

NEVADA STATE ASSOCIATION OF SCHOOL NURSES BYLAWS

August 1, 2015

Tax-exempt, not for profit, State of Nevada Corporation

Article I Name

The name of the corporation shall be the Nevada State Association of School Nurses (Hereinafter known as NSASN). NSASN is an affiliate of the National Association of School Nurses, Inc.

Article II Goals

- Section 1. The goal of NSASN shall be to operate exclusively as an educational organization on a non-profit basis.
- Section 2. To promote and advance the quality of school health services and health education throughout Nevada.

Article III Membership and Dues

- Section 1. Eligibility. Active membership in NSASN shall be open to any registered, professional nurse who meets the requirements for school nursing in the State of Nevada, and who holds current membership in the National Association of School Nurses, Inc. and who is in compliance with such other qualifications or requirements set forth in these bylaws.
- Section 2. Instatement. Any person eligible for membership shall become a member upon payment of dues to the National Association of School Nurses, Inc. for his/her class of membership and who meets the requirements set forth in these bylaws for his/her class of membership.
- Section 3. Classification. There shall be six classes of membership: Active, Associate, Retired, Student, Corporate/Business/Professional Organization, and Member-at-Large.
1. Active members
To qualify for Active membership in NSASN one must:
 - a. Be a registered professional nurse (BSN).
 - b. Meet the criteria for certification as a school Nurse per the Nevada Board of Education
 - c. Have as a primary assignment, the administration, education or the provision of school health services
 - d. Any retired member, who desires to remain in the Active Membership classification shall be required to pay full Active

dues and upon payment of dues, shall be granted Active membership privileges.

1. Associate members shall be:
Any registered nurse who is not eligible for Active membership, but who serves a school as a "school nurse".
2. Retired members shall be:
Any Active member of NSASN, upon retirement shall be eligible to become a Retired member, upon notification to the Board of Directors.
3. Student members shall:
 - a. Registered Nurse enrolled in a professional nursing program to become a school nurse, or enrolled in a professional nursing program to become a nurse.
 - b. Submit proof of enrollment in a professional nursing program with the membership form
 - c. Be allowed a maximum of five(5) years of student membership
 - d. Be ineligible for student membership if they have completed the requirements to be a school nurse and are pursuing further education

E. Corporate/Business/Professional Organization members shall be:

1. Those organizations that desire to support the goals of the NSASN and whose members are not eligible for Active or Associate membership in NSASN.
2. Granting of a Corporate/Business/Professional Organization membership shall in no way bind NSASN to support philosophies or policies of any Corporate/Business/Professional Organization members.

F. Member-at-Large shall be: Those persons who hold a special interest in or who are working with NSASN and who do not fit into any other Corporation membership classification.

Section 4: Rights. Active members shall be entitled to exercise full membership rights.

Section 5: Rights-Restrictions. Associate, Retired, Student, Corporate/Business/Professional Organization and Member-at-Large members shall have all the privileges of membership, except the privilege of voting and holding an office.

Section 6. Dues. All annual dues shall be established by the Board of Directors.

Article IV
Fiscal and Membership Year

- Section 1. Fiscal Year. The fiscal year of NSASN shall be from September 1, through August 31.
- Section 2. Payment of dues authorizes membership in NASN/NSASN for one full year from the date of payment. Membership growth is calculated based on the fiscal year.

Article V
Officers

- Section 1. Composition. The elective officers of NSASN shall be a president, president-elect, secretary and a treasurer.
- Section 2. Eligibility. Only Active members of NSASN who are working in the field of school nursing and who have been members of NASN for no less than one year shall be eligible to hold office.
- Section 3. Term of Office. Officers shall serve for a term of two years or until their successors are elected, and their term shall begin upon the adjournment of the NSASN annual meeting in which they were declared elected.
- Section 4. Vacancy. In the event of a vacancy in the office of president, the president-elect shall become president. All other vacancies in office shall be filled by appointment of the Board of Directors.
- Section 5. Duties. The officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Corporation.
- A. The President shall:
1. Preside at all meetings of the Board of Directors, all NSASN meetings, and at all membership meetings.
 2. Appoint Committees subject to approval of the Board of Directors.
 3. Appoint such special committees as deemed necessary.
 4. Be an ex-officio member of all committees except the nominating committee.
 5. Perform such other duties as may be required or assigned.
- B. The President-elect shall:
1. In the absence or disability of the President, perform the duties of the President.
 2. Succeed the President for the unexpired term, and upon the adjournment of the unexpired term serve the term of President as elected.

3. In the absence or disability of the Director, perform the duties of the Director.
4. Perform such other duties as may be required or assigned by the President or Board of Directors

C. The Secretary shall:

1. Keep minutes of the proceedings of all meetings of NSASN.
2. Facilitate communication regarding all meetings and events as directed by the President.
3. Perform such other duties as may be assigned by the President or Board of Directors.

D. The Treasurer shall:

1. Keep full and correct accounts of receipts and disbursements of the Corporation.
2. Dispose of funds, as may be ordered by the Board of Directors.
3. Serve as chairperson of the Finance Committee.
4. Perform such other duties as may be assigned by the President or the Board of Directors.
5. Provide monthly, a list of new members to the President and Membership Committee Chair.

Article VI Meetings

- Section 1. Annual Meeting. NSASN shall hold an Annual Meeting each year, at the time and place the board of directors shall determine, to conduct business, hear reports of progress of the past year, amend bylaws and do other business as may properly come before it.
- Section 2. Special meetings. The Board of Directors may call special meetings of the general membership as deemed necessary.
- Section 3. Quorum. No less than 25% of the active members present shall constitute a quorum.
- Section 4. Voting. Decisions shall be made by a majority vote.
- Section 5. Electronic Meetings. Board of directors, executive committee, standing and special committees are authorized to meet by telephone conference or through other electronic communication media so long as a quorum is present and all the members simultaneously hear each other and participate during the meeting.

Article VII
Board of Directors

- Section 1. Composition. The Board of Directors shall be composed of the elected officers of NSASN, the NASN Director, least one representative from the northern and southern Nevada local school nurses associations that will act as liaisons between their respective local school nurse associations and NSASN. There will also be a representative from the private/charter schools if available. ALL must be active members of NSASN.
- Section 2. Authority. The Board of Directors shall:
- A. Conduct the affairs of NSASN in accordance with the Bylaws and directives adopted at any meetings.
 - B. Have full power to put into effect the policies and decisions of NSASN.
- Section 3. Duties.
- A. The NASN Director shall:
 - 1. Be appointed by the Board of Directors.
 - 1. Be the liaison between NSASN and NASN.
 - 2. Sit on the NASN board.
 - 3. Attend approximately two meetings per year at NSASN's expense. Meetings are usually held in the fall and in June, prior to the Annual National Conference.
 - 4. Not be one of the officers of NSASN.
 - 5. In the absence or disability of the Director, the President-elect shall perform the duties of the Director.
 - B. The Board of Directors shall:
 - 1. Establish goals and objectives to accomplish the mission of NSASN.
 - 2. Monitor and evaluate the programs designed to implement the established goals and objectives.
 - 3. Ensure that the resources necessary for achievement are available and used efficiently.
 - 4. Establish and maintain current bylaws for NSASN.
 - 5. Determine time and place any board meetings, NSASN meetings and special meetings concerning state and national matters.
 - 6. Establish dues for the variable classes of membership.
 - 7. Adopt a budget and report to NSASN membership meeting the fiscal results of the current year to date.
 - 8. Fill a vacancy occurring in the officers of NSASN.
 - 9. Appoint rather than elect the NASN Director.
 - C. The northern and southern liaisons shall
 - 1. Disseminate to their respective local associations, any pertinent information resulting from any NSASN officers meetings or NASN.

2. Provide any suggestions or important information about their respective local associations, to the NSASN board meetings.

3. Participate as requested in assisting with activities of any of the committees of NSASN.

Section 4. Meetings. The Board of Directors shall:

Meet at least once a year either in person, by phone or video conference. This meeting can be held in conjunction with the NSASN annual meeting.

Section 5. Term of Office. Elected officers shall serve terms of office as stated in Article V, Section 3 of these Bylaws.

Section 6. Quorum. A majority of the members of the Board of Directors shall constitute a quorum.

Section 7. Voting. Decisions shall be made by a majority vote.

Section 8. Removal. A member of the Board of Directors shall be removed if the member fails to meet the requirements for active membership.

Article VIII Committees

Section 1. Titles. The following Committees may be implemented and appointed by the President and the Board of Directors, as needed:

- A. Finance
- B. Legislation
- C. Membership/Fundraising
- D. Nominations/Elections
- E. Conference
- F. Communications

Section 2. Composition. The composition of the Committees shall be the exclusive concern of the President with the approval of the Board of Directors.

Section 3. Duties. The members of each Committee shall perform the duties of their committees as set forth in these Bylaws. Permanent records shall be transferred to oncoming chairpersons as directed by the President.

A. Finance. The Finance Committee shall:

- 1. Be composed of at least three members.
- 2. The chairperson shall be the Treasurer of NSASN.
- 3. Study fiscal matters of NSASN.
- 4. Prepare and present a proposed budget annually to the Board of Directors.
- 6. Review financial records and recommend outside audit on an as needed basis.

- B. Legislation. The Legislation Committee shall:
1. Be composed of a chairperson and three members representing school nurses from throughout Nevada.
 2. Work to establish relationships that will inform the membership of legislation affecting school health services and school nursing.
 3. Review pending legislation relative to school health services, school nursing and the welfare for children.
 4. Shall appraise the membership of current legislation, both State and Federal that is pertinent to education and school nursing and recommend appropriate action be taken.
- C. Membership/Fundraising. The Membership/Fundraising Committee shall:
1. Be composed of a chairperson and three members.
 2. Promote membership in NSASN
 3. Shall keep a current record of all members of the NSASN, including member status.
- D. Nominations/Elections. The Nominations/Elections Committee shall:
1. Be composed of three to five members.
 2. Request names for candidates to be submitted in writing to the chairperson of this committee, with a copy to the President of NSASN
 4. Strongly endeavor to place on the ballot the name of at least two candidates for each office to be filled.
- E. Conference. The Conference Committee shall:
1. Consist of the Board of Directors, and member representatives convenient to the meeting location.
 2. Be the liaison to the Board of Directors concerning the location and price of the venue for the Annual meeting.
 3. Be responsible for the planning of the Annual conference including speakers, vendors, advertising, registration, CEU paperwork and Evaluation.
- F. Communications. The communications committee shall:
1. Maintain communication to the membership through the NSASN's web page, e-mail, or on-line community.
 2. Promote understanding of and support for NSASN with other professional organizations, especially educational organizations, and with the public at large.
 3. Publicize School Nurse Day and interact with the media regarding school health events.

- Section 1. Elections. Election of officers shall be by secret ballot. Ballot may be electronic or mail in and must be completed prior to the NSASN annual meeting. A majority vote of those voting in any election shall constitute an election. The NASN Director position will be appointed by the Board of Directors.
- Section 2. Eligibility. Only Active members of NSASN shall be eligible to be elected to office.

Article X Parliamentary Authority

Robert's Rules of Order Newly Revised shall apply on all questions of procedure and parliamentary laws not specified in these Bylaws.

Article XI Amendments

- Section 1. The Bylaws can be amended by a two-thirds vote in the NSASN annual meeting with previous notice of the proposed amendment having been given to the President at least sixty (60) days prior to the date of the NSASN annual meeting and presented to the membership at least thirty (30) days prior to the date of the NSASN annual meeting
- Section 2. The Bylaws can be amended by a four-fifths (80%) vote in the annual meeting with written notice having been made available at least eight (8) hours before the vote, to all members registered at the annual meeting.

Article XII Dissolution

- Section 1. In the event of dissolution of NSASN, all assets, after all liabilities and obligations have been paid, shall be transferred to NASN or a recognized nurses' association within the State of Nevada.
- Section 2. A 95% vote shall be required for the dissolution of the NSASN at any NSASN meeting, provided a notification of the proposed action has been sent to every member of NSASN at least ninety (90) days before the meeting at which the vote is to be taken.