

NEW JERSEY STATE SCHOOL NURSES ASSOCIATION BYLAWS

Article I: Name and Affiliation

The name of the Association shall be the New Jersey State School Nurses Association (NJSSNA), hereinafter known as the Association or NJSSNA. The Association is unified with the National Association of School Nurses (NASN) and is an affiliate of the New Jersey Education Association (NJEA).

- a. New Jersey county school nurses' associations whose memberships are comprised of professional registered nurses who are also school nurses shall be eligible to become a county affiliate of the Association upon approval of the executive board of NJSSNA.
- b. All County Presidents and County Representatives to the Association shall be members of the Association during their tenure in those positions.

Article II: Objectives

The objectives of the Association shall be:

- a. to operate as a non-profit professional school nursing association;
- b. to promote professional collaboration with health and education stakeholders;
- c. to promote evidence- based practice and high standards in professional school nursing and school health services through on-going professional learning, advocacy, and leadership; and,
- d. to serve as a voice for school nursing at the local, state, and national levels.

Article III: Membership

Membership dues paid to NASN will apply to membership in both NASN and NJSSNA.

Membership will be on a rolling basis to coincide with the NASN membership schedule. Annual dues will be set by NASN and the NJSSNA Executive Board.

Section 1. Active: All members in this classification shall possess a current license to practice as a registered professional nurse in the State of New Jersey and a New Jersey School Nurse certificate. Active members shall have full privileges including voting, holding office and serving on committees.

Section 2. Associate: Any registered professional nurse licensed in the State of New Jersey who is not eligible for Active Membership shall be eligible for Associate Membership provided he/she:

- a. Is employed in a New Jersey public school as a non-certified nurse or a substitute school nurse; or
- b. Is employed in a New Jersey private or parochial school as a school nurse; or
- c. Holds a New Jersey provisional certificate as a school nurse.

Associate members shall enjoy the privileges of the Association and may serve on committees, but shall not vote nor hold office.

Section 3. Student: Nurses matriculated in a college or university program leading to a permanent New Jersey School Nurse Certificate shall be eligible for Student Membership. Student members shall enjoy the privileges of the Association and may serve on committees, but shall not vote nor hold office.

Section 4. Retired: Active members upon retirement shall be eligible for Retired Membership. Retired members shall enjoy the privileges of the Association, may serve on committees, but shall not vote, nor hold office. However, a retired member may be appointed chairperson of a committee by a two-thirds (2/3) vote of the Executive Board. A retired member appointed chairperson of a committee shall be a member of the Executive Board and shall, as a chairperson, have full voting privileges.

Section 5. Fiscal Year: The fiscal year of the Association shall be June 1st to May 31st.

Article IV: Officers

Section 1. The officers of the Association shall be a President, President-Elect, Secretary and Treasurer. The President, President-Elect, and Treasurer shall be bonded at the expense of the Association. Only Active members who are working in the field of school nursing and who have been NJSSNA members for no less than two consecutive years immediately prior to taking office shall be eligible to hold office. The officers shall perform those duties prescribed by the Articles of Incorporation, these bylaws, the parliamentary authority, and those duties specified in the policies and procedures of the Association.

Section 2. The President shall be the official representative of the Association, preside at all meetings and shall be ex-officio member of all committees. The President or designee (appointed by the Executive Board) shall attend the NASN Annual Conference and General Membership meeting representing the Association and assisting the NASN Director, as needed.

Section 3. The President-Elect shall, in the absence or disability of the President, perform the duties of the President. 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. The President-Elect shall have signatory authority in the absence of either the President or Treasurer.

Section 4. The Secretary shall record and file the minutes and reports of all meetings and shall be responsible for official correspondence of the Association, as assigned by the President.

Section 5. The Treasurer shall be the fiduciary custodian of all funds for the Association. The Treasurer shall submit timely and accurate reports as delineated in the Treasurer job description and shall serve as Chair of the Finance Committee.

Article V: Meetings

Section 1. Executive Board Meetings: Unless otherwise ordered by the Executive Board, regular meetings of the Executive Board shall be held monthly from September to June inclusive. Special meetings of the board may be called by the President and shall be called upon the request of three members of the Executive Board. A quorum shall consist of two thirds (2/3) of the Executive Board members, at least two (2) of whom must be Association officers.

Section 2. General Meetings: General meetings of the Association shall be held twice a year, one of which may be the Annual Meeting. The Executive Board shall determine the date and location of all meetings. Twenty-one (21) Active members of the Association shall constitute a quorum to conduct business. Motions are passed by majority vote.

Section 3. Annual Meeting: The Annual Meeting will be held in May. The election of officers, budget approval, standing and special committee reports and all appropriate business

shall be conducted at the annual meeting. Twenty-one (21) Active members of the Association shall constitute a quorum to conduct business. Motions are passed by majority vote.

Section 4. Special Meetings: The President, and/or with the written request of ten (10) Active members, shall call special meetings.

Section 5. Electronic Meetings: With the approval of the Executive Board, the Executive Board and standing and special committees may meet by telephone conference or other electronic communication media, as long as a quorum is present and all members simultaneously hear each other and can participate during the meeting.

Article VI: Executive Board

Section 1. The governing body of the Association, known as the Executive Board, shall consist of the Officers including the President, President-Elect, Treasurer, and Secretary; the Chairpersons of Standing Committees; and the National Association of School Nurses (NASN) Director.

- a. The immediate past President shall serve in an advisory capacity to the Executive Board.
- b. The NASN Director shall function as a liaison between NJSSNA and NASN and report to the Executive Board.

Section 2. The Executive Board shall transact all business of the Association between general meetings and shall perform other duties as specified in the Bylaws and job descriptions.

Section 3. Executive Board members are required to attend all Executive Board and general meetings. Absence without cause from three meetings in one business year (September through June) shall constitute a resignation. The President, with the approval of the Executive Board, shall fill such vacancies until the next election.

Section 4. All chairpersons and co-chairs of standing committees shall have full voting privileges.

Article VII: Committees

Section 1. Standing committees shall be known as Communications, Education, Finance, Legislation, Membership, and Standards and Practices. Each committee shall consist of a chairperson and/or co-chairs from the Active or Retired membership category and committee member(s) from the Active, Retired, Student, or Associate membership categories. A committee quorum is defined as a majority of the committee members.

Standing Committees will function as follows:

- a. The Communications Committee shall promote the purpose and work of the Association by utilizing a variety of media to disseminate information, including but not limited to the Association's website and other social media platforms. This committee is charged with driving the "brand" of NJSSNA through dissemination of electronic and/or print materials and promoting public relations, as assigned by the President.
- b. The Education Committee shall plan professional development opportunities to advance the practice of school nursing in New Jersey.
- c. The Finance Committee shall develop an operating budget and establish, enact, and assess Association fiscal accounting practices and policies and make recommendations to the Executive Board.
- d. The Legislation Committee shall review proposed state and federal legislation and regulations that pertain to children's health and the practice of school nursing, and assist the Executive Board to develop official positions.
- e. The Membership Committee shall work closely with NASN to maximize membership in NJSSNA. The Chair of this committee shall communicate with County Presidents and Representatives to maximize state/county relationships.
- f. The Standards and Practices Committee shall provide guidance to members regarding practice issues. This committee shall be responsible for the ongoing review and revision of "Promoting Health and Learning: School Nursing Practice in New Jersey's Public Schools", the Association's professional school nursing practice guide. This committee shall also oversee research opportunities that advance the objectives of the Association.

Section 2. Special Committees

Special Committees may be appointed, as needed, by the President and are approved by the Executive Board. Special committees are short-term, task oriented, and exist to address specific needs. They may be disbanded when their work is completed.

Article VIII: Elections

Section 1. All officers are elected to office by a majority of the members voting. Newly elected and installed officers and appointed chairpersons will assume their position responsibilities at the last meeting of the business year (June).

Section 2. The Chair of the Nominating Committee shall be appointed by the President prior to the November meeting. The Chair shall recruit a committee of a minimum of three (3) and maximum of five (5) persons, to include the President-Elect, representing a geographically diverse sampling of the voting membership. The Nominating Committee shall present a slate of candidates to the Executive Board at the February meeting and at the next General Meeting of the Association. The slate of nominated candidates shall be sent to the membership with the notice of the May meeting.

Section 3. The following persons shall be elected every odd year:

- a. President
- b. President-Elect

The following persons shall be elected every even year:

- a. Secretary
- b. Treasurer

Section 4. The following persons shall be appointed by the President in consultation with the existing Executive Board:

- a. Every odd year – Committee chairs and/or co-chairs - Education (1), Communications, Membership and Legislation (2).
- b. Every even year – Committee chairs and/or co-chairs – Legislation (1), Standards and Practices, and Education (2).

Section 5. The Parliamentarian shall be an Active member appointed annually by the President to serve at all meetings of the Executive Board and all General Membership meetings. The Parliamentarian shall act as a consultant and advise the President and other officers, committees, and members on parliamentary procedures. The Parliamentarian shall be a non-voting member of the Executive Board.

Section 6. In the event of a vacancy in an office or the resignation of an officer or committee chairperson, the President, in consultation with the Executive Board, shall appoint a successor.

Section 7. Officers shall be elected for a term of two years. The President and President- Elect shall not succeed themselves. The Secretary may succeed herself/himself for one additional term. The Treasurer shall remain in office for no longer than three consecutive terms. All chairpersons shall be appointed by the President, with the approval of the Executive Board, for a term of two years and may succeed themselves for one additional term.

Section 8. The NASN Director shall be appointed by the President, with the approval of the Executive Board, every four years and must have served as a member of the Executive Board within the previous four years.

Section 9. In the event that a current officer or committee chairperson resigns/retires from their position in the field of school nursing while serving on the board, the officer/chair may remain in their office/post for the remainder of their elected/appointed term with the approval of a two-thirds vote of the full Executive Board.

Article IX: Executive Director

An Executive Director shall be a member of the Association as recommended by the Executive Board. The Executive Director shall advise and assist the Executive Board and the membership to advance the mission and vision of the Association. The Executive Director shall have the right to be present and to be heard, but shall not have any voting privileges.

Article X: Professional Consultants

Professional consultants may be retained as approved by the Executive Board including, but not limited to:

a. Accountant: A professional accountant shall be retained as designated by the Executive Board to prepare tax forms and reports required by state and federal laws and to perform an annual review of the Association's financial records.

b. Insurance Broker: An Insurance Broker shall be retained as designated by the Executive Board to secure insurance policies for the Association to cover general liability, directors and officer's liabilities and bonding.

c. Per-diem Consultants: Other consultants may be retained as designated by the Executive Board, i.e. administrative assistant, attorneys, strategic planning professionals, webmasters, etc., to aid in the completion of Association business that advances the practice of school nursing.

Article XI: Parliamentary Authority

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 XII: Amendments

These Bylaws can be amended by two-thirds (2/3) of the votes cast by the membership provided notice of the amendment had been submitted at least two weeks prior to voting. Voting can take place at a General meeting or electronically.

Article XIII: Dissolution

In the event of dissolution of the NJSSNA, all assets less liabilities shall be donated to NASN or other appropriate nursing organization as determined by action of the Executive Board.

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