

**BYLAWS  
FLORIDA ASSOCIATION OF SCHOOL NURSES**

**ARTICLE I: NAME AND AFFILIATION**

Section 1. Name

The organization shall be known as the **Florida Association of School Nurses**, hereafter referred to as the Association.

Section 2. Affiliation

The Association shall be affiliated with the National Association of School Nurses, Inc. (NASN).

**ARTICLE II: MISSION AND FUNCTIONS**

Section 1. **Mission**

The Florida Association of School Nurses strives to improve the health and educational success of students and the school community by developing leaders to promote and advocate for school nursing best practice.

Section 2. **Functions**

**A. To Engage School Nurses in Advocacy and 21st Century School Nursing Practice**

1. Advocate for school nursing practice that improves student health outcomes and academic success
2. Foster relationships with national and state associations and agencies to promote priority issues in school health

**B. To Promote Organizational Membership to School Nurses Statewide**

1. Increase membership and develop leaders and regional representation
2. Enhance communication measures that promote the benefits of membership and its impact on healthy students, schools and communities

**C. To Support Student Health Outcomes through Education and Research**

1. Increase professional development opportunities through education, certification, and recognition
2. Encourage research initiatives that promote evidence-based and data-driven practice

**ARTICLE III: TYPES OF MEMBERSHIP**

Section 1. **Active Member**

Registered Nurses who have met the criteria established for licensure by the Board of Nursing in the State of Florida and who must have as their primary assignment, the provision, education, or administration of school health services.

Section 2. **Associate Member**

Any Registered Nurse or Licensed Practical Nurse, including retired nurses, who are or have worked directly with school-aged children and who do not meet requirements of Active membership.

### Section 3. **Member-at-Large**

Any person, corporation, institution, or library which holds a special interest in or is working with the Association and does not fit the above classifications

### Section 4. **Privileges**

All Active members are eligible to vote. Active members only are eligible to hold office. Associate members and Members-at-Large are ineligible to vote or hold office, but are eligible to receive and/or have access to publications and communications of the Association and may also serve as a member or chairperson of selected committees.

## **ARTICLE IV: DUES**

### Section 1. **Annual Dues**

Annual membership dues shall be payable on the anniversary date of membership or at the time of joining the Association. Payment is to be made to NASN.

### Section 2. **Unification**

Annual dues shall include unified dues set by NASN.

### Section 3. **Establishing Dues**

Annual dues shall be reviewed by the Board of Directors, which has the vested authority to establish the amount of dues for each type of membership. All members shall pay the full and unified established dues.

## **ARTICLE V: OFFICERS**

### Section 1. **Officers of the Association**

The officers of the Association shall consist of the NASN Affiliate Director, President, President-Elect, Recording Secretary, Membership Secretary, Treasurer, and Immediate Past President.

### Section 2. **Eligibility**

- A. Nominees for elected office shall have been an active member of FASN for no less than two years
- B. Nominees for the NASN Affiliate Director shall have served as an elected officer of FASN.
- C. Nominees shall not concurrently serve as an officer or director of another organization if such participation results in a conflict of interest with NASN's or FASN's mission.

### Section 3. **Terms of Office**

- A. The term of all officers, with the exception of the NASN Affiliate Director, shall be for two (2) years or until their successors have been elected. The President, President-Elect, and Treasurer shall be installed in the even numbered years beginning in 2010.

The Membership Secretary and the Recording Secretary shall be installed in the odd numbered years, beginning in 2009.

B. The term of NASN Affiliate Director shall be four (4) years.

C. All terms commence following the annual state meeting at which they were declared elected.

D. No officer shall be eligible for consecutive re-election to the same office.

E. A previous NASN Affiliate Director may be re-elected to serve as NASN Affiliate Director after being off the NASN Board for at least four (4) years.

#### **Section 4. Election**

Election of officers will be conducted by electronic or paper ballot. Each active member shall have one vote.

#### **Section 5. Presidential Vacancy**

In the event of a vacancy in the office of President, the President-Elect shall become the President for the remainder of the unexpired term. The appointed President-Elect must run for President at the next general election.

#### **Section 6. Other Vacancies**

In an event of a vacancy in any other office, the President, with Board approval, shall appoint a member to fill the unexpired term.

### **ARTICLE VI: DUTIES OF OFFICERS**

The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

#### **Section 1. NASN Affiliate Director shall:**

A. Serve as liaison between the state organization and NASN,

B. Sit on the NASN Board of Directors,

C. Attend NASN Board meetings,

D. Serve as co-chair of Advocacy Committee

E. Perform other duties as assigned by NASN or FASN.

#### **Section 2. President shall:**

A. Preside at all meetings of the Board of Directors, the Annual State Meeting and at all membership meetings

B. Appoint Permanent Committees subject to approval of the Board of Directors,

C. Appoint such special committees as deemed necessary,

D. Be an ex-officio member of all committees except the Nominating Committee

E. Serve as member of Finance Committee

F. Represent FASN as ex-officio member of the FSHA Board,

G. Perform such other duties as may be required or assigned.

#### **Section 3. President-Elect shall:**

A. In the absence or disability of the President, perform the duties of the President,

- B. Succeed the President for the unexpired term, and upon adjournment of the unexpired term, serve the term of President if elected,
- C. Serve as a member of the Finance Committee,
- D. Coordinate activities and support FASN Regional Representatives
- E. Perform such other duties as may be required or assigned.

Section 4. **Treasurer** shall:

- A. Accurately record all receipts and expenditures,
- B. Disburse funds according to the action of the Board of Directors,
- C. Present a written report of income and disbursement at the Annual State Board of Directors meeting,
- D. Chair the Finance Committee,
- E. Submit an annual budget, subject to approval of Board of Directors
- F. Submit records for annual audit.
- G. Facilitate timely completion and filing of all required State and Federal financial documents.
- H. Provide mentoring to Treasurer-Elect between election of incoming Treasurer and installation at Annual State Meeting
- I. Perform such other duties as may be required or assigned.

Section 5. **Membership Secretary** shall:

- A. Answer inquiries from individuals and organizations regarding the Association,
- B. Maintain a central membership file,
- C. Serve on the Communication Committee,
- D. Perform other duties as may be required or assigned.

Section 6. **Recording Secretary** shall:

- A. Provide and maintain all records of the Association's meetings, minutes, and notices,
- B. Receive reports from all committees and committee work,
- C. Perform other duties as may be required or assigned.

Section 7. **Immediate Past President** shall:

- A. Serve on the Nominating Committee,
- B. Serve as member of Finance Committee
- C. Perform such other duties as may be required or assigned.

**ARTICLE VII: BOARD OF DIRECTORS**

Section 1. **Authority**

The Board shall review and make recommendations over the affairs of the Association as specified or implied by the bylaws.

Section 2. **Members**

- A. The members of the Board shall consist of the elected officers, Regional Representatives, committee chairpersons, FDOE State School Nurse Consultant, and FDOH State School Nurse Consultant

- B. In the event that active member status is no longer maintained by a Board Member, such member may complete his current term.
- C. Voting members shall be limited to elected officers.

### Section 3. **Quorum**

A majority of voting Board of Directors shall constitute a quorum.

### Section 4. **Meetings**

The Board of Directors will meet at the Annual State Meeting and as deemed necessary by the President. The Annual State Meeting, which must meet the mandates of a deliberative assembly, may be held at the pleasure of the organization. The Annual State Meeting could occur during a national meeting or at other agreed upon time, with proper notice to membership provided. With the exception of the Annual State Meeting, Board of Directors' meetings may be convened electronically, provided notice of such meetings includes adequate instructions for full participation of all Board of Directors' members and incorporates the opportunity for simultaneous aural communication.

### Section 5. **Duties**

- A. Review the policies for the Association.
- B. Review the budget, allocate funds, and establish procedures for raising funds.
- C. Study and make recommendations for improving school health services and school nursing in the State.
- D. Establish and fulfill Goals of the Strategic Plan.
- E. Approve individuals and agencies to receive awards from the Association upon recommendation of the Awards/Recognition Committee
- F. Fulfill other duties as specified or implied in the bylaws.

## **ARTICLE VIII: COMMITTEES**

### Section 1. **Permanent Committees**

The Association shall have the following Permanent Committees.

- A. **Education/Program Committee:** duties shall include professional and social growth, notifying members of pertinent information, and presenting programs at Association meetings when appropriate, coordinating FASN poster presentations, and submitting research-related articles to the newsletter and website.
- B. **Finance Committee:** duties shall be to prepare and maintain the budget, recommend projects to raise money, and to maintain financial information. Membership on the committee shall include the Immediate Past President, President, President-Elect, and Treasurer.
- C. **Awards/Recognition Committee:** duties shall be to recommend individuals and groups to the Board for recognition in School Nursing.
- D. **Advocacy Committee:** duties shall advocate for School Nursing, to monitor, share, and coordinate activities relative to legislative proceedings and legislative information on both national/state levels. Chairmanship will be shared by the NASN Affiliate Director and the FASN Advocacy Chairperson.

**E. Communication Committee:** duties shall be to inform the membership and the public of the Association's goals and activities, utilizing both the association's newsletter and website, and to establish and maintain contact with other professional groups whose focus is school health.

**F. Nominating Committee:** duties shall be to provide the framework for the process to facilitate the election of officers for FASN.

**G. Research Committee:** duties shall be to identify projects significant to school nursing; to review proposals submitted for funding; to recommend to the Finance Committee disbursement of research funds; to provide support for the Florida School Nurse Research Initiative by identifying and educating school nurses on possible topics for research; and to submit to the FASN membership research projects in which they can participate. The committee shall be chaired by an FASN member who is actively researching school health issues. The Chair shall be a member of the Education Committee. At least one member of the committee shall be a currently practicing school nurse.

**H. Scholarship Committee:** duties shall be to format the scholarship process, annually update the scholarship application, and to receive and review applications utilizing current eligibility requirements for the awarding of FASN scholarships. Members shall include Treasurer (Chair), Immediate Past President, Membership Secretary, and other FASN members as appointed by the President.

## **Section 2. Ad Hoc Committees**

The President may appoint Ad Hoc Committees for specific tasks or to study a particular problem with a view to recommending possible solutions. An example of such a committee is the Bylaws Committee.

## **Section 3. Meetings**

Permanent and Ad Hoc Committees may be convened electronically, provided notice of such meetings includes adequate instructions for full participation of all committee members and incorporates the opportunity for simultaneous aural communication.

# **ARTICLE IX: PARLIAMENTARY AUTHORITY**

## **Section 1. Governance**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

# **ARTICLE X: AMENDMENTS**

## **Section 1. Bylaws Review**

The bylaws will be reviewed annually by an appointed Ad Hoc Committee.

## **Section 2. Requirements for Passage**

The bylaws may be amended by an 80% vote of all members present and voting at the annual state meeting. Each active member shall have one vote.

**Section 3. Notification of Change**

Any bylaw change will be finalized after sharing with NASN.

**Our Vision**

FASN is recognized as the professional organization representing  
Florida School Nursing

**Reviewed and accepted at Annual Business Meeting, February 3, 2018**

Approved by FASN Board of Directors, January 8, 2018