

Bylaws

of the

Arkansas State University, Jonesboro Student Nurses' Association

Modified from National Student Nurses Association Bylaws

A constituent of the
Arkansas Nursing Students' Association, Inc.
and the
National Student Nurses' Association, Inc.

PREAMBLE

We, students of nursing, believe the following:

- There is a common need to organize, to represent ourselves to the consumer and other health disciplines, and to assume our rightful place in the profession of nursing.
- Every individual has a right to the highest quality of health care.
- In the development of the whole person toward his/her professional role with its rights, responsibilities and ideas.
- Every right bears inherent responsibility.
- Responsibilities are participatory, not purely philosophical or ideological.
- The quality and quantity of participation are not exclusive, but bear the responsibility of participation.

RIGHTS/RESPONSIBILITIES

Students have a right and responsibility for:

- A right to a sound education;
- A right to and a responsibility for having a creative educational opportunity;
- A right to and a responsibility for having the highest quality practitioner-teacher;
- A right to and a responsibility for achieving input into the curriculum planning;
- A right to and a responsibility for achieving self-directed learning;
- A right to and a responsibility for achieving equal participation in all areas of clinical practice;
- A right to and a responsibility for participating in interdisciplinary activities.
- A right to due process;
- A right to and a responsibility for self evaluation;
- The rights and privileges of internal governance;
- A right to and a responsibility to organize and participate in an organization directed toward achieving professional goals;
- A right to and a responsibility for facilitating change in the healthcare delivery through various channels;
- A right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- A right to and a responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- A right to and a responsibility for fostering a better correlation between nursing education and practice.

ARTICLE I: NAME

The name of this organization shall be the Arkansas State University - Jonesboro Student Nurses Association, a constituent of the Arkansas Nursing Students' Association, Incorporated and the National Student Nurses' Association, Inc., herein referred to as A-STATE-SNA, ANSA and NSNA, respectively.

ARTICLE II: PURPOSE & FUNCTION

Section 1: The Purpose of A-STATE -SNA:

- 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 student, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

Section 2: The Function of A-STATE -SNA:

- A. To have direct input into standards of nursing education and influence on the education process;
- B. To influence health care, nursing education and practice through legislative activities as appropriate;
- C. To promote and encourage participation in community affairs and activities toward improved health care and the resolution of related social issues;
- D. To represent nursing students to the consumer, to institutions, and to other organizations;
- E. To promote and encourage student participation in interdisciplinary activities;
- F. To promote and encourage recruitment efforts, participation in student activities and educational opportunities.

ARTICLE III: MEMBERSHIP

Section 1: General Membership

- A. Active Members:
 - 1. Students enrolled in an A-STATE program leading to licensure as a registered nurse.
 - 2. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
 - 3. Active members shall have all privileges of membership.

- B. Associate Members:
 - 1. Pre-nursing students enrolled in university programs designed as preparation for entrance into a program leading to an associate degree or baccalaureate degree in nursing.
 - 2. Associate members shall have all of the privileges of membership except the right to hold office of vice president or president at local, state or national levels.

Section 2: Length of Membership

- A. Active membership shall be renewable annually or biannually through NSNA.
- B. Active membership may be extended six (6) months beyond graduation from a program in nursing, providing membership is renewed while the student is enrolled in a nursing program.

Section 3: Dues

- A. The A-STATE -SNA adopts the dues schedule published in the bylaws of ANSA.
- B. Payment of NSNA and ANSA dues is a prerequisite for membership.
- C. Any member who fails to pay current dues shall forfeit all privileges of membership.

Section 4: Professional Conduct

- A. All members of the A-STATE -SNA are expected to uphold the highest standards of professional conduct and promote a positive image of themselves, the Arkansas State University - Jonesboro Student Nurses'

Association, the College of Nursing and Health Professions, the Arkansas State University System, and the profession of nursing.

- B. A-STATE -SNA members are subject to the Arkansas State University College of Nursing and Health Professions Code of Conduct while present at or representing the A-STATE -SNA at or in conjunction with any sanctioned event.

ARTICLE IV: OFFICES OF THE BOARD OF DIRECTORS

Section 1: Composition

- A. There shall be four (4) executive officers on the A-STATE -SNA Board of Directors to include the President, Vice-President, Secretary, and Treasurer. Duties provided in Article IV, Sections 5A-5D.
- B. There shall be three (3) class level representatives, one to represent each level of Arkansas State University - Jonesboro School of Nursing, Bachelor of Science in Nursing students (sophomore, junior, and senior). The sophomore level representative shall be elected no later than the last day of the second week of class of the current school year. Duties provided in Article IV, Section 5E.
- C. There shall be four (4) elected chairpersons/directors, a Public Relations Chair, a Nomination and Elections Committee Chair, Breakthrough to Nursing Chair, and Webmaster Chair. Duties provided in Article IV, Sections 5F-H.

Section 2: Eligibility

- A. Candidates shall submit their applications to the Nominations and Elections Committee Chair.
- B. Candidates shall hold membership in good standing with NSNA.
- C. Candidates shall be currently enrolled and attending classes and clinical rotations and agree to fulfill their commitment to their position on the ASU-SNA Board of Directors throughout their full term of office.
- D. Candidates shall maintain the minimum academic requirements set by their nursing program. If an officer fails to meet those requirements, he/she will relinquish their office.
- E. Candidates shall maintain a record free of professional behavior documentation within the last 12 months. If the candidate had a professional behavior documentation the faculty advisors can review the documentation

and choice to accept or decline the application.

Section 3: Term of Office

- A. The official term of office shall be one (1) year following the election at the end of the Spring semester.
- B. No board member may serve in his or her position more than two (2) consecutive terms.
- C. Former board members are required to serve as consultants to their respective successors through the first meeting of the new Board of Directors.
- D. Final reimbursement of any outstanding expenses to outgoing board members through the Spring term will be made at the May Strategic Planning Meeting only after the outgoing board member has met with the new board member, provided an adequate orientation, and turned over any files to the new board member. If the outgoing board member is unable to attend the May Strategic Planning Meeting, they are required to arrange a one-on-one meeting with the new board member in their position within 2 weeks.

Section 4: Faculty Advisors

- A. There shall be at least one Faculty Advisor to act as a consultant for the A-STATE -SNA. Any Advisor shall instruct in one of the programs leading to RN licensure at the Arkansas State University – Jonesboro campus.

Section 5: Officer and Elected Chairperson Eligibility

- A. Candidates shall be chosen from among the members of the A-STATE -SNA who have expressed an interest in serving as an officer on the Board of Directors.
- B. Candidates shall be active members of A-STATE -SNA and enrolled in a nursing program at the Arkansas State University - Jonesboro campus for at least five (5) months of a term of office (with the exception of the sophomore representative), and shall agree to fulfill the commitment to their position.
- C. All officers and elected committee chairpersons/directors shall maintain the minimum of a B average based on the current grading scale set by the academic and professional/ethical requirements set by the Arkansas State University School of Nursing Student Handbook. If an officer fails to meet those requirements, he/she will relinquish his/her office.

Section 6: Duties of the Officers

A. The President shall:

1. Preside at all meetings of the A-STATE -SNA and the Board of Directors.
2. Prepare formal agenda for each meeting.
3. Appoint committees and their chairpersons, with the approval of the Board of Directors, and make other appointments as necessary.
4. Serve as an ex-officio member of all committees, with the exception of the Nominations and Elections Committee, without voting privileges.
5. Perform all other duties pertaining to the office and represent A-STATE -SNA in all matters relating to ANSA, NSNA and all other professional nursing organizations.
6. Approve expenditures as submitted by the Treasurer and authorized by the Executive Board.
7. Attend yearly meetings of the Council of School Presidents or send an elected alternate. Be available in the planning of the Council of School Presidents as requested by the ANSA President.
8. Serve as or designate a delegate as a substitute to serve at the ANSA annual fall convention for Arkansas State University – Jonesboro.
9. Serve as the parliamentarian for the Board of Directors, keeping all meetings effectively run according to guidelines set aside in Robert's Rules of Order.
10. Submit the Constituency form to the NSNA to maintain the Chapter's status as an active constituent of the NSNA.

B. The Vice-President shall:

1. Assume the duties of the President in their absence or as designated by the President.
2. Serve as or designate a delegate as a substitute to serve at the ANSA annual fall convention for Arkansas State University – Jonesboro.
3. In the event of a vacancy occurring in the office of the President, assume the duties of the President.
4. Oversee the planning of the monthly meetings with the constituency, which includes but is not limited to catering, scheduling speakers, planning the agenda, etc.
5. Perform other duties as assigned by the President.

C. The Secretary shall:

1. Keep on file a register of the names, addresses, phone, and email addresses of all the A-STATE -SNA members.
2. Keep on file, in an orderly fashion, all reports, papers, and documents submitted to ASU-SNA, and keep records of all A-STATE -SNA correspondence.
3. Conduct general correspondence for A-STATE -SNA as requested by the President or the Faculty Advisors.
4. Record the minutes of all meetings of A-STATE -SNA and the Board of Directors. The minutes shall be typed and sent to the Board of Directors at least one week prior to the next regularly scheduled meeting so that they may be read for approval at the meeting.
5. Send to the headquarters of NSNA and ANSA the names and addresses of all the officers and committee chairpersons of the association, immediately after their election or appointment.
6. Serve as or designate a delegate as a substitute to serve at the ANSA annual fall convention for Arkansas State University – Jonesboro.
7. Perform other duties as assigned by the President.
8. Send a copy of the meeting minutes to the Webmaster to be posted on the A-STATE -SNA website within a week of the last meeting.

D. The Treasurer shall:

1. Act as custodian of the A-STATE -SNA funds and deposit these in an account approved by Arkansas State University - Jonesboro.
2. Prepare a budget and make monetary disbursements with the approval of the President, as authorized by the Board of Directors.
3. Keep accurate entries of acquisitions and disbursements of the A-STATE -SNA funds.
4. Submit all books of account for audit as necessary.
5. Keep a permanent record of all dues paid. Submit, upon request, the register of all members whose dues have been paid to the Nominations and Elections Committee.
6. Submit a financial report to the members of the Board of Directors at each meeting.
7. Be responsible for follow-up on checks returned from individual members due to insufficient funds.
8. Serve as or designate a delegate as a substitute to serve at the ANSA annual fall convention for Arkansas State University – Jonesboro.
9. Perform other duties as assigned by the President.

E. The Public Relations Director shall:

1. Select a committee of up to five (5) general members from a list of volunteers, to assist with duties, and serve as chairperson of the committee.
2. Preside over and be the face for A-STATE -SNA in all community projects.
3. Serve as or designate a delegate as a substitute to serve at the ANSA annual fall convention for Arkansas State University – Jonesboro.
4. Perform other duties as assigned by the President.
5. Create and distribute an electronic newsletter once per month (including summer break).

F. The Nominations and Elections Committee Chairperson shall:

1. Serve with at least three (3) committee members who are chosen from a list of volunteers.
2. Maintain responsibility for the activities of the Nominations and Elections Committee (as defined in Article V).
3. Verify membership requirements of all candidates for office.
4. Verify eligibility of all voters who vote in any official A-STATE -SNA election.
5. Serve as or designate a delegate as a substitute to serve at the ANSA annual fall convention for Arkansas State University – Jonesboro.
6. Perform other duties as assigned by the President.

G. The Breakthrough to Nursing Chairperson shall:

1. Be a Project-In-Touch (PIT) Recruiter on the National level.
2. Be available to make field trips to area schools and community organizations to create interest in the nursing profession and improve the image of nurses.
3. Be responsible for corresponding with the ANSA Breakthrough to Nursing Director for the latest on statewide and national level Breakthrough to Nursing initiatives and projects.
4. Select a committee of three (3) to assist the BTN Director with duties.
5. Be responsible for overseeing all Breakthrough to Nursing projects within the state of Arkansas and disseminating information regarding Project in Touch (PIT) and BTN projects to A-STATE -SNA constituents.
6. Serve as or designate a delegate as a substitute to serve at the ANSA annual fall convention for Arkansas State University – Jonesboro.
7. Perform other duties as assigned by the President.
8. Be a chairperson between Career Services and Lunch and Learn presenters. Plan Lunch and Learn sessions every month.

H. The Sophomore, Junior and Senior Class Representatives shall:

1. Correspond with each class regarding current A-STATE -SNA, ANSA and NSNA business.
2. Advocate and be a voice for each respective class within the Board of Directors.
3. Notify all classes of the time and place of all regularly scheduled meetings of the Board of Directors.
4. Report activities and correspondence in each respective class at each regularly scheduled board meeting.
5. Serve as or designate a delegate as a substitute to serve at the ANSA annual fall convention for Arkansas State University – Jonesboro.
6. Perform other duties as assigned by the President.

I. The Webmaster Chair shall:

1. Shall maintain A-STATE -SNA Facebook, Instagram, Twitter and A-STATE -SNA Website information.
2. Serve as or designate a delegate as a substitute to serve at the ANSA annual fall convention for Arkansas State University – Jonesboro.
3. Perform duties as assigned by the President.

B. The Officers' - Elect shall:

1. Attend all meetings of the Board of Directors without voting privileges.
2. Attend all meetings of the constituency as usual.
3. Assume all duties of their elected office at the May Strategic Planning Meeting.
4. The President Elect shall attend the Council of School Presidents with the ANSA Board of Directors in March after their election.

C. The Faculty Advisor(s) shall:

1. Be responsible for providing the interchange of information between the Board of Directors of A-STATE SNA and the faculty of the School of Nursing and the College of Nursing and Health Professions.
2. Serve as a resource person consulting with the Board of Directors and all constituents.
3. Attend meetings of A-STATE -SNA and the Board of Directors. At least one Faculty Advisor shall attend the annual ANSA/ARNA Fall Conference.
4. Be a member of a professional nursing organization and preferably a sustaining member of NSNA.

Section 7: Vacancies and Absentees

- A. A vacancy on the Executive Committee, other than the President, shall be filled (if deemed essential) by the Board of Directors.
- B. The Nominations and Elections Chairperson shall submit a list of member volunteers to the Board of Directors. All volunteers must meet the eligibility criteria set aside in Article IV, Section 5 before becoming candidates for office.
- C. The Board of Directors shall vote and fill the vacancy based on the list of eligible candidates.
- D. An office may be declared vacant by a two-thirds (2/3) vote of the Board of Directors when:
 1. A board member has two (2) absences from regularly scheduled meetings.
 2. In the case of a board member not performing his/her duties as defined within these bylaws.
 3. In the case of a board member who acts in an unlawful or unethical manner in performing the duties of his/her office.
- E. Any resignation from a position on the Board of Directors shall be in writing and shall be effective immediately upon receipt of the letter by the A-STATE -SNA advisor, Nominations and Elections Chairperson, or President.

ARTICLE V: NOMINATIONS AND ELECTIONS

Section 1: Nominations and Elections Committee

- A. A Nominations and Elections Committee shall be constituted to oversee all elections of office.
- B. The Nominations and Elections Committee shall be composed of three (3) members; the chairperson and two (2) members who are chosen from a list of volunteers. Committee members must be approved by the Board of Directors and Advisors.
- C. Any member of the committee, to include the chairperson, nominated as a candidate for another office, shall immediately resign from the committee and a replacement put forth.

Section 2: Duties of the Nominations and Elections Committee

- A. The committee shall consider the eligibility of these proposed candidates pursuant to Article IV, Section 2 and make a report to the Board of Directors.
- B. The Nominations and Elections Committee shall ensure all elections comply with the provisions of Article V, Section 3.
- C. In the case of a vacancy on the Board of Directors, the Nominations and Elections Committee chair shall submit a list of member volunteers who are eligible to serve to the Board of Directors.

Section 3: Conduct of Elections

- A. Officer elections will be conducted at the general meeting in February of each year.
- B. Members will be notified of upcoming election via announcement at the general meeting and through postings on all bulletin boards within the College of Nursing and Health Professions complex.
- C. All candidates must have expressed an interest to serve to the Nominations and Elections Committee by the end of the second week of the Spring Semester.
- D. Once deemed eligible by the Nominations and Elections Committee, the candidates are entitled to campaign up until the moment when the February voting meeting is called to order.
- E. Campaigns must be kept clean and free of any “mud-slinging” or anything considered dishonorable or not conducive to team building. At any point that the Nominations and Elections Committee believes the campaign to not be

within these limits, the candidate may be deemed ineligible.

- F. The Nominations and Elections Committee shall prepare a ballot with eligible candidates for offices and publish a sample ballot via the Facebook Fan Page no later than the end of the third week of the Spring Semester. Consent from all proposed candidates shall be obtained in writing before placing their name on the ballot.
- G. The election shall be by ballot. A majority vote shall elect.
- H. A tie vote shall be decided by a run-off election. The run-off election shall be conducted at the discretion of the Nominations and Elections Committee, but must be completed within two (2) weeks of the original election.
- I. The Nominations and Elections Committee shall conduct the election meeting in the following manner:
 - 1. Obtain a roster of all current members eligible to vote from the Treasurer.
 - 2. Allow opportunity before the opening of the polls to introduce nominees to all members present and to allow candidates to give an introduction of no more than two (2) minutes.
 - 3. Verify the identity, by presentation of their Student Identification, and eligibility by roster, of all voters before issuance of an official ballot.
 - 4. Tally voting results and submit results to the Board of Directors. It is the responsibility of the Board of Directors to announce the results of the elections within three (3) business days.

ARTICLE VI: MEETINGS

Section 1: Purpose

- A. Meetings of the A-STATE -SNA shall be held at such time and place as shall be determined by the Board of Directors. The general meetings shall be for the purpose of holding an election, receiving reports, and conducting such other business as may properly come before the general membership.
- B. Notice of the meeting shall be sent to each nursing class and posted on all bulletin boards within the College of Nursing and Health Professions complex.

Section 2: Voting Body

- A. The general membership, composed of all active members of the A-STATE -SNA, shall be the voting body of the A-STATE -SNA.
- B. All members shall present their current student identification cards, as credentials for voting, to the tellers in charge of the ballot box for comparison against a current roster of active members.

Section 3: Motions

- A. The privilege of making motions and voting shall be limited to the voting body. A voting member shall have but one vote in any election or on any question.

Section 4: Open Meetings

- A. All meetings of the A-STATE -SNA shall be open unless voted closed by the general membership. At which point the meeting is deemed closed, all non-members will be required to leave the meeting space.
- B. A-STATE nursing students, other than active members of A-STATE -SNA, may attend the general meetings, but shall not have the power to vote in any election or question, and may speak once on each issue before the general membership.

Section 5: Quorum

- A. A quorum at any general meeting of the A-STATE -SNA shall consist of at least ten (10) general members, and at least four (4) of the Board of Directors members, including the President or Vice-President, and at least one Faculty Advisor.
- B. The quorum of the Board of Directors shall be a majority of the members of the Board of Directors including the President or Vice-President, and at least one Faculty Advisor.

Section 6: Special Meetings

- A. A special meeting may be called by the Board of Directors, and shall be called by the President upon written request of 1/3 or more of the Board of Directors or general membership. Notice of time, place, and purpose of the meeting shall be posted not less than five (5) days prior to the meeting.
- B. The voting body shall be the same as that in the general meeting.
- C. The quorum shall be as defined in Article VI, Section 5A.

- D. Meetings that are not announced at the previous month's general meeting shall require that an appointee of the President shall call all Board of Directors members one week prior to the scheduled meeting.

ARTICLE VII: BOARD OF DIRECTORS

Section 1: Definition

- A. The Board of Directors shall consist of the elected officers and committee chairpersons. The faculty advisors shall serve as ex-officio members without a vote.

Section 2: Summer Term

- A. All the powers of the A-STATE -SNA are vested in and shall be exercised by the Board of Directors during the interim between the spring and fall terms (the summer term), except that the Board of Directors shall not nullify or modify any action taken by the general membership in any meeting and is subject to the provisions of these bylaws.

Section 3: Limit of Liability

- A. The Board of Directors shall not be responsible for any contract, claim, or obligation of any kind incurred for any position taken by an officer, faculty advisor, or association member unless the same was authorized by a majority vote and in writing by the Board of Directors.

Section 4: Granted Powers

- A. Management by the Board of Directors shall include the following:
 1. Review and approve the terms of official relationships established with other organizations singly or in coalition.
 2. Approve any commitment in the form of action, statement of policy or position, or financial obligations involved in A-STATE -SNA's relationships with other organizations.
 3. Approve the budget and provide the annual audit of accounts at the close of the fiscal year.
 4. Have the power to fill vacancies for the un-expired year, unless otherwise specified in these bylaws.
 5. Have the power by 2/3 vote to declare an office vacant.

6. In case of an emergency, votes by referendum or by conference call, may be taken by the Board of Directors, provided the material is sent in the same words to the Secretary for record and subject to review by association members.
7. Bylaws will be reviewed annually by the Board of Directors after the February election meeting and prior to the May Strategic Planning Meeting.

Section 5: Meetings

- A. Regular meetings of the Board of Directors shall be held at least monthly and at such other times deemed necessary by a majority of the Committee. The Vice-President shall determine the date and place of the meetings.
- B. The quorum shall be a majority of the members of the Board of Directors including the President or Vice-president, and at least one Faculty Advisor.
- C. Meetings of the Board of Directors shall be open to any general member, but a general member shall not have the power to vote in any election or question, and may speak once on each issue before the Board of Directors.

ARTICLE VIII: COMMITTEES

The Board of Directors, at its discretion, shall establish committees deemed necessary to carry on the work of the A-STATE -SNA and determine the functions, terms, and membership of these committees. A quorum for committee meetings shall be a majority of the members of the committee. Committees

- A. Definition: A Committee is a constituted as a body of eligible A-State SNA general members assigned to help with a specific task delegated by the President or Respective Office of the Board of Directors.
- B. Eligibility: A Committee member must be an active member of the SNA. No eligible person may hold a position on any two committees at the same time.
- C. Formation: Each committee should be defined and presented to the Board of Directors as to its purpose, expected duration, expected duties of the committee members, and estimate of how many members will make up the committee. The Board of Directors shall then vote on allowing the formation of the committee, 2/3 vote is required.
- D. Duration: A Committee can exist for as long as the needed task or goal is still being accomplished, or the academic year (Spring and Fall Semester) is over. After either of the above criteria is met, the committee must disband.

E. Duties: Each committee member must perform their assigned duties by the Board of Directors member over the committee. If at any time, the assigned duty is considered unethical or illegal by the committee member, that person should not perform the duty and report immediately to the President, Vice President, or SNA Advisor for further action.

F. Oversight: A member of the Board of Directors, the President or Vice President, and the SNA Advisor must oversee the formation, duties of committee members, and disbanding of the committee. The member of the Board of Directors that directly oversees the committee's goal or task is responsible for all actions of the committee they oversee. The member of the Board of Directors shall present the progress of the committee at each regularly scheduled meeting. If a committee member is found not performing their assigned duties or has stopped performing their duties, unless for special circumstances (which they will speak to the committee director, President Vice President, or SNA Advisor), the Board of Directors member overseeing the committee can take the person off the committee. Their name shall also be turned in to the President, Vice President, and SNA Advisor and put on a list of persons who can no longer serve on committees in the future.

ARTICLE IX: PARLIAMENTARY AUTHORITY

All meetings of A-STATE -SNA and the Board of Directors shall be conducted according to parliamentary law as set forth in *Robert's Rules Of Order - Newly Revised* where the rules apply and are not in conflict with these bylaws. The President shall serve as parliamentarian over all meetings.

ARTICLE X: AMENDMENTS

Section 1:

- A. These bylaws may be amended at any general meeting by a 2/3 vote of those active members present and voting provided that notice of the proposed amendments has been announced to members at least two (2) weeks prior to the meeting.

Section 2:

- A. Only the Board of Directors or A-STATE -SNA committee may submit proposed amendments. Proposed amendments shall be submitted in writing, carrying the proponent's signature, to the Board of Directors for review at least two (2) weeks prior to a general meeting.

Section 3:

- A. These bylaws may be amended at a general meeting by 99% vote of those active members present and voting, without the notice required in Section 1 of this Article, provided previous notice having been given at an earlier meeting of the same session, and provided that the proposed amendment shall have been presented to the presiding officer before the meeting where previous notice was given.

Section 4:

- A. Amendments to the bylaws of ANSA, adopted at the annual meeting of the ANSA, which directly relate to the business of the A-STATE -SNA in the areas of conformity, shall automatically and immediately affect the necessary amendments to the bylaws of the A-STATE -SNA and shall promptly be incorporated into A-STATE -SNA bylaws.