



BYLAWS
COLORADO ASSOCIATION
OF SCHOOL NURSES, INC.

PO Box 751 Windsor, CO 80550

Article I - Name

The name of the Corporation shall be the *COLORADO* Association of School Nurses, a state affiliate of the National Association of School Nurses, Inc. (hereafter known as CASN).

Article II - Goals

The goals of the Corporation shall be:

Section 1: 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 in Colorado.

Section 3: To encourage visionary and enterprising leadership through participation at the national level.

Article III - Authority

The Executive Board shall conduct the affairs of this organization in accordance with the Bylaws and shall implement such programs as are adopted at the annual meeting.

Article IV - Membership and Dues

Section 1: Eligibility

Active membership in the Corporation shall be open to any registered, professional nurse who meets the required for school nursing in Colorado and who is compliance with such qualifications or requirements as set forth in these Bylaws.

Section 2: Instatement

Any person eligible for membership shall become a member upon payment of dues set 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 seven classes of membership: Active, Associate, Retired, Student, Corporate/Business/Professional Organization, Member at Large, and Honorary.

A. Active Members

1. To qualify for Active membership in CASN one must:
 - a. Be a registered professional nurse;
 - b. Meet state's criteria for certification;
 1. Active members current in 2008 who do not meet state's criteria for Colorado Department of Education Licensure are

grandfathered in as Active members if they keep the membership current.

- c. Have as their primary assignment, the administration, education or the provision of school health services.
2. 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.

B. Associate member shall be:

Any registered professional nurse who is not eligible for Active membership, but who serves a school as a school nurse, upon payment of dues, shall be an Associate member.

C. Retired Member shall be:

Any active member of the Corporation, upon retirement shall be eligible to become a retired member, upon notification to the Corporation.

D. Student Member shall:

1. Be enrolled in a professional nursing program to meet requirements to become a school nurse, or a student not currently a nurse in a professional nursing program.
2. Submit proof of enrollment in a professional nursing program with the membership form.
3. Be allowed a maximum of five years of student membership.
4. 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 who desire to support the goals of the corporation and whose members are not eligible for Active or Associate membership in the Corporation.
2. Granting of a Corporate/Business/Professional Organization membership shall in no way bind the Corporation to support philosophies of any Corporate/Business/professional Organization members.

F. Members at Large shall be:

Those persons who hold a special interest in or who are working with the Corporation and who do not fit into any other Corporation membership classification.

Section 4: Dues

All annual dues for each classification of membership are unified with NASN. Dues shall be established by the Executive Board and collected by NASN at the time of the member's membership anniversary date.

Article V - Fiscal and Membership Year

The fiscal year for The Colorado Association of School Nurses shall be from July 1

through June 30. The membership year of the Colorado Association of School Nurses shall be consistent with the member's NASN membership anniversary date.

Article VI - Officers

Section 1: The elected officers of this organization shall be: **President, President-elect, Immediate Past-President, Secretary, Treasurers and Director to the National Association of School Nurses.**

Section 2: Only active members of the organization shall be entitled to hold office. The Director to NASN shall have been a past executive officer.

Section 3: Term of Office

The president, president-elect, immediate past-president shall serve for a term of one (1) year. The secretary and treasurers shall serve a term of two (2) years. The Director to the NASN shall serve a term of four (4) years.

Section 4: Vacancy

A. A vacancy in office of president shall be filled by the immediate past-president, who shall serve for the un-expired term of the president. The outgoing past president will remain in the position of past president until the next election.

B. A vacancy in the offices of secretary/treasurer or NASN Director shall be filled to complete the un-expired term by a vote of the executive board. Until an election occurs, an officer, meeting the criteria set forth in Article VI, Section 2, will be appointed by the president and approved by the Executive Board.

C. A vacancy in office of president-elect shall be filled by a vote of the membership at a special election.

Section 5: Duties

The officers shall perform those duties prescribed by the Articles of Incorporation, these Bylaws, and the parliamentary authority adopted by the Corporation.

Section 6: Disciplinary

Any disciplinary procedures within this Corporation shall be conducted as prescribed by our parliamentary authority, Robert's Rules of Order Newly Revised.

Article VII - Meetings

Section 1: Annual Meeting

The Corporation shall hold an Annual Meeting each year at the time and place the Full 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 Executive Board may call Special Meetings of the general membership concerning national or regional matters, as it deems necessary.

Section 3: Quorum

A majority of the active members registered and present shall constitute a quorum.

Article VIII – Board of Directors

Section 1: Composition

A. The Executive Board shall be the elected officers of this organization President President-Elect, Immediate Past-president, Secretary, Treasurers and Director to the National Association of School Nurses. The Colorado State School Nurse Consultant may be an honorary executive board member. As an honorary member, this person would have a voice in decisions but not a formal vote on the board.

B. The Full Board of Directors shall be composed of the elected officers and a representative of each special and/or standing committee.

Section 2: Authority

The Full Board of Directors shall:

A. Conduct the affairs of the corporation in accordance with the Articles of Incorporation, Bylaws and Directives adopted by the membership at the Annual Meeting.

B. Have full power to put into effect the policies and decisions of the Corporation.

Section 3: Duties

The Full Board of Directors shall:

A. Establish goals and objectives to accomplish the mission of the Corporation.

B. Monitor and evaluate the programs designed to implement the established goals and objectives.

C. Ensure that the resources necessary for achievement are available and used efficiently.

D. Establish and maintain current Directives for the Corporation.

Section 4: Meetings

The Full Board of Directors shall:

A. Meet at least once prior to the Annual Meeting.

B. Upon due notice, hold such other meetings as the Full Board of Directors may determine.

Section 5: Term of Office

Elected officers shall serve terms of office as stated in Article VI of these Bylaws.

Section 6: Quorum

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

Section 7: Removal

A member of the Full Board of Directors shall be removed if he/she fails to meet the requirements for active membership. Removal will be conducted in accordance with CASN Directives.

Article IX – Executive Board

Section 1: Composition

The Executive Board shall be composed of elected officers including: President, President-Elect, Immediate Past President, Secretary, Treasures, Colorado State School Nurse Consultant and the Director to NASN.

Section 2: Authority

The Executive Board may exercise the powers of the Full Board of Directors when the Full Board of Directors is not in session.

Section 3: Duties

The Executive Board shall:

- A. Report Executive Board actions to the Full Board of Directors at the succeeding Full Board of Directors meeting.

- B. Formulate Board guidelines, which shall be reviewed periodically.

- C. Approve Board membership in accordance with Article X of these Bylaws.

Section 4: Meetings

Meetings of the Executive Board shall be held at least once a year. The President, as deemed necessary may call other Executive Board meetings.

Section 5: Terms of Office

Elected officers shall serve terms of office according to Article VI, Section 3 of these Bylaws.

Section 6: Vacancy

Unless otherwise noted a vacancy in the Executive Board shall be filled by the appointing body.

Section 7: Quorum

A majority of the members of the Executive Board, shall constitute a quorum.

Section 8: Removal

A member of the Executive Board shall be removed if he/she fails to meet the requirements for Active membership. Removal will be conducted in accordance with CASN Directives.

Article X – Committees

Section 1: Standing and Special Committees

- A. Unless otherwise stated, the composition, power, term and duties of all standing and special committees shall be recommended by the president and approved by the Executive Board.

- B. The president or his/her designee shall be an ex-officio member of all committees except the nominating committee.

Section 2: The nominating committee shall be composed of the Immediate Past-President of the organization as chairperson and two other persons appointed by the Full Board of Directors. This committee shall have as its responsibility the preparation of a slate of candidates for each office to be filled.

Section 3: The finance committee shall consist of the treasurers, president and one other person appointed by the president

A. Duties: The finance committee shall review the annual budget and the association investments and make recommendations on fiscal matters to the Executive Board.

B. Vacancy: If a vacancy occurs, the president will make an appointment with approval of the Executive Board.

Article XI - Elections

Section 1: Election of officers shall be by ballot. Biographical data of the candidates shall be included with all ballots. Ballots shall be provided to all eligible members and returned in accord with Directives. Plurality vote of those voting in any election shall constitute an election.

Section 2: Active members of the Corporation shall be eligible to be elected to office. The Director to NASN shall have been a past executive officer.

Article XII – Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern CASN 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 Corporation may adopt.

Article XIII - Amendments to Bylaws

Section 1: The Bylaws can be amended by a two-thirds vote at the Annual Meeting with previous notice of the proposed amendment having been given to the president at least (60) sixty days prior to the date of the Annual Meeting and provided to the members at least fifteen (15) days prior to the date of the Annual Meeting.

Section 2: The Bylaws can be amended by four-fifths (80%) vote at 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.

Revised November 2009