



SUDANESE NURSING STUDENTS FEDERATION

CONSTITUTION

(Amended in 2019)
Inspired by ICN Constitution

SNSF C O N S T I T U T I O N

PREAMBLE

Sudanese Nursing Students Federation is an independent, non-governmental and non-political, Non Partisan federation of nursing students' and novice associations working throughout the Sudan. We have (42) National Member Association from 18 state and representing more than 32.000 nursing and Midwifery students and novice. The SNSF was founded in May 2015 and is run for and by nursing students on a non-profit basis. It exists to serve nursing students all over the Sudan. SNSF was established in the Sudan as a nursing community organization to offer future Nurses a comprehensive introduction to global health issues through our programs and opportunities, we develop culturally sensitive students of nursing, intent on influencing the transnational inequalities that shape the health of our nursing.

I. GENERAL PROVISIONS

ARTICLE 1 TITLE AND SITE

The title of this student federation shall be Sudanese Nursing Students Federation, officially acronym as SNSF (hereafter called SNSF), whose headquarters are located in Khartoum, Sudan.

ARTICLE 2 DESCRIPTION

The SNSF is a federation of Local nursing Students associations which are in compliance with this Constitution and have been formally admitted into membership SNSF is a not-for-profit, voluntary organization. SNSF functions under a policy of non-discrimination.

II. PURPOSE AND OBJECTIVES

ARTICLE 3 PURPOSE

The purpose of SNSF is to represent Sudanese nursing Students nationally, and internationally and to be the voice of Sudanese nursing Students internationally.

ARTICLE 4 Mission and vision:

1. Mission:

Advocacy, empowerment and highlight the importance of nursing and midwifery students within the health system nationally and their role and contribution to the global health.

2. Vision:

By 2030 we aim to have knowledgeable, well educated, well trained, socially accepted nursing and midwifery students. Who are able to contribute to the state of health in Sudan and globally.

ARTICLE 5 SNSF LANGUAGES

The official language of SNSF is English. The working languages are English and Arabic.

1. For SNSF purposes, the term official language shall mean the language in which:
 - a) SNSF files and legal instruments are kept; (should any questions arise as to the meaning in translated documents, the meaning in the text written in the official language shall prevail).
 - b) Meetings of the SNSF committees and advisory groups are conducted.
2. For SNSF purposes the term working language shall mean the languages:
 - a) In which documents for the Council of Local Nursing Students Association Representatives (LNSAR) meetings and to member associations are translated.
 - b) For which interpretation into and from one or all of the working languages is provided at LNSAR meetings as well as major and selected Congress programmes.
 - c) Used in correspondence with and from SNSF member associations.

III. MEMBERSHIP

ARTICLE 6 DEFINITION OF NURSING STUDENT FOR MEMBERSHIP PURPOSES

A student nurse is a student in a post-secondary educational program that leads to certification and licensing to practice nursing, usually as a part of a program administered by nursing school.

The title nursing student usually applied to students enrolled in a RN* or practical nursing program.

*RN: The official abbreviation of the Registered Nurse

ARTICLE 7 CRITERIA AND CATEGORIES FOR MEMBERSHIP

1. There are currently two categories of membership:
 - i.* Alliance – Under this category, local nursing students groups that willing to became a member at the SNSF LNCR board. The Alliance fellow SNSF Guidelines and General Makeup.
 - ii.* Traditional – Under this category there is normally only one full Local Nursing Students Association (LNSA) per Faculty and this is considered as faculty representative.
2. Within the faculty, normally one LNSA may become a full member of SNSF provided that:
 - a) Its constitution, regulations, rules and practices are not in conflict with Article 2, or with the purpose and objectives of SNSF, as set out in Articles 3 and 4 of the SNSF Constitution.
 - b) If the association is a section of a faculty based organization or the official student Association within the faculty, the section has its own separate regulations which are not in conflict with Article 2 or with the purpose and objectives of SNSF.
 - c) The association or unit is controlled by nursing students, gaining its authority from its members, and speaks on nursing students matters.

- d) The association is able to meet its financial obligation related to SNSF dues.
3. The LNSR may establish categories of membership as deemed appropriate and in the best interest of SNSF. The rights and obligations as well as the dues for such categories of membership shall be as established by the LNSAR and formally recorded in the minutes of the relevant meeting.

For further regulations on membership review the technical Bylaws of SNSF membership.

ARTICLE 8 ADMISSION PROCEDURES

1. Any Local nursing students association which fulfils the criteria stated in Article 7, may apply for membership with SNSF.
 - a) Where all criteria set out in Article 7 are met, the LNSA is accepted into membership by a mail ballot of the LNSAR.
2. An association is admitted to SNSF following acceptance in accordance with Article 8.1, and payment of the initial dues as stated in Article 14.
3. In the event of a major structural change involving an LNSA while still representing the same nursing Students, the SNSF Executive Board should analyze the situation and act as follows:
If all requirements for membership with SNSF are met by the new entity wishing to assume the previous LNAS's role, its application for transfer of membership with SNSF shall be approved by the Board. If there are uncertainties about the status, the application shall be referred to LNSAR.

ARTICLE 9 RIGHTS AND OBLIGATIONS OF FULL MEMBER ASSOCIATIONS

1. To vote and to speak as part of the Council of Local Nursing Students Association Representatives (LNSAR).
2. To nominate candidates for SNSF elections and committees as requested by the Board.
3. To nominate candidates for SNSF awards and scholarships as requested by the Board.

4. To send to the SNSF Chief Executive Officer the names and addresses of all its officers immediately after their election or appointment.
5. To send to the SNSF Chief Executive Officer a copy of its Constitution and Regulations in the Formal language of the SNSF, and details of all amendments thereto.
6. To notify the SNSF Chief Executive Officer on the number of its nursing student members each year and forward to SNSF its annual dues based on that membership.
7. To pay its full dues as outlined in Article 13 and 14.
8. To propose amendments to the SNSF constitution.

ARTICLE 10 WITHDRAWAL FROM MEMBERSHIP

A member association not in arrears with its dues may withdraw its membership in SNSF by giving written notice to the SNSF Board of Directors by Six months in advance of withdrawing. Any member association so withdrawing its membership in SNSF shall receive formal acknowledgement of Board action. The association shall relinquish all rights and responsibilities of membership at the end of the six-month period following notice of withdrawal.

ARTICLE 11 SUSPENSION AND TERMINATION OF MEMBERSHIP

1. Any member association which fails to pay its dues in full (as defined in Article 14) for two successive years without reasonable explanation acceptable to the SNSF Board of Directors, shall be formally notified in writing that its membership will be suspended unless payment is received within 90 days. The LNSAR shall be informed at its following meeting of any association whose membership has been so suspended.
2. The suspension period shall be limited for a maximum of two years. After this period, unless full dues have been paid, the association which has been suspended for failure to pay dues shall have its membership with SNSF terminated and the LNSAR shall be informed.

3. In extraordinary circumstances when a member association is unable to fulfil its obligations (Article 9), the Board of Directors shall study the specific case to decide the length of time and if such an association is to be considered a suspended member.
4. During the period of suspension, the association shall lose its rights (Article 9), unless the Board of Directors determines otherwise.
5. The suspension or termination of any member association may be recommended by the Board of Directors of those LNSAs demonstrably violating the non-discrimination policy of the SNSF Constitution (Article 2) or no longer meeting the criteria for membership (Article 7).

ARTICLE 12 REINSTATEMENT AND/OR READMISSION PROCEDURES

1. a) An association which had its membership suspended by the Board for failure to pay dues, may have its membership reinstated after all dues have been paid in full, including the period of suspension.
b) In the case of extraordinary circumstances resulting in suspension of any association for more than 4 years it shall be reinstated without payment of back dues provided the LNSA meets the criteria for membership and has paid one year's dues in advance.
c) The LNSAR shall be informed of LNSA thus reinstated to membership.
2. Following the withdrawal or termination the readmission process is the same as for admission (Article 8) and the considerations set out below.
 - a) An association which is not in arrears with its dues and has withdrawn on its own initiative from SNSF membership, according to Article 10, may apply for readmission providing that it meets the criteria for membership and has not been replaced by another nursing organization from that Faculty.
 - b) Where termination is related to non payment of dues, commencement of the readmission process is dependent on the complete or partial settlement of the unpaid membership dues and upon payment of one year's dues in advance. A governance policy of the SNSF board of Directors establishes the mechanism for the settlement of the unpaid membership dues.

IV. DUES

ARTICLE 13 DETERMINATION OF DUES

1. The annual dues for all member associations shall be based on the full membership (including life members).
2. The SNSF annual dues shall be of such amount as shall be decided upon by the LNSAR acting on the recommendation of the Board of Directors.

ARTICLE 14 PAYMENT OF DUES

1. All dues shall be paid according to the SNSF policies and established deadlines.
2. In the year of admission payment of dues for new member associations shall commence on the date of admission to SNSF.

V. STATUTORY BODIES, ORGANISATIONS AND ACTIVITIES OF SNSF

Section 1 Council of Local Nursing Students Association Representatives LNSAR

ARTICLE 15 DEFINITION

The Council of Local Nursing Students Association Representatives LNSAR is the legislative body of SNSF.

ARTICLE 16 COMPOSITION

1. A Local Nursing Students Association Representative is a nurse student selected by the member association to be its representative, who may or may not be the president of that association, but who meets the SNSF definition of Nursing Student or Novice Nurse and is credentialed to represent the LNSA. When a local nursing students association representative is elected or appointed an officer or a member of

the SNSF Board of Directors that member association represented must provide a substitute to represent it in the LNSAR council.

2. Any local nursing students association representative may be represented by a proxy at meetings of the LNSAR but the proxy must:
 - a) Be a Student who meets the SNSF definition of nursing students for membership purposes.
 - b) Be a member of the same member association as the local nursing students association representative for whom the nursing student is standing as proxy.
 - c) Present acceptable credentials in advance of the meeting from the member association to be represented by the proxy.
3. Members of the SNSF Board of Directors shall participate in meetings of the LNSAR but shall not be entitled to vote. However, the President of SNSF shall have the casting vote in the case of a tie except in the case of elections.
4. The technical adviser(s) accompanying the local nursing students association representative of a member association may participate in meetings of the LNSAR but shall have no right to vote except when acting as the authorized proxy for the Local nursing association representative (Ref. Article 16.2).

ARTICLE 17 FUNCTIONS

1. To provide policy direction to fulfil the objectives of SNSF.
2. To establish categories of membership and determine their rights and obligations as well as dues.
3. To act upon recommendations of the Board of Directors relating to admission and readmission of member associations into SNSF.
4. To receive and consider information from the Board regarding SNSF activities since the last LNSAR.
5. To receive nominees for the Board and to elect the Board.
6. To act upon proposed amendments to the SNSF Constitution.
7. To act upon recommendations of the Board of Directors for the amount of LNSA dues.

8. To act through mail or any written communication on SNSF business that requires immediate attention by the LNSAR between meetings.

ARTICLE 18 MEETINGS

1. Meetings of the LNSAR shall be held every six month. LNSARs shall be informed of the venue at least 2 months in advance of the meeting.
2. Special meetings of the LNSAR shall be held as deemed advisable by the Board of Directors or as shall be called by the President upon the written request of at least one-fifth of the member associations.
3. At meetings of the LNSAR the right to speak is limited to:
 - a) Local full SNSF member association Representatives and technical advisers from member associations, SNSF Board of Directors and the SNSF Chief Executive Officer.
 - b) Official observers, guests and staff present - speaking on the invitation of the presiding officer.
4. Except when either the President or the majority of the LNSA present request otherwise, voting at meetings of the LNSAR shall be by a show of hands, electronic or any other reliable means.
5. A majority vote shall consist of more than one-half of the votes cast by the members of the LNSAR who are both present and voting. Abstentions shall be excluded from the total from which the majority is calculated.

Section 2 Board of Directors

ARTICLE 19 DEFINITION

The SNSF Board of Directors serves as the governance body of the Sudanese nursing students and carries out other functions as defined in this Constitution.

ARTICLE 20 COMPOSITION

The President and Members of the board, including the President, must be Student or Novice Nurses and must remain members in good standing in an SNSF member association.

ARTICLE 21 EXECUTIVE COMMITTEE

The President and the Vice-Presidents shall constitute the Executive Committee of the Board.

ARTICLE 22 SPECIFIC FUNCTIONS OF THE PRESIDENT AND THE VICE-PRESIDENTS

1. The President shall be the chairperson of the Board of Directors and an "ex-officio" member of all committees. The President shall preside over all meetings of the LNSAR and the Board of Directors and shall work closely with the Chief Executive Officer in conducting the affairs of SNSF.
2. The President and the Vice-President shall serve as an Executive Committee of the Board of Directors to transact business between Board meetings and make recommendations to the Board on strategic priorities and financial matters. Such transactions shall be reported at the next regular meeting of the Board.

ARTICLE 23 FUNCTIONS OF THE BOARD OF DIRECTORS

1. To establish and carry out policies including those adopted by LNSAR.
2. To recommend to the LNSAR admission and readmission of member associations and to report on problems associated with eligibility related to member associations.

3. To suspend, terminate and reinstate member associations as appropriate and report the outcome to LNSAR.
4. To consider and present to the LNSAR proposed amendments to the SNSF Constitution.
5. To appoint committees and to receive and take action on reports from the committees.
6. To provide for the establishment and maintenance of SNSF headquarters.
7. To decide on the host association and the venue of the LNSAR annual meetings and the SNSF annual congress/conference and report outcomes to the LNSAR.
8. To establish and monitor financial policies including budgets and controls.
9. To recommend to the LNSAR the amount of SNSF dues for member associations.
10. To carry out all such other actions as may be needed to attain or sustain achievement of SNSF objectives.

ARTICLE 24 VACANCIES

In the event of a vacancy and/or inability to serve the position shall be filled in the following manner:

- a) In the case of the President's absence or inability to serve, the President's functions shall be assumed by the Vice President until the next election.
- b) In the case of the Vice President, the Board shall elect a member from among their ranks as Vice-President until next elections using the process outlined in Article 34.3.
- c) In the case of members of the Board, a vacancy shall be filled, only if it occurs in the first half of the term of office. The unelected candidate from the same LNSA who received the

Highest number of votes shall be appointed to the vacant position by the Board of Directors. In the event of there being no unelected candidate for LNSA member, the Board of Directors shall fill the vacancy following consultation with member associations in the LNSA in which the vacancy occurred.

ARTICLE 25 MEETINGS

1. Regular meetings of the Board of Directors shall be held at least once monthly.
2. Special meetings of the Board of Directors shall be held on the decision of the President, or upon the written request of at least one-third of the members of the Board of Directors.
3. Members of the Board of Directors who are absent from three consecutive Board meetings during a term of office shall no longer be considered members of the Board of Directors and shall be so advised in writing.
4. Business which requires immediate action may be conducted by mail, or any means of telecommunication.

Section 3 Committees of the Board

ARTICLE 26 DEFINITION

The Board may from time to time appoint a committee(s) for specific purposes. Suggestions for nurse student's membership of such committees may be solicited from member LNSA.

Section 4 Chief Executive Officer

ARTICLE 27 DEFINITION

The Chief Executive Officer shall be a nursing student or novice nurse and a member of a local nursing students association in full membership with SNSF, and be appointed by the SNSF Board of Directors to serve as the Chief Executive Officer and as the Secretary to the Board.

ARTICLE 28 ACCOUNTABILITY

The Chief Executive Officer shall be accountable to the Board of Directors and be responsible for the general management of the staff and the implementation of SNSF projects and programmes according to the policies established by the LNSAR and the Board.

VI. NOMINATIONS AND ELECTIONS

ARTICLE 29 NOMINATIONS

1. Member associations may nominate one candidate for President and one candidate as a member of the Board of Directors.
2. No person may be nominated for more than one position on the ballot in the same election.
3. At least 6 months prior to the completion of a quadrennial term of office, nomination forms shall be sent by the Chief Executive Officer to each member association.

ARTICLE 30 ELECTIONS

1. LNSAR members elect the President from among the nominated persons.
2. The roles and regulations of the elections shall follow the technical bylaws of SNSF elections.

ARTICLE 31 TERMS OF OFFICE

1. A Board member who has served for one or two Two-year terms is still eligible for election as President.
2. A Board member shall serve a Two year term of office with the right of re-election for one further Two year term, consecutively or non-consecutively.
3. Where a Board member has served part of a term this will be counted, for re-election eligibility purposes, as a whole term.
4. The President shall serve a tow year's term of office and shall not be eligible for re-election, either as President or to any other Board position.

ARTICLE 32 VOTING / QUORUM

1. Every two years, the LNSAR shall elect the President and the other members of the Board of Directors who shall serve until the end of the LNSAR at which their successors are elected.
2. Voting for the President and members of the Board of Directors shall be by secret ballot at the LNSAR. Each Local nursing association representative or her proxy shall be entitled to cast their votes in all sections of the ballot.

3. The Vice-President shall be elected by secret ballot of the Board from among the Board members. The nominees having received the highest number of votes shall be declared as the Vice-President.
4. The persons elected shall be those receiving the highest number of votes in the appropriate section of the ballot.
5. In the event of more than one person receiving an equal number of votes for any particular position, a second ballot shall be taken, restricted to those nominees who are tied. If any tie votes recur on the second ballot, voting shall continue until the tie is broken.
6. Any secret ballot papers shall be retained for a period of six days after which they shall be destroyed.
7. A quorum, unless otherwise provided by this Constitution, for the transaction of business and meetings shall be:
 - a) Council of Local Nursing Students Association Representatives: one third of the total number of associations in good standing.
 - b) Board of Directors: the members of the Executive Committee and six Board of Directors members.
 - c) Executive Committee: three members of the Executive Committee.

VII. FINAL PROVISIONS

ARTICLE 33 AMENDMENTS

1. This Constitution may be amended at any meeting of the LNSAR by a two-thirds majority vote of the votes cast by the members of the LNSAR who are both present and voting.
2. Proposed amendments/potential changes may be submitted to the LNSAR by the Board of Directors, and by the member associations.
3. All proposed amendments/potential changes shall be at SNSF headquarters at least 2 months before the next meeting of the LNSAR.

ARTICLE 34 DISSOLUTION OF The Sudanese Nursing Students Federation:

1. The International Council of Nurses may be dissolved at a regular, interim or special meeting of the LNSAR, provided:
 - a) That a recommendation to the effect is presented in writing to the Board of Directors by two-third of the member associations drawn from a majority of the Votes.
 - b) That a minimum of one year's notice of the recommendation is received by member associations.
 - c) That at least three-fourths of the member associations are present.
 - d) That at least two-thirds of the member associations present at the meeting vote in favour of the dissolution of the organisation.

2. In the case of dissolution, after full payment of debts (including employees' salaries and indemnifications to SNSF personnel, SNSF Board members and Committee members) the net assets of the organisation shall be allocated to one or several public law institutions and/or collectivities operating in similar fields of activity and also benefiting tax-exempt status. Under the Sudanese law, the assets may not, under any circumstances, be returned to the founding individuals or to the members, nor may they be used for their benefit, in whole or in part, or in any manner whatsoever. Public law institutions and/or collectivities shall be selected by SNSF and approved by at least one-third of the members present at the LNSAR meeting.

ARTICLE 35 APPLICABLE LAW

The Sudanese nursing student's federation is governed by Sudanese Law and by the present Constitution.

On matters not covered by the Constitution, article 60 et seq of the Sudanese Civil Code shall apply, including the legal appeal process.

VIII. TRANSITIONAL PROVISIONS

ARTICLE 36 MEMBERSHIP BY COLLABORATION CATEGORY

Local Nursing Students Associations who have obtained their membership under the Collaboration category remain allowed to use this model with the same rights and duties as previously to the deletion of this model in Article 7. Under this category, there is one full SNSF member with the associated rights and responsibilities. However, it speaks from the informed perspective of the input of the selected national nursing collaboration groups. The full NNA members selects Local Nursing Students Associations with whom it wishes to collaborate on local issues and establishes locally operating rules for doing so. The full SNSF member seeks input from the collaborating organisations prior to forming its position on international issues.

SNSF OFFICIAL DEFINITIONS TO THE CONSTITUTION

Controlled by nursing students

Nursing students have the authority to direct and make decisions on all nursing related matters within the association/unit.

Faculty

Any Nursing School or college that graduate registered nurses with at least bachelor of nursing sciences or any equivalent degree, and formally registered at the National Council for Higher Education and the ministry of higher education of the government of Sudan.

Extraordinary Circumstances

Circumstances affecting an LNSA not able to be predicted, planned for, or controlled.

Formally Admitted

When an applicant organisation has completed the application process, LNSAR has accepted the organisation into membership by either postal ballot or by secret ballot and the organisation has paid their dues.

THE SNSF YEAR

The SNSF year is 1st January to 31st December.

Life Members

Founder LNSA who founded the SNSF and become life members. Life members are (University of Khartoum, Al-neeleen University, Omdurman Islamic Universe)

Most Representative

The following factors shall be collectively taken into account when determining which LNSA is the most representative among those seeking SNSF membership:

- In accord with SNSF policy, purpose and objectives.
- The faculty based representation.

- Range of services and programmes offered by the organisation, e.g. professional, socio-economic, educational.
- Relationship/recognition of the organisation by/to the government and the public.

Local Nursing Students Association's:

Faculty based Nursing Students Community that legally represent the students of the faculty, and may or may not be the only Student Association at the school/ Faculty that represent nursing students, but it must be the only one that represent the university students at the SNSF LNSAR council.

Non Discrimination

Treats all members and applicant members in a fair, equal and impartial manner and will provide reasons for the basis of its decision making.

Non Partisan

Not controlled or influenced by, or supporting, any single political party.