



Bylaws

Oregon School Nurses' Association

On behalf of the children of Oregon

Article One: Name and Purpose

- I. Section 1: The name of said corporation shall be the Oregon School Nurses' Association, Inc (hereafter called OSNA).
- II. Section 2: The purpose shall be:
 - A. To promote effective school nursing services and improve the health status of children and youth thereby, supporting the education process.
 - B. To provide a medium through which nurses engaged in school nursing practice can exchange ideas, seek solutions to common problems, and stimulate their professional growth and unity.
 - C. To provide communication and coordination between school nurses and other organizations and agencies concerned with health issues and education.
 - D. To provide leadership and consultation for collegiate programs to develop appropriate course work in the specialty of school nursing.
 - E. To provide a significant source of continuing education opportunities for professional school nurses.
 - F. To promote and support legislation which benefits the health and wellness needs of children.
 - G. To function as an affiliate of the National Association of School Nurses (hereafter called NASN).

Article Two: Membership

- I. Section 1: Active Membership
 - A. Active membership in this association shall be open to all registered nurses licensed by the State of Oregon who have as their primary assignment, the administration, education, or the provision of school health services.
 1. Active membership does not require TSPC (Teacher Standards and

- Practices Commission) certification.
2. Active members shall be entitled to full membership rights, which include the following:
 - a) Voting.
 - b) Holding office on the Board of Directors.
 - c) Serving as chairperson of standing or intermittent committees.
- II. Section 2: Retired Membership
- A. Retired members shall be any Active OSNA member who retires and, upon retirement, notifies OSNA.
 - B. Retired members shall be entitled to membership rights excluding the right to vote and hold office on the Board of Directors.
- III. Section 3: Member-at-Large
- A. Those persons who hold a special interest in or who are working with OSNA and who do not fit into any other OSNA membership classification.
 - B. At-Large members shall be entitled to membership rights excluding the right to vote and hold office on the Board of Directors.
- IV. Section 4: Student
- A. Student status:
 1. A member who is enrolled in a professional nursing program to meet requirements to become a school nurse, or
 2. A member not currently a nurse in a professional nursing program.
 - B. Special requirements
 1. Must submit proof of enrollment in a professional nursing program with membership form.
 2. Will be allowed a maximum of five years of student membership.
 3. Will be ineligible for student membership if
 - a) The requirements to be a school nurse are completed.
 - b) The nurse is pursuing further education.
 - C. Student members shall be entitled to all membership rights excluding the rights to vote, hold office of the Board of Directors, and serve as chairperson of standing or intermittent committees.

Article Three: Dues

- I. Section 1: Annual dues for members shall include fees for state and national affiliation. Members will be advised of any changes in fees at a regular business meeting.
- II. Section 2: The membership year shall be for one calendar year from the date that dues are paid. Dues will be considered delinquent after 90 days past renewal date.
- III. Section 3: Retired member dues are reduced in accordance with NASN guidelines.

Article Four: Board of Directors

- I. Section 1: Members
 - A. Officers:
 - 1. The officers of the association shall consist of
 - a) President
 - b) President Elect
 - c) Vice President
 - d) Secretary
 - e) Treasurer
 - 2. The officers of the association shall be active members per Article two: Section 1 in good standing.
 - B. The Oregon NASN Director
- II. Section 2: Duties of the Board
 - A. The Board of Directors shall manage the affairs of OSNA by
 - 1. Establishing and maintaining Operational Guidelines to assure consistent procedural practices of OSNA.
 - 2. Preparing and approving an annual budget.
 - 3. Carrying out established policies.
 - 4. Suggesting policies for consideration by the membership.
 - 5. Reporting its actions to the members.
 - B. The Board of Directors may appoint an active member to represent OSNA on a committee, task force, or another board.
- III. Section 3: Duties of Individual Board Members
 - A. All members of the Board of Directors shall
 - 1. Have voting rights in all meetings.
 - 2. Be responsible for the governance and fiduciary policy of OSNA.
 - 3. Promote the mission, vision, and goals of OSNA.
 - 4. Be responsible for committee chair or liaison duties as detailed in the OSNA Operating Guidelines.
 - B. President: The President shall
 - 1. Preside over meetings of the Board and the General Membership.
 - 2. Appoint Intermittent committees.
 - 3. Represent the association before the public, either personally or through delegates.
 - 4. Perform all other functions usually attributed to this office.
 - C. President Elect: The President Elect shall
 - 1. Work closely with the President and those committees as directed by the President.
 - 2. Perform the duties of the President in the absence of the President.
 - 3. Become President at the expiration of the two year term or in the event that the President's office is vacated.
 - 4. Perform yearly reviews of the Bylaws and Operating Guidelines.
 - 5. Perform other duties as assigned by the President.
 - D. Vice President: The Vice President shall
 - 1. Perform the duties of the President in the absence of the President and the President Elect.

2. Perform other duties as assigned by the President.
- E. Secretary: The Secretary shall
 1. Keep accurate minutes of all meetings.
 2. Maintain official files, including committee and special reports concerning the association business.
 3. Conduct correspondence as directed.
- F. Treasurer: The Treasurer shall
 1. Hold the funds of the association and disburse them upon authorization of the Board of Directors.
 2. Maintain a current account of income and expenses.
 3. Prepare and present a written financial report for the membership biannually.
 4. Be responsible for all correspondence dealing with income, expenses, taxes, and association tax exempt status.
- G. Oregon State-affiliate NASN Director shall
 1. Be responsible for communications between OSNA and the NASN Board of Directors.
 2. Attend the NASN Board meetings and annual conference.
 3. Complete necessary state reports requested by NASN.
 4. Submit reports to the OSNA membership via newsletter, e-mail and/or oral presentations, as requested by the OSNA Board of Directors.
 5. Be selected by the general membership of OSNA.
 6. Participate in the development and approval of Policies and Procedures governing NASN.
 7. Have a fiduciary responsibility to NASN for appropriate business and financial decisions.
 8. Have voting rights in all meetings of NASN.
 9. Be responsible for the governance and fiduciary policy of OSNA when this is not in conflict with NASN responsibilities.

Article Five: Advisory Board

- I. Section 1: Advisory Board may include, but not be limited to
 - A. Chairpersons of
 1. Standing Committees
 2. Intermittent Committees
 - B. OHA (Oregon Health Authority) School Nurse Consultant
 - C. ODE (Oregon Department of Education) School Health Specialist
 - D. NBCSN (National Board for the Certification of School Nurses) Liaison
 - E. Immediate Past President
 - F. Emeritus Member
- II. Section 2: Responsibilities of Advisory Board Members
 - A. All Advisory Board Members
 1. Serve as non-voting advisors to the Board of Directors.

2. May be invited to meeting of the Board of Directors at the request of the President or the Advisory Member.
- B. Responsibilities of Individual Advisory Board Members
1. Standing Committee Chairpersons: Appointed by the President and perform other duties as described in Article Ten: Section 1, C, 1-7.
 2. Intermittent Committee Chairpersons: Appointed by the President and perform other duties as described in Article Ten: Section 2, C, 1-4.
 3. OHA State School Nurse Consultant:
 - a) Provides consultation and professional expertise to OSNA.
 - b) Serve as a standing member of the Conference Planning Committee.
 4. ODE School Health Specialist:
 - a) Provides consultation and professional expertise to OSNA on matters relating to school health law and education policy defined by ODE.
 5. NBCSN liaison:
 - a) Supports professional development of school nurses in Oregon.
 - b) Promotes National Certification.
 6. Immediate Past President:
 - a) Serves as the chair of the Nominating Committee.
 - b) Serves as a standing member of the Scholarship Committee.
 - c) Performs duties to ensure smooth transition of official responsibilities of the President.
 7. Emeritus Member:
 - a) Provides consultation and professional expertise to the association as requested by the President.
 - b) Serve as a standing member of the Conference Planning and Scholarship Committees.
 - c) Invited by the President and appointed by vote of the Board of Directors, shall serve a term concurrent with the term of the inviting President.
 - d) Is currently or has been a practicing nurse in a school setting.

Article Six: Code of Conduct

- I. Section 1. Removal
 - A. Any officer or agent elected by the membership or appointed by the Board of Directors may be removed by a vote of no confidence by the Board whenever it is determined that the best interests of OSNA will be served.
- II. Section 2. Conflict of Interest
 - A. Each member of the Board of Directors, the Advisory Board, or a Committee shall disclose any duality of interest or possible conflict of interest whenever the duality or conflict pertains to a matter being considered by the Board of Directors.
- III. Section 3. Confidentiality
 - A. Any officer or agent elected by the membership or appointed by the Board of

Directors shall agree to maintain confidentiality of information which is personal, financial, privileged, or proprietary both during and after service to OSNA.

Article Seven: Associations and Liaisons

- I. Section 1: OSNA will associate only with entities (organizations, agencies, or coalitions) that promote the health and safety of children.
 - A. The Board of Directors will develop and utilize a process to vet entities which may be officially associated with OSNA.
 - B. A vote of the Board is required to establish or discontinue an association.
 - C. The President of the Board may appoint liaisons to organizations which are officially associated with OSNA when necessary.

Article Eight: Meetings

- I. Section 1: Board of Directors Meetings
 - A. Board of Directors shall meet at least four times yearly.
 - B. Board Members shall be notified of such meetings at the direction of the President.
 - C. Meetings may be held in person or electronically, as per section 4.
 - D. One meeting will be held in conjunction with a 1-2 day retreat.
- II. Section 2: General Memberships Meetings
 - A. A general meeting of the membership shall be held each year at the time and place that the Board of Directors shall determine to
 1. Conduct business.
 2. Hear reports of progress of the past year.
 3. Amend bylaws.
 4. Do other business as may properly come before it.
- III. Section 3: Special Meetings of the Membership
 - A. Special meetings of OSNA may be held when called by the majority of the Board of Directors; or by 10% of OSNA membership.
 - B. Members of OSNA shall be notified of special meetings at least ten (10) days prior to meeting, and the notice shall specify the nature of any and all business to be conducted.
 - C. Special meetings of the membership may be held in person or electronically, as per section 5, when the number of attendees can be accommodated by the technology forum currently in use.
- IV. Section 4: Committee Meetings
 - A. Committees shall meet in accordance with the charge given them by the Board of Directors.
- V. Section 4-5: Electronic Meetings
 - A. Board of Directors meetings, Special Meetings of the Membership, and Standing and Intermittent Committee meetings are authorized to meet by telephone

conference or through other electronic communication media so long as

1. A quorum is present.
2. All the members simultaneously hear each other and participate during the meeting.

Article Nine: Quorum

I. Section 1: General Meetings

- A. The active members of the association present at an official meeting shall constitute a quorum for the transaction of business.

II. Section 2: Board of Directors Meetings

- A. A majority of the voting members of the Board of Directors, including at least two of the following: President, President Elect, or Vice President, shall constitute a quorum.

Article Ten: Committees

I. Section 1: Standing Committees

- A. Standing committees shall assume such duties specified in these bylaws and such other duties assigned by the President.
- B. Standing committees shall function in accordance with the charge given them by the Board of Directors.
- C. The standing committees of OSNA will include, but not be limited to the following:
 1. Communication: The Communication Committee shall design and implement communication strategies, as approved by the Board, including monitoring the website.
 2. Conference: The Conference Committee shall plan and promote continuing professional education for the members at conferences.
 3. Legislative: The Legislative Committee will serve to increase the political knowledge and aptitude of the OSNA membership to more effectively market the skills of school nurses. It shall inform members of legislation pertaining to school health and lobby for legislative issues which affect the children of Oregon and school nursing practices.
 4. Membership: The Membership Committee shall maintain a current roster of members, actively recruit, accept new members, and maintain the membership information file.
 5. Finance: The Finance Committee will serve to establish an annual operating budget and ensure financial sustainability through grant writing and fundraising.
 6. Scholarship Committee: The scholarship committee shall initiate, promote, and complete the process whereby scholarship funds are

awarded.

7. School Nurse /School Nurse Administrator of the Year Selection Committee: This committee shall initiate, promote and complete the process whereby a member shall be selected for the title from nominations. The name of the person(s) selected as School Nurse/School Nurse Administrator of the Year shall be announced annually. The chair of this committee shall be the Vice President.

II. Section 2: Intermittent Committees or Task Forces

- A. Intermittent Committees or Task Forces shall be appointed by the President or Board of Directors when necessary and discharged upon completion of their duties.
- B. Intermittent committees shall function in accordance with the charge given them by the Board of Directors.
- C. Intermittent Committees or Task Forces will include, but not be limited to the following:
 1. Nominating: The nominating committee shall perform the duties described in Article Ten, Section 1, A-C.
 2. Auditing: An independent auditor or a committee of two members will be appointed annually to review the financial records. If there are any irregularities discovered upon this informal audit the association shall have the books professionally audited.
 3. Parliamentarian: A parliamentarian may be appointed to serve the Board for each general meeting of the association as needed for the conducting of organization business.
 4. Tellers: The tellers committee shall be appointed by the President to validate any vote held at a general meeting, and shall be comprised of at least two non-voting attendees.

III. Section 3:

- A. No current officers of OSNA shall serve on the following committees:
 1. Nominating
 2. Auditing
 3. Tellers

Article Eleven: Nominations

- I. Section 1: The Nominating Committee
 - A. Shall be appointed by the President.
 - B. Shall solicit candidates for the offices of the Board, as stipulated in Article Four, from the general membership.
 - C. A Past President shall be the chair of the Nominating Committee.
- II. Section 2: Nominations at elections:
 - A. Nominations may be made from the floor.
 - B. The ballot shall be presented at the General Meeting of OSNA.

Article Twelve: Elections

- I. Section 1: Elections
 - A. Elections shall be held at the General Meeting.
 - B. Terms of all those elected shall commence at the adjournment of that meeting.
- II. Section 2: Terms of Office
 - A. Officers of the Board of Directors shall be elected to serve two (2) year terms.
 - B. The NASN Director
 - 1. Will be elected for a term of four (4) years.
 - 2. An incoming NASN director shall work with the current NASN Director from June until January.
 - 3. The NASN Director's term shall commence at the January NASN Board of Directors meeting.
 - C. No officer shall serve more than two (2) consecutive terms in the same office.
 - D. In the absence of a qualified, willing candidate, the current officer may remain in office, provided that the exception to the term limit rule for that officer is approved by a majority vote of the Board or the General Membership.
- III. Section 3: Resignations of Officers
 - A. Whenever an officer resigns from office, an interim replacement will be invited by the President and appointed by vote of the Board of Directors until a special election can be held at the next General Meeting.
- IV. Section 4: Election
 - A. Members shall vote for officers by secret ballot.
 - B. All ballots and other records of elections shall be presented to the parliamentary or tellers committee for official verification and then destroyed.
 - C. A plurality vote of those present, entitled to vote, and voting shall constitute an election.
 - D. In case of a tie in an election with multiple nominees, there will be a re-vote between those tied nominees with the most votes. If the tie remains, the choices shall be decided by lot.

Article Thirteen: Amendments

- I. Section 1: These bylaws may be amended
 - A. By a two thirds (2/3) majority of the voting members attending a regular or special meeting of the OSNA if the proposed amendment or amendments have been provided to the voting members within a reasonable time frame prior to the meeting.
 - B. By unanimous vote of the members present without previous notice.

Bylaw revisions: 8/78; /82; /88; 8/91; 4/00; 4/06, 4/17, 4/18

