

**IOWA SCHOOL NURSE ORGANIZATION
BYLAWS**

ARTICLE I – NAME & AFFILIATION

The name of this organization shall be the Iowa School Nurse Organization, also known as ISNO. ISNO is a tax exempt, 501(c)(6), nonprofit organization incorporated under Iowa laws. ISNO shall be a unified affiliate of the National Association of School Nurses, Inc. (NASN).

ARTICLE II – PURPOSE

ISNO shall:

- A. Provide evidence based education for school nurses to promote quality health services and health education for students and school communities.
- B. Provide guidance on the educational standards for school nurses.
- C. Collaborate with other organizations to promote school nurses, school health services, and health education.

ARTICLE III – MEMBERS

Section 1. Membership Classifications

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

- A. Active: A registered professional nurse with primary assignment to the administration, education, or provision of school health services. Active members shall be entitled to vote and hold office in ISNO.
- B. Associate: A licensed practical nurse with primary assignment to the administration, education, or provision of school health services. Associate members are not eligible to vote or hold office in ISNO.
- C. Retired: Any active or associate member shall, upon retirement, be eligible to become a retired member upon notification to NASN. Any retired member who desires to remain in the active membership classification shall be required to pay full active dues. Retired members shall not vote or hold office in NASN and ISNO.
- D. Student: A person enrolled in a professional nursing program and not currently qualified to practice as a school nurse. Student members must submit proof of enrollment in a professional nursing program with the membership form. Persons who have completed the requirements to be registered professional nurses and are pursuing further education shall not be eligible for student membership. Student membership may not extend past five years. Student members are not eligible to vote or hold office in NASN.

Section 2. Dues

- A. Include annual membership in ISNO and NASN
- B. Established by ISNO Board of Directors and NASN
- C. Payable to NASN according to NASN procedures

ARTICLE IV – BOARD OF DIRECTORS

Section 1. Eligibility & Composition

- A. Active members shall be eligible to hold positions of:
 - 1. Elected Officers
 - 2. Standing Committee Chairs
 - 3. Executive Director

Section 2. Elected Officers

- A. President
- B. President-Elect
- C. NASN Director
- D. Secretary
- E. Treasurer

Section 3. Authority and Duties

- A. The Board of Directors shall conduct ISNO affairs in accordance with the articles of incorporation, bylaws, legal and fiduciary responsibilities, and have full power to implement ISNO policies, procedures, and make decisions.
- B. The Board of Directors shall:
 - 1. Establish short- and long-term goals to accomplish ISNO's mission.
 - 2. Monitor and evaluate activities determined by ISNO's strategic plan.
 - 3. Establish and maintain current policies and procedures.
- C. The Board of Directors shall remove any member of the Board of Directors if they fail to meet the requirements for active membership or fail to meet duties of their assigned role.

Section 4. Term & Specific Duties of Elected Officers

- A. President:
 - 1. Term of office shall be two years.
 - 2. Coordinate and preside at all ISNO meetings.
 - 3. Attend all ISNO meetings.
 - 4. Appoint all standing and special committee chairs and be an ex-officio member of all committees.
 - 5. Perform all other duties usually incident to the office of the President and all other duties as may be assigned by the Board of Directors.
 - 6. Report to the Board of Directors and membership.
 - 7. Voting member
- B. President-Elect:
 - 1. Term of office shall be two years.
 - 2. Election will be held on even years.
 - 3. Attend all ISNO meetings.
 - 4. Assist the President as requested and gain school nursing leadership knowledge and skills.
 - 5. Act for the President in the absence of the President and shall succeed to

President at the end of the term or if the President is unable to complete the term.

6. Report to the Board of Directors.
 7. Voting member
- C. National Association of School Nurses (NASN) Director:
1. Term of office shall be four years.
 2. Election will be held on every other odd year.
 3. A director may be re-elected to serve on the board of directors after an absence from the board of at least four years.
 4. Each director shall serve no more than one four-year term at a time with the following exceptions:
 - a. A director who has been elected or appointed to serve an unexpired term shall be eligible to serve an additional four-year term; and
 - b. A director may serve one additional year if an affiliate has a lack of qualified candidates. Notification of any exceptions to the term limitation stated herein shall be made in accord with procedures established by the board of directors.
 5. Official ISNO representative to NASN upon completion of NASN orientation requirements.
 6. Attend all ISNO meetings.
 7. Fulfill all duties as required by NASN.
 8. Report to the Board of Directors.
 9. Voting member
- D. Secretary:
1. Term of office shall be two years.
 2. Election will be held on even years.
 3. Attend all ISNO meetings.
 4. Record minutes of all regular and special meetings.
 5. Maintain all official and historical documents.
 6. Report to the Board of Directors.
 7. Voting member
- E. Treasurer:
1. Term of office shall be two years.
 2. Election will be held on odd years.
 3. Attend all ISNO meetings.
 4. Receive monies, pay bills and have current comprehensive financial reports ready at all times.
 5. By July 1, annually submit financial records to a qualified auditor for audit before August 31.
 6. Complete and submit any required state and federal financial documents.
 7. Report to the Board of Directors.
 8. Voting member

Section 5. Vacancies

- A. A vacancy in office of President shall be filled by the President-Elect, who shall serve for the unexpired term of the President followed by a full term as President.

- B. A vacancy in any office other than President, shall be appointed by the President and with Board of Directors approval for the remainder of the term and until the next scheduled election.

Section 6. Nomination and Election

- A. Call for nominations will be announced by the Board of Directors.
- B. Nominations of candidates for offices shall be submitted in writing to the Board of Directors.
- C. Election of officers shall be by majority vote.
- D. All voting members have been provided candidate biographical information.
- E. Voting will occur electronically or at annual member meeting.
- F. In the event there are no nominations for an elected position, the Board of Directors will decide how to proceed.

Section 7. Committees

- A. Standing Committees:
 - 1. Continuing Education Committee
 - 2. Legislative Committee
 - 3. Membership Committee
- B. Term & Duties of Standing Committees Chairs:
 - 1. Appointed by President and approved by Board of Directors for a minimum of one-year term.
 - 2. Attend all ISNO meetings.
 - 3. Select working members for the committee.
 - 4. Meet current organizational needs.
 - 5. Voting members
- C. Special Committees:
 - 1. President appoints committee chair and is approved by Board of Directors as deemed necessary.
 - 2. Chair selects working members for the committee.
 - 3. Not eligible to vote

Section 8. Executive Director

- A. Contracted position reviewed and issued annually.
- B. Attend all ISNO meetings.
- C. Assist and collaborate with the ISNO leadership in organizational efforts and business operations.
- D. Prompts President & Board of Directors to review and revise organizational documents per schedule in Policy & Procedure Manual.
- E. Serve as a representative and spokesperson for ISNO.
- F. Report to the Board of Directors.
- F. Not eligible to vote

ARTICLE V – MEETINGS

Section 1. Annual Meeting

- A. Held as determined by the Board of Directors.
- B. Conduct business, hear progress reports, amend bylaws, and other business

- properly brought before the members.
- C. Quorum is a simple majority of the voting members in attendance.
 - D. Robert's Rules of Order Newly Revised, most current edition, shall be the governing authority except if inconsistent with bylaws of ISNO or NASN.
 - E. Voting may occur electronically, in person, or by paper ballot.

Section 2. Board of Directors & Standing Committee Chair Meetings

- A. Held at a minimum of four times per year.
- B. Additional meetings may be held if necessary.
- C. Quorum is simple majority of the voting board members in attendance.
- D. Robert's Rules of Order Newly Revised, most current edition, shall be the governing authority except if inconsistent with bylaws of ISNO or NASN.
- E. Voting may occur electronically, in person, or by paper ballot.

Section 3. Special Meetings

- A. President or Executive Director may hold special meetings of the Board of Directors or general membership as deemed necessary.
- B. No decisions that require a vote shall be made without quorum of Board of Directors' approval.

Section 4. Electronic Meetings

- A. Membership meetings are authorized to use electronic communication media if all participating members simultaneously hear and have the opportunity to participate during the meeting.
- B. Board of Directors, Standing, and Special Committees are authorized to use telephone conference or other electronic communication media so long as a quorum is present and all members simultaneously hear and have the opportunity to participate during the meeting.

ARTICLE VI – AMENDMENT

Section 1. Full Notice Amendment

- A. Bylaw amendments may be submitted to the President.
- B. Active membership shall be notified of proposed amendments at least 15 days prior to a vote.
- C. Bylaw amendments shall become effective immediately with a simple majority vote of active members participating.

Section 2. Partial Notice Amendment

- A. Bylaw amendments may be introduced during annual member meeting.
- B. Active members attending annual member meeting may vote.
- C. Bylaw amendments shall become effective immediately with a simple majority vote of active members participating