, male recruitment, non-traditional students, and the need to support all enrolled in professional nursing programs.



5. The BTN Chair is responsible for breaking barriers in nursing by increasing diversity and exposure to the profession.

g. The Project Chair shall:

1. Submit an annual report of the projects completed including an inventory list at the annual meeting.
2. Serve as coordinator of statewide fundraising and community projects.
3. Gain approval of all projects and expenditures by the Board of Directors.

h. The Legislative Chair shall:

1. Follow and implement the NSNA legislative recommendations.
2. Receive and inform all school legislative representatives of legislative alerts.
3. Represent KANS at the KSNA legislative forums and activities.
4. Maintain communication with the NSNA legislative director on state and legislative activities and results.
5. Submit names of new Board of Directors members to KSNA for legislative updates. Distribute them, as received, to the President of each school association.

i. The Newsletter Editor/Historian shall:

1. Serve as editor of the official publication of this association.
2. Distribute the state newsletter to all constituents.
3. Submit sixteen (16) copies of all newsletters to NSNA and two (2) to KSNA.
4. Be responsible for the release of all official KANS press releases at the direction of the Board of Directors.
5. The newsletter will be published at the discretion of the Board of Directors, for a quantity of no fewer than 4 issues annually.



j. The Membership Chair shall:

1. Keep communication with the local chapter recruitment chairperson.
2. Serve as chairperson of the annual traveling trophy committee.
3. Be responsible for implementing all NSNA/KANS membership recruitment policies and suggestions.
4. Organize board member visitations to each constituency and/or non-constituency nursing schools once per calendar year.
5. Promote the philosophy and implementation of the Breakthrough to Nursing Project on the state level.

k. The Nominations and Elections Committee (NEC) Chair shall:

1. Be responsible for the slating and verifying eligibility of candidates for the annual meeting of KANS at the State Convention in October.
2. Establish a committee of 3 members consisting of the Chair and one member each from election areas defined by the Board. The NEC Chair, together with the President, will appoint these members by the December meeting of the Board and will require approval of 50% of the board present at that meeting.
3. Be ineligible to run for office, along with the members of the committee, during the year that they are on the committee. If a member wishes to run for office the following year the board of directors shall be responsible for slating the candidates for office.
4. Actively recruit qualified applicants for office throughout their term of office.
5. Develop an application for office, approved by the board by the National Convention, including information that delegates can use to determine the qualifications of candidates.
6. Develop rules and regulations that govern the campaigning allowed by candidates, subject to Board approval.
7. Take all applications submitted prior to the convention and pre-slate the candidates as the committee feels is appropriate.
8. Work with the V.P. Parliamentary during the annual meeting of KANS at the State



Convention to ensure proper credentialing of delegates and ensure that only properly credentialed delegates are allowed to vote in elections.

1. The KANS Liaison shall:

1. Serve as a liaison from the KANS Board to the KSNA Board of Directors.
2. Attend all KANS meetings, scheduled monthly.
3. Attend all KSNA meetings, and report back to the KANS Board.

Section VI

a. There shall be an Executive Committee of the Board of Directors Composed of the president, vice president parliamentary, treasurer, secretary, and consultant. This committee shall have the power to transact business only of an emergency nature which cannot wait until the next scheduled meetings of the Board of Directors. 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 by telephone, email, etc.

1. Votes made by the Executive Committee must be passed by a 3/4 vote and one consultant must be present during the vote.
2. All members of the Executive Committee must be present for a quorum.

Article V Elections

Section I

a. The officers of KANS, previously defined in Article IV Section I, shall be elected in a special session at each annual meeting of KANS at the State Convention.

Section II

a. Delegates voting in the annual meeting and annual elections shall be current KANS members and current students at the constituent school, which they are representing as a delegate. Delegates shall provide proof of both statuses, in the form of a current student ID and a current NSNA membership card prior to being credentialed.

Section III

a. All elections shall be by a secret ballot, prepared by the NEC. A plurality vote of the properly credentialed delegates present and voting shall constitute an election. In the event of a tie in a race involving more than two candidates, the two candidates receiving the most votes shall have



a runoff. If this results in a tie, the President shall cast the deciding vote. If a tie occurs in a race with two candidates the president shall cast the deciding vote.

Section IV

a. Candidates can be placed on the ballot in two ways:

1. They can be pre-slated by having their application into the NEC by the date the NEC determines. The NEC will then prepare a slate prior to the annual meeting. b. They can be nominated from the floor after they have submitted their application to the NEC at the annual meeting and have their eligibility verified.
2. Once a slate of candidates is determined it shall be announced to the House of Delegates prior to the meet the candidate's session at the Dean's Luncheon.

Section V

a. Candidates who are slated prior to the convention shall appear at the top of the ballot followed by the nominations from the floor and then a space for write-in candidates. Write-in candidates will not be allowed to campaign for office, as defined by the NEC. Candidates who have been slated for a position cannot be written into another position. Registered Delegates can choose to run for office contingent upon their forfeiting their delegate status prior to the first meeting of the House of Delegates.

Section VI

a. In the event that a write-in candidate is elected to office, the candidate will be asked if they are willing to serve. If they are willing, the NEC will determine their eligibility. If the write-in candidate is unwilling to serve or is ineligible, the person receiving the second most votes shall be elected to office.

Section VII

a. Each candidate will be placed on the ballot for only one office. If the candidate feels that the NEC slated them improperly or wishes to run for an office other than the one, that the NEC selected, they can run for the office of their choosing by being nominated from the floor.

Section VIII

a. In the event that a candidate receives the most votes for more than one office, they will be asked which office they wish to fill. The candidate receiving the second most votes for the office not chosen will be elected to that office.

Section IX

a. Candidates, or anyone directed by a candidate, will not be allowed to campaign on the floor of the House of Delegates at any time. Once ballots are passed out all talking amongst delegates must end and the House will be sealed until all ballots are collected.

Section X

a. At the first meeting of the House of Delegates, the NEC will ask for four volunteers to serve as tellers to assist with the election process. Tellers shall not be delegates and first-preference



will be given to volunteers from schools without candidates.

Section XI

a. If any member of KANS feels that any violation of campaign or election rules has occurred, they must challenge the outcome of the election prior to the swearing-in of the new officers at the close of the House of Delegates. In the event that there is a challenge, the board shall review the matter and make a recommendation to the full House of Delegates as to how to proceed. The House of Delegates' decision shall be final.

Section XII

a. Elections for local school chapters shall take place in January or February prior to the spring summit. A hard copy of the new officers and faculty advisors along with address, phone number, and e-mail address if available shall be submitted to the membership chair prior to or at Leadership Summit. Failure to have this information turned in on time shall result in the loss of the ability to seat delegates at the annual meeting.

Section XIII

a. KANS recognizes the value of participation in the NSNA and specifically the House of Delegates during the National Convention. Therefore, any school that is eligible to seat delegates for the House of Delegates, which has members attending the national convention, and fails to do so, will be ineligible to seat delegates at the annual meeting of KANS.

Section XIV

a. Members running for election are not allowed to vote as a delegate during the House of Delegates.

Article VI: Consultant Council

The consultant council may consist of up to four sponsors or consultants:

- a. The members of KSNA appoint two consultants. The consultants shall be responsible for providing interchange of information between the members of KSNA and this association. Each consultant shall be appointed at their respective convention to serve for a two-year period until their respective successor is appointed. KSNA-appointed consultants must be approved by the KANS Board of Directors.
- b. The consultant will provide consultation only. The Board of Directors has the right to accept or reject the consultation from those named above.
- c. The President, with the approval of the Board of Directors may appoint two consultants. Each consultant must be a previous KANS Board Of Directors member. Consultants may serve for a period of 1 year. At least one of the two consultants shall be at every meeting.
- d. All should be members of ANA/KSNA or KANS/NSNA.



Article VII Board of Directors

Section I

a. The Board of Directors shall meet before the annual meeting of this association and immediately following the meeting with the retiring officers and at such other times as deemed necessary by a majority of the board.

Section II

a. The official delegate of this association attending the annual convention of the NSNA shall be the President.

Section III

a. In the interval between meetings of the Board of Directors, the President may submit by e-mail, fax, or telephone these issues, which require immediate action on the part of the Board of Directors. The Board of Directors shall control the action of this association provided it is not inconsistent with the will of the voting body of the association.

Section IV

a. Unscheduled meetings - showing substantial reasoning, the Board of Directors may call an emergency business meeting with or without the knowledge of the President. The Board of Directors can hold an emergency meeting if a quorum is present. One week after this meeting and notification of the remainder of the Board of Directors members the decisions will be binding.

Article VIII Standing Committees

Section I

a. Standing committees shall be composed of appointed members of the association and shall assume such duties as are assigned by the President and chairperson.

Section II

a. Standing committees report to the Board of Directors when requested and shall submit a written report of their activities in addition to verbal notice via telephone or personal appearance.

Section III

a. The standing committees shall be as follows: Bylaws Committee, Nominations and Elections Committee, Convention Committee, Projects Committee, Resolutions Committee, Budget



Committee, and Breakthrough to Nursing Committee.

Article IX Meetings

Section I: Open Meetings:

a. Meetings of this association shall be open unless voted otherwise by the voting body.

Section II: Meeting Time and Place:

a. Meetings of this association shall be held throughout the year at such time and place determined by the President or Board of Directors.

Section III: Special Meetings:

a. Special meetings of The House of Delegates may be requested by the Board of Directors and shall be called by the President. Showing substantial reasoning, the Board of Directors may call an emergency business meeting without the knowledge of the President when agreed upon by one-third or more of the Board of Directors, and a notice is posted at least 48 hours before the meeting.

Section IV

a. There shall be a meeting of the school's student association presidents held twice yearly, once at the annual convention, as well as once in conjunction with the Leadership Summit. This collective shall be called the Kansas Council of School Presidents, K-COSP.

b. The purpose of K-COSP shall be to discuss the priorities of the association, activities for the year, accomplishments, and problems, and to share ideas. This shall also allow for the interchange and consultation between school presidents and the KANS Board of Directors.

c. Composition:

1. The members of K-COSP shall be the school presidents or the designated alternates and the members of the KANS Board of Directors.

2. The following shall be invited to participate in K-COSP: President, or President-Elect of the school association advisors of school associations, and the KANS Board of Directors.

3. Members of KANS, not mentioned above, shall be admitted as observers to K-COSP.

Section V: Official Address:

a. The official address for KANS mail is 1109 SW Topeka Blvd. Topeka, Kansas 66612. All correspondence shall be sent to this address then KSNA will distribute to either the KSNA Consultant or to the KANS President to be distributed appropriately.



Article X Voting Power

Section I

a. The voting body at all meetings of this association shall consist of duly elected officers and accredited delegates from the constituent association.

Section II

a. Before voting, all delegates must present proper identification (delegate badge) to the teller in charge of the ballot box.

Section III

a. Each constituent of KANS shall be entitled to delegates according to their membership total provided that the school chapter's bylaws are found in conformity by October 1.

1. Each school with constituency status shall receive one delegate for the first 10 members. In addition, each school shall receive one delegate for every additional 5 members.
2. A state officer shall not be eligible to hold the position of school delegate at the annual meeting.
3. Delegates shall be computed on the basis of the number of members as evidenced by the annual dues received from NSNA postmarked by October 1 prior to the annual state convention. If any discrepancies are found, the school is responsible for providing documentation to the Board of Directors prior to the opening of the House of Delegates.
4. Student members in attendance who are not voting delegates may discuss an issue before the house, but may not make motions or vote.

Article XI Quorum

Section I

Two officers, one either being the President or the Vice President Parliamentary and at least 51% from a majority of the currently active constituents shall constitute a quorum at an annual meeting of this association.

a. In the event that 51% of the total Kansas active constituents are not present, the Board of Directors may make a recommendation to the House of Delegates to allow the vote to proceed in order to conduct official business of the House.

1. This recommendation must be voted on and passed by 2/3 vote of the present Delegation within the House of Delegates.

Section II

a. A simple majority of the Board of Directors shall constitute a quorum at scheduled Board of Directors meetings. majority of the committee members shall constitute a quorum at any committee meeting.

Section III

a. A majority of the committee members shall constitute a quorum at any committee meeting.



Article XII: Fiscal Year

a. The fiscal year of this association shall be from November 1st to October 31st.

Article XIII: Parliamentary Authority

a. All meetings of this association shall be conducted according to standards set forth in Robert's Rules of Order Newly Revised when rules apply and are not in conflict with these bylaws.

Article XIV: Annual State Awards

a. Annual State Awards will be based on criteria set each year by the Membership Chairperson with approval of the Board of Directors. The Membership Chairperson will review all applications and submit recommendations to the Board of Directors for final selection. All constituent schools will be considered equally. Chapters receiving these awards will be recognized annually at the State Convention.

Article XV: Amendments and Resolutions

This shall be the only recourse for amending these bylaws as written.

Section I

a. Any proposed changes to these bylaws must be presented to the board at least one month or one meeting prior to being voted upon. Copies of any proposed changes will be sent to all constituent member organizations for their review. Any members of KANS may propose a bylaw change to the board.

Section II

a. After the required time has passed the board will vote on every proposed bylaw change presented to them. A vote of 80% of the board members present is required to pass a proposed bylaw change. The President then possesses the right to veto the proposed bylaw change. In the event that the President chooses to exercise the right to veto his/her decision may be overridden with the subsequent 100% vote of other board members present.

Section III

a. Proposed bylaw changes are then temporarily enacted and subject to review at the House of Delegates at the state convention in the fall. The House of Delegates can keep a bylaw change from becoming a permanent change by a simple majority. However, if no constituent member organization objects to a bylaw change and no one calls for a vote of review, the bylaw change becomes permanent at the close of the House of Delegates.



Section IV

a. In order to give constituent member organizations a sufficient amount of time to review bylaw changes prior to the convention, a list of all passed bylaw changes over the previous year must be submitted to all constituent member organizations no later than September 1 prior to the convention. No bylaw changes shall be made from that time until the time of conventions.



KANS Awards Booklet

2024 KANS Awards

Send award application to:

Daniel Mendoza

1109 SW Topeka Blvd

Topeka, KS 66612

Email:

boardofdirectors.kans@gmail.com



Social Media/Newsletter Award

With the rise of technology and digital media, more students are turning to social media to communicate news regarding the nursing profession. With a low budget, most school chapters also use social media as a platform for their school chapter websites. The primary purpose of a school newsletter is to inform the membership of chapter events and other news in a timely and interesting manner. Further, it helps promote interest in student participation in these events and encourages the membership to contribute articles, letters to the editor, or suggestions about events. With the wealth of presence on social media today, digital media posts and newsletters are an effective medium to promote the positive image of nursing. In addition, this provides an effective means to report current issues and concerns in nursing. This award is eligible for school chapters with a social media presence on Facebook/Instagram or submitting a current newsletter. KANS will present the Social Media/Newsletter Award for:

- ***Most Successful Social Platform/Newsletter - Certificate and \$50.00***
- ***To apply:***
 - 1. Complete the first page of the awards application listed at the end of the booklet.
 - 2. Submit an electronic pdf file of each newsletter published / proof of the student organization's social media presence from October 2023 - September 2024.

Breakthrough to Nursing Awards

The purpose of the Breakthrough to Nursing® Award program is to: encourage recruitment and retention of students in nursing schools; target non-traditional as well as traditional students; use broad-based strategies that consider ethnic diversity, gender, and age; promote transcultural awareness in nursing schools and in the community at large; encourage retention. KANS will present the Breakthrough to Nursing Award for:

- ***Most Successful Breakthrough to Nursing Project - Certificate and \$50.00***
- ***To apply:***
 - 1. Complete the first page of the awards application listed at the end of the booklet.



Image of Nursing Project Award

The purpose of the Image of Nursing Project Award program is to: promote a positive image of nursing and demonstrate a significant contribution to the public and/or community through image of nursing projects. Media coverage may include print, television coverage, internet, or radio. Projects done in the hospital setting are encouraged. Two awards are given for an image project that enhances the public's image of nursing. One award is presented to the school and one to the individual. KANS will present the Image of Nursing Project Award for:

- ***Most Successful Image of Nursing Project***
 - ***School Level: Certificate and \$50.00***
 - ***Individual Level: Certificate and \$50.00***
- ***To apply:***
 - 1. Complete the first page of the awards application listed at the end of the booklet.

The School Excellence Award

Open to all schools. No application is required. Schools are automatically entered. Based on all KANS activities award submissions are received by the day before the state convention.

- ***The School Excellence Award - Certificate and \$50.00***
- ***Judgement Criteria:***
 - 1. Most Community Health Projects entries
 - 2. Most Breakthrough to Nursing Project entries
 - 3. Most Image of Nursing Award entries
 - 4. Most members pre-registered for the convention
 - 5. Highest percent of potential constituents



New KANS Contingency Award

Theme: “An incentive for new chapters”

This award is open only to those chapters that have been a constituency for three or fewer years. The purpose of this award is to encourage new chapters to jump into the award application process.

- ***The New KANS Contingency Award - Certificate and \$50.00***
- ***To apply:***
 - 1. Complete the first page of the awards application listed at the end of the booklet.
- ***Judgement criteria:***
 - 1. A community health project entry
 - 2. At least one member running for state office
 - 3. At least one member credentialed as a delegate
 - 4. At least 10 constituents registered for the State Convention

Criteria for Judging

Applicable to the following Awards: Community Health, Breakthrough to Nursing, And Image of Nursing.

Maximum points awarded: 80

1. Neat and complete application 0-10
2. Relevance of project to theme 0-10
3. Community Impact 0-10
4. Media coverage 0-10
5. Clarity of message 0-10
6. Originality/creativity 0-10
7. Attainment of goals 0-10
8. Positive results attained 0-10



Award Application

Deadline: Day before the state convention.

Section I General information

- Award you are applying for: _____
- School or individual: _____
- School Official Constituent Name: _____
- Project Committee Chairperson: _____
- Contact person: _____
- NSNA Membership Number & Expiration Date: _____
- Phone Number & Email: _____
- Mailing Address: _____
- Faculty Advisor: _____
- Faculty Advisor Signature: _____
- Title of Project: _____
- Date(s) of the Project: _____
- Site(s) of the Project: _____
- Number of KANS members involved: _____
- The number of people attended: _____
- Cost of project (attach budget): _____
- Briefly describe how project was conducted (attach description)
- Will the project be continued next year by association?



- **What was learned from the project that would be beneficial to others (attach description)**
- **Attach any publicity or other materials used to advertise the project (e.g., photos, publicity flyers, press releases, video/audio tapes, CDs, WWW site address, and handout materials).**
- **Describe how the project was advertised/publicized/promoted in all forms of media**
 - **Attach description and promotional materials. Also, include any media coverage of the event. (Newspaper and web clips, TV coverage, video/audio tapes, etc.)**
- **Did KANS members receive academic recognition for participation in this project?**
 - **If yes, what type of recognition?**
- **If non-nursing students collaborated, provide the following**
 - **Community organizations involved (attach list)**
- **Separately attach project goal(s) and explain to what extent goals were accomplished.**