



SUDANESE NURSING STUDENTS FEDERATION

SNSF Governance Bylaws

(Amended in 2019)

SNSF Governance Bylaws

Article 1: preamble

1.1 This bylaws is following the SNSF constitutions, guidelines and regulations, In case these regulations conflict with the Constitution, the Constitution shall be consulted and followed.

1.2 This bylaws has been separately drafted to facilitate the Governance identifications, and to ensure the liability and the easy adoption.

Article 2: covariance body:

2.1 SNSF governance is composed of two major parts, the executive committee and the board of directors.

2.2 The governance body is following the LNSAR council guidelines and command.

2.3 SNSF EXECUTIVE COMMITTEE:

According to SNSF Constitution:

1. **Executive committee is the highest Governing body of the SNSF.**
2. **SNSF president is the highest Superior officer at the SNSF.**
3. **Presidents Job Description is:** *To lead the application of the SNSF plans, Direct the Board of directors under the regulations of the Bylaws and The LNSAR council Guidelines, s/he shall preside all the meetings of the SNSF executive committee and the council of the local nursing students associations, s/he shall preside all the projects and committees of the SNSF and shall notified by the financial states of the SNSF as well as project progress, responsible from the SNSF general regulations and legal states, singe and stamp SNSF official peppers and agreements, shall called the Nursing Students President.*
4. **Vice president for managerial Affairs:** *S/he act with the president handling the same responsibilities and assist the president in general issues, sing the Financial statements and review and approve the membership issues, specially deal with SNSF members affairs, replace the president internally or externally and shall handle His/ her responsibility in case of absenteeism or resignation.*
5. **Vice president for Financial Affairs:** *Responsible of the SNSF Formal accounts, review the financial states and frequently report it to the president, coordinate the financial proposals of SNSF National projects, evaluate the membership dues and report it to the SNSF president and board of directors, responsible of SNSF Financial drafts, records and documentations, sing the Financial papers and prepare financial report when its requested by either president ore LNSAR written request only hand to hand.*
6. **Vice president for Midwifery Affairs:** *Responsible from the engagement of the Midwifery students engagement within the SNSF Activates and projects, link the midwifery students Associations to the presidents and vice presidents, s/he shall called the midwifery students Representative, authorised to approve and regulations that improve the Midwifery students States after president permission, represent the midwifery student as with the president and Vice president for managerial issues.*

2.4 Board of Directors:

1. **Chief Executive Director:** *the director of the board of directors, prepare for meeting and report the meeting outcomes, coordinate the board of directors work, report frequent reports on the plans progress, act as link between the national directors and the project coordinators, sing the financial peppers and forms, work on the objectives achievement and able to represent the federation on the national level of the president and vice presidents inability, can assigned by the president to apply any tasks or duties, articles 7,8 and 9 of SNSF constitution shall considered.*
2. **Projects and activities director:** *mange and review SNSF projects, Activates and joint projects, s/he is the highest coordinator of any of SNSF projects include the joint/ multi-partners projects, directly report the progress to the President, Vice president for managerial Issues and the chief executive director in on email, s/he shall review any project or activities with the Executive committee and the chief executive director, assigned to engage all the nursing students in SNSF projects and Activates, promote for the SNSF events, s/he has the right to formulate teams, committees or any organized human framework to apply any of his/her responsibilities after the approval of CED and the executive committee notification, Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures, Organizing, attending and participating in stakeholder meetings, Documenting and following up on important actions and decisions from meetings, Preparing necessary presentation materials for meetings, Ensuring project deadlines are met, Determining project changes, Providing administrative support as needed, Developing project strategies, Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project or activates, Chair and facilitate meetings where appropriate and distribute minutes to all project team members.*
3. **Nursing Education ,Innovative care and research Director:** *responsible from the nursing education standard guidelines application , engage the students in the clinical education stabbers, curriculum designing, and nursing students competences, Innovative Learning Activities, advocacy for nursing education , start national and international collaboration on nursing education, and provide nursing students an opportunities to be engaged within the global frame work and nursing eructation strategies, enhance research and evidence practice backgrounds to the students, design and lead nursing education and researches forums and workshops, advocacy groups, responsible from the scientific publications of the SNSF, as well as enhance the innovation among nursing using the variety of tools and means.*
4. **Capacity building and leadership Director:** *responsible from the application of the Nursing policy leadership program NPLP according ICN guidelines and under the Supervision of SNSF EXECUITVE COMMITTEE, as well as Design and apply SNSF training System, and nursing students capacity evaluation, engage the nursing students in exchange programmes in all levels and create the national exchange program.*
5. **Global Health Director:** *responsible to engage the nursing students in the global health issues and develop the National nursing students policies to the global health issues and assess the needs of our national global health readiness, deal with the engagement of the nursing students in public health issues such as NCDs ,CDs, Health emergencies and disasters management as well as Universal health coverage , engage with the government, Nongovernmental and other partners to involve the nursing and students nurses to the National polices of global and public health, strongly coordinate with the global nursing agencies in the field of Global health and public health issues, using the means and tools to achieve the tasks.*

6. **Professional Training and Advanced Practices Director:** *responsible to engage nursing students in the professional programs, through internships locally and internationally, help in draft and contribute to the jobs description of nursing in Sudan, start career mentorship programs and engage the students in nursing live before graduation to ensure the quality of nursing practices, start the simulation nursing practices and engage students from deferent parts of the world to shear the experiences with the Sudanese nursing students, s/he also responsible to advocate for nursing advanced practices and Nursing centre care starting collaboration with local and global Nursing schools to import thus experiences to Sudan, using the tools of conferences and forums and others.*
7. **Media and Publications Office Director:** *responsible from the SNSF Online and offline campaigns and media visibility, update the SNSF website and prints as well as the plan of media for SNSF projects and activities, link SNSF with TV channels and Newspapers to create media visibility and mentor the plans of media as well as s/he has the right to establish new SNSF media portals peer need and after President approval as well as the right to enrol volunteers via the CED office.*

2.5 Local Nursing Students Associations:

2.5.1 following the same structure of the SNSF and fellow the general conisations and bylaws

The local structure should be:

2.5.2 Executive committee:

1. **President (LNSA Representatives)**
2. **Local Vice president for managerial Affairs**
3. **Local Vice president for Financial Affairs**

2.5.3 Board of Directors:

- **Chief Executive Director**
- **Projects and activates Director**
- **Nursing Education, Innovative care and research Director**
- **Capacity building and leadership Director**
- **Innovative care and Global Health Director**
- **Professional Training and Advanced Practices Director**
- **Media and Publications Office Director.**

Article 3: General Regulations:

- 3.1 **this bylaws fellow the elections bylaws of SNSF**
- 3.2 **amendments proposed according article 33 of SNSF constitution**
- 3.3 **any unexplained pointes shall be on the SNSF constitution**

Article 4: Ratification

4.1 This bylaws is legally to use after the Local Nursing Students Associations Representatives Council meeting on 2019.

4.2 publication of this Bylaws well be at the National Sudanese nursing council meeting on 2019.

Article 5: Annex

5.1 SNSF board of governance and the hierarchy of Power:

Executive committee:

President

Vice president for managerial Affairs

Vice president for Financial Affairs

Vice president for Midwifery Affairs

Board of Directors:

Chief Executive Director

Projects and activates Director

Nursing Education, Innovative care and research Director

##Capacity building and leadership Director

Innovative care and Global Health Director

Professional Training and Advanced Practices Director

Media and Publications Office Director

Local Nursing Students Associations:

LNSA Presidents

LNSA Representatives

LNSA Directors