



Equity, Diversity, and Inclusion Student Nursing Advisory Committee (EDI SNAC) BYLAWS

ARTICLE I: Mission and Responsibilities

A. Overview

The Equity, Diversity, and Inclusion Student Nursing Advisory Committee (EDI-SNAC) comprises representatives from each nursing program at the University of Arizona College of Nursing (UACON), and meetings are open to all nursing students to attend. As an advisory committee for the nursing student community, EDI-SNAC seeks to engage nursing students in the UACON, University of Arizona (UArizona), and Tucson communities and in ED&I planning, activities, policies, and recommendations. The representatives of EDI-SNAC serve as the pinnacle of student nursing leadership and are the voice of more than 700 nursing students. The EDI-SNAC serves as a conduit to faculty, staff, administrators, and the UACON, while striving to enhance the student experience and promote an Inclusive Excellence environment. The representatives of EDI-SNAC will work collaboratively and collectively with the Equity, Diversity, and Inclusion Nursing Committee (EDI-NC) on all equity, diversity, and inclusion initiatives regarding student experiences. The EDI-SNAC will also work closely with other UACON Student Organizations such as Student Nurses of the University of Arizona (SNUA) and the MEPN Student Organization (MSO) on student development opportunities in ED&I for all nursing students through organizing and participating in college events, recommendations, and community events.

B. Mission:

The EDI-SNAC is a student body that dedicates itself to building an inclusive learning environment that fosters a sense of belonging and academic excellence for Wildcat nursing students. The EDI-SNAC believes in building an educational and impression experience that cultivates scholarly citizenship and a socially just nursing workforce.

C. Goals:

1. Increase awareness of ED&I and encourage participation in student ED&I events.
2. Facilitate activities that enhance and promote the interests of ED&I at the UArizona and UACON.
3. Make recommendations to the Equity, Diversity, and Inclusion committee EDI-NC from a student advisory perspective.
4. Provide space for students to host events that promote building community through educational and engaging interactions among students of various ethnicities, cultures, and personal ideology, provided that the EDI-SNAC representatives make no commitments binding the EDI-SNAC, EDI-NC, UACON, or the UArizona.

5. The EDI-SAC shall be under the guidance of, and report to, the UACON Faculty Advisory & ED&I officer.

ARTICLE II: Membership

A. General Membership

1. All admitted UArizona UACON students are general members of the EDI-SNAC, regardless of GPA and program status.

B. ED&I- SNAC Leadership Officer

1. Each nursing program is allowed representatives who will uphold the responsibilities outlined in the EDI-SNAC by-laws. The EDI-SNAC representative must remain in good academic standing with the UArizona and the UACON.
2. Representatives must uphold and meet all requirements set forth in each program handbook. Failure to follow these requirements may result in removal from position as representative.

C. Duties of EDI-SNAC Leadership Officer

1. EDI-SNAC leadership officers are encouraged to attend meetings and participate in activities as endorsed and supported by the committee. There will be at least one meeting per month during the fall and spring semesters.
2. EDI-SNAC leadership officers are encouraged to convey information to their classmates and cohorts as needed or requested by the committee.
3. EDI-SNAC leadership officers are encouraged to seek out internal and external activities in order to create camaraderie and cohesion among programs and to foster Inclusive Excellence experiences within the community.

D. Composition

The membership of the EDI-SNAC leadership officers comprises elected representatives at UACON. Each EDI-SNAC leadership officer will serve as a liaison for their program and have the opportunity to vote.

EDI-SNAC leadership officers from each program may apply for positions at any time during the academic year. The application process is open to the entire student body—from nominations to election of representatives. These representatives will serve with no term limit until program completion or decision to withdraw.

Student body members may present concerns to EDI-SNAC leadership officers or in person at scheduled EDI-SNAC meetings.

EDI-SNAC meetings will be held monthly or as deemed necessary by the members. The dates and times of all EDI-SNAC meetings will be emailed to the elected executive board. All EDI-SNAC meetings are open to all members of the student body. Elected representatives are required to attend all scheduled meetings. In the event of an absence, the representative must

provide justification to the Chair. In the event of two or more unexcused absences, the representative may be removed from the EDI-SNAC.

ARTICLE III: Executive Board

A. Composition

It is the policy of the EDI-SNAC that the composition of this committee reflects the composition and values of the UACON. It is the policy of the EDI-SNAC to grow and change composition in ways that invite new ideas and new members while maintaining a trusted space for committee members to engage in dialogue and collective action regarding community; national or international events; or activities related to equity, diversity, and inclusion.

The EDI-SNAC Executive Board comprises six positions: Chair, Vice-Chair, Director of Communications, Director of Community/Student Development, Director of Events, and Staff/faculty advisor.

The SNUA ED&I Chair, MSO ED&I Chair, GPSC College of Nursing Representative, MSN Chair, and a student from a dual degree program will be standing members of the EDI-SNAC.

The College's ED&I officer/coordinator, Dean, and ex-officio committee member, will be a standing member of the EDIC.

The Executive Board will meet at least once per month.

The selection process for the Executive Board shall occur through the election of the representative board of each student organization or during each spring.

B. Executive Board Responsibilities

1. All Executive Board members must attend scheduled Executive Board meetings.
2. All Executive Board Members must attend EDI-SNAC General Body meetings and events.
3. All Executive Board members must uphold professional conduct in the event of a conflict.
4. All Executive Board members are responsible for reading, knowing, and adhering to the EDI-SNAC Constitution.
5. All Executive Board members are responsible for recruiting the number of general members needed to assist with the planning and delivery of events and meetings.
6. All Executive Board members are responsible for informing their teams about upcoming events and meetings.

C. Executive Board Positions and Duties

1. Chair

- A. Maintain communication among all members of the Executive Board.

- B. Represent EDI-SNAC at other organization meetings.
- C. Serve as a spokesperson on behalf of the entire EDI- SNAC.
- D. Lead the EDI-SNAC in determining tasks and objectives that need to be met.
- E. Oversee the execution of these tasks and objectives.
- F. Check the progress of each officer; keep in contact with them.
- G. Recommend and appoint individuals to Board positions.
- H. Plan and organize events and meetings.
- I. Introduce new material that may have come up after the meeting agenda was finalized or that other members have suggested.

2. Vice-Chair

- A. Take minutes during meetings and help with meeting scheduling.
- B. Enforce guidelines outlined by this constitution.
- C. Assure that responsibilities delegated to Executive Board members are complete.
- D. In the absence of the chair, assume their duties.
- E. Succeed to the Chair if the position becomes vacant.
- F. Along with the Chair, represent EDI-SNAC at student organization meetings.
- G. Associate with various campus student organizations for networking, collaborating, and awareness.
- H. Assist the Chair in planning and organizing events and meetings.
- I. Recommend and recruit individuals to become a part of the organization.
- J. Review bylaws and report back to the Executive Board.

3. Director of Student Development

- A. Serve as the main point of contact with the EDI-SNAC.
- B. Serve as liaison for all communication, correspondence, philanthropic, and advertising about EDI-SNAC events
- C. In the absence of the Vice-Chair, assume duties.
- D. Seek out community events in which members of the EDI-SNAC and UA CON can take part in.
- E. Chair the Development Subcommittee

4. Director of Communications

- A. Responsible for all creative marketing for each EDI-SNAC event, including posters, video, and social media.
- B. Lead development of creative ideas and marketing that are innovative and consistently promote EDI-SNAC to the UA CON student body.
- C. Create a strong understanding of the EDI-SNAC brand, ensuring that the content reflects monthly meeting goals and objectives.
- D. Direct and/or execute all phases of creative work from concept through production.
- E. Chair the Communications Subcommittee

5. Director of Events

- A. Identify strategies to engage members of the UA CON student body.

- B. Work to increase the number of students in attendance at each EDI-SNAC event to promote diverse viewpoints
- C. Recruit and facilitate performers, guests, guest speakers, etc. for EDI-SNAC events.
- D. Organize all event aspects that are visible to an audience.
- E. Chair the Events Subcommittee

6. UACON Staff/Faculty Advisor

- a. Maintain open communication between the UACON and the student body.
- b. Advise the Executive Board.
- c. Assist in the elections process and/or events.
- d. Provide input during the elections process.
- f. Research UArizona regulations and other legalities of EDI-SNAC events held within the UACON.
- g. Research practices for EDI-SNAC and broader ED&I student engagement.

ARTICLE VI: Executive Board Elections Process

During the spring semester, the elected officers will nominate EDI-SNAC members for the Executive Board positions: Chair, Vice-Chair, Director of Communications, Director of Development, and Director of Events. These positions are open to all student body members:

- A. Elections will take place once a year. The Executive Board will be voted on by members of EDI-SNAC. During the two months prior to the end of each academic year, the elected officers of the EDI-SNAC will mentor those in newly elected positions.
- B. Ideally, each position will be staggered so that there is time for elected positions to transition.
- C. It is possible for each position to be co-chaired between two students.

All meetings will be called to order and presided over by the Chair. In the event of the Chair's absence, the Vice-Chair will preside. The Chair and Vice-Chair will work together closely to facilitate the assumption of the Chair position by the Vice-Chair during the interim period the following year. In addition, the Vice-Chair will oversee all committees and provide ongoing progress reports to the Chair and the EDI-SNAC.

ARTICLE V: Government & Meetings

A. Meetings

Executive Board meetings will be held monthly or as deemed necessary. Special meetings may be called by a majority of the Executive Board or by one-third (1/3) of the EDI-SNAC membership. A simple majority (51%) vote of members in attendance is required for approval of any EDI-SNAC business.

Order of business will be conducted as follows:

- 1. Call to order by the Chair
- 2. Reading of the minutes and approval/correction by a vote of attending members

3. Chair's report
4. Vice-Chair's report
5. Director of Events' report
6. Director of Development's report
7. Director of Communications' report
8. Committee reports
9. Old business
10. New business
11. Meeting adjournment

Committee meeting minutes will be shared in the EDI-SNAC Google Drive folder by the Vice-Chair. Additional copies will be provided at the next EDI-SNAC meeting for review and acceptance/correction.

B. Committees

Committee membership is open to all members of the UACON student body. Each committee will be chaired by an EDI-SNAC Executive Board member. Committee meetings will be held as members deem necessary to accomplish committee business. Ad hoc committees may be formed by the EDI-SNAC Executive Board as deemed necessary to accomplish specific tasks.

All committees are overseen by the EDI-SNAC Executive Board. EDI-SNAC Standing committees at the UA CON are as follows:

1. Events Committee
2. Student Development Committee
3. Communications Committee.

C. Parliamentary Procedure

All EDI-SNAC Executive Board meetings will be held in accordance with the most recent edition of *Robert's Rules of Order*. This is to provide a format and reference regarding procedural questions.

D. Attendance

1. According to the outlined roles and responsibilities, each Executive Board member will be held accountable to the three-strike policy:
 - a. Acceptable absences include only exam and exam reviews
 - b. Other educational commitment
 - c. A reviewable commitment approved by the Faculty advisor / ED&I Officer
2. Last-minute absences (illness, impromptu , etc.) must be declared or communicated to the EDI-SNAC Chair or Vice-Chair by noon the day of the scheduled meeting.
3. A full strike will be given for an absence from Executive Board or general meetings without notification.
4. The Chair and Vice-Chair will keep track of attendances and absences.

E. Organization

1. Meeting facilitator will change each month.
2. Discussion guidelines using the [Peace and Power framework](#) will be followed during each meeting. The purpose of this framework is to promote an inclusive meeting space where all individuals feel heard and are equally involved.

E. Resigning and Position-Switching

1. Resigning

- a. The Executive Board Member(s) who is/are resigning must give the remaining Executive Board members a minimum of two weeks' prior notice.
- b. The resigning member must present a typewritten, formal letter or email to the Executive Board, briefly outlining the reasons for resignation.
- c. The resigning member must complete all delegated commitments made prior to submitting their resignation letter or email before the date of resignation.

2. Position-Switching

- a. Position-switching is unconstitutional.
- b. In order to obtain another Executive Board position, the interested Executive Board member(s) must first resign from their original position, and elections will then be held for the recently opened positions following the election procedures outlined in this constitution.

F. EDI-SNAC Executive Board Meetings

1. EDI-SNAC board members will meet following each EDI-SNAC meeting/event to reflect on the meeting, talk about areas of opportunity, and begin the planning process for the next meeting/event.
2. The Executive Board meetings will be scheduled to discuss plans and arrangements for upcoming events.

H. Changes to the EDI-SNAC Bylaws

1. To change the EDI-SNAC bylaws, a minimum of three-fourths (3/4) of the Executive Board must vote in agreement with any amendments to the bylaws.
2. The UACON ED&I officer must receive a copy and approve of the new bylaws
3. The EDI-SNAC Vice-Chair must review the bylaws every other spring semester.

I. Interpreting the EDI-SNAC Bylaws

1. If there are discrepancies concerning the bylaws, the Executive Board must vote in agreement with the amendments to those bylaws.