2.2.3 Institution facilitates building and sustenance of innate talent /aptitude of individual students (extramural activities/beyond the classroom activities such as student clubs, cultural societies, etc)

Rules & Regulations and Bye-Laws



Student Nurses' Association

of

The Trained Nurses' Association of India

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Rules & Regulations and Bye-laws SNA revised and approved by EC, Council/HOD during the Biennial Conference of TNAI at Lucknow, Uttar Pradesh on 18-22 November, 2014

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Chapter-I
Introduction

History and Activities

The Student Nurses' Association (SNA) is a nation-wide organisation. It was established in 1929 at the time of Annual Conference of the Trained Nurses' Association of India (TNAI). The Nursing Superintendent of the Government General Hospital, Madras, Miss L.N. Jeans, was the first Honorary Organising Secretary of this Association. The pioneer unit of SNA was established at the General Hospital, Madras, followed by Christian Rainy Hospital, Madras and the Presidency General Hospital, Calcutta.

It is remarkable that the growth of SNA Units has been persistent ever since its inception. In the year 1954, the SNA celebrated its **Silver Jubilee** and there was significant increase in the number of units by then. The number rose to 117 and the membership to 4,259. The SNA celebrated its **Diamond Jubilee** in **1988** with almost three-fold increase in the number of units and seven times increase in membership, i.e. 355 units and 29,233 members. By September 30, 1998, the number of SNA units was 518 and the total membership of SNA was 45,171. After completing 75 years successfully, the SNA celebrated its **Platinum Jubilee** in **2004**, Chennai. The present number of SNA Units as on September 2014 was 958 with 10,2314 members.

The SNA and TNAI used to have combined Annual Conferences, but due to the increase in number of delegates it was felt in 1960 to hold separate Conferences for the Student Nurses. Since 1961 the Student Nurses are having separate

Biennial Conferences. These are held alternately with TNAI Conferences.

The students are being given more and more responsibility to manage their affairs both at the State and national levels. In 1975 it was agreed by the TNAI Council that one student representative be included in the State Branch Executive Committee on trial basis before the students are included in the TNAI Council as representatives of SNA.

As work of the Association increased, the need for a full time Secretary for the SNA was felt and in 1947 Miss I. Dorabji was appointed as SNA Secretary. Miss M. Philip succeeded Miss Dorabji in 1964, when Miss Dorabji joined TNAI as Secretary. Miss Philip continued as SNA Secretary till 1967. In 1970 with the reorganisation of TNAI the designation of the SNA Secretary was changed to SNA Advisor. Mrs. Narender Nagpal was appointed first SNA Advisor in 1973 and she served in this capacity upto 1978. Miss D.K. Singh succeeded Mrs. Nagpal after the latter's appointment as Secretary, TNAI. Mr. T. Stephens succeeded Miss Singh in 1981. On Mr. T. Stephens' retirement in 1983 Miss Jaiwanti P. Dhaulta took over as SNA Advisor. On appointment of Miss Dhaulta as Secretary-General, TNAI, in 1996, Lt. Col. (Miss) Molly David took over as SNA Advisor. On her retirement in March 1998, Mrs. Sujana Chakravarty became the SNA Advisor till 2001. Mrs. Sheila Seda took over from 2001 to 2004 as a SNA Advisor, Mrs. Nanthini Subbiah redesignated as a Deputy Secretary General-cum-SNA Advisor, 2005 and she served in this capacity upto 2011. At present, Mrs. Evelyn P. Kannan is Deputy Secretary General-cum-SNA Advisor since January 2014.

Activities of SNA

A wide variety of activities with objectives of the Association in view are encouraged at all levels for the SNA members. The diversity of activities is derived from the professional, educational, social, cultural and recreational spheres. The activities are geared to strengthen curricular and co-curricular components.

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I. Professional

(a) ***Organization of Meetings and Conferences:*** The first one-day SNA Conference was held in 1951, and the first Biennial SNA Conference was held at Nagpur in 1961. At the TNAI Conference two SNA members from each State are invited to attend as observers and these student representatives are the Vice-President and the Secretary of the State Branch. They are free to attend social functions also. They are invited to attend Business Meetings.

A three- to four-day Conference is held for SNA members biennially. The National SNA Advisor in consultation with General Committee of SNA arranges the programme for the Conference. The President or one of the Vice-Presidents of the TNAI presides over the inaugural session and the student Vice-President of the State presides over the rest of the sessions.

Organising meetings and conferences at all levels is an important activity which provides a forum for the members to discuss and find solutions for various problems faced by them.

At the State level the Conferences are held annually or biennially. At the unit level these are usually in the form of monthly or bi-monthly meetings. These Conferences and meetings with major professional components are flavoured with socio-cultural and recreational items.

Since 2006 [Minute No.CL/2005/4(a)] a separate programme for ANM students is organised during National SNA Biennial Conference. One ANM Student from each State is invited to attend the SNA General Body meeting during SNA Conference.

b) ***Maintenance of SNA Diary:*** The SNA Diary was instituted in 1939. This is a biennial record book drawn up for the use of the Unit Secretaries. Till 1976 the SNA Units used to send the SNA Diaries direct to the TNAI Hqrs for annual assessment but now the diaries are assessed annually by the State SNA Advisors and

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the two best Diaries are sent by the State SNA Advisors to the National SNA Advisor biennially for evaluation and award. These diaries are assessed keeping in view the unit activities, viz. professional, educational, extra-curricular, social, cultural and recreational. Proper maintenance of diary is another criterion. In general the focus of assessment is on the diversity of activities carried out by the units. The professional component of activities is very important but it does not mean that other components are less important. Since 1988 [Minute No. SNA-GC/18/88/3(i)] Diaries of MPHW(F)/ ANM students are evaluated separately.

(c) ***Propagation of Nursing Profession:*** To acquaint the general public with the nursing profession, general public is invited to the celebrations and festivities of professional and non-professional nature, such as Nurses' Week, World Health Day, Capping and Graduation ceremonies, Radio talks and TV programmes which are organised by students Nurses.

II. Educational

(a) ***Exhibition:*** Exhibition is one of the oldest, useful and very popular activities of the Association. The first exhibition was inaugurated in 1933. The exhibition has grown in size and the quality of exhibits has attained a high standard. All categories of students are eligible to participate either individually or in groups. They can prepare posters only on the subjects taught in their courses of study. The guidelines for the activity are published in *The Nursing Journal of India*, *TNAI Bulletin* and the website (www.tnaionline.org) three to four months prior to the Conference. As the number of exhibits was increasing every year, it was decided in 1975 to display only those exhibits at national level which are assessed best at the State level. Now this activity is competed at the State level to begin with and only one best entry under each category and section is entertained at the national level. Since 2003 now only posters are allowed to be displayed.

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(b) ***Public Speaking and Writing:*** Public speaking and writing are encouraged at all levels for two reasons: one, to increase self-confidence in the students and the other, to help them gain communication skills. In order to achieve this, the Association arranges debates, panel discussions, seminars and extempore speeches. The topics for these correlate with the theme of the conference and the trend of the day. The students are encouraged to write on professional topics for *The Nursing Journal of India*.

(c) ***Project Undertaking:*** It is a recent idea which is gaining popularity among nursing students. The students undertake community projects such as School Health Project, Health Survey, Health Education, Nutrition Survey, Home Nursing etc. and specific projects like medical camp, immunisation etc. at the time of celebration of International Nurses' Day. At some institutions regular projects are given to students as part of their field experience.

Other activities being promoted are: Recitation (Hindi & English), Visit to the profession associations and Nursing Registration Council, Scientific Paper Presentation (Minute No. SNA/ G.C./ 31/ 2003/ 3(i).

(d) ***Awards and Prizes:*** Most of the prizes for the Association have been donated by friends and well-wishers of the SNA.

The following are the categories of prizes:

Special Awards: There are many special prizes given for the Exhibitions and other competitions. These are:

Indira Dorabji Cup, Dufferin Cups (4), Miss Edith Paul Shield, Mr.G.Kanthaia's Rolling Shields (2), Smt. Rajkumari Amrit Kaur General Chakravorty Cup, Dettol Shield, Mac Naughton Lamp, Sr. Elizabeth Shield, Mrs. H. Chabook Shield, Miss Adranvala Shield, Dr. Jiv Raj Mehta Rolling Shield and Prof. C. Chandrakanthy Cup.

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Apart from these there are three prizes for all the sections under each category in exhibition and also the other competition items. Now we are giving 1st, 2nd, 3rd and consolation prizes.

III **Socio-Cultural and Recreational Activities:** The Association believes that the professional development remains incomplete without this component. Young students' energy can be channelled constructively into fine arts, so dance, dramatics, music, painting, competitions are held at state level at present. A start in this regard has also been made from 1986 SNA Conference by including some items of Sports Competitions from among the State winners (Discuss throw, Javelin throw, 100 meter race).

In addition to the aforesaid activities, there are numerous other activities which are carried out by the Units, in the form of quiz programmes on general knowledge, article writing, poetry writing, flower arrangements, smile competitions, Minute No. SNA/G.C./37/2007/5 (ii) Now the beauty contests name has been changed into personality development, etc. Hobbies like sewing, stitching, interior decorations, etc. are also encouraged.

IV. **Fund Raising:** Fund raising is an important and necessary activity not only of the Head quarter, but of all the SNA Units. It is done through voluntary donations, sale of donation tickets and by arranging some features. The SNA Units raise fund by organising variety entertainments, fetes, sales and through other modes of fund raising.

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Chapter-II
SNA Rules & Regulations

1. Name

The name of the Association shall be, the Student Nurses' Association. The Association is an associate organisation of The Trained Nurses Association of India.

2. Objectives

(a) To help students to uphold the dignity and ideals of the profession for which they are qualifying.
(b) To promote a corporate spirit among students for common good.
(c) To help students develop abilities with professional ethics and as citizens.
(d) To encourage leadership ability and help students to gain wide knowledge of the nursing profession in all its different branches and aspects.
(e) To increase the students' social contacts and general knowledge in order to prepare them to take their place in the field of nursing upon completion of training.
(f) To encourage all round development and sportsmanship; to help students develop effective communication skills in speaking and writing.
(g) To provide a special section in *The Nursing Journal of India* (bimonthly journal) and *TNAI Bulletin* for expressions related to profession
(h) To encourage students to compete in various competitions and also to participate in national, regional, state conferences.

3. President, State Vice Presidents, Secretaries

The President of the TNAI shall be the President of the Association. The SNA Vice President and Secretary shall be

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elected at the time of the Annual or Biennial Conference of the SNA State branch General Body meeting. The term of office for Student Vice President and Secretary shall be one year, but they would be eligible for re-election for one more term.

4. Membership

Student Nurses of General Nursing and Midwifery, Basic B.Sc. Nursing, Multipurpose Health Worker (Female)/ Auxiliary Nurse-Midwives, from the training institutions recognised by the Indian Nursing Council, in which a Student Nurses Unit has been established.

5. Management

The governing body of the SNA shall be the Council of TNAI which will receive the recommendations of the General Committee of the SNA for consideration.

The General Committee of SNA shall consist of:

a) President of TNAI or one of the Vice Presidents if the President wishes to delegate this responsibility
b) Vice-Presidents of SNA State branches
c) Hony. Treasurer of TNAI
d) National SNA Advisor who must be a Life member of TNAI
e) State branch SNA Advisors
f) Secretaries of the SNA State branches
g) Secretary-General, TNAI

The General Committee shall meet once in a year at the time of TNAI Council meeting. One-fifth or 15 members shall form a quorum.

SNA General Body

The SNA General body at the national level shall comprise of:

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i. Members of SNA General Committee
ii. Three representatives from each unit viz., SNA Vice President, SNA Secretary and SNA Advisor
iii. All SNA Delegates attending the conference
iv. One ANM student from each State (as an Associate member) since 2007.

6. Officers

The officers of TNAI shall be the officers of the Association. The National SNA Advisor of the Student Nurses Association shall be full time officer appointed by TNAI Council and shall be a Life member of TNAI. She/he shall act as the administrative officer of the Association to implement its policies. She/he shall be responsible for the necessary preparation for the General Committee meeting, the Student Nurses Exhibition competitions for the management of the office as may be prescribed in the standing orders of TNAI.

7. State Branch Advisors

The State Branch SNA advisors shall be elected during the State Branch elections. Where there is no state SNA Branch, the branch executive shall appoint an SNA Advisor. He/she must be Life member of TNAI who is keenly interested in the SNA and has experience of working with Student Nurses.

In case of any vacancy of the SNA Advisor then State Executive, can nominating a person for the interim period.

State SNA Advisors shall advise SNA Unit office bearers to organize SNA activities, coordinate these in their respective states and at the national level. They shall keep units in their branches informed of all SNA activities and be the liaison officers between their respective branches and the National SNA Advisor of the Student Nurses Association.

They shall help the SNA officers to organise Students conference in the state and motivate to attend such conference at the national level. They shall also help the students to fulfill the objectives of the association and implement decisions of

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the SNA General Committee meetings and conferences.

They shall assist in the enrolment of student nurses to the SNA and the formation of SNA unit in every training centre and help student nurses to realise the importance of becoming Life members of TNAI on completion of their training.

8. The General Body Meetings

The General Body meeting of the Association shall be held at the time of the SNA Conference.

The President, TNAI shall preside over the SNA Meetings. SNA office bearers of the host branch shall conduct the SNA meetings along with the President.

Agenda items from the Branches should be sent to National SNA Advisor at least two months before the General Committee meeting.

Resolutions passed at the General committee and General Body meetings shall be forwarded by the National SNA Advisor of the Student Nurses Association to concerned authorities and TNAI Council for consideration. The action taken by the Council and other concerned authorities shall be forwarded by the National SNA Advisor of the Student Nurses Association to the State SNA Vice-Presidents, Secretaries and the State Branch SNA Advisors.

9. Unit Organisation

All offices shall be elected by the Student members of the Unit as follows:

a) SNA Advisor shall be a Life member of the TNAI whose function shall be entirely advisory in nature.

b) Vice-President shall be a student and preside over all Unit meetings

c) Unit Secretary shall be a student.

d) Treasurer, Conveners and members of sub-committees may be elected to arrange for various activities as the unit considers necessary.

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10. Unit Activities

a) The Unit shall decide upon the duties of their office bearers and committees and draw up a programme of activities in line with the objectives of the SNA.

b) The diary of unit activities shall be kept by the unit Secretary and used as the basis for the quarterly reports and annual reports which shall be a summary of important events.

c) Quarterly reports of activities shall be sent to the State SNA Advisor and copy to TNAI HQ.

d) Student page of the *Journal*: Suitable articles written by members shall be collected by the unit secretary and sent to the National SNA Advisor of the Student Nurses Association through the Unit Advisor or these may be sent through the State SNA Advisor if so desired for publishing.

e) Application forms for membership in TNAI shall be given to Unit members as soon as they complete their training. The completed form, including the certification from the Head of the School or Nursing Superintendent shall be forwarded to the Secretary-General, TNAI

11. Proxies

No proxies are permitted for attending SNA General Committee meetings/General body meetings.

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Chapter-III

SNA Bye-Law

1. Membership

a) SNA Membership Enrolment

Membership shall be open to all Student Nurses of Basic Programmes: Auxiliary Nurse-Midwives, General Nursing & Midwifery and Basic B.Sc. Nursing Students. Membership can only be effected through a Unit. No Individual student may be enrolled.

Application to form a Unit shall be made through the nursing head of the training institute.

A student failing to complete her or his training shall cease automatically to be a member of the Student Nurses Association and her name shall be taken off the roll by the Unit Secretary.

Student failing to pay annual SNA Subscription shall be debarred from contesting any SNA office.

b) Rules and Regulations

A copy of the SNA Rules and Regulations and Bye-Laws shall be supplied free of cost to each unit upon joining the association.

c) SNA Members' Record

The Unit Secretaries shall furnish annually the statement of students members, years-wise, of their units alongwith annual subscription to the National SNA Advisor of the Student Nurses Association to keep the Unit membership up-to-date

d) Transfer of SNA to TNAI Membership

Members of the Student Nurses Association on completion of their training shall be eligible for Life membership in TNAI. The applications form of a student for Life membership/Associate membership (ANM), if it is routed through the Unit Advisor or signed by the Head of her/his School/College of Nursing or Nursing Superintendent shall be considered valid even if without accompanying Registration

Certificate. Student members, who apply within 12 months (one year) of the completion of the training and are successful in their examination, shall be eligible for the concessional rate of subscription as prescribed by the TNAI Council from time to time. No concession shall be given to the students who apply for membership of TNAI after 12 months (one year) from the time of declaration of the result.

2. Fees

The Membership Fee per annum per student for all categories of nursing's students shall be as per revision made from time to time. Annual subscription shall be paid upon joining the association and thereafter renewed every year.

3. SNA Scholarship

In place of SNA-ICN Delegates Fund earlier used for sending student delegates to International Conferences, four SNA Scholarships have been established since 1984. They shall be given for the entire training period after reviewing each year performance.

4. *The Nursing Journal of India* (Bi-monthly) and *TNAI Bulletin*

Two copies each of *The Nursing Journal of India* (bi-monthly) and *TNAI Bulletin* shall be supplied free to each SNA Unit. One more copy of the Journal shall be supplied for every additional 25 members. Not more than 4 copies shall be supplied to any Unit. As per the minutes: 1 to 25 member -2 copies, 26 to 50 member -3 copies, 50 to 100 more than-4 copies. Students can also directly subscribe for the personal copy of the Journal at the rate prescribed by the TNAI from time to time.

5. SNA State Branch Advisor, Vice President and Secretary

SNA Advisor, Vice President and Secretary shall represent the State Branches on the General Committee which shall normally meet annually. Vice- President and Secretary shall also represent the State Branches as observers at the

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TNAI House of Delegates meetings and the Conference. The Chairman of the General Committee shall be the Vice President of the Branch hosting the meeting/Conference. In the event of inability expressed by the host Branch, the Vice President of any other State in rotation shall chair the SNA Meetings.

The Minute Secretary shall be chosen from among the State Branch Secretaries or Vice Presidents assisted by one of the state SNA Advisors.

6. State Branches

(a) The object of a State Branch shall be to carry out the objectives of the Student Nurses' Association as set out in the Rules & Regulations.

(b) Members of the SNA resident in a State shall be members of the SNA State Branch of that State. All the schools/colleges of nursing recognised by the Indian Nursing Council shall form SNA units.

(c) The SNA State Branch Executive Committee shall be constituted as follows:

Elected Members

i. President, TNAI, of the Branch.
ii. State SNA Advisor.
iii. State Branch SNA Vice-President.
iv. State Branch SNA Secretary.
v. State Branch SNA Treasurer.
vi. State Branch SNA Programme Chairman.

Ex-Officio Members

- Hony. Secretary of the TNAI Branch
- Hony. Treasurer of the TNAI Branch

Elections of officers of the State Branch shall be held at the time of annual or biennial meetings or Conferences. The term of office of a member of the State Branch Executive Committee shall be one year and she/ he shall be eligible for re-election for one more term. Vacancies occurring between

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annual meetings shall be filled by the State Branch Executive Committee.

(a) The SNA State Branch Executive Committee shall hold annual/bi-annual meetings.

(b) State Branch Vice President/Secretary of SNA shall submit an annual report of Branch to National SNA Advisor through the State SNA Advisor.

(c) In case TNAI Branch is dissolved or ceases to function, the funds of the Branch shall be transferred to TNAI funds at Headquarters.

The Office Bearers of the State Branches and their Functions:

i. **State Branch Vice-President**: State Branch Vice-President shall represent the State Branch at the SNA General Committee meeting and as observer at certain TNAI meetings, Conferences. She or he shall be the Chairperson of the SNA State Branch Committee and shall preside at the annual meeting and State Branch Executive meetings.

ii. **State Branch Secretary**: State Branch Secretary shall perform the duties usually pertaining to that office which shall include convening of meetings and keeping a record of meetings and the minutes of the meetings. She/he should submit her/his report to the State Branch Advisor who, in turn would submit the report to the National SNA Advisor and keep her/him informed of the State Branch news and activities.

iii. Treasurer shall work in collaboration with TNAI State Branch. Treasurer and SNA Advisor shall help in raising funds for State Branch activities.

iv. Programme Chairperson shall be responsible for drawing up the State Branch programme for the year. She or he shall be advised by the SNA Advisor.

Quorum

Three-fifth of the members shall form a quorum for the State Branch Executive Committee Meeting. If the quorum is

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not complete the meeting may adjourn for half an hour and meet again at the same place and transact the Agenda.

Where a State Branch has not been organized, Unit Secretary and Vice President shall be chosen by the Units in the State to attend the Annual General Committee Meeting and the Observers Meeting at the National Level.

SNA General Body:

The SNA General Body of the State shall consist of:

i. State SNA Executive Committee members.

ii. SNA Unit representatives (Vice President, Secretary and SNA Advisor or any other representatives elected or nominated by the units).

The State SNA General Body meeting of the SNA shall be held annually or bi-annually at the time of State Conference or otherwise. The President of the State branch, TNAI shall preside over the SNA meetings in the State. In the absence of the President, the Vice President or any other State Branch Executive Committee member present may be nominated to chair the meeting.

7. Expenses

The expenses of the State SNA Office Bearers, viz., State SNA Advisors, Vice Presidents and Secretaries attending national level SNA meeting will be met by the TNAI Headquarters, duly approved by the TNAI Council from SNA General Fund.

8. Accounts

The Funds of the Association shall be kept by TNAI. The following shall be credited annually to the accounts of TNAI as per the rates revised from time to time.

-Affiliation fee for every member of SNA

-Subscription for copies of *The Nursing Journal of Indial TNAI Bulletin* supplied to the Units.

9. Exhibition

There shall be Poster Exhibition at the time of SNA Conference. The judging of the exhibits shall be done by

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a panel of judges and prizes awarded as per prescribed Conference guidelines.

Student members may present exhibits for all sections. All entries shall be made on a prescribed form and in accordance with the rules framed and revised from time to time by TNAI Council or the General Committee of the SNA.

1. All exhibits should be accompanied by a certificate from the unit SNA Advisor/State SNA Advisor as the case may be stating:
   (a) That the exhibit is the bonafide work of the Student Nurse.
   (b) That the Student Nurse is a member of the SNA Unit of the Hospital/ School/ College.
2. Entry form for each exhibit should be sent to the TNAI Headquarters alongwith the required registration fee.
3. The following information must accompany each exhibit:
   (a) Name of the exhibitor.
   (b) Name of the institution.
   (c) Name of the exhibit.
   (d) Category and section/division in which the exhibit is to be shown.
   (e) One year subscription receipt issued by the TNAI Headquarters.
4. The last date for entry will be fixed by the National SNA Advisor of the Student Nurses' Association.

10. SNA Election Procedure

As per the decision EC/CL/2013/5

(i) Any SNA member from the SNA Unit in regular membership with the SNA at national level may make nomination for the office of the State SNA Vice President, Secretary, Treasurer and Programme Chairperson.

(ii) The Election Committee and the Returning Officer shall be appointed by the SNA Executive Committee. A nominee shall contest election for one office only.

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(iii) The election committee shall ascertain from nominees their consent for contesting the election and to undertake the choice of the office in case they are nominated for more than one office.

(iv) The SNA Advisor of the concerned Unit shall verify the validity of the nominee.

(v) State SNA Advisor should get the list of eligible voters one week before the SNA election for the post of State SNA Vice-President and Secretary.

(vi) The State SNA election and conference should be held in separate rooms.

(vii) To have the eligibility for voting, payment of annual subscription for 2 years (current and previous years) to the national level at TNAI Headquarters is mandatory.

(viii) Voting procedure will be controlled by State level TNAI Executives and State SNA Advisor. If any problem occurs, the matter may be reported to TNAI Headquarters by TNAI State President or Secretary and SNA Advisor.

(ix) The Election Committee would call for the nomination either at the time of election or earlier on a prescribed form or listing on the board whatever is convenient.

(x) Three highest nominations in order of merit shall be listed to contest any one office either on the black board or in a provisional ballot paper.

(xi) Any contesting candidate whose name appeared in the provisional ballot paper or on the black board may request the returning officer to withdraw her or him from the contest before holding the election.

(xii) The election shall be carried out be secret ballot at the time of SNA General Committee meeting of the State and also General Body meeting of the unit.

Eligible Voters

(i) The eligible voters shall be the representatives of the SNA Units in their respective States.

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(ii) Each State unit shall furnish the list of eligible voters to the State SNA Advisor or the Returning Officer keeping some standby names.

(iii) Only Unit level SNA Vice-President and Secretary are eligible to cast the vote for State SNA Vice-President and Secretary. No Proxy is permitted as a voter.

Voting Procedure

a) No canvassing shall be permitted on the day of the election. No person other than the voters shall be permitted within the area of the polling booth.

b) The voters shall queue up at the polling counters and shall indicate their names and show two year's subscription receipt issued by the TNAI Headquarters and sign the voter list before entering the election hall.

c) At the time of election the Returning Officer shall appoint the required number of Polling Officers, Tellers and Supervisors for the purpose of election.

d) Polling Officer after checking voters' identity would score off the name of voters in red ink.

e) Voting may be done either by raising hands or secret ballot whatever is feasible for the Branch.

f) The empty ballot boxes, if used, shall be inspected by the polling officers, supervisors and representatives of the contestants. These are then closed or locked properly and used for voting.

g) Returning Officer or her or his deputy will have the custody of the keys of the Ballot Boxes, if used.

Election Results

1) In case voting is done by raising hands, these are counted and written against each contestant. In the secret ballot system immediately after polling is over, the Ballot Boxes shall be opened by the Returning Officer and these are counted in the presence of pollers, supervisors and contestant' representative(s) if any. Invalid votes are also counted and kept separately.

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2) After the counting is completed, contestants are listed in order of merit. Results are signed by the Returning Officer and others involved in conducting the election and results announced immediately by the Returning Officer. Election results sheet is handed over to the State SNA Advisor who shall make a note of the elections that have been held and declared valid in her/his presence and she/he should sign the same.

3) The contestant getting the highest votes shall be declared elected to the concerned office.

4) Ballot Paper, if used, shall be destroyed after 30 days if there is no dispute.

Election Disputes

All disputes will be settled by a committee consisting of President of the Branch, Returning Officer and the State SNA Advisor. Decision, if any, shall be made known to the Branch Executive within 30 days of the dispute committee's decision.

11. SNA Units

Each SNA Unit should elect its own office-bearers in its General Body meeting. These officers shall be elected to hold the following positions: SNA Unit Advisor (should be a TNAI member), Vice-President, Secretary, Treasurer and Programme Chairperson. The above mentioned members shall be the members of Executive Committee of the Unit. The Executive Committee may formulate any number of committees the Chairpersons of which shall be members of the Executive Committee. The Chairperson may co-opt members on these committees, for assisting the Chairperson in implementation of the job responsibilities.

The Executive Committee should hold meetings at regular intervals or at any other time as necessary.

The SNA General Body meetings should also be held at regular intervals. The agenda for these meetings will be according to the needs of the unit members and the aims

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and objects of the SNA. The office bearers should make sincere efforts to make meetings interesting, stimulating and wholesome. The meetings should cover the socio-cultural and professional spheres of life. The students can undertake some useful community projects and report to the General Body. There is need to make use of diverse programmes in the meetings to avoid monotony and create interest in the members to be inquisitive and concerned to meet the health and welfare needs of the people.

Unit Secretaries should write to their State Branch Advisors at least once every three months to report the progress of the Units and ask for suggestions.

Articles should be collected and sent to the National SNA Advisor for consideration of publication in the Student Nurses page of *The Nursing Journal of India*.

The Unit SNA Advisor is responsible to see that as soon as a Nurse has graduated, she is given an SNA-to-TNAI form for membership in the TNAI. This form should be signed by the Nursing head of the training institution/ Nursing Superintendent and sent to the Secretary, TNAI before the Nurse leaves her training school.

Any change of address should be forwarded at once to the Secretary, TNAI indicating TNAI membership number and the date of enrolment.

The SNA Advisor should explain the advantages accruing to the Student Nurses who join the TNAI directly when they pass their final examination. Students who join within twelve months of the declaration of the final year examination successful results shall be eligible for the concessional rate of subscription as prescribed by the TNAI Council from time to time.

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The Trained Nurses Association of India

The Trained Nurses' Association of India was formed in the year 1908 and was registered under the Societies Registration Act in 1917 for the purposes of:

(a) upholding the dignity and honour of the Nursing profession;

(b) promoting a corporate spirit among all Nurses for their common good;

(c) enabling Nurses to take counsel together on matters affecting their profession;

(d) providing a medium through which Nurses can express themselves in regard to legislation that affects the profession; and

(e) publishing and disseminating amongst its members and others, up-to-date information regarding Nursing in all its branches.

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Six Reasons why one should join the TNAI

1. The TNAI stands for the dignity and honour of the Nursing profession and enables its members to establish and strengthen their position in work setting.
2. Since the TNAI is the national Association of Nurses in India and is affiliated to the international organisations of Nurses, membership in the TNAI implies being affiliated with the great world-wide order of the Trained Nurses like International Council of Nurses.
3. Being in constant touch with Government departments, TNAI is in good position to negotiate better for Trained Nurses' including recognition, better service conditions, etc.
4. The TNAI stands for full recognition of efficiently running nursing training schools and colleges.
5. The TNAI publishes *The Nursing Journal of India* and *TNAI Bulletin*, which contain useful and relevant information, research papers, State branches affairs, news articles etc. Copies of both are freely available at SNA units.
6. The Biennial Conferences and the State Branch Annual Conferences provide Nurses an opportunity for sharing concerns and experiences.

We therefore urge you to impress on potential members that safeguarding of your interests and professional growth is linked with the TNAI. All that SNA members have to do is to remit a concessional SNA-TNAI Life Membership fee against the original TNAI Life Membership prescribed from time to time, soon after or within 12 months of graduation along with the completed form and send it to TNAI Headquarters, to become a Member of TNAI and participate in all its activities. Many SNA Units have developed a saving scheme under which students are encouraged to save Rs.75/- or Rs.100/-. On graduation they can use this money for joining SNA and they may be happy to have some saving at the end of the training. This may help them to build up a positive attitude towards saving and its use for better purposes. Thus, teachers can contribute greatly to new graduates' professional upliftment by associating them with the professional organisation from the very beginning and making the best use of its privilege when required.

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