

# New York State Association of School Nurses

NYSASN



## 2018 BYLAWS

Approved 11/3/18

# Bylaws of the New York State Association of School Nurses

## ARTICLE I - NAME

The name of the organization shall be the New York State Association of School Nurses (NYSASN).

## ARTICLE II – GOALS

### **Section 1:**

To maintain, promote and improve comprehensive school health services, health education and health promotion throughout New York State.

### **Section 2:**

To define, interpret, promote and implement the functions, standards and qualifications for the practice of school nursing and disseminate such information.

### **Section 3:**

To encourage professional growth of the school nurse through continuing education.

## ARTICLE III – MEMBERSHIP AND DUES

### **Section 1:**

Any person eligible for membership shall become a member upon payment of annual dues set forth in these bylaws for his/her class of membership and who meets the requirements set forth in these bylaws for his/her class of membership.

### **Section 2: Eligibility**

There shall be six (6) classes of membership: Active, Associate, Student, Retired, Organization/Business and Honorary.

A. Active Members shall be, upon payment of dues:

- a. Any registered professional nurse who promotes and supports school nursing provided that person is contracted by or employed

by an agency for the purpose of providing school health services or instructing in school health.

- b. Any retired member or member on leave of absence from work may be allowed active membership privileges by paying active membership dues.

B. Associate Members shall be, upon payment of dues:

- a. Any person who is not eligible for active membership, but who serves in a school health related capacity.
- b. Any person who is interested in school nursing.
- c. Unable to hold office, vote, debate or make motions.

C. Student Members shall be, upon payment of dues:

- a. Students of a school of professional nursing not employed as school nurses.
- b. Unable to hold office, vote, debate or make motions.

D. Retired School Nurse membership shall be, upon payment of dues:

- a. Any school nurse who upon retirement, decides not to renew active membership.
- b. Unable to hold office, vote, debate or make motions.

E. Organization/Business Members shall be, upon payment of dues:

- a. Those organizations that desire to support the goals of the organization and whose members are not eligible for another class of membership.
- b. Unable to hold office, vote, debate or make motions.

F. Honorary Member shall be:

- a. Persons upon whom the organization may confer membership in recognition of distinguished service to the organization or school nursing.
- b. Unable to hold office, vote, debate or make motions.

### **Section 3: Dues**

All dues shall be established by the Board of Directors upon recommendations of the Finance Committee.

## ARTICLE IV – FISCAL AND MEMBERSHIP YEAR

### **Section 1: Fiscal Year**

The fiscal year shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

## **Section 2: Membership Year**

The membership year will be on a revolving membership year. The anniversary of payment includes twelve full months of member benefits.

# ARTICLE V – OFFICERS AND EXECUTIVE COMMITTEE

## **Section 1: Composition**

- A. The elected officers shall be President-elect, Secretary and Treasurer.
- B. The National Association of School Nurses (NASN) State Director shall be an appointed office.
- C. The elected officers, the President and the Immediate Past President shall comprise the Executive Committee.

## **Section 2: Function of Executive Committee**

- A. The Executive Committee has the power to conduct business of urgent/emergency nature between Board of Directors' meetings.
- B. Exception – it cannot modify or change any action or motion that was previously approved by the Board of Directors.
- C. Activities shall be reported at the next Board of Directors meeting.

## **Section 3: Eligibility**

Only active members with three (3) consecutive years membership may hold elective office.

## **Section 4: Terms of Office**

The terms of office shall begin upon adjournment of the annual meeting in which they are elected. Exception: The term of office for the treasurer shall begin at the beginning of the fiscal year (January 1<sup>st</sup>) immediately following the election.

- A. The President shall serve for a term of one (1) year or until succeeded by the President-elect.
- B. The President-elect shall serve for a term of one (1) year and then shall succeed to the Presidency for a term of one (1) year.

C. The Treasurer shall serve for a term of two (2) years and shall be elected in an even year election.

D. The Secretary shall serve a term of two (2) years and shall be elected in an odd year election.

### **Section 5: Vacancy**

A vacancy in office shall be filled by ballot vote of the Board of Directors or Executive Committee. In the case of vacancy of President-elect, the successor shall be selected by the Board of Directors with priority from the previous slate of candidates.

### **Section 6: Length of Service**

No member may hold more than one (1) office at a time and no member shall be eligible to serve more than two (2) consecutive terms in the same office, except for secretary and treasurer.

### **Section 7: Elections**

Elections shall be conducted by mail/email/internet accessed ballot. Results shall be announced and officers installed at the Annual Conference.

## **ARTICLE VI – DUTIES OF OFFICERS**

The officers shall perform the duties according to these bylaws and by the parliamentary authority adopted by the organization.

A. The President shall:

- a. Preside at all meetings of the Executive Committee and Board of Directors.
- b. Appoint standing committees subject to approval of the Executive Committee.
- c. Appoint special committees as deemed necessary.
- d. Be an ex-officio member of all committees except the Nominating Committee.
- e. Perform such other duties as required.

B. The President-elect shall:

- a. In the absence of the President, Preside at all meetings of the Executive Committee, Board of Directors and at all membership meetings.
- b. Assume the office of the President at the completion of the president's term of office.

- c. Succeed the President if the President is unable to complete the term as elected and upon the adjournment of the unexpired term, serve the term of president as elected.
- d. Serve as the Zone Coordinator.
- e. Perform such duties as assigned by the President.

C. The Secretary shall:

- a. Keep the minutes of all meetings of the organization.
- b. Keep the organization's official membership roll and roll call when required.
- c. Maintain record books in which the bylaws and minutes are entered and amendments to these documents properly recorded and have the current record books on hand at every meeting.
- d. Conduct the general correspondence of the organization.
- e. Perform duties as assigned by the President.

D. The Treasurer shall:

- a. Keep the full and correct amount of receipts and disbursements of the organization.
- b. Disperse the funds as directed by the Board of Directors and Executive Committee according to their functions.
- c. Serve as chairperson of the Finance committee.
- d. Perform such duties as assigned by the President.

E. The Immediate Past President shall:

- a. Act as a consultant to the President upon request.
- b. Serve as chairperson of the Nominating Committee.
- c. Serve as the Public Relations Coordinator.
- d. Perform such duties as assigned by the President.

## ARTICLE VII – MEMBERSHIP MEETINGS

### **Section 1:**

There shall be at least one (1) annual business meeting per year. The meeting shall include, but not be limited to:

- A. Committee report summaries.
- B. Old and new business.
- C. A conference program.
- D. Installation of officers.

## **Section 2:**

Special meetings of the general membership may be called by the Board of Directors or the Executive Committee.

## **Section 3: Quorum**

Five (5) members of the Board of Directors (one of whom shall be the President or Immediate Past President or their designee) and not less than twenty-five (25) active members shall constitute a quorum.

## **Section 4: Eligibility to Vote**

The voting body present at each meeting shall be active members holding current and valid membership. Each member shall have one (1) vote. There shall be no proxy voting.

# ARTICLE VIII – BOARD OF DIRECTORS

## **Section 1: Composition**

- A. The Board of Directors shall be composed of elected officers, the NASN State Director, chairperson of each standing committee, a representative of each regional zone. Independent School Nurse members to be included in their respective Zones by region.
- B. A representative employed by the New York State Center for School Health (NYSCSH) which is a contracted technical resource Center for the New York State Education department will be a non-voting member.
- C. The National Association of School Nurses (NASN) State Director shall:
  - a. Be the representative of our membership to NASN.
  - b. Be responsible for communication between NASN and the membership.
  - e. Have served on NYSASN's Board of Directors.
  - f. Be appointed by the Board of Directors for a four (4) year term. If the State Director is unable to serve for the full term, the NYSASN Board of Directors shall appoint a new representative.
- D. Additional persons may be invited by the President to the Board of Director meetings.

## **Section 2: Eligibility**

All voting Board of Director members shall be active members of NYSASN.

### **Section 3: Authority**

The Board of Directors shall conduct the affairs of NYSASN in accordance with the bylaws and directives adopted by the membership.

### **Section 4: Duties**

- A. Establish objectives and programs to accomplish the goals of the association.
- B. Monitor and evaluate the programs designed to implement the goals and objectives.
- C. Ensure that the resources necessary are available and used efficiently.
- D. Establish and maintain current operating guidelines for the association.

### **Section 5: Meetings**

- A. Meet a minimum of three (3) times each year, two of which may be non-traditional meeting, to review and conduct the business of the organization.
- B. Upon due notice, hold such other meetings as the Executive Committee may determine.

### **Section 6: Quorum**

Ten (10) members, at least two (2) of whom are officers, one of whom is President, President-elect or Immediate Past President shall constitute a quorum.

## ARTICLE IX – STANDING COMMITTEES

### **Section 1:**

There shall be the following Standing Committees: Advocacy, Annual Conference, Bylaws and Operating Guidelines, Communications, Finance, Membership, Nominating, Promotions/Vendor, and School Nurse Orientation.

### **Section 2: Composition and Function**

- A. Chairpersons of Standing Committees shall be appointed by the President with the approval of the Board of Directors.



B. The members of the Standing Committees shall perform the duties of their committees as set forth in these bylaws and shall meet a minimum of two (2) times a year.

C. Permanent records shall be transferred to incoming chairperson.

D. A committee chairperson shall serve a term of office of two (2) years, except as noted:

a. **Advocacy Committee** shall:

- i. Be composed of a chairperson and at least two (2) but no more than twenty (20) members. The committee should encourage representation from each of the individual zones.
- ii. Present issues and information to the Board of Directors and general membership for discussion and voting on, as formal NYSASN position or resolution.
- iii. Receive suggestions from members or units and help them with development of positions and/or resolutions.
- iv. Involve Association members in strategies to effect legislation relative to school health services and school nursing.
- v. Review pending legislation relative to school health services and the welfare of children and inform the membership.

b. **Annual Conference Committee** shall:

- i. Be composed of a chairperson and at least two (2) but no more than eight (8) members.
- ii. Provide and/or approve programs that promote the professional and personal growth of school nurses.
- iii. Make arrangements of the regular business meetings.

c. **Bylaws and Operating Guidelines Committee** shall:

- i. Be composed of two (2) members.
- ii. Review the Bylaws annually and Operating Guidelines every four years.
- iii. Propose any changes that seem necessary to improve the functioning of the organization.
- iv. Prepare, in writing, any amendments to be presented for a vote at the annual meeting.
- v. Present proposed amendments, in writing to the membership thirty (30) days before the annual meeting.

d. **Communications Committee** shall:

- i. Be composed of a chairperson and at least two (2) but no more than eight (8) members.
- ii. Provide communications via website, and social media.
- iii. Effectively communicate updates to the NYSASN webmaster.

- e. **Finance Committee** shall:
  - i. Be composed of a chairperson (Treasurer) and at least two (2) but no more than eight (8) members.
  - ii. Study fiscal matters of the organization.
  - iii. Prepare and present a proposed budget annually to the Executive Committee by October 15<sup>th</sup> of each year.
  
- f. **Membership Committee** shall:
  - i. Be composed of a chairperson and at least two (2) but no more than eight (8) members.
  - ii. Provide accurate membership information as needed to allow for the completion of Board of Director functions.
  
- g. **Nominating Committee** shall:
  - i. Be composed of a chairperson {Immediate Past President} and two (2) members. Said chairperson shall be responsible for:
    - 1. Carrying out the requirements of Article X of these bylaws.
    - 2. Contacting any candidate nominated for office. Upon acceptance of nomination, the nominee shall submit a biographical sketch, which fulfills the requirements of the committee.
  - ii. The Nominating Committee shall advise the members of the Association of the name(s) for each office. In preparing the ticket, the Committee shall nominate those persons qualified to discharge the duties and responsibilities of the office involved.
  
- h. **Promotions/Vendors Committee** shall:
  - i. Be composed of a chairperson and at least two (2) members.
  - ii. Provide and/or approve vendors and promotional materials that promote the professional and personal growth of school nurses.
  - iii. Receive suggestions and provide updates to the Board of Directors regarding merchandise and fiscal matters.
  - iv. Be a Finance committee member.
  - v. Work with the Annual Conference Committee to coordinate opportunities to market the profession of school nursing.
  
- i. **School Nurse Orientation Committee** shall:

- i. Be composed of a chairperson and at least two (2) but no more than eight (8) members.
- ii. Provide and/or approve school nurse orientation programs that promote the professional and personal growth of school nurses.
- iii. Work with the Annual Conference Committee and Public Relations Coordinator to publicize school nurse orientation programs.

## ARTICLE X – ELECTIONS

Election of officers shall be by mail/email/internet access. Ballots shall be available via mail/email/internet access to eligible members a minimum of six (6) weeks prior to the annual membership meeting and returned to the Chairperson of the Nominating Committee no later than two (2) weeks prior to the annual membership meeting.

## ARTICLE XI – PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall apply to all questions of procedure and parliamentary law not specified in these bylaws.

## ARTICLE XII – AMENDMENTS

These bylaws can be amended by either of the following procedures:

- A. Written notice of any proposed amendment(s) shall be given to the membership and the Board of Directors a minimum of thirty (30) days before the annual meeting. A two-thirds vote by those in attendance at the annual meeting is required to adopt an amendment.
- B. In the event that it is not possible to notify membership thirty (30) days in advance, written notice of the proposal shall be advertised and made available to membership registered at the meeting eight (8) hours before a vote is to be taken. In this case a four-fifths (80%) vote of those in attendance will be necessary to adopt an amendment.

11/03/18 Approved by Membership

11/04/17 Approval by Membership

11/05/16 Approved by Membership

