

California Nursing Students' Association
California State University, Sacramento

CHAPTER BYLAWS

ARTICLE I

Name and Auspices

- Section 1. The name of this organization shall be the California Nursing Students' Association, California State University, Sacramento Chapter, hereinafter referred to as CNSA, CSUS Chapter. A constituent of the California Nursing Students' Association and the National Student Nursing Association, Inc., hereinafter referred to as CNSA and NSNA.
- Section 2. As a constituent, this chapter agrees to comply with the bylaws, policies and code of ethics (see attachment A) of NSNA and CNSA, and to conform to the policies and campus regulations of California State University, Sacramento.

ARTICLE II

Objectives and Purposes

- Section 1. The purpose of the CNSA, CSUS Chapter is:
- A. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care;
 - B. To provide programs representative of fundamental and current professional interests and concerns;
 - C. To aid in the development of the whole person, professional role, and responsibility for the health care of people in all walks of life;
 - D. To have direct input into standards of nursing education and influence the education process;
 - E. To influence health care, nursing education and practice through legislative activities as appropriate;
 - F. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related issues;
 - G. To represent nursing students to the consumer, to institutions, and other organizations;
 - H. To promote and encourage opportunities for underrepresented students in nursing and CNSA;
 - I. To promote and encourage students' participation in interdisciplinary activities;
 - J. To promote and encourage collaborative relationships with ANA\California, the National League for Nursing, the Association of California Nurse Leaders, and the American Red Cross as well as other nursing and health related organizations;
 - K. To promote and encourage collaborative relationships with other student organizations such as, but not limited to, the Transcultural Nursing Club; and
 - L. To participate as an active constituent of CNSA and NSNA through *dually* elected representatives.

ARTICLE III

Membership

- Section 1. Individuals in good standing shall constitute the voting membership of CNSA and the CNSA, CSUS Chapter.
- Section 2.
- A. Active Members:
 - 1. Students enrolled in the state-approved CSUS Baccalaureate Nursing Program, leading to licensure as a registered nurse.

2. Registered Nurses enrolled in the state approved CSUS Baccalaureate Nursing Program leading to a baccalaureate degree with a major in nursing.
3. Students enrolled in the CSUS Licensed Vocational Nurse to Baccalaureate Nurse thirty unit option Program
4. Active members shall have all the privileges of membership.

B. Associate Members:

1. Pre-nursing students, including Registered Nurses, enrolled in programs designed as preparation for entrance into the CSUS Baccalaureate Nursing Program.
2. Associate members shall have all of the privileges of membership except the right to hold office as President or Vice President at the Local, State or National levels.

Section 3. Active and associate membership in the CSUS Chapter of CNSA may extend six months beyond completion of a student's program in nursing.

Section 4. Sustaining memberships shall be open at the state and local level to any individual interested in furthering the development and growth of CNSA, upon approval of the State or Local Board of Directors, respectively. Sustaining members shall receive literature and other information from the association but shall have none of the obligations or privileges of membership.

Section 5. Honorary membership at the state or local level may be conferred by a 2/3 vote of the State or Local Board of Directors, to persons who have rendered distinguished service or valuable assistance to CNSA, nursing and/or nursing education. Honorary members shall have none of the obligations or privileges of membership.

Section 6. FEES, DUES, AND ASSESSMENTS

A member in good standing must pay annual dues in amounts to be fixed periodically by the Board of Directors. The dues and fees shall be equal for all members and must be paid within the time frame established by the Board of Directors. Payment of NSNA and CNSA dues is a pre-requisite for membership in the CSUS Chapter of CNSA, in accordance with NSNA enrollment procedures.

Section 7. TERMINATION OF MEMBERSHIP

A. Causes of Termination: The membership of any member shall terminate upon the occurrence of any of the following events:

1. The resignation of the member.
2. The failure of the member to renew his or her national, state or local membership for the following year by paying annual dues within the time frame set forth by the Board of Directors.
3. The occurrence of any event which renders such member ineligible for membership, provided that termination for such cause shall take effect only upon expiration of the period (not to exceed one year) for which such member's current membership runs.
4. The determination by the Board of Directors or a committee designated to make such a determination that the member has failed in the rules of conduct of CNSA or NSNA.

Section 8. TRANSFER OF MEMBERSHIP

No members may transfer a membership or any right arising from it. All rights of membership cease on the member's death.

ARTICLE IV
Nominations and Elections

Section 1. SETTING OF ELECTION DATE

- A. Elections will be held within the month of April.
- B. The Board of Directors will set the date for the week of nominations and the week of elections at the first business meeting of the Spring semester.

Section 2. NOMINATIONS PROCEDURE

- A. The Vice President will compose a poster listing all available CNSA, CSUS Board of Directors and Committee Chair vacancies. Posted next to each vacancy will be the description of the duties of that office taken from the chapter Bylaws.
- B. This nominations poster will be posted next to the CNSA, CSUS shadow box in the lobby of the Division of Nursing.
- C. The nominations poster will be mounted by 10:00am on the Monday of nominations week, and remain posted until at least 4:30pm Friday of that week.
- D. Nominations will be taken for at least one week.
- E. Any member of CNSA, CSUS in good standing is eligible for nomination.
- F. The Vice President will facilitate any and all publicity associated with nominations week.

Section 3. ELECTIONS PROCEDURE FOR CNSA BOARD OF DIRECTORS

- A. From the nominations poster, a ballot will be composed by the Vice President. For each office or committee chair a write-in voting space will also be placed on the ballot.
- B. If any person is nominated for more than one position, it is the duty of the Vice President to contact the nominee and allow him or her to select the preferred office. If said nominee cannot be reached, the Vice President can slate the candidate in the office deemed most appropriate.
- C. If all positions are not filled, and there is more than one nomination for other positions, the Vice President can contact the candidates, and with their permission slate them for another office of their choice.
- D. The finished ballot will be copied (enough for all CNSA, CSUS members) and placed in an envelope in the Chapter mailbox in the Division of Nursing by 9:00am Monday of elections week. A Copy of the current CNSA, CSUS membership roster will also be included in the envelope.
- E. Semester Representatives will pick up their election packet during elections week and distribute the ballots only to CNSA, CSUS members at a class time and place negotiated beforehand with the faculty. The votes must be cast and returned to the representative immediately. All votes will then be sealed in the envelope and placed in the ballot box in the Division of Nursing no later than Friday of elections week at 4:30pm.
- F. Votes will be counted by a committee, established by the Board of Directors, consisting of no less than three people, no member of which may be running for office unless no other tellers are available to count the ballots.
- G. Election results will be announced by Wednesday at noon following elections week.
- H. In the event that the Board of Directors has a reason to question the validity of the vote, a re-vote may take place if such motion is passed by a 2/3 majority of the Board of Directors.
- I. In the unlikely event of a tainted vote, the above procedures will again be followed with any revisions to election policy deemed necessary to be voted on and approved by a 2/3 majority of the Board of Directors.

Section 4. ELECTIONS PROCEDURE FOR INCOMING CLASS BOARD OF DIRECTORS

- A. By the third week of the semester, CNSA will hold a Special Election for the Semester Representative.
- B. Nominations will be taken from the floor and a vote to be held immediately.
- C. The Semester Representative will hold office until the next regularly scheduled CNSA election as set forth by Article IV, Section 1.
- D. By the third week of the first clinical semester, nominations for class officers will be taken. Nominations will be open for one week. Elections to follow the next week.

- E. Nominations will be open for the following positions: President, Vice President, Secretary, Treasurer, Pinning Chair, and Historian.
- F. All required forms for official club recognition (per ASI policy) will be provided to the newly elected President by the CNSA Vice President immediately following announcement of the election results.

ARTICLE V
Board of Directors

Section 1. COMPOSITION OF BOARD

- A. The governing body of the CNSA, CSUS Chapter shall be the Board of Directors. The Board of Directors shall consist of the Executive Board of Directors, including: the President, Vice President, Secretary and Treasurer. The General Board of Directors shall consist of: the Editor of *The Monthly Shot*, Breakthrough To Nursing Director, Chapter Representative, Fund-raising Committee Chair, Undergraduate Committee Representative, Insurance Chair, Legislative Director, Community Health Director, and the Semester Representatives.
- B. A member of this association shall be eligible for office provided he/she will be a nursing student for at least half of their term of office.
- C. No individual shall hold more than one voting position on the Board of Directors unless such position is obtained by default (e.g.: officer stepped down and a sustaining member of the Board of Directors takes over their position for the remainder of the term, etc.) In this case, the officer will still only have one vote.
- D. Members of the Board of Directors shall be elected by the CNSA, CSUS Chapter membership and shall serve a one year term or until the next election.
- E. In the event that all Board of Directors positions are not filled by the elections process, it is the duty of the president to appoint members to these positions. No member may take appointed office unless voted in by the majority of the elected Board of Directors.

Section 2. REGULAR MEETINGS

The Board of Directors shall meet as deemed necessary by the President or the majority of the Board of Directors, but no less than once per month during months when school is in session. These regular meetings will be open to the membership and are mandatory for the Board of Directors. One planning meeting will be held in June and is open only to the Board of Directors. The regular meetings will be held with notice to all directors and members. The meeting dates for the entire semester will be set at the first business meeting of each semester.

Section 3. SPECIAL MEETINGS

Priority to call. Special meetings of the Board of Directors may be called at any time by a member of the Executive Board of Directors or any two general Board of Directors members or five general members.

Section 4. ACTION WITHOUT MEETING

Any action required or permitted to be taken by the Executive Board of Directors may be taken without a meeting, if all members of the Executive Board of Directors, individually or collectively, consent in writing to that action. Such action by written consent shall have the same force and effect as a Unanimous vote of the Executive Board of Directors. Such written consents must be submitted with the minutes and proceedings of the next Board of Directors meeting.

ARTICLE VI
Executive Board of Directors, Qualifications and Duties

Section 1. EXECUTIVE BOARD OF DIRECTORS

The Executive Board of Directors of the CNSA, CSUS Chapter shall consist of the following: President, Vice President, Secretary and Treasurer. These combined positions are known as the Executive Board of Directors.

Section 2. DUTIES OF THE EXECUTIVE BOARD OF DIRECTORS

A. The President shall:

1. Preside at all meetings of this association.
2. Appoint committees with the approval of the Board of Directors.
3. Appoint members to vacant positions on the Board of Directors on approval of the Board of Directors.
4. Be the CNSA, CSUS Chapter delegate to CNSA and NSNA.
5. Perform all other duties pertaining to the office and represent this association in all matters relating to the association.
6. Facilitate the completion of vision statements and planning sheets for all Board members.
7. Oversee all other members of the Board of Directors and ensure efficient and timely completion of their duties.
8. Keep a file of CNSA contacts and other information that can be passed on to the incoming President. Included in that file will be a typed report of things that went well and why they went well during the term of office. Hints and suggestions to improve events and projects should also be included. Also included in this report will be a synopsis of ongoing project status so that the incoming President can easily assume the duties of President.
9. Seek out and coordinate funding resources (e.g. grants, donations, etc) for expenses related to State and National Conventions and other business related activities.

B. The Vice President shall:

1. Attend all Board of Directors meetings.
2. Assume the responsibilities of the President in the absence or disability of the President.
3. Be responsible for presiding over Board of Directors meetings if the President is unable to attend.
4. Be responsible for reviewing and recommending changes in the bylaws and other policies and procedures.
5. Serve as the resource person regarding parliamentary procedure, in accordance with Robert's Rules of Order.
6. Be the alternate CNSA, CSUS delegate, if feasible, to CNSA and NSNA.
7. Be responsible for elections procedures outlined in Article IV, Sections 2 through 4 of the Bylaws.
8. Perform all other duties as assigned by the President or as necessary to assist the Board and committees.
9. Seek out and coordinate funding resources (e.g. grants, donations, etc) for expenses related to State and National Conventions and other business related activities.

C. The Secretary shall:

1. Attend all Board of Directors meetings.
2. Take detailed minutes at all official Board of Directors Meetings. The Secretary will then type the minutes, distribute them to all Board of Directors members, via e-mail or a paper copy in a timely manner for approval at the next Board of Directors meeting. If e-mail is used for distribution, the minutes must be sent as an attachment file. Paper copies must be available upon request for those that do not have e-mail access.
3. Keep records of all past meetings and business transactions as well as filing all correspondence.
4. Manage and update a contact database for all CNSA, CSUS Chapter members and Board of Directors. This database will be updated and distributed to all Board of Directors members at the first business meeting of each semester.
5. Be responsible for reserving a meeting space for all Board of Directors meetings and publicizing the meetings to all CNSA, CSUS Chapter members.
6. Perform all other duties as assigned by the President or as necessary to assist the Board and committees.

7. Seek out and coordinate funding resources (e.g. grants, donations, etc) for expenses related to State and National Conventions and other business related activities.

D. The Treasurer Shall:

1. Attend all Board of Directors meetings.
2. Keep detailed financial records for all transactions.
3. Be responsible for creating a yearly budget to be approved at the Board of Directors planning meeting in June.
4. Present a report of all financial transactions at each Board of Directors meeting.
5. Be responsible for all banking and financial matters for the CNSA, CSUS Chapter.
6. Serve as a financial resource person to the Board of Directors.
7. Work closely with the Fund-raising Chair to define budget goals and realistic fund-raisers to achieve those goals.
8. Assist the Fund-raising Chair to plan and attend new student orientation to sell equipment and uniforms.
9. Facilitate the disbursement of any reimbursement, scholarship or contest award money.
10. Perform all other duties as assigned by the President or as necessary to assist the Board and committees.
11. Seek out and coordinate funding resources (e.g. grants, donations, etc) for expenses related to State and National Conventions and other business related activities.

ARTICLE VII

Board of Directors, Qualifications and Duties

Section 1. BOARD OF DIRECTORS

The Board of Directors of the CNSA, CSUS Chapter shall consist of the aforementioned Executive Board in addition to the following offices: Editor of *The Monthly Shot*, Breakthrough to Nursing Director, Chapter Representative, Fund-raising Committee Chair, Undergraduate Committee Representative, Insurance Chair, Legislative Director, Community Health Director, and Semester Representatives.

Section 2. DUTIES OF BOARD OF DIRECTORS

A. The Editor of *The Monthly Shot* shall:

1. Attend all Board of Directors meetings.
2. Publish *The Monthly Shot* prior to the Board of Directors meeting each month.
3. Distribute *The Monthly Shot* via e-mail, listproc, and/or hardcopy each month. Copies will also be placed in the Division of Nursing by the Editor.
4. Publish within the budget set forth by the Executive Board of Directors at the June planning meeting.
5. Establish a timeline for article submission as soon as the date is set for Board of Directors meetings.
6. Establish a rough content guide for each edition and publish it at least one week prior to the article submission deadline.
7. Perform all other duties as assigned by the President or as necessary to assist the Board and committees.
8. Submit copies of *The Monthly Shot* as required by NSNA.

B. The Breakthrough to Nursing Director shall:

1. Attend all Board of Directors meetings.
2. Serve as a liaison of the CNSA, CSUS Chapter to prospective nursing students.

3. Facilitate the interest of pre-nursing students and underrepresented populations in nursing as a profession and in CNSA membership.
4. Visit at least two high school or junior high classes per semester to encourage enrollment in CNSA and the pursuit of nursing as a career choice.
5. Attend new student orientation for the College of Health and Human Services, the CSUS Nursing Program, and pre-nursing advising, if feasible, to recruit new membership and promote the CNSA, CSUS Chapter and nursing. When visiting these classes, the BTN Chair has the responsibility to contact the professor in advance for permission, organize the speech to provide as much information as possible about the CNSA, CSUS Chapter and the profession of nursing and to have membership enrollment forms present to recruit as many new members as possible.
6. Perform all other duties as assigned by the President or as necessary to assist the Board and committees.

C. The Chapter Representative shall:

1. Attend all Board of Directors meetings.
2. Serve as a liaison to CNSA and NSNA.
3. Strive to seek a State and/or National level office at Convention.
4. Be responsible for checking the CNSA web site and NSNA web site at least biweekly for new updates and information to share at the chapter level.
5. Ensure that all State level and National level important dates are reflected on CNSA, CSUS Chapter calendars and timelines.
6. Seek to represent the CNSA, CSUS Chapter positively on the State Board of Directors if elected at the State level.
7. Serve as an additional resource person regarding parliamentary procedure, in accordance with Robert's Rules of Order.
8. Attend all Council of Chapter Representative meetings and any other State or National functions as deemed necessary by the Board of Directors.
9. Perform all other duties as assigned by the President or as necessary to assist the Board and committees.

D. The Fund-raising Committee Chair shall:

1. Attend all Board of Directors meetings.
2. Coordinate and facilitate all CNSA, CSUS Chapter fund-raisers through direct active involvement and committee appointment. The fund-raising committee shall consist of at least two members including the Chair.
3. Work closely with the treasurer to define budget goals and realistic fund-raisers to achieve those goals as set at the June planning meeting.
4. Actively seek out new fund-raising opportunities for CNSA, CSUS.
5. Plan and attend new student orientation to sell equipment and uniforms.
6. Perform all other duties as assigned by the President or as necessary to assist the Board and committees.

E. The Undergraduate Committee Representative shall:

1. Attend all Board of Directors meetings.
2. Attend all meetings of the Division of Nursing Undergraduate Committee and serve as the CNSA, CSUS Chapter liaison.
3. Strive to facilitate to working relationships between the faculty, student body and CNSA, CSUS Chapter.
4. Bring new ideas from the CNSA, CSUS Chapter to the Undergraduate Committee, facilitate their implementation and vice versa.
5. Arrange for an alternate CNSA, CSUS Chapter member to attend Undergraduate Committee meetings when the elected officer has a schedule conflict.

6. Perform all other duties as assigned by the President or as necessary to assist the Board and committees.
7. Vote on behalf of the CNSA membership at the Undergraduate Committee.

F. The Insurance Chair shall:

1. Attend all Board of Directors meetings.
2. Provide the means to obtain insurance under the group policy to all nursing students of the Baccalaureate Nursing Program at CSU, Sacramento.
3. Maintain records of those that have insurance, their policy termination date and liability limits. Furnish this information to the Division of Nursing Department Secretary, the CNSA, CSUS Chapter Secretary and each policy holder.
4. Provide confirmation of policy coverage via e-mail or postcard within one month of policy effective date and provide renewal notification to all policy holders at least one month prior to their policy termination date.
5. Maintain contact with the insurance company. If for any reason the CNSA, CSUS Chapter decides to switch insurance companies this switch must be approved by the majority of the Board of Directors.
6. Perform all other duties as assigned by the President or as necessary to assist the Board and committees.

G. The Legislative Director shall:

1. Attend all Board of Directors meetings.
2. Keep records of all resolutions passed within the past 2 years at the State and National level.
3. Present a report at each Board of Directors meeting to keep the membership aware of current nursing and health-related legislation.
4. Check the CNSA and NSNA web sites biweekly for current hot topics in nursing.
5. Form a committee consisting of at least two members in addition to the Legislative Director to write at least one resolution for submission to the State and National Conventions, within the guidelines and timelines established by CNSA and NSNA.
6. Encourage general members to write a resolution and be available to provide assistance as needed.
7. Maintain a file consisting of tips on how to write an effective resolution and guidelines for presenting a resolution at the State and National level.
8. Perform all other duties as assigned by the President or as necessary to assist the Board and committees.

H. The Community Health Director shall:

1. Evaluate effectiveness of community health activities conducted during the last two semesters.
2. Form a committee consisting of at least two additional CNSA members.
3. Review resolutions relevant to community health that were passed at the Chapter level, State Convention and at NSNA's Annual Convention.
4. Identify goals for the year at the first business meeting of the semester.
5. Read NSNA's Community Health Project Guidelines.
6. Coordinate and participate in community health programs throughout the year.
7. Initiate and facilitate appropriate partnerships with community health organizations and publicize any related community health activities.

I. The Semester Representatives shall consist of one pre-nursing student and one student from each semester class, who shall:

1. Attend all Board of Directors Meetings providing input from their semester and carrying information gleaned from the meetings back to their semester. This would include the monthly disbursement of *The Monthly Shot* and resolution information.

2. Conduct elections for their semester as outlined in Article IV, sections 3 and 4.
3. Perform all other duties as assigned by the President or as necessary to assist the Board and committees.

ARTICLE VIII Standing Committees

Section 1. STANDING COMMITTEES

The following committees will be standing committees: Legislation, Nominations, Community Health, and Breakthrough to Nursing.

Section 2. DUTIES AND MEMBERS OF STANDING COMMITTEES

A. Legislation

1. The members of this committee shall consist of the Legislative Director who will serve as the committee chair and at least two other members selected at the first business meeting of the fall semester. Any member of the CNSA, CSUS Chapter is eligible to serve on this committee.
2. This committee shall set goals and objectives at the first business meeting of the fall semester and will make reports of their actions to the Board of Directors.
3. The duties of this committee shall be to present ideas to the Board for consideration. The board will then review the ideas and will select a resolution topic by the second business meeting of the semester or no later than October 31st.
4. The committee shall write a resolution on the agreed upon topic and submit for review at the November business meeting.
5. The committee will make any revisions and submit the Chapter resolution to the State level by the published deadline or no later than December 1st.

B. Nominations

1. The members of this committee shall consist of the Vice President who will serve as the committee chair and all of the semester representatives who will serve as general members.
2. The duty of this committee is to carry out election procedures as outlined in Article IV of the Bylaws.

C. Breakthrough to Nursing

1. The members of this committee shall consist of the Breakthrough to Nursing Director who will serve as committee chair and two other members who will be selected at the first business meeting of the fall semester. Any member of the CNSA, CSUS Chapter is eligible to serve on this committee.
2. This committee will focus on increasing interest in nursing as a profession and increasing enrollment in CNSA. This committee shall set goals and objectives at the first business meeting of the fall semester and will make reports of their actions to the Board of Directors.

ARTICLE IX Amendments

Section 1. AMENDMENTS

- A. The Board of Directors may amend these Bylaws by a majority vote at any time provided the proposed amendment does not:

1. Increase the term of office for any position.
2. Allow one or more director to hold office by designation or selection rather than election by the members unless said appointment is made under the provisions previously outlined in said bylaws Article IIX, section 2.
3. Do any of the preceding two statements, in which case the amendment must be passed by the majority of the membership during a vote, or placed on the ballot at elections. The proposed amendment must be publicized to the membership at least one month prior to the vote.

ARTICLE X
Funding Qualifications and Expectations

Section 1. FUNDING QUALIFICATIONS

A. To qualify for CNSA funding you must:

1. Be an active CNSA member who has attended at least two CNSA meetings or functions per semester.
2. Apply for funding through the CSUS Associated Students' Incorporated (ASI) (e.g. DOC and SEL grants) and University Grants (e.g. SAD and ARA) if you are eligible.
3. Bring all funding issues before the Board of Directors for approval.
4. Request reimbursement as set forth by the current "Travel Expense Policy" by the end of the semester in which the event takes place.
5. Qualify for a CNSA scholarship using specific scholarship guidelines set forth CNSA Board of Directors (see attachment B and C).

Section 2. FUNDING EXPECTATIONS

A. Once funding is awarded you must follow the following guidelines:

1. Any member who receives funding for a conference must attend at least 3/4 of the scheduled events and present a report to the CNSA Board of Directors before funding will be disbursed.
2. If the funding is for serving as a delegate at the CNSA or NSNA convention you must share in all delegate duties in the House of Delegates and ensure that our school is well represented. All mandatory delegate sessions must be attended unless there are enough people in attendance to use alternate delegates and rotate the duties. All mandatory delegate sessions must be attended by the delegate or alternate delegate unless there are extenuating circumstances such as illness that prevent either delegate or alternate from attending.
3. Funding is conditional upon adequate completion of the above duties. If the CNSA Board of Directors does not feel that duties were successful, the Board reserves the right to withhold funding.
4. A member of the Executive Board who is requesting funding must abstain from voting in the matter of his/her own reimbursement.
5. If a member is slated to receive funding for an event and then is unable to attend said event, any costs that the member has incurred are the member's sole responsibility and not eligible for reimbursement by the CNSA, CSUS Chapter.
6. If a member is slated to receive funding and is then unable to attend an event, the treasurer must be notified as soon as this is known so the money can be utilized by someone else.

NSNA Code of Academic and Clinical Conduct

Preamble

Students of nursing have a responsibility to society to learn the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities in actively practicing that care while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student in agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited to strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and personal development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Cooperate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff Understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff: and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student that has not been adequately trained.
13. Refrain from any action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic or clinical setting that impair judgement.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance reserving the right to challenge and critique rules and regulations as per school policy.

Senior Project Grant Application

CNSA is committed to supporting our members and their causes. In light of this, CNSA has established a grant to help offset the costs of Senior Projects. CNSA will award two \$150.00 grants per school year. One grant will be disbursed during the fall term and the second during spring term. To be eligible for the CNSA Senior Project Grant, a grant application must be filled out according to the following instructions, and received in the CNSA folder in the Division of Nursing by the application deadline for the term in which you are seeking funding. Please check *The Monthly Shot* and the CNSA bulletin board for application deadlines for each term. No late applications will be accepted. Funding will be awarded two weeks after the grant filing date.

Applications will be assessed on a points system by a review committee consisting of three CNSA Board Members. Any Board Member seeking funding for their Senior Project is ineligible to sit on the grant application committee. Please read the application instructions thoroughly for other conditions and a detailed point break down.

Application Instructions

1. Please clearly print the names and CNSA member numbers of all members of your Senior Project group in the spaces provided in section A of the Senior Project Grant Application In order for your application to be considered for funding 100% of your group must be members of CNSA in good standing. One additional point will be awarded per member that has been a continuous member of CNSA since their first semester enrolled the Sacramento State Nursing Program. Your group will receive one additional point for each member of your group that joined CNSA as a pre-nursing student.
2. Please attach a brief typed summary of your Senior Project to the Senior Project Grant Application. Your summary can be no more than one page in length, with a minimum of 1.5 inch line spacing and a minimum of one inch margins on all borders. Be sure to address topics such as target audience, plan of project execution, plan for CNSA funding utilization if awarded, date of project presentation and any additional information that might make your application more attractive to CNSA. One point will be awarded for each key point addressed for a maximum of five points. Five additional points are available and will be awarded on a sliding scale based on the merit of your project in relation to CNSA goals, current event relevance of your topic and organization and execution of your project.
3. Please select one member of your group to be your spokesperson. The Grant Review Committee may need to call this person for clarification or additional information regarding your project. Please select someone knowledgeable and accessible. In the space provided in section C, please put his/her contact information. Additionally, this is where your check will be mailed if your application is selected.

Senior Project Grant Application

A. Member Name (first and last) CNSA member #

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

B. Senior Project Synopsis (Please attach typed Senior Project Synopsis)

C. Spokesperson

Name (First and Last) _____

Address _____

City _____ State _____ Zip Code _____

Phone # (Home) () _____ Phone # (Cell) () _____

E-Mail Address _____

For Use By Grant Review Committee Only

Date Received	_____	# of CNSA continuous members (1pt. each)	_____
# of pre-nursing students (1pt. each)	_____	5 key points addressed (1pt. each)	_____
Merit (sliding scale; 1-5 points)	_____	Total	_____

CNSA Honor Cord Application Instructions

To recognize your achievements in CNSA throughout your career at CSU, Sacramento, CNSA presents its graduating active members with an Honor Cord at the Senior Project Presentations each semester. This cord is to be worn during the CSU, Sacramento commencement ceremony. To be eligible for this honor you must have been a contributory member of CNSA for at least four semesters (or three semesters for students in the five semester program) and be a member at the time of graduation. A contributory member is a member who attends three meetings and/or functions per semester (or two meetings and/or functions per semester for students admitted spring 2004 or prior). You must also complete an Honor Cord application by November 15th for the Fall semester, and by April 15th for the Spring semester. Your application will be reviewed by the CNSA, CSUS Chapter Vice President and Faculty Advisor.

Application Instructions

1. Please complete the attached "CNSA Honor Cord Application" and submit it to the CNSA, CSUS Chapter Vice President either via email or hard copy by the appropriate deadline, listed above. The application can either be typed or hand written, but must be legible. Illegible submissions will not be considered. In addition, incomplete applications will not be considered. If an area does not apply to you, please mark it with "N/A." Please be as detailed as possible in relation to time spent and specific duties.