



The Ohio Association of School Nurses BYLAWS

Amended and Approved February 2015

ARTICLE I - NAME

The name of this corporation shall be the OHIO ASSOCIATION OF SCHOOL NURSES (OASN), an affiliate of the National Association of School Nurses (NASN) and shall be known in this document as OASN or the Association.

ARTICLE II - GOALS

The goals of the Association shall be:

Section 1:

ÉTo operate as a professional and educational organization on a non-profit basis.

Section 2:

ÉTo promote and advance the quality of school health services and health education throughout the state.

ARTICLE III - STANDARDS of PROFESSIONAL PRACTICE

All members of the Association are expected to adhere to the most current Scope and Standards of Professional School Nursing as defined by the National Association of School Nurses.

ARTICLE IV - MEMBERS

Section 1: Classification

ÉMembers of OASN shall be designated as Active, Member-at-large, Retired, Student, Associate, Honorary and Corporate/Business/Professional Organization.

- Membership through unified dues qualifies your membership in the same classification in both OASN and NASN.

Section 2: Active

To qualify as an Active member in OASN one must:

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

ÉHold a current, valid school nurse license issued by the Ohio Department of Education (ODE).

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

ÉActive members shall be voting members of OASN and may hold office.

* This membership entitles the member to receive publications and electronic communications.

Section 3: Member-at-Large:

ÉThose persons who hold a special interest in or are working with this Association and who are not eligible for any other membership classification including LPNs. These members shall not make motions, vote, or hold office, but may serve on committees.

ÉThis membership entitles the member to receive publications and electronic communications sent to Active members.

Section 4: Retired:

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

ÉRetired members shall be voting members of OASN, may serve on committees, but may not hold office.

ÉThis membership entitles the member to receive publications and electronic communications sent to Active members.

Section 5: Student

ÉAny student of a school of professional nursing not employed as a school nurse.

ÉStudent membership shall not be granted to a person who has previously attained or been eligible for Active membership status.

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

ÉStudent members shall not make motions, vote, or hold office, but may serve on committees.

ÉThis membership entitles the member to receive publications and electronic communications sent to Active members.

Section 6: Associate

ÉAssociate 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.

ÉAssociate members shall not make motions, vote, or hold office, but may serve on committees.

ÉThis membership entitles the member to receive publications and electronic communications sent to Active members.

Section 7: Corporate/Business/Professional Organization

ÉOASN 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.

ÉGranting of this type of membership shall in no way bind the Association to support philosophies or policies of any Corporate/Business/Professional Organization members.

ÉCorporate/Business/Professional Organization members shall not make motions, vote, or hold office, but may serve on committees.

ÉCorporate/Business/Professional Organization memberships may be rescinded upon the recommendation of the Board of Directors and a majority vote by ballot at the annual meeting of the Association.

ÉThis membership entitles the member to receive publications and electronic communications sent to Active members.

ARTICLE V - OFFICERS

Section 1: Officers

ÉThe officers of the Association shall be president, president-elect, vice-president, secretary, treasurer, and NASN representative. These officers will be known as the Executive Committee.

ÉThe Board of Directors will consist of the elected officers, regional representatives, representative-at-large and the chairs of all strategic and standing committees.

ÉSupport the goals and mission of the Association and perform duties as outlined in the Board of Directors Handbook.

Section 2: Terms of office

ÉThe President and President-elect shall serve a term of two years in each office or until their successors are elected and installed. They shall be elected in the even numbered years.

ÉThe Vice-President shall be elected for a term of two (2) years or until a successor is elected. The Vice President shall be elected in the odd numbered years.

ÉThe Secretary shall be elected for a term of two (2) years or until a successor is elected. The Secretary shall be elected in the even numbered years.

ÉThe Treasurer shall serve for a term of two (2) years or until a successor is elected. The Treasurer-elect shall be elected for one year and then succeed to the position of Treasurer for a term of two (2) years or until a successor is elected.

ÉThe NASN Representative shall be elected for a term of four (4) years or until a successor is elected. The NASN Representative shall be elected in the odd numbered years unless otherwise required by the NASN by laws.

Section 3: Duties of officers

The President shall:

ÉPreside over all meetings of the Association, the Board of Directors and the Executive and Advocacy Committees.

ÉProvide leadership in the development and attainment of the mission and goals of OASN.

ÉAppoint the chairperson of the following committees: Public Relations, Professional Practice, and OASN Education and Research Endowment Advisory Committee subject to the approval of the Board of Directors.

ÉAppoint special committees as deemed necessary to carry out the work of the Association subject to the approval of the Board of Directors.

ÉServe as ex-officio member of all strategic, standing and special committees except the Nominating Committee.

ÉIn the event of a resignation of the chairperson of a strategic, standing or special committee, appoint a new chairperson, subject to the approval of the Board of Directors.

ÉAppoint one Statewide Representative-at-Large subject to the approval of the Board of Directors to serve during the appointing President's term of office.

ÉPerform such duties inherent to the office of President and as may be assigned by the Board of Directors and outlined in the Board of Directors Handbook.

ÉInitiate and facilitate an annual performance evaluation of the OASN Executive Director.

The President-Elect shall:

- ÉPreside over all meetings of the Association, Board of Directors and Executive Committee in the absence of the President.
- ÉSucceed to the unexpired term of the President if unable to serve for any reason or resigns, and then serve the term for which elected.
- ÉChair the Nominating Committee.
- ÉServe on the Finance and Advocacy Committee.
- ÉPerform such other duties as may be assigned by the President or the Board of Directors and as outlined in the Board of Directors Handbook.
- ÉAnnually review and update the Board of Directors Handbook

The Vice-President shall:

- ÉServe as chairperson of the Program and Resources committee.
- ÉPreside in the absence of the President and President-Elect.

The Secretary shall:

- ÉRecord the proceedings of all meetings of the Association, the Board of Directors and the Executive Committee.
- ÉCarry on the correspondence of OASN as directed by the President and the Board of Directors.
- ÉSupport the mission and goals of OASN and perform duties as may be assigned by the President or the Board of Directors and as outlined in the Board of Directors Handbook.

The Treasurer shall:

- ÉReceive all monies of the Association, pay bills and disburse funds as directed by the Board of Directors.
- ÉMaintain all financial records of the Association.
- ÉPresent a written report at the annual meeting of the Association and at such other times as requested by the Board of Directors.
- ÉServe as the chairperson of the Finance Committee.
- ÉSupport the goals and mission of the Association and perform duties as may be assigned by the President or the Board of Directors and as outlined in the Board of Directors Handbook.
- ÉSecure a professional review of the OASN financial books every year.

The NASN Representative shall:

- ÉRepresent OASN on the Board of Directors of NASN.
- ÉPresent reports of NASN activities to the Board of Directors and general OASN membership.
- ÉPerform such other duties as may be assigned by the President or the Board of Directors and as outlined in the Board of Directors Handbook.

Section 4: Association Property/Transition Meeting

Each officer shall transfer Association property and records to a successor within one (1) month after leaving office. This should be completed at or prior to the first board meeting following elections or appointments to office.

ARTICLE VI - MEETINGS

Section 1: Regular Meetings of the Association

There shall be an Annual meeting to conduct the business of the Association.

Twenty five (25%) of the Active members may petition for a special meeting of the Association.

The Board of Directors may arrange for such other state or regional meetings, as it may deem proper and necessary.

Section 2: Quorum

A majority of the Active members registered and present at an official meeting of OASN shall constitute a quorum.

ARTICLE VII - BOARD OF DIRECTORS

Section 1: Composition

The Board of Directors shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, NASN Representative, one Representative from each affiliate region and a statewide Representative-at-Large and all Strategic and Standing Committee Chairs. Each member of the Board of Directors shall have one vote.

This Association does not discriminate based on gender, ethnic origins, or religious preference.

Board members shall be Active members of OASN and their Regional Association.

Section 2: Duties

The Board of Directors shall:

Establish goals and objectives to accomplish the mission of the Association.

Monitor, evaluate and update the strategic plan on an ongoing basis.

Supervise the affairs of OASN between meetings of the Association membership.

Determine policy between meetings of the Association and make general policy recommendations to membership at the annual meeting or electronically.

Determine the time and place of the annual meeting and all special meetings of the Association.

Control and manage funds and property of the Association.

Review the annual budget and make general recommendations for its adoption at the annual meeting.

Approve all strategic and standing committee chair appointments as required.

Implement and evaluate programs as authorized by the Association.

Review the state regional boundaries as needed and recommend changes for approval at the annual meeting. These regions shall represent nearly equal membership, be compact and contiguous, but shall not divide a county between regions. School districts that cover more than one county area shall belong to the region of the county where their central office is located.

Section 3: Meetings

ÉThe Board of Directors shall meet quarterly. The President may call additional meetings.

ÉGuests or observers may attend and speak at Board of Directors meetings.

ÉGuests/observers may request additional time to speak to the Board on a topic by contacting the President a minimum of 24 hours in advance of the meeting.

They must state the topic they will address and approximate time necessary to address the topic.

The President may set a time limit.

These guests have voice but no vote.

- Exceptions to advance notice would be those guests invited by the President to address the Board of Directors on a particular agenda item.

Section 4: Quorum

A majority of the members of the Board of Directors shall constitute a quorum.

Section 5: Vacancy

In the event an officer is unable to serve on the Board of Directors, the President, with Board approval shall appoint a member to fill the unexpired term. A vacancy in the office of President shall be filled by the President-elect, who shall serve for the unexpired term of the President and the term of office as President to which he/she was elected. A vacancy in the office of Treasurer shall be filled by the Treasurer-elect, who shall serve for the unexpired term of Treasurer and the term of office as treasurer to which he/she was elected. The respective region shall fill a vacancy among the regional representatives.

ARTICLE VIII - EXECUTIVE COMMITTEE

Section 1: Composition

The Executive Committee shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer, NASN Representative.

Section 2: Authority

The Executive Committee shall have the authority to conduct business that requires immediate attention or action, which may occur between scheduled meetings of the Board of Directors. The Executive Committee shall submit reports to the Board of Directors on actions taken.

Section 3: Meetings

The Executive Committee shall meet at the call of the President. The notice of time, place and the purpose of the meeting shall be given not less than three (3) days before the meeting.

Section 4: Quorum

Four (4) members of the Executive Committee shall constitute a quorum.

ARTICLE IX - COMMITTEES

Section 1: Strategic Committees and Standing Committees

Strategic Committees: Advocacy, Public Relations, Conference, Professional Practice

Standing Committees: OASN Education and Research Endowment Advisory,
Finance, Nominations, CE Providership

Section 2: Specific Duties:

All Chairpersons shall serve a two-year term and shall have full voting privileges.

Chairpersons who are appointed may serve consecutive terms at the discretion of the President.

Strategic Committees:

Advocacy

The President shall serve as the chairperson of the Advocacy Committee.

The committee shall include the Executive Director, Legislative Liaison, and other members appointed by the chairperson.

Duties:

ÉMonitor state legislative activity that is a concern to school nurses.

ÉWork with legislation specialists to promote the health of school children and advance the practice of school nursing.

ÉProvide support and resources for membership in advocating the role of school nurses.

Public Relations

The President shall appoint the chairperson of the public relations committee subject to the approval of the Board of Directors.

The committee chair shall appoint members of the committee.

Duties:

ÉRecruitment and enroll all eligible nurses in Ohio.

ÉRecommend to the Board of Directors the electoral regional boundaries.

ÉPromote statewide efforts regarding the mission, goals, and concerns of OASN.

Conference Committee

The Vice-President shall be the chairperson of the Conference Committee and will collaborate with the Executive Director to plan, implement and evaluate the conference.

Duties:

ÉPlan, coordinate and evaluate the annual conference.

Professional Practice Committee

The President shall appoint the chairperson of the Professional Practice Committee subject to approval of the Board of Directors.

The committee chairperson shall appoint members to represent professional practice issues (which may encompass research, evidence-based practice, education, and administrative sub-committees)

Duties:

ÉPromote and coordinate the research and evidence-based practice efforts and interests of OASN.

ÉIdentify significant issues that impact the health of school children and/or the practice of school nursing that require written position, resolution or response statements from the Association.

ÉReceive in writing and review all statement proposals for consideration.

ÉDraft and submit statement proposals to the Board of Directors for approval.
ÉSubmit statement proposals for the consideration and approval of the
Membership at the annual meeting of the Association or through the Newsletter or
special mailing.

Standing Committees:

OASN Education and Research Endowment Advisory

The President shall appoint the chairperson of the OASN Education and Research Endowment Advisory Committee subject to the approval of the Board of Directors. The committee chairperson shall appoint members of the committee.

Duties:

ÉManage, track and promote the association's Endowment funds
ÉPromote and recognize association members who have received various professional awards and/or scholarships.

Finance

The Treasurer shall be the chairperson of the Finance Committee. The President-Elect, Treasurer-Elect (during mentee time) and at least one (1) member appointed by the President shall comprise the Finance Committee.

Duties:

ÉPrepare and present a proposed annual budget to the Board of Directors at the last Board meeting of the fiscal year.
ÉProvide for an annual professional review of the Treasurer's records.

Nomination

The President-Elect shall serve as the chairperson of the Nomination Committee. The committee chairperson shall appoint members of the committee.

Duties:

ÉSeek out qualified candidates for elected offices.
ÉOversee the election process.

Section 3. Special Committees

Such other committees shall be appointed by the President subject to the approval of the Board of Directors as the Association or the Board shall from time to time deem necessary to carry out the work of the Association.

Section 4. Details

Each committee shall consist of no fewer than three (3) members. All committee members shall be members of their Regional Association and OASN.

ARTICLE X - 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. Only Active members of OASN shall be eligible to be elected.

Section 2. Elections

Elections shall be by mailed or electronic ballot. Ballots shall have a designation for write-in candidates.

Ballots must be mailed or electronically sent to the Active and Retired members thirty (30) days prior to the annual meeting of OASN.

Ballots must be marked and returned to the Nominating Committee postmarked or electronically mailed not later than fifteen (15) days prior to the annual meeting.

In the event that the Nominating Committee has only one (1) candidate to nominate for any office to be filled, the vitae of the candidate and the ballot shall be disseminated to membership prior to the annual meeting.

A plurality vote shall elect. In the event of a tie, the chairperson of the Nominating Committee in the presence of a majority of the committee shall resolve the tie by the flip of the coin.

This action shall be recorded and signed by the committee members present.

Nominations will be taken from the floor according to Roberts Rules Revised.

** In the event that no member has declared candidacy for an office either by the Nominating Committee or recognition from the floor at the annual business meeting, the President may appoint a qualified candidate to fill any open office following posting of the candidate's vitae for membership review and approval of a quorum of the Board of Directors.*

Section 3.

Officers and Representatives shall begin a transition period at the close of the annual meeting at which they were declared elected. Full assumption of duties will begin at the Summer Board Meeting.

ARTICLE XI - FINANCES

Section 1. Dues

Changes to annual dues for all membership classifications of OASN shall be recommended by the Board of Directors and must be approved by the members at the Annual meeting.

The Board of Directors shall determine dues for all other membership categories.

Dues are payable annually. Delinquent members shall forfeit all privileges of membership until reinstated to membership.

The Ohio Association of School Nurses shall have a unified dues structure with the National Association of School Nurses.

Section 2. Fiscal Year

The fiscal year shall be September 1 through August 31.

ARTICLE XII - DISSOLUTION

In the event of dissolution of the Ohio Association of School Nurses, all assets remaining shall be distributed among the Regional Affiliates, based on the percentage of OASN membership and provided that they are exempt from federal income taxation at the time of the dissolution. In the event that a Regional Affiliate is not recognized as exempt from federal taxation, then the assets shall be distributed to the National Association of School Nurses provided that it is recognized as exempt from federal taxation.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

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

ARTICLE XIV - AMENDMENTS

Section 1.

These by laws may be amended at the Annual meeting of the Association by a majority vote to the registered, present voting members, provided the amendment has been disseminated to the members at least thirty (30) days prior to the date of the meeting.

Section 2.

By a two-thirds (2/3) vote, amendments to the bylaws may be introduced from the floor at the Annual meeting and adopted by a majority vote

ARTICLE XV - EXECUTIVE DIRECTOR

Section 1: Appointment

The Executive Committee shall employ an Executive Director, on a contractual basis, on behalf of OASN. The same authorities may make removal from office for sufficient cause.

Section 2: Responsibilities

The Executive Director shall be responsible to the Board of Directors and shall carry out such responsibilities in connection with the affairs of the Association office as specified in the employee contract/job description by the Board of Directors, within approved policies and budget limitations.

ADOPTED 4/1992

REVISED 4/1993

REVISED 4/1997

REVISED 3/2003

REVISED 3/2007

REVISED 4/2008

REVISED 3/2009

REVISED 3/2011

REVISED 2/2015

PROCEDURE FOR ADOPTING A REVISION OF THE BY LAWS

Before the meeting:

ÉNotice: Give notice according to the provisions in the bylaws to all qualified voting members that a revision of the bylaws will be presented at the designated meeting.

At the meeting:

Chair (President): "May we have the report of the committee appointed to revise the bylaws?"

Committee chairman (or reporting member):

"Madam President, on behalf of the committee, I move the adoption of the proposed revision/s to the bylaws."

(The motion does not require a second if coming from a committee of more than one (1) person.)

Chair (President):

ÉRepeat the motion as stated.

É"The motion is to adopt the proposed revision/s of the bylaws."

ÉCall on the reporting member to begin reading the revision/s.

ÉThe revision/s are read and discussed. After each part is read, it is open to debate and amend.

ÉAny amendments proposed are considered and voted on before the next part is read and considered. These amendments require only a majority vote and must be germane to the section to which they refer. No vote is taken on the article/section as amended.

É"All those in favor of adopting the revision/s, say 'Aye.' Those opposed say, 'No.'

É"The revision/s is/are adopted (or not adopted)."

ÉUnless adopted with provisos as to the time in implementation, the bylaws are effective immediately.