

South Dakota Student Nurses Association (SouthDakotaSNA)

BYLAWS

A constituent of the National Student
Nurses' Association, Inc. (NSNA)

Organized September 1947

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ARTICLE I. NAME AND AUSPICES

Section 1. The name of this organization shall be the South Dakota Student Nurse's Association (SouthDakotaSNA) a constituent of the National Student Nurses' Association, Inc. (NSNA).

Section 2. SouthDakotaSNA is under the auspices of the South Dakota Nurses Association (SDNA).

Section 3. The name of the organization shall also be referred to as South Dakota Student Nurses Association (SouthDakotaSNA) in following all other states in the NSNA.

ARTICLE II. PURPOSE AND FUNCTIONS

Section 1. The purpose of the SouthDakotaSNA shall include the following:

- A. To assume the 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, and,
- C. To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

Section 2. The function of the SouthDakotaSNA shall include the following:

- A. To have direct input into standards of nursing education and influence 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 towards 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 students' participation in interdisciplinary activities;
- F. To promote and encourage recruitment efforts, participation in

student activities, and educational opportunities regardless of a person's race, color, creed, sex, life-style, national origin, age, or economic status;

- G. To promote and encourage collaborative relationships with SDNA, as well as other nursing and related health organizations.

ARTICLE III. MEMBERS

Section 1. Constituent Associations:

- A. School chapters whose membership is composed of active or associate members, and whose bylaws have been approved, and upon meeting such other policies as the Board of Directors of NSNA shall have determined, shall be recognized as a constituent.
- B. A school chapter shall be composed of at least five registered members from a school. There shall be only one chapter on each school campus.
- C. This association shall be composed of at least two school chapters. School chapters shall belong to the state association in the state.
- D. Constituent associations are required to submit their bylaws and subsequent amendments to the SouthDakotaSNA Committee on Bylaws and NSNA for review.
- E. The application must be submitted before the Annual Convention, and delegate credentialing process for the Annual House of Delegates meeting. If unable to send representatives to the Annual House of Delegates meeting, the application must be submitted no later than 10 business days after the close of the House of Delegates meeting of the same year.
- F. Recognized National Constituents shall be composed of at least 10 members. Requirement of 10 or more members must be met on a date two weeks prior to the Annual House of Delegates Meeting. There shall be only one chapter in each school campus.
- G. For yearly recognition as a constituent, constituent associations shall be required to submit annually the Official Application for Constituency Status including purpose and function, membership, dues, and representation
- H. Constituency can be revoked by a 2/3 vote of the Board of Directors if a constituent association fails to comply with the bylaws and policies of NSNA. A written notice of the proposed revocation will be given at least two months prior to the vote and the constituent association is given an opportunity to be heard.
- I. School chapters and state associations are entities separate and

apart from NSNA in their administration of activities, with NSNA exercising no control or supervision over their immediate daily and regular activities. NSNA has no liability for any loss, damages, or injuries sustained by their parties as a result of the negligence or acts of school chapters or state associations or the members thereof. In the event any legal proceeding is brought against NSNA as a result of such acts of omission or commission by a school chapter or state association, said school chapter or state association will indemnify and hold harmless the NSNA from any liability.

- J. School chapters are entities separate and apart from SouthDakotaSNA in their administration of activities, with SouthDakotaSNA exercising no supervision or control over these immediate daily and regular activities. SouthDakotaSNA has no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters and the members thereof. In the event any legal proceeding is brought against SouthDakotaSNA as a result of such acts as omission or commission by a school chapter, said school chapter will identify and hold harmless the SouthDakotaSNA from any liability.

Section 2. Categories of Constituent Membership:

Members of the constituent associations shall be:

- A. Active members:
 - 1. Undergraduate students enrolled in state board of nursing approved programs leading to licensing as registered nurse;
 - 2. Registered nurses enrolled in undergraduate programs in nursing;
 - 3. Active members shall have all of the privileges of membership.
- B. Associate members:
 - 1. Pre-nursing students including registered nurses enrolled in college or university programs designed as preparation for entrance into an undergraduate program leading to an associate degree, diploma, or baccalaureate degree in nursing.
 - 2. Associate members shall have all of the privileges of membership except the right to hold office as president and vice-president at state and national levels.
- C. Individual members:
 - 1. Individual membership shall open at the state and national level to any eligible member when membership in a

constituent association is not available. Individual members shall have privileges of membership as prescribed in Article III, Section 2, A.

D. Active, associate and individual membership shall be renewable annually.

Section 3. Active and associate membership may be extended six months beyond completion of a student's program in nursing. NSNA Sustaining Membership shall be renewable annually.

Section 4. Dues:

A. Constituent Membership

1. The annual dues shall be sufficient to meet the needs of the organization and shall be established by the South Dakota SNA House of Delegates. The dues year for members shall be a period of twelve (12) consecutive months.

2. Payment of NSNA and South Dakota SNA dues is a prerequisite for membership. NSNA dues are established by the NSNA.

3. NSNA and South Dakota SNA dues shall be payable directly to NSNA. Local dues shall be submitted to the chapter.

B. Any member who fails to pay current dues shall forfeit all privileges of membership

ARTICLE IV. OFFICERS AND THEIR DUTIES:

Section 1. The officers of this association shall consist of a president, a first vice-president, a second vice-president, a recording secretary, a corresponding secretary, a treasurer, Parliamentarian, Nominations Chair, Community Health Chair, and Resolutions Chair and a website administrator.

Section 2. Officers shall be elected at the annual meeting to serve one year or until their respective successors assume office. The assumption of office shall take place after the first executive board meeting following the annual meeting. The Website Administrator shall assume the responsibilities of the office immediately after election with the incumbent Website Administrator acting as advisor for the website content.

Section 3. Officers other than the treasurer shall deliver property belonging to the association along with a thorough description of the specific details of their duties.

Section 4. Duties of the Officers:

A. The President shall:

1. Preside at all business meetings of this association and of the Executive Board.
2. Appoint special and standing committees with the approval of the Executive Board.
3. Serve as an ex-office member of all committees except the committee on nominations.
4. Approve expenditures as authorized by the Executive Board submitted by the treasurer.
5. Act as a second authorizing signature at the financial institution where funds are held.
6. Perform all other duties pertaining to the office and shall represent this association in all matters relating to the NSNA, Inc., and SDNA.
7. Act as custodian of the SouthDakotaSNA Chapter Information Guide including the responsibility of insuring that the information in the guide be updated on a continual basis, as needed; see SouthDakotaSNA Policies.
8. Submit an editorial at the end of the semester to the website administrator to be featured on the SouthDakotaSNA website.
9. Serve as the student representative at the annual SDNA convention. Duties include attending the convention as well as the Board of Directors meeting. The president's registration and hotel expenses will be budgeted for in the yearly SouthDakotaSNA budget.

B. The First Vice-Presidents in order of rank shall:

1. Assume the duties of the president in his or her absence.
2. In the event of a vacancy occurring in the office of the President, the first vice-president shall assume the duties of the president. In the event of a vacancy occurring in the office of the first vice-president, the second vice-president shall assume the duties of the first vice-president in his or her absence.
3. The first vice-president shall be the chairperson of the Committee on Legislation.
4. Perform all duties assigned by the President.

C. The Second Vice President shall:

1. Be thoroughly knowledgeable about the current bylaws, policies, and procedures and ensure that SouthDakotaSNA follows them accordingly.
- 2.. Keep all bylaws, policies, and procedures up to date and

current with SouthDakotaSNA practices.

3. Distribute the bylaws, policies, and procedures to all SouthDakotaSNA members and constituents.
4. Keep on file as a permanent record all reports, papers, and documents submitted to him or her.
5. Serve as chairperson of administrative policies.
6. The second vice-president shall be the chairperson of the Committee on Bylaws.

D. The Corresponding Secretary shall:

1. Keep on file and distribute to SouthDakotaSNA officers, advisors, and constituent associations an accurate list of names and addresses of Presidents of the constituent associations.
2. Notify constituent associations of the time and place of all meetings of this association.
3. Keep a record of all association correspondence.
4. Conduct the general correspondence of the association as requested by the President or the Executive Board.
5. Serve as chairperson of the Committee on Public Relations.
6. Send the corresponding secretary of the NSNA, Inc., the names and email addresses of all officers of this association immediately after their election.
7. Serve as a historian.
8. Send the SouthDakotaSNA board meetings and convention dates and locations to National Student Nurses' Association, Inc.,
ATTN: Deputy Executive Director, 45 Main Street, Suite 606, Brooklyn, NY 11201, FAX 212-518-2368, or Or via e-mail to: nsna@nsna.org.

E. The Recording Secretary shall:

1. Keep on file for roll call and business purposes a register of names of all constituent associations, their email addresses and advisor contact information.
2. Record and distribute the minutes of all meetings of this association and the Executive Board to NSNA.
3. Keep on file as a permanent record all reports, papers, and documents submitted to him or her.
4. Refer to duly appointed committees the necessary records for the proper performances of their duties.
5. Sign with the President such organizational papers as come into their executive and administrative jurisdiction.

6. Serve as chairperson of administrative policies.

F. The Treasurer shall:

1. Act as custodian of association funds and deposit these funds in a bank approved by the Executive Board.
2. Prepare a budget and make monetary disbursements with the approval of the president and as authorized by the Executive Board.
3. Keep accurate entries of acquisition and disbursement of association funds.
4. Submit a financial report at the annual meeting, to the Executive Board at regular intervals, and when requested to do so by any member of the board.
5. Keep a permanent record of all dues paid together with a register of all members in good standing as submitted by each constituent association.
6. In an unexpired term of office, the treasurer must submit the books to be audited before the spring meeting of the SouthDakotaSNA.
7. Serve as chairperson of the Committee on Finance.
8. Be bonded and obtain a certified public accountant or equally qualified person, ex. city auditor, who has been approved by the Executive Board to audit the treasurer's book at the close of the fiscal year.
9. Furnish to the chairperson of the tellers not less than two hours before the opening of the polls, a list of the delegates entitled to vote at the annual meeting.
10. Act as custodian of the Naoma Jackson Nursing Student Leadership and Action Award including depositing the funds in an interest bearing account, reporting the status of the award at the annual meeting, and collecting monies for the funding of the award as stated in SouthDakotaSNA Policies.
11. Establish fundraising projects for SouthDakotaSNA.
12. Act as Mutual Funds Investment custodian.
 - a. Establish and maintain a working rapport with the manager of the Mutual Funds Investment.
 - b. Report on the status of the investment in each Treasurer's report.

G. The Website Administrator shall:

1. Be responsible for submitting updated information from the schools of nursing in the state and constituent associations

to the Web Master, SouthDakotaSNA website content, and making suggestions to the board for changes of improvements to the SouthDakotaSNA website.

2. Be responsible for notifying the Web Master of any changes in organizational content and keep the web site updated with bylaws and meeting minutes.
3. Be responsible for soliciting advertisements for the SouthDakotaSNA website. The prices of which are to be decided upon at the first meeting of the new fiscal year by a 2/3 majority of the voting members present.
4. Notify constituent associations and President(s) of the SouthDakotaSNA website address and website administrator contact information.
5. The content for the SouthDakotaSNA *website* address and Website Administrator contact information.
6. Serve as the chairperson (s) of the committee on the SouthDakotaSNA website.

H. The Nominations Chairperson shall:

1. Serve as the chairperson of the Committee on Nominations.
2. Seek out members of SouthDakotaSNA to serve on state committees.
3. Seek out members of SouthDakotaSNA and NSNA to be candidates for the offices of SouthDakotaSNA.
4. Serve as the chairperson of the Committee on Breakthrough to Nursing.

I. The Parliamentarian shall:

1. Identify each SouthDakotaSNA voting member attending State Convention.
2. Advise the SouthDakotaSNA President on questions concerning parliamentary procedure.
3. The Parliamentary procedure briefing will be given by the Parliamentarian at the SouthDakotaSNA Convention Meeting held during convention.

J. The Community Health Chair shall:

1. Seek out areas of need in the community and be responsible for organizing community-oriented activities for board members to participate in before or after meetings
2. Be open to assisting other board members with various tasks

3. Shall assist the Resolutions chair to prepare the SouthDakotaSNA resolution

K. The Resolutions Chair Shall:

1. Be responsible for compiling a list of proposed resolutions by SouthDakotaSNA or the constituent associations, which will be submitted for approval by the executive board members.
2. May clarify or refine the wording of the submitted resolutions; and in addition may, with the concurrence of the submitters, combine two or more resolutions that clearly have the same intent.
3. Should not express an opinion as to the merits of any resolution.
4. Resolutions shall be received by the Resolutions Chair at least two months before the annual state convention.
5. Resolutions in final form shall be emailed to all SouthDakotaSNA executive board members and constituent association including advisors and presidents.

Section 5. Officers shall submit expenses, with receipts, to the treasurer's report at each meeting.

ARTICLE V. ELECTIONS

- Section 1. Any member of this association meeting the following qualifications to serve for one year shall be eligible to be a candidate for office:
- A. Candidates shall be chosen from among those members who have been nominated by a constituent association and other qualified members who have been nominated by the Committee on Nominations.
 - B. Candidates shall be chosen from among those with proof of membership at the time of the convention and who shall be members of SouthDakotaSNA throughout their term of office.
 - C. Candidates shall have obtained written consent from their directors to hold office and shall have given their own consent to serve if elected.
 - D. Those persons who are planning to graduate in December of the year in which elections are held shall be ineligible for office.

Section 2. All elections shall be by ballot. Vacancies occurring in any office, except President and first vice-president shall be filled by ballot.

- Section 3. To be elected, a nominee for any office must receive a plurality of all votes cast by the voting body present. In case of a tie, they shall be elected by a first revote. If necessary, a lot shall be cast.
- Section 4. Before the opening of the polls, opportunity should be given to introduce the nominees and for nominations from the floor. Voting shall be limited to those nominated. Names nominated from the floor after verification of eligibility, availability, and willingness to serve shall be included on the election ballot.
- Section 5. The president shall specify the time and place of voting and shall appoint tellers who shall act as inspectors of the election.
- Section 6. In the event that any member of the executive board resigns, is unable to fulfill their duties, or is asked to step down, it is left at the discretion of the existing SouthDakotaSNA board members to appoint an interim executive board member to fill the position until the next annual convention election where new officers will be elected.

ARTICLE VI. MEETINGS

- Section 1. The annual meeting of the association shall be held at such time and place as shall be determined by the Executive Board. The annual meeting shall be for the purpose of holding an election, receiving reports, and conducting such other business as may properly come before the House of Delegates. Notice of the meeting shall be sent to the President of each constituent association and members of the House of Delegates.
- Section 2. The business of the annual meeting shall be conducted by the House of Delegates. Notice shall be given at least 30 days prior to the meeting.
- Section 3. Delegate Representation
- 1) School constituents:
- A. The House of Delegates shall be the governing and voting body of the association and shall be composed of duly accredited delegates from the constituent associations and the duly elected officers.
 - B. Each recognized school chapter shall be entitled to one voting delegate and one alternate at the annual meeting. In addition, each school chapter will be entitled to an additional delegate and alternate for each 10 members. Tabulation of SouthDakotaSNA membership shall be prior to the annual meeting to determine the

- number of voting delegates from constituent association.
- C. The method of choosing the voting delegates will be determined by the executive board of the SouthDakotaSNA.
- D. When selecting an alternate South Dakota SNA will follow the NSNA Bylaws, Article VI, Section 3.
- E. In the event of a special meeting of the NSNA, Inc., notification of the delegates representation will be handled at the discretion of the Executive Board of the NSNA, Inc.
- F. The voting delegate and first and second alternates for the SouthDakotaSNA to the annual NSNA meeting shall be elected by the House of Delegates upon recommendation by the Executive Board.
- G. Each delegate must present the completed Delegate Credential form to the Treasurer no less than four hours before the opening of the polls. At the time of credentialing, the Treasurer will give the delegate a delegate ribbon and a voting card. This voting card must be presented at the time of the election before a ballot is issued. An alternate must also comply to the same criteria as a delegate and will only be entitled to sit in the House of Delegates when the official delegate will be absent for the entire meeting.

2) State Constituents:

Each state constituent is entitled to one voting delegate and alternate to be present at the NSNA House of Delegates. The delegate shall be the state president. If the state president cannot serve, a designated representative and alternate shall be elected at a state meeting or by the state Board of Directors

- Section 4. The privilege of making motions and voting shall be limited to the House of Delegates and elected officers at the annual meeting; and to the elected officers and local presidents, or their designated representatives, at the regular meetings. A voting member shall have but one in any one election or on any question.
- Section 5. All meetings of this association, with the exception of the pre-board meeting, shall be open unless noted otherwise by the House of Delegates. Student members other than voting delegates may attend the annual meeting but shall not be seated with the House of Delegates and may speak twice on each issue before the House.
- Section 6. Closed preboard meetings, prior to the regular meetings, will be held at the discretion of the President and Executive Board, with the exception of the preboard meeting at the annual convention.
- Section 7. A special meeting may be called by the Executive Board and shall be called by the President upon written request of one-third or more of the

constituent associations. Notice of time, place, and purpose of the meeting shall be sent to all constituent associations not less than seven days prior to the meeting.

ARTICLE VII. CONSULTANTS

- Section 1. There shall be at least two consultants.
- A. SDNA will appoint, in consultation with the SouthDakotaSNA Executive Board, one consultant.
 - B. The second consultant shall be appointed by the President with the general approval of the Executive Board and shall be from the same geographical area as the President so as to be readily available for consultations. This person shall be a member of a professional nursing organization and shall serve a one-year term of office to conform with the changes of presidency.
- Section 2. The consultant shall:
- A. Serve as a resource person consulting with officers, members, and staff.
 - B. Attend meetings of the association without a vote.

ARTICLE VIII. EXECUTIVE BOARD

- Section 1. The Executive Board shall consist of the officers and consultants of this association.
- Section 2. The consultants shall serve on this board as associate members without a vote.
- Section 3. The Executive Board shall meet before the annual convention of this association and immediately following the convention and at such other times as deemed necessary by a majority of the board.
- Section 4. The Executive Board shall:
- A. Transact business of the SouthDakotaSNA between meetings of the association and shall report such transactions at the next meeting of the SouthDakotaSNA.
 - B. Devise a program of action, implementing, and augmenting the purposes of this association for presentation to the members.
 - C. Have the power by a three-fourth's vote to declare on office vacant upon a refusal or neglect of any member of the board to perform the duties of his or her office. A written report shall be sent to the officer for notification upon declaration, that the office is vacant.
 - D. The officer unable to serve the remainder of the term will submit a letter of resignation to the SouthDakotaSNA Nominations Chair.

The Nominations Chair will notify the SouthDakotaSNA President and Presidential Advisor of the vacancy. The Nominations Chair will notify each school president and advisor of the vacancy to be filled at the next SouthDakotaSNA Executive Board meeting. The completed nominations form and approval of Dean/Director will be sent to the Nominations Chair one week prior to that meeting.

- E. Approve the budget, authorize all monetary disbursements, and provide for the annual audit of accounts at the close of the fiscal year, and a bond for all those that are in any way associated with the financial affairs of the association.
- F. Review the qualifications of candidates for committee chairpersons and members and approve qualified appointments.
- G. Perform all other duties as may be specified in these bylaws.

Section 5. The President of the association shall consult the members of the Executive Board if an immediate action by the association is necessary between scheduled meetings. Executive Board members will control the actions of the association.

Section 6. If a voting member of the Executive Board is unable to attend a meeting of the Executive Board, in order to obtain an excused absence, notification must be submitted to the SouthDakotaSNA President no later than 24 hours before the meeting, in order to determine if the quorum will be present. The voting board member must notify the SouthDakotaSNA President of the name of his/her designated representative at least 24 hours prior to the meeting.

Section 7. A letter will be sent requesting resignation of the voting member who has missed one unexcused Executive Board meeting, and will be signed by the Executive Board.

ARTICLE IX. QUORUM

Section 1. A quorum shall consist of at least two officers and one-third authorized voting delegates.

Section 2. A majority of the officers shall constitute a quorum at any meeting of the Executive Board. One of the consultants and/or advisors of a local organization of SouthDakotaSNA must also be in attendance at any meeting of the Executive Board to constitute a quorum.

Section 3. A majority of the committee members shall constitute a quorum at meetings of standing or special committees.

ARTICLE X. FISCAL YEAR

- Section 1. The fiscal year of this organization shall begin the calendar year September 1 and end August 31.

ARTICLE XI. PARLIAMENTARY AUTHORITY

- Section 1. All meetings of this association shall be conducted according to parliamentary laws as set forth in “Robert’s Rules of Order Newly Revised” where the rules apply and are not in conflict with those bylaws.
- Section 2. A student parliamentarian appointed by the Executive Board must be present at all Executive Board and Convention business meetings.
- Section 3. The student parliamentarian is responsible for reviewing parliamentary procedure and identifying voting members at the beginning of each Executive Board meeting and at the Annual Convention Business meeting.

ARTICLE XII. OFFICIAL PUBLICATION

- Section 1. The official resource of this association shall be the SouthDakotaSNA *Website*, found at the website www.sdnsa.com
- Section 2. The NSNA magazine, “Imprint”, is distributed to members in good standing as one of the benefits of membership.

ARTICLE XIII. AMENDMENTS

- Section 1. These bylaws may be amended at the annual meeting of this association by a two-thirds vote of the voting body present and voting.
- A. All proposed amendments shall be prepared by the Committee on Bylaws and submitted to the Executive Board for approval at the board prior to the annual meeting.
- B. Proposed amendments may be submitted to the Committee on Bylaws by a constituent association or a SouthDakotaSNA member.
- Section 2. A copy of all proposed amendments will be sent to constituent associations at least one month prior to the annual meeting.

- Section 3. These bylaws may be amended without previous notice at any annual meeting by a 99% vote of those present entitled to vote and voting.
- Section 4. An amendment to these bylaws shall become effective immediately upon its approval at the annual meeting unless the amendment specifies a time for its going into effect.
- Section 5. Amendments to the bylaws of NSNA, Inc., adopted at the NSNA annual meeting which directly relate to the business of the SouthDakotaSNA, shall promptly be incorporated into these bylaws.

ARTICLE XIV. ADDITONAL BYLAW ARTICLES REGARDING FINANCES

- Section 1. Inurement of Income:
- A. No part of the net earnings of the organization shall inure to the benefit, or be distributable to, its members, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.
- Section 2. Legislative or Political Activities:
- A. The organization shall not participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of any candidate for public office.
- Section 3. Operational Limitations:
- A. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from Federal income tax under Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).
- Section 4. Dissolution Clause:
- A. Upon the dissolution of the organization, the Board of Trustees shall, after paying or making provisions for the payment of all liabilities of the organization, dispose of all the assets of the organization exclusively for the purposes of the organization in

such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) , as the Board of Trustees shall determine. Any of such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

Section 5. Travel Reimbursements:

- A. Mileage payment for officers of the Executive Board, school presidents, and standing special committees, shall be limited to mileage for one car per school unless otherwise approved by the board.

ARTICLE XV. MUTUAL FUND INVESTMENTS

Section 1. The mutual funds will be maintained by the Mutual Fund Manager:

- A. SouthDakotaSNA will support reserves that promote health and wellness.