

**BYLAWS OF  
HAWAII ASSOCIATION OF SCHOOL NURSES,  
INCORPORATED**

**ARTICLE I – NAME**

The organization's name shall be the Hawaii Association of School Nurses, Incorporated (hereafter known as HASN).

**ARTICLE II- GOALS**

The goals of the organization shall be:

- To operate as an educational organization on HASN Bylaws, revised, on a non-profit basis; and
- To enhance student wellness and learning by strengthening school nursing practice.

**ARTICLE III- AFFILIATION**

HASN is a unified National Association of School Nurses, Incorporated (NASN) affiliate.

**ARTICLE IV- MEMBERSHIP AND DUES**

Section 1: Eligibility. Active membership in the HASN shall be open to any registered, professional nurse who meets the criteria for state licensure as a school nurse in Hawaii and complies with other qualifications or requirements outlined in these bylaws.

Section 2: Instatement. Any person eligible for membership shall become a member upon payment of dues set for her/his class of membership and who meets the requirements outlined in these bylaws for her/his class of membership.

Section 3: Classification. The following shall be the classes of membership: Active, Associate, Retired, and Student.

A. Active: Active membership shall be open to any registered, professional nurse who meets the requirements for school nursing in Hawaii and who is in compliance with such other qualifications or requirements outlined in these bylaws. Active members shall be entitled to exercise full membership rights. HASN presidents shall be classified as Active members for life upon completing a term as president. To be eligible for active membership, a person must:

- Be a registered, professional nurse with an active license issued by the State of Hawaii Department of Commerce and Consumer Affairs as a Registered Nurse;
- Be primarily assigned to the administration, education, or the provision of school health and school nurse services; and
- Be eligible for active membership in NASN.

- B. Associate: 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 who is not eligible for active membership, may be an associate member.
- C. Retired: Any active or associate member shall, upon retirement, be eligible to become a retired member upon notification to HASN. Any retired member who desires to remain in the active membership classification shall be required to pay full active dues.
- D. Student: To be eligible for student membership, a person must be enrolled in a professional nursing program to meet requirements to become a school nurse, or a student not currently a nurse in a registered nursing program. Applicants for student membership must submit proof of enrollment in a professional nursing program with the membership form. Student membership may be extended for a maximum of five years. Persons eligible for "Active" membership shall not be eligible for student membership if they have completed the requirements to be a school nurse but are pursuing further education. Student members shall not vote or hold office in HASN.

Section 4: Rights. Active members shall be entitled to vote, hold elected or appointed office, make motions, debate, serve on committees, and participate in the Annual Business Meeting of the HASN.

Section 5: Restrictions. Individuals categorized as Student members shall have all the privileges of membership and serving on committees except for making motions, voting, and holding elected or appointed office.

Section 5: Dues. The Board of Directors shall establish the HASN annual dues.

## **ARTICLE V – FISCAL AND MEMBERSHIP YEAR**

Section 1: The HASN's fiscal year will be from January 1 through December 31, effective March 5, 2025.

Section 2: The membership year shall be a calendar year from the time the person pays dues to NASN/HASN.

## **ARTICLE VI – OFFICERS/EXECUTIVE COMMITTEE**

Section 1: Composition. The elected officers of the HASN shall be the President, President-Elect, Secretary, Treasurer, Director of the National Association of School Nurses (NASN Director), and the HASN Executive Committee members.

Section 2: Eligibility.

- A. Only Active, Retired, and Associate members of the HASN shall be entitled to hold office.
- B. Candidates for the office of President-elect shall have served on the HASN Board of Directors.
- C. Candidates for the office of Director of the National Association of School Nurses shall

have served on the HASN Executive Committee and been members of NASN for the two previous years.

Section 3: Term of Office.

- A. The President and President-elect shall serve for a term of only two years.
- B. The President-elect shall be elected in even-numbered years, automatically succeed the office of President at the expiration of the President's term, and act for the president in the absence of the president.
- C. The Secretary shall be elected in odd-numbered years and serve for two years, or until a successor is elected.
- D. The Treasurer shall be elected in even-numbered years and serve for two years, or until a successor is elected.
- E. The Director of the National Association of School Nurses shall be elected in odd-numbered years, serve a four-year term, and serve only one term. The term of office shall coincide with NASN's guidelines. The term of office for all officers shall commence upon installation.
- F. No member of the Board of Directors may hold the same office for more than two consecutive terms.

Section 4: Vacancy.

- A. A vacancy in the office of the President shall be filled by the President-elect, who shall serve for the unexpired term of the President and the elected term of office as President.
- B. A vacancy in the offices of Secretary, Treasurer, or NASN Director shall be filled to complete the unexpired term by appointment by the President with the approval of the Board of Directors.
- C. A vacancy in the office of the President-elect shall be filled by a membership vote at the next scheduled election. In the interim, the president should fill the vacancy by appointment with the approval of the Board of Directors.

Section 5: Duties. The elected officers shall perform those duties prescribed by these bylaws, the parliamentary authority adopted by the HASN, and those specified in the operating guidelines. Any disciplinary procedures within the HASN shall be conducted as prescribed by our parliamentary authority, Robert's Rules of Order, Newly Revised. If the disciplinary procedures involve a board member, that member would recuse themselves from the relevant proceedings.

## **ARTICLE VII- MEETINGS**

Section 1: Annual Meetings.

- A. The HASN shall hold an Annual Meeting each year at the time and place determined by the Board of Directors to conduct the organization's business.
- B. Quorum. Thirty-five percent (35%) of Active members who have been issued badges at midnight on the day before the annual meeting shall constitute a quorum.

Section 2: Electronic Meeting. The Board of Directors, Executive Committee, and Standing and

Special Committees are authorized to meet by telephone conference or through other electronic communication media as long as a quorum is present and all members participate simultaneously during the meeting.

Section 3: Electronic Voting. Any vote of the HASN may be conducted electronically provided all authorized members are included and the vote/decision is ratified at that body's next regularly scheduled meeting.

## **ARTICLE VIII- BOARD OF DIRECTORS**

Section 1: Composition. The HASN Board of Directors [Board] shall comprise the Executive Committee and three directors. Unless there are no other candidates for the position, the majority of the Board may not consist of:

- Members residing within the same County.

Section 2: Eligibility. A Director must currently be an Active, Associate, or Retired member of the HASN and must have been a member for at least one year before serving on the Board of Directors.

Section 3: Authority. The Board of Directors shall conduct the affairs of the HASN under these bylaws and directives adopted by the membership at the Annual Meeting.

Section 4: Duties. The Board of Directors shall:

- A. Provide input and support to the goals and objectives of the strategic plan and operating guidelines;
- B. Provide financial/fiduciary oversight for operational expenses and budget
- C. Identify issues and priorities in school health and school nursing and review resolutions and practice guidelines; and
- D. Evaluate the programs designed to implement the goals and objectives of the HASN.

Section 5: Meetings.

- A. The Board shall hold regular meetings, which shall be held at least quarterly. The President may call special meetings of the Board, which the President shall call upon the written request of at least three members. At least three days' notice shall be given unless all members waive notice.
- B. The Executive Committee shall have the authority to transact all HASN business between board meetings when time is of the essence. Other members of the Board shall be notified of any action by the Executive Committee within seventy-two (72) hours.

Section 6: Term of Office.

- A. Elected Officers shall serve terms of office as stated in Article VI of these bylaws.
- B. Each Director shall serve for two years. Directors shall be elected in staggered terms, with one elected in odd years and two elected in even years.
- C. Directors shall serve no more than two consecutive terms on the Board of Directors with the following exceptions:

- An individual who has been elected or appointed to serve an unexpired term shall be eligible to serve an additional term; and
- Individuals may serve an additional term if there are no other eligible individuals.

Section 7: Vacancy.

- A In the event of a vacancy in the office of a Director, the position shall be filled by the ballot candidates for Director in the rank order of votes received in the current or previous ballot. If they cannot accept the position, the Board of Directors may fill it for the expired portion of the term.
- B A member of the Board of Directors with two or more unexcused absences from the Board meetings or unprofessional conduct shall only retain the position if requested by a majority vote of the other members of the Board.

Section 8: Quorum. A majority of the Board of Directors members shall constitute a quorum.

## **ARTICLE IX- ELECTIONS**

Section 1: Elections.

- A Election of officers shall be by ballot.
- B Ballots and biographical data of the candidates should be provided to all eligible members and returned per procedures outlined in the operating guidelines.
- C A plurality vote of those voting in any election shall constitute an election.
- D There shall be no write-in votes.
- E A majority shall elect, except if there are three or more candidates. In that case, voters will rank their preferences. Only complete ballots shall be counted. In case of a tie, the winner shall be chosen by lot.

Section 2: Eligibility. Only active members of the HASN shall be eligible to be nominated and/or elected to office.

## **ARTICLE X- STANDING 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 Board of Directors.
- B The President or the President's designee shall be an ex-officio member of all committees except the Nominating Committee.

Section 2: Nominating Committee.

- A Membership. The Nominations Coordinator will serve as Nominating Committee Chair for two years. The committee shall consist of a minimum of four members. The Board of Directors will approve these members. The President will appoint the Nominations Coordinator with approval from the Board of Directors.
- B Duties. The Nominating Committee shall:

- a. Seek qualified candidates for office and conduct elections outlined in the HASN bylaws and operating guidelines; and
- b. Manage all awards and recognitions established by the Board, except for the Presidential awards, according to the operating guidelines.

Section 3: Finance Committee.

- A. The board will consist of four members: the President-Elect, the Treasurer, and members appointed by the President from the HASN Board.
- B. Ad-hoc appointees may be requested to attend meetings by the Finance Committee Chair based on financial knowledge and expertise.

## **ARTICLE XII- PARLIAMENTARY AUTHORITY**

The rules in the current edition of Robert's Rules of Order, Newly Revised, shall govern HASN in all cases they apply and are not inconsistent with these bylaws and any special rules of order the HASN may adopt.

## **ARTICLE XIII- AMENDMENTS TO BYLAWS**

Section 1: Proposed amendments must be approved by the Board of Directors and provided to the members at least fifteen (15) days before the date of the Annual Meeting.

Section 2: Voting on any amendments to proposed bylaw amendments shall occur at the Annual Meeting by a four-fifths (80%) vote. After discussion and amendments to any proposed bylaw amendments have been made, voting on the final version will be completed electronically after the Business Meeting via a secure balloting process whereby all eligible voting members will have the opportunity to review the annual Business Meeting proceedings electronically and cast their confidential, secure vote. A majority vote or two-thirds vote approves the adoption of amendments. Notice of the outcome of the proposed bylaw amendments voting shall be given to members via electronic message and posted on the HASN website.

## **ARTICLE XIV- Dissolution Clause**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or the State of Hawai'i, or a local government, for a public purpose.

Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the circuit in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated solely for purposes consistent with Section 501(c)(3) of the Internal Revenue Code.