

ISNO By-LAWS

Article I Name and Purpose

Section 1 Name:

The name of this organization shall be the Iowa School Nurse Organization.

Section 2 Affiliation:

This organization shall be a unified affiliate of the National Association of School Nurses (NASN).

Section 3 Purpose: The purpose of this organization shall be to:

- A. Promote quality health education and health services for students and school communities.
- B. Promote quality continuing education for school nurses.
- C. Provide consultation on the educational standards for the preparation of school nurses.
- D. Encourage unity of thought and action.
- E. Cooperate and collaborate with educational institutions and organizations seeking to promote school health and school nurses.

Article II Membership

Section 1 Eligibility:

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

Section 3 Classification: There shall be six classes of membership:

- A. Active Members:

1. To qualify for active membership in ISNO one must:
 - a. Be a registered professional nurse;
 - b. 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 membership dues and upon payment of dues, shall be granted Active membership privileges.

B. Associate members 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 Members shall be:

Any school nurse, who, upon retirement, does not wish to remain an Active member, shall be eligible to become a Retired member, upon notification to the Organization.

D. Student Members shall be:

Students of a school of professional nursing not employed as a school nurse on a full or part time basis. Student membership status shall not be renewed more than once for a graduate nurse.

E. Corporate/Business/Professional Organization Members shall be:

Those organizations or persons who desire to support the goals of the Organization whose members are not eligible for Active membership in the Organization. Granting of a Corporate/Business/Professional Organization membership shall in no way bind the Organization to support philosophies or policies of any Corporation/Business/Professional Organization members.

F. Members-at-Large shall be: Those persons who hold a special interest in or are working with the Organization and who do not fit into any other Organization membership classification.

Section 4 Privileges:

- A. The annual business meeting for members will be held every year at the annual conference.
- B. Active members shall have full voting privileges and may also have the privileges of holding office and serving as chair or a member of any committee.
- C. A quorum shall consist of a majority of voting members attending the annual business meeting.
- D. All other members have the right to attend meetings, receive publications of the Organization, speak on issues, and serve on committees but may not make motions, vote or serve as members of the Board of Directors.

Section 5 Dues:

- A. Annual Dues include membership in NASN and ISNO and shall be established by the Board of Directors.
- B. Dues are payable to NASN according to NASN procedures.

Article III - Board of Directors

Section 1- Composition:

- A. The Board of Directors shall be composed of elective officers and chairs of the standing committees.
- B. Board of Directors may recall a board member if duties are not fulfilled.
- C. In case a member is unable to serve out their term on the Board of Directors, the Board shall declare the position vacant and appoint a member to fill the unexpired term. In the event the presidency or president-elect becomes vacant, the nominating committee shall submit a ballot to the membership.

Section 2 Duties:

The Board of Directors shall:

- A. Establish, implement, monitor, and evaluate goals and objectives to accomplish the mission of the Organization.
- B. Authorize all official meetings of the Organization.
- C. Determine policy between official meetings of the Organization
- D. Perform the duties specified in the policy and procedure manual
- E. Review the budget and make policy recommendations to the membership.
- F. Establish procedures for reimbursement to the Board of Directors for necessary and actual expenses.

Section 3 Meetings:

- A. Board of Director Meetings shall be held four times a year. The President may call additional meetings if necessary.
- B. A quorum of the Board of Directors shall be a simple majority of the Board of Director members.

- C. Robert's Rules of Order, Revised shall be the governing authority of this Organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws of this Organization or of the National Organization.

Section 4 Email Voting and Electronic Meeting:

- A. Board of Directors, standing and special Committees are authorized to meet by telephone conference or through electronic communication media so long as a quorum is present and all members can hear and participate simultaneously.
- B. Board of Directors, standing, and special committees are authorized to use email voting so long as a quorum is present, the vote is unanimous and is ratified at the next meeting of the Board or committee.

Article IV Elected Officers

Section 1 - Composition:

The elected officers of the organization shall be a President-Elect, President, Past President, National NASN Director, Treasurer, and Secretary.

Section 2 Elections:

Nominations of candidates for office shall be submitted in writing to the Past President. It is the responsibility of the Past President to distribute a complete ballot of candidates to all members for each office to be filled. Elections will be held by mail ballot or Board approved electronic method. Biographical data of the candidates shall be included with all ballots.

Section 3 Installation: All newly elected officers begin their term of office after the election and following installation. Installation of officers will take place at the annual business meeting.

Section 4 President-Elect:

The term of office shall be two years. Election will be held on even years. The President-elect shall assist with continuing educational efforts and professional development and assist the President as requested. The President-Elect shall act for the President in the absence of the President. The President-Elect shall succeed to President at the end of the term or if the President is unable to complete the term.

Section 5 President:

The term of office shall be two years. The President shall preside at all meetings of the Organization. The President shall appoint all standing and special committees and chairs; be an ex-officio member of all committees; and 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. The President shall succeed to Past President.

Section 6 Past President:

The term of office shall be two years. The Past President shall serve as Parliamentarian and consultant to the president. Past President shall coordinate nominations, awards and grants and the new school nurse mentoring program.

Section 7 National Association of School Nurses (NASN) Director:

The term of office shall be four years. Election will be held on every other odd year. The NASN director shall be the official ISNO representative to the NASN. The director shall attend all meetings and fulfill all duties as required by the NASN. The director shall report to the Board of Directors and the membership.

Section 8 Treasurer:

The term of office shall be for two years. Election will be held on the odd years. The Treasurer shall receive all monies, pay all bills and have current comprehensive financial reports ready for the Organization at all times. The Treasurer shall assist in maintaining an accurate roster of members. The Treasurer shall submit books for audit by July 1 of each year. The audit must be completed by August 31 of each year.

Section 9 Secretary:

The term of office shall be two years. Election will be held on even years. The Secretary shall record all minutes and preserve all records of the proceedings of all regular and special meetings of the Organization. The Secretary shall mail notices of all general meetings, elections and other proposals requiring the vote of the membership, be responsible for all correspondence as requested by the President, maintain all official documents, and facilitate board reviews of official documents.

Article V Committees

Section 1- Standing Committees:

There shall be standing committees as determined by the Board of Directors to meet current organizational needs. The President shall appoint chairs for a one-year term of office with the approval of the Board of Directors. The chairs shall choose working members for each committee.

Section 2 Special Committees:

The President may appoint special committees and chairs for those committees as deemed necessary. The chairs shall choose working members for each committee.

Article VI- Amendments

Section 1

Proposed amendments to by-laws shall be submitted to the President. Active membership shall be notified of proposed amendments at least 15 days prior to a proposed vote. Amendments shall become a part of these bylaws if accepted by a two-thirds affirmative vote of Active members voting in a mail vote, with the exception that at any annual meeting, amendments may be introduced from the floor and voted upon. These amendments must have a two-thirds affirmative vote of those attending the annual meeting to pass.

Section 2

All amendments to these bylaws shall take effect immediately.

Article VII- Disbursement of Funds After Dissolution

Section 1

Upon termination or dissolution of this organization in any manner or for any reason, its assets, if any, remaining after payment (or provision for payment) of all liabilities of the organization, shall be distributed to one or more organizations with the primary purpose of promoting the health and education of children.