

**Kansas School Nurse Organization, Inc.**  
**BYLAWS 2009 Revised 7/2015, 7/2016, 7/2020, 7/2021, 7/2025**

**Article I – Name**

The name of this organization shall be the Kansas School Nurse Organization, Inc., hereafter referred to as KSNO.

**Article II: Object or Purpose**

The purpose of this organization shall be to promote the health of school children by improving school nursing practice, to improve the quality of health education provided by the school nurse as a resource person, to provide a forum for the consideration and discussion of subjects of mutual interest to school nurses, and to elevate the standards of school nursing and health education for children and youth.

**Article III: Affiliation**

KSNO, an affiliate of National Association of School Nurses (NASN), may be associated with other professional organizations related to nursing and children.

**Article IV: Membership**

**Section 1: Eligibility:**

Active membership in the Corporation shall be open to any registered, professional nurse who meets the requirements for school nursing in Kansas 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 set for their class of membership and who meets the requirements set forth in these bylaws for their class of membership.

**Section 3: Classification:**

There shall be four classes of membership: Active, Retired, Student and Associate

**A. Active members:**

1. To qualify for Active membership in KSNO one must:
  - a. be a registered professional nurse;
  - b. meet criteria for certification as a school nurse (if mandated certification exists); and

- 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. Retired members shall be:**

Any school nurse who is a member of the Corporation, upon retirement shall be eligible to become a Retired member, upon notification to the Corporation.

**C. Student members shall be:**

1. A student, not currently a nurse, enrolled in a professional nursing program, with proof of enrollment submitted with membership application form;
2. Allowed a maximum of five years of student membership; and
3. Ineligible for student membership if they have completed the requirements to be a school nurse and are pursuing further education.

**D. Associate Members:**

A licensed nurse who serves with the primary assignment, the administration, education, or the provision of school health services, or a licensed nurse employed by NASN, but is not eligible for active membership, may be an associate member.

**Section 4 Rights:**

Active members shall be entitled to exercise full membership rights.

**Section 5 Rights-Restrictions:**

Retired, Student and Associate 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 governing body.\*

\* Governing body refers to the executive board.

**Article V: Officers**

**Section 1:**

The officers of the organization shall be a president, president-elect, vice president, secretary and treasurer.

**Section 2:**

The executive board of the organization shall be a president, president-elect, vice president, secretary, treasurer, immediate past president, two (2) elected members-at-large, the

appointed representatives to other organizations and committee chairs deemed necessary by the officers.

**Section 3:**

The members of the Executive Board shall be active members of the organization.

**Article VI: Election**

**Section 1:**

A majority of votes cast, providing a quorum of current members are represented, shall constitute an election. The elected officers of this organization shall be a president, president elect, vice president, secretary and treasurer. The president, vice president, secretary, and treasurer shall be elected for two (2) year terms. The president-elect shall serve a one (1) year term. These persons may not be elected to the same office for more than two (2) successive terms.

The past president shall serve a one (1) year term on the board of directors.

The elected official representatives shall be two (2) members-at-large and three (3) nominating committee members.

**A.** Members at large shall be elected for a term of two (2) years and may not be elected to the same office for more than two (2) successive terms.

**B.** One nominating committee member shall be elected at each election and shall serve for a single term of three years.

**C.** In an emergency, the Executive Board may elect an officer to fill the unexpired term of any elected official. The elections of said officer by the membership shall be held at the next primary business meeting of the year. The election of one member-at-large and one nominating committee member shall be held yearly. The president elect, vice president and treasurer shall be elected on odd numbered years. The secretary shall be elected on even numbered years.

**Section 2:**

The officers shall be elected at the general meeting designated by the executive board as the primary business meeting of the year.

**Section 3:**

The newly elected officers and official representatives shall assume office at the adjournment of the meeting at which they are elected and/or appointed.

**Section 4:**

All officers and official representatives shall make available to their successors all pertinent organization material within one month after termination of office.

**Article VII: Duties of Officers and Representatives****Section 1:**

The president shall preside at all meetings of the organization.

The president shall call meetings of the executive board of which they shall be the chairperson.

The president shall be an ex officio member of all committees with the exception of the committee on nominations.

The president shall be authorized to appoint from the active membership all standing committees, any special committees and other representatives deemed necessary to further the work of the organization, subject to the approval of the executive board.

The president shall suggest policies and the plan of work for the standing and special committees and shall provide leadership for the progress and work of the organization.

The president shall perform all other duties that properly fall upon a presiding officer.

**Article VII: Duties of Officers and Representatives****Section 2:**

The president-elect or past president (if even year) shall preside in the absence of the president and shall be elevated to the office of president upon the expiration of the term of the president or at any time that the office of president is vacated.

**Section 3:**

The vice president shall coordinate logistics of all board meetings, and shall act as the official historian of the organization.

**Section 4:**

The secretary shall keep a record of the proceedings of the executive board and the meetings of the organization. The general meeting minutes shall be published. The secretary shall alphabetically keep the membership roll, shall notify Officers and committee members of their appointments, and shall give the committees any information necessary for the committees' work.

## **Section 5:**

The treasurer shall receive all funds belonging to the organization, pay out all disbursements ordered by the president, keep an itemized account of the receipts and expenditures, and make a written report of the same to the membership at the general meeting designated by the executive board as the primary business meeting of the year. The treasurer shall have records for the fiscal year available for audit annually, preceding the general meeting designated by the executive board as the primary business meeting of the year. The treasurer shall also serve as the chairperson of the finance committee.

## **Article VIII: Executive Board**

### **Section 1:**

The executive board shall be responsible for formulating policies to fulfill the purposes of this organization. It shall give general direction to the entire program and make recommendations to be acted upon by the membership. The executive board shall have full authority to speak and act for KSNO between general meetings. In addition, it shall have authority to fill vacancies, with the exception of the president, which may arise between elections. All appointments will be made from the active membership roll. This appointment will last until the next general meeting when election by the membership will take place.

## **Article IX: Meetings**

### **Section 1:**

KSNO shall meet at least annually, with the time and place of the meetings being determined by the executive board.

### **Section 2:**

The executive board shall meet preceding the general meeting(s) of the organization, and any new executive board shall meet following the general meeting(s). Other meetings will be called as necessary to conduct business of KSNO.

## **Article X: Quorum**

### **Section 1:**

After notification of the membership of a meeting, a quorum for the transaction of business shall consist of two (2) officers plus ten (10) additional active members of this organization.

### **Section 2:**

A quorum for any meeting of the executive board or any committee meeting shall consist of a

majority of its members.

## **Article XI: Committees**

### **Section 1:**

There shall be the following standing committees appointed by the president and subject to the approval of the executive board:

- A. Bylaws/Parliamentarian Committee
- B. Finance/Auditing Committee
- C. Professional Standards Committee
- D. Legislative Committee
- E. Regional District Chairperson

### **Section 2:**

The Nominating Committee shall be an elected committee and shall consist of three (3) active members of the organization who serve for a three-year term. The Nominating Committee shall contact eligible members being considered as nominees and secure acceptance or withdrawals for the office or post indicated. The committee members will make every effort to obtain nominees from various geographic areas. From the accepting nominees, the committee will prepare the official ballot for the election to be held at the general meeting designated by the executive board as the primary business meeting for the year. Nominations may also be made from the floor. The official ballot shall contain at least one (1) name for the office of president - elect, vice president, treasurer, member at large and nominating committee member on odd numbered years. The official ballot shall contain at least one (1) name for the office of secretary, member at large and nominating committee member on even numbered years.

### **Section 3:**

The Bylaws/Parliamentarian Committee shall review annually by March 1 and submit suggested revisions of this organization's bylaws to its membership. The Parliamentarian will ensure that Robert's Rules of Order are followed in all meetings, including those of the executive board. They will also help to clarify bylaws rules when needed.

### **Section 4:**

The Finance/Auditing Committee shall prepare a budget to be presented to the Executive Board for approval, and published at the general meeting designated by the executive board as the primary business meeting of the year. The Treasurer shall serve as the chairperson of this committee. An annual audit of the books of the treasurer shall be secured preceding the general meeting designated by the executive board as the primary business meeting of the year and a report shall be made to the membership. The Finance committee shall consist of the Treasurer as Chair, the Vice President and one other KSNO member appointed by the President.

**Section 5:**

The Professional Standards Committee shall maintain contact with various professional groups regarding information pertinent to school health such as: Kansas State Board of Education, Kansas Department of Health and Environment, Kansas State Board of Nursing, Kansas State Nurses Association, Kansas Legislature, American School Health Association, and National Association of School Nurses. The committee will work closely with the Legislative Committee to ensure the improvement of professional standards for Kansas school nurses.

**Section 6:**

The Legislative Committee shall maintain an active role working with the Kansas Legislature and its elected representatives. Information regarding legislative matters affecting the health and welfare of children, school nursing practice and health education will be actively monitored and communicated to the membership. The Legislative Committee will work closely with the Professional Standards Committee chairperson. This committee will work to improve professional nursing standards and the health and welfare of children through the legislative process.

**Section 7:**

Regional District chairpersons shall be appointed. These chairpersons shall act as leaders for KSNO in their geographic regions. District meetings and/or emailing to professional registered school nurses will occur with a goal of networking, offering continuing education, improving KSNO membership, and communicating with all Kansas school nurses.

**Section 8:**

Any other committee deemed necessary or desirable shall be appointed by the president if approved by the executive board.

**Article XII: Parliamentary Authority**

Robert's Rules of Order shall be the parliamentary authority for this organization. **Article XIII: Amendments**

The rules of this organization may be amended at any regular primary business meeting of the organization, and by mail or internet voting

- A. by ratification of at least two-thirds of those active members present and voting or
- B. by ratification of at least two-thirds vote of active members responding to a mail or electronic ballot providing that each proposed amendment has been first

1. presented and read at the preceding annual meeting; or
2. mailed or electronically sent to the most recent address of each active member or published on KSNO.org, at least thirty (30) days prior to that meeting.

**Article XIV: Fiscal Year**

The fiscal year of this organization will be from April 1 through March 31. Proviso:

This shall begin with the FY 2010 budget.