

SOUTHWESTERN OHIO SCHOOL NURSES ASSOCIATION

BYLAWS

Article I: Name

The name of the organization shall be the Southwestern Ohio School Nurses Association & **shall be known in this document as SWOSNA or the Association.**

Article II: Goals

The goals of the Association shall be to

- A. Promote health knowledge and advance the quality of health services for school aged children in Southwestern Ohio;
- B. Foster professional attitudes and adhere to the Scope and Standards of Professional School Nurses as defined by NASN;
- C. Develop networks with school nurses throughout the region.
- D. Support the purposes of, and work in concert with the Ohio Association of School Nurses and the National Association of School Nurses.
- E. Work on a non-profit basis

Article III: Membership and Dues

Section 1: Membership Classifications

The Classifications of Membership for the Association shall include:

A. Active:

To qualify as an active member in SWOSNA one must:

Be a registered professional nurse (RN) holding a current and valid license issued by the Ohio Board of Nursing, and

Hold a current, valid school nurse license/certificate issued by the Ohio Department of Education (ODE) (includes temporary license) or be a public health nurse contracted from the local health authority to a school district.

Have the administration, education or the provision of school health services as their primary assignment.

B. Member at Large:

Those persons who hold a special interest in or are working with this Association and who are not eligible for any other membership classification.

C. Retired:

Any school nurse, who is a member of SWOSNA upon retirement, shall be eligible to become a Retired member, upon notification to the Association.

D. Associate:

Associate membership may be granted to any registered professional nurse who is not eligible for active membership but who serves a school as a professional nurse.

E. Student:

Any student of a school of professional nursing not employed as a school nurse. Student membership shall not be granted to a person who has previously attained or been eligible

for Active membership status. Student membership status shall not be renewed more than once for a graduate nurse.

F. Honorary:

Honorary membership may be accorded anyone providing exceptional support to the mission of SWOSNA by a majority vote by ballot at the annual meeting of the Association. Honorary membership may be rescinded upon the recommendation of the SWOSNA Board and a majority vote by ballot at the annual meeting of the Association.

G. Corporate/Business/Professional Organization:

SWOSNA shall approve of those organizations or persons who desire to support the goals of the Association and whose members are not eligible for any other membership classification. This membership entitles the member to receive all publications and newsletters sent to Active members. Granting of this type of membership shall in no way bind the Association to support philosophies or policies of any Corporate/Business/Professional Organization members. Corporate/Business/Professional Organization memberships may be rescinded upon the recommendation of the SWOSNA Board and a majority vote by ballot at the annual meeting of the Association.

Levels of membership in the SWOSNA organization are based on the ability to vote, make a motion at the general membership meetings, hold an office on the executive board and serve on a committee. See Table 1: Levels of Membership in SWOSNA.

	Vote	Make Motion	Hold Office	Serve on Committee
Active	X	X	X	X
Member at Large				X
Retired	X	X		X
Associate				X
Student				X
Honorary				X
Corporate/Business/Professional				

Table 1: Levels of membership in SWOSNA

Section 2: Membership Dues

The annual dues for membership in the Association shall be paid in advance, on or before 1 October, by check or money order. A penalty is incurred if dues are paid after 1 October. The only exception will be for school nurses newly hired during the school year. Delinquent members shall forfeit all privileges of membership. The amount of dues shall be determined by the Executive Board and approved by majority vote of the members present at the annual meeting.

Article IV: Officers and Committees

Section 1: Executive Committee

The Executive Committee shall be made up of the following officers of the Association shall be President, President-Elect, Secretary, Treasurer, and the Ohio Association of School Nurses Representative (OASN Rep.).

Section 2: SWOSNA Board

The SWOSNA Board shall consist of the Executive Committee and the Chairpersons of all Standing Committees. Standing committee members are encouraged to be active participants at all SWOSNA board meetings.

Section 3: Standing Committees

Standing Committees shall be Finance, Historian, Legislation, Membership, Newsletter, Nominations, Public Relations, and Ways & Means. The Chairperson shall be appointed by the President. If Standing Committee positions are vacant, the Executive Committee assumes the roles and responsibilities of that committee.

Section 4: Special Committees

Special Committees, as necessary, shall be appointed by the President and approved by the Executive Committee.

Article V: Responsibilities of Officers

Section 1: President

The President shall:

- A. Serve as President for a term of two (2) years.
- B. Preside at all meetings of the Association, the SWOSNA Board and of the Executive Committee. President shall be considered Chairperson of the Executive Committee.
- C. Be an active member of the Public Relations Committee and be an ex-officio member of all other standing and special committees, except the Nominating Committee.
- D. Appoint as many special committees as are necessary, with the approval of the Executive Committee, to carry out the work of the Association.
- E. Provide leadership in the development & attainment of the mission & goals of SWOSNA
- F. In the event of the resignation of a chairperson of a standing committee or a special committee, appoint a new chairperson, subject to the approval of the SWOSNA board.
- G. Mentor/advise new officers and board members as necessary to continue the work of the Association.
 - A. Annually review & update the Responsibilities for the position (located in the SWOSNA board handbook). Provide incoming board member with the handbook by the transitional meeting.
 - B. Be a member of NASN/OASN
 - C. Serves as official representation of The Association and sign documents on behalf of The Association.

Section 2: President-Elect

The President-Elect shall:

- A. Serve as President-Elect for a term of two (2) years and serve as President for the next two years immediately following the expired term of President-Elect.
- B. Assist the President in the discharge of his/her duties.
- C. In the absence of the President, act in his/her stead.
- D. Be responsible for planning the program for the general meetings.
- E. Succeed to the unexpired term of President if the president becomes unable to serve for any reason or resigns, then serve the term for which elected
- F. Annually review & update the Responsibilities for the position (located in the SWOSNA board handbook). Provide incoming board member with the handbook by the transitional meeting.

- G. Serve as Chairperson of the Nominations committee (Refer to Article 8) and be an active member of the Newsletter committee and Finance Committee.

Section 3: Secretary

The Secretary shall:

- A. Serve as Secretary for a term of two (2) years and be elected for not more than two (2) consecutive terms, elected on the odd year
- B. Record the proceedings of all meetings of the Association and of the Executive Board meetings. These records shall be open to the inspection of any member upon request.
- C. Retain and file all documents, records, reports and communications connected with the business of the Association.
- D. Carry out the correspondence of SWOSNA as directed by the President and the Executive committee.
- E. Annually review & update the Responsibilities for the position (located in the SWOSNA board handbook). Provide incoming board member with the handbook by the transitional meeting.
- F. Be an active member of the Historian Committee, and provide the Historian with a copy of the SWOSNA Board members and the yearly reports from all of the SWOSNA Board members.
- G. At the expiration of the term of office, or the request of the Executive Committee, turn over to the newly elected or appointed Secretary, all documents and records of this Association.

Section 4: Treasurer

The Treasurer shall:

- A. Serve as Treasurer for a term of two (2) years and be elected for not more than two (2) consecutive terms, elected on the odd year
- B. Receive all monies of the Association, pay bills, and disburse funds as directed by the SWOSNA Board.
- C. Maintain all financial records of the Association.
- D. Make a report at meetings of all receipts, disbursements, and of the amount in the treasury account.
- E. Submit a budget for review and approval at the fall board meeting and distribute the approved budget to the general membership at the fall general membership meeting.
- F. File a written report to the Executive Committee by the end of the fiscal year and submit the books for professional audit following the spring meeting; to be completed by the end of the fiscal year.
- G. Serve as Chairperson for the Finance committee (Refer to Article 6, Section 1), and active member of the Membership and Ways and Means Committee
- H. Annually review & update the Responsibilities for the position (located in the SWOSNA board handbook). Provide incoming board member with the handbook by the transitional meeting.
- I. At the expiration of the term of office, or the request of the Executive Committee, turn over to the newly elected or appointed Treasurer, all funds, documents and records of this Association.
- J. Prepare or arrange for the preparation and file all necessary tax documents in compliance with federal and state laws.

Section 5: OASN Representative

The OASN Representative shall:

- A. Serve as OASN Representative for a term of two (2) years and be elected for not more than two (2) consecutive terms, elected on the even year
- B. Provide communication between SWOSNA and OASN.
- C. Attend OASN Board of Director's meetings.
- D. Report to the President and the general membership information that impacts the Association.

- E. Act as liaison with other regions in the state and communicate regional activities to SWOSNA.
- F. Annually review & update the Responsibilities for the position (located in the SWOSNA board handbook). Provide incoming board member with the handbook by the transitional meeting.

Section 6: Executive Committee

The Executive Committee shall:

- A. Be chaired by the President of the Association.
- B. Provide leadership for the SWOSNA Board and members of the Association.
- C. Oversee policy, financial management, and committee work.
- D. Receive an annual report from all officers and committee chairpersons at the Transitional Board Meeting.
- E. Assume the duties of committees that are non-operational.
- F. Complete other duties as necessary to fulfill the work of the Association.

Article VI: Responsibilities of Standing Committees

Section 1: Finance Committee

The Finance Committee shall:

- A. Be chaired by the Treasurer of the Association
- B. Include the President-elect and may include at least one (1) other member appointed by the President.
- C. Collaborate with the Treasurer to present a proposed annual budget to the Executive Committee at the Fall Board Meeting.

Section 2: Historian Committee

The Historian Committee shall:

- A. Be chaired by the Historian who is appointed by the President
- B. Include the Secretary of the Association
- C. Maintain the archives of the Association

Section 3: Legislative Committee

The Legislative Committee shall:

- A. Be chaired by the OASN Representative and may include additional members as appointed by the chair.
- B. Monitor state and federal legislative activity that is a concern to school nurses
- C. Work with legislation specialists to promote the health of school children and advance the practice of school nursing.
- D. Work in conjunction with the OASN Legislative committee and present legislative information to the SWOSNA Board and the Association.

Section 4: Membership Committee

The Membership Committee shall:

- A. Be chaired by the Membership Chairperson who is appointed by the President.
- B. Include the Treasurer of the Association and may include other members.
- C. Review and update the application for membership annually. Present updated version at SWOSNA transitional meeting for approval for use the following year.
- D. Distribute and collect applications as requested by potential new members.
- E. Assemble and continue to update the membership list so that an accurate account is available to the Board.

- F. Provide the names, addresses, and phone numbers of current members to the SWOSNA Board at the fall Board meeting and update roster as necessary.
- G. Provide membership roster to general members upon request.
- H. Annually review & update the Responsibilities for the position (located in the SWOSNA board handbook). Provide incoming board member with the handbook by the transitional meeting.
- I. Work to maintain and increase membership in the Association

Section 5: Newsletter

The Newsletter Committee shall:

- A. Be chaired by the Newsletter chairperson who is appointed by the President.
- B. Include the President-Elect and may include other members
- C. Compile and mail the Association newsletter at least 3 times per year

Section 6: Nominations Committee

The Nominations Committee shall:

- A. Be chaired by the President-Elect and may include other members as needed.
- B. Seek out qualified candidates for elected offices and committee chairpersons.
- C. Oversee the election process.

Section 7: Public Relations

The Public Relations Committee shall:

- A. Be chaired by the Public Relations chairperson who is appointed the President of the Association.
- B. Include the President and may include other members as needed.
- C. Promote regional efforts regarding the mission, goals, activities and concerns of the Association and its members.
- D. Develop and promote regional community outreach opportunities.
- E. Work in conjunction with the OASN Public Relations committee.
- F. Oversee the maintenance of the SWOSNA website

Section 8: Ways and Means

The Ways and Means Committee shall:

- A. Be chaired by the Ways and Means Committee chairperson who is appointed by the President
- B. Include the Treasurer and may include other members as needed.
- C. Collaborate with the Treasurer and Finance committee to increase the revenue of the Association.

Article VII: Meetings

Section 1: SWOSNA Board Meetings

There shall be three (3) SWOSNA board meetings per year to conduct the business of the board. These meetings will be scheduled prior to the general membership meetings. The meetings shall be scheduled at the beginning of the year by the President. There shall be a Transitional SWOSNA Board meeting held prior to the end of the fiscal school year. Executive Committee meetings may be called as necessary to conduct the work of the Association.

Section 2: General Membership Meetings of the Association

There shall be 3 regular meetings per year to conduct the business of the Association. The spring meeting shall be designated as the official "Annual meeting." The Annual Meeting shall include officer election results and the installation of those newly elected officers present.

Section 3: Special General Membership Meetings of the Association

Twenty-five percent (25%) of the Active members may petition the Executive Committee for a special meeting of the Association. Special meetings may also be called at the discretion of *the officers and* the Executive Committee.

Section 4: Quorum

- A. SWOSNA Board: A quorum is the number of voting members who must be present in order that business can be legally transacted. A quorum shall be defined as a majority of SWOSNA Board members. In order to pass a motion, the motion requires a majority of the votes of the Board members present and voting.
- B. General Membership: A majority of the Active members registered and present at an official meeting of the Association shall constitute a quorum. The Executive Committee reserves the right to postpone or conduct a vote on any issue requiring general membership approval regardless of the membership present.

Article VIII: Nominations and Elections

Section 1: Nominations

It shall be the duty of the Nominating Committee to attempt to nominate two (2) candidates for each office to be filled. Candidates must be an active member of SWOSNA to be eligible. Refer to Article 3 Section 1.

Section 2: Elections Process

Election shall be by mailed ballots. Ballots shall have a designation for write-in candidates. The Nominating Committee shall present the candidates to the membership through mailed ballots, thirty (30) days in advance of the annual spring meeting. Ballots must be returned to the Nominating Committee Chairperson postmarked **no later than fifteen (15) days prior to the annual meeting**. A majority of votes cast for a nominee shall constitute the election.

In the event that the Nominating Committee can only nominate one (1) candidate for each office to be filled, the vitae of the candidates and the ballot shall be disseminated to membership either by separate mailing, SWOSNA newsletter, email, or SWOSNA website prior to the annual meeting

In the event of a **tie vote** for any elected office, the following procedure shall rule: the chairperson of the Executive Committee, in the presence of a majority of the board members, shall by lot (which is a **flip of the coin**) resolve the **tie**. Such declaration shall be in writing and shall be signed by those members present.

Election results are announced at the annual meeting.

No member shall hold more than one office any one time. No officer shall succeed themselves in the same office unless no other qualified candidate is presented by the Nominations Committee. All officers succeeding themselves must gain the approval of the Executive Committee.

Elected officers who are no longer employed in the practice of school nursing may complete their term of office with the following provisions:

- A. Approval of the Executive Committee.
- B. The responsibilities of the elected office are fulfilled.

Section 3: Transitional Board Meeting

Officers and Committee Chairs shall begin a transition period at the close of the annual meeting at which they were declared elected/appointed. A transitional SWOSNA board meeting shall be held prior to the end of the fiscal school year. Full assumption of duties begins during the transitional meeting.

Section 4: Terms of Office

If the President-Elect is unable to serve, the Nominations Committee shall nominate another candidate to be elected at the next regular meeting.

Article IX: Association Rules of Order

The rules contained in Robert’s Rules of Order, Revised, shall govern this Association in all cases to which they are applicable, unless they are inconsistent with this Constitution.

Article X: By Laws Amendments

Section 1: Amendment Procedures

The Articles of the By Laws may be amended at any regular meeting of the Association by a majority vote of the Active members present and voting, provided the amendment has been disseminated to the members at least thirty (30) days prior to the date of the meeting. Changes to the proposed Amendments of the Articles of the By Laws may be introduced from the floor at the annual meeting and adopted by a majority vote. These changes to the By-Laws will take affect immediately.