



Constitution and By- Laws
New Hampshire School Nurses' Association
Adopted May 9th, 2024

Mission: As registered professional school nurses, we provide comprehensive school health services to support all students in achieving their full academic potential.

Vision: New Hampshire School Nurses' Association (NHSNA) provides leadership and education to support New Hampshire school nurse standards of practice, care coordination, leadership, quality improvement, and community public health. New Hampshire school nurses are committed to promoting the health of students and school communities through evidence based clinical practice, health promotion, and education. NH school nurses are integral members of the school leadership and education teams and are committed to collaborating with professional organizations and health care teams. Through strength in membership and advocacy, NHSNA creates the infrastructure to promote excellence in school nurse practice across the state.

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CONSTITUTION

Article I *Name*

Section 1. The name of this association shall be the New Hampshire School Nurses' Association.

For the purpose of brevity, the New Hampshire School Nurses' Association will be referred to as the "Association" and the National Association of School Nurses as the "National Association" throughout the Constitution and By-Laws.

ARTICLE II Purpose

Section 1. By working through a lens of equity, to promote the physical and mental health, safety and equity of all students. Which in turn, supports and improves students' access to their education, so they may achieve their educational goals.

Section 2. To advance the quality, scope and standards of school nursing practice in New Hampshire. Encourage professional collaboration at local, state and national nursing levels and in cooperation with agencies at local, state, and national levels.

Section 3. To unify and strengthen the profession of school nursing and to represent the interests of school nurses to allied professionals, community, educational and governmental groups including but not limited to the NH Department of Education, NH Board of Education, NH Board of Nursing, NH Department of Health and Human Services.

Section 4. To provide professional growth and development opportunities.

Section 5. To hold property and funds to assist in the attainment of these purposes.

Article II *Definition*

Section 1. Definition of School Nurse for the purpose of determining membership in the New Hampshire School Nurses' Association is: A registered professional nurse, eligible for certification by the NH Department of Education, working in a learning environment such as a preschool or childcare center, K-12 public, charter, private or post-secondary schools of learning.

Section 2. Membership Level "Active": Active Members shall be currently licensed, registered nurses, eligible for certification by the NH Department of Education who are currently engaged in the practice of School Nursing. They will have voting rights and are eligible to hold office.

Section 3. Membership Level “Allied”: Allied members shall be currently working in schools supporting school health services and do not meet the qualifications of Active membership. Such members may participate in all discussions but may not vote nor hold office.

Section 4. Membership Level “Friends of School Nurses”: Friends of school nurses shall be other interested community stakeholders and collaborating professionals who do not qualify for the “Active” or “Allied” membership categories. Such members may participate in all discussions but may not vote nor hold office.

Section 5. Membership level “Retired”: Retired members shall be any school nurse who is no longer active in the practice of school nursing. Such members may vote, participate in discussions and are eligible to hold office.

Section 6. Dues

A. Dues for all memberships will be determined annually.

B. Retired Members - Dues will be paid once at the time of retirement at the current Active Membership rate.

C. Severance of Membership - Membership may be revoked after 90 days of non-payment of dues and after two reminders.

Section 7. For the purpose of this Association the calendar year shall be September 1st. to August 31st.

Article III *Executive Board*

The Executive Board of this Association shall be voting Members of the NHSNA, unrelated by blood or marriage, and will consist of the President, President-Elect, Past President, Secretary, Treasurer, Delegate Director to the National Association of School Nurses and two members at large. The President shall not vote except in the case of a tie vote.

Article IV *Board of Directors*

The Board of Directors shall consist of the Executive Board and the chair and co-chairpersons of the standing committees. The Board of Directors shall adhere to the NASN Code of Ethics, the NH Code of Ethics for Educational Professionals and the NH Board of Nursing on Ethical Standards - NUR500.

Article V *Affiliation*

The Association shall affiliate with the National Association of School Nurses under its rules.

Article VI *Amendments*

The Constitution and By-Laws may be amended by 2/3 (*two-thirds*) votes cast of the members present at any general membership meeting provided that a copy of such amendments be disseminated to the membership in writing submitted in writing to the Secretary, 2 (*two*) weeks prior to a regular meeting, or as an alternative way method, the majority of 2/3 (*two-thirds*) of the membership polled responding by mail electronic ballot.

Article VII *Authority*

Section 1. Robert's Rules of Order Revised shall be the authority on parliamentary procedure on all matters not covered by the Constitution and By-laws of the Association. A Parliamentarian may be appointed by the Executive Board each year and does not have to be a member of the Association.

Section 2. Executive Committee - The Executive Board Officers shall have all powers of the Board of Directors to transact business between board meetings in accordance with the By-laws. Such transactions shall be reported at the next regular meeting of the Board of Directors.

Section 3. The following shall be the Order of Business for the Annual meeting unless it is suspended by a 2/3 (*two-thirds*) vote of the members present at the meeting. This Order of Business may be utilized for Board of Directors meetings.

1. Call to order.
2. Reading, correction and adoption of the minutes of the previous meeting.
3. Reading of Correspondence.
4. Reports of the Treasurer.
5. Reports on Standing Committees.
6. Reports on Special Committees.
7. Unfinished business.
8. New business.
9. Adjournment.

BY-LAWS

Article I *Meetings*

Section 1. General membership meetings will be held annually in the Spring.

Section 2. Special meetings may be called at the discretion of the President or by a petition signed by 5 (*five*) members, no less than 14 (*fourteen*) days prior to such meetings. This petition shall be submitted to the Secretary of the Association.

Section 3. A Quorum will be defined as 5% of Active members.

Article II *Election of Officers*

Section 1. Election of officers shall be by ballot at the annual meeting.

Section 2. Term of Office

A. The President and the President-Elect shall serve for a term of 2 (two) years or until their successors are elected. They are not eligible for consecutive re-election to the same office.

B. The Secretary and Treasurer shall serve for a term of 2 (two) years or until a successor is elected. These officers are eligible for consecutive elections to the same office and shall not serve for more than 2 (two) consecutive terms.

C. The Director to the National Association of School Nurses shall serve a term in accordance with NASN By-Laws/recommendations. This office is not eligible for consecutive re-election.

Section 3. Vacancy in office

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

B. A vacancy in the office of President-Elect shall be referred to the nominating committee. The nominated candidate will be confirmed by a 2/3 (*two-thirds*) vote of members present at the annual meeting or by 2/3 (*two-thirds*) of members responding by electronic ballot.

C. The President may name a pro-tem officer to fill a vacancy in the office of Secretary, Treasurer, or Director to NASN.

1. This officer will then be approved by a 2/3 (*two-thirds*) vote of the Board of Directors.

2. The approval vote may be by telephone or electronic balloting.

D. Members of the NHSNA Board of Directors may be removed from office, for just cause, by a majority vote of the entire Board of Directors. The BOD may appoint a committee to review all circumstances and make recommendations prior to the vote and within 30 days of formation. This report and all minutes regarding the matter will be considered non-public.

Section 4. Conflict of Interest

- A. All members of the NHSNA Board of Directors must act in the best interest of the association and shall not derive any personal profit or gain, directly or indirectly, by reason of participation with the NHSNA. This shall also include the member's business or other nonprofit affiliations, family and/or significant other, employer, or close associates who may stand to receive a benefit or gain. Each individual shall disclose to the Board of Directors any personal interests which they may have in any matter pending before the organization and shall refrain from participation in any discussion or decision on such matter.
- B. The NHSNA shall adopt, implement, enforce and regularly review Policies and Procedures governing conflicts of interest and pecuniary benefits transactions. The Policy and Procedures shall, at a minimum, meet the requirements of New Hampshire law as then in effect, and comply with Guidelines established by the Office of the NH Attorney General, Charitable Trusts Unit. Each Director, Officer, or Committee member shall have an affirmative duty to disclose to the NHSNA each transaction with the NHSNA that would be a Pecuniary Benefit Transaction (as defined by RSA 7:19-a) as to that Officer, Director, or Board member, and shall be prohibited from participating in the discussion or voting on the transaction.

- C. The NHSNA shall enter into Pecuniary Benefit Transactions only in accordance with the applicable provisions of RSA 7:19-a, as they may exist from time to time.

Section 5. Nominating Committee

- A. The Nominating Committee shall consist of 3 (*three*) members: 1 (*one*) shall be elected by the membership, of which he/she shall have served on the Executive Board, or Board of Directors and the other 2 (*two*) can be chosen from members at large and shall be appointed by the Executive Board. All members will serve for a 2 (*two*) year term.
- B. The Chairperson shall be elected by the Nominating Committee.
- C. Duties shall be to contact persons eligible to hold office and present the slate of candidates for the offices of this Association to the Membership at the Annual Meeting.
- D. Vacancy on the Nominating Committee shall be filled by appointment by the President.
- E. No member shall be on the Nominating Committee for more than 2 (*two*) consecutive terms.

Section 6. Compensation and Reimbursement of Expenses

- A. None of the Board of Directors of the NHSNA shall receive compensation for the performance of duties as an officer or Board Member but necessary expenses shall be paid in accordance with NHSNA policy.
- B. Board Members are eligible to serve in contracted compensated positions by NHSNA, provided they have disclosed all potential conflicts of interest. Board Members receiving stipends will recuse themselves from any discussions related to their stipend or contracts.

Article III *Duties of Officers*

Section 1. The **President** shall preside at all meetings of the organization and perform such duties pertaining to the office as well as other duties ordered by the Association.

In addition, The president shall:

- A. Act as ex-officio member of all committees.
- B. Appoint, immediately following the annual meeting, chairpersons for the Standing Committees and any Special Committees that are necessary for the business of the Association.
- C. Prepare a calendar of Board Meetings and other activities pertinent to School Nursing.
- D. Prepare an agenda for each Board Meeting.
- E. Be responsible for writing an annual report to be presented to the general membership at the Spring meeting.
- F. Be the liaison to the NH Nurses Association as well as other appropriate organizations as approved by the Executive Board.
- G. Be exempt from Association membership dues
- H. Attend the annual National Association conference as a representative of the Association

Section 2. The **President-Elect** shall preside at all meetings in the absence of the President and become Acting President for the unexpired term of the President in the event that the president can no longer fulfill the duties. The President-Elect shall assume such duties as designated by the President.

Section 3. The **Immediate Past President** shall advise the Executive Board and assist the President upon request.

Section 4. The **Secretary** shall keep a correct record of all meetings. The Secretary shall attend to all correspondence and copies of replies. He/she shall keep on file correspondence relevant to the business of the Association. The Secretary shall distribute the minutes of all Executive Board meetings to the Board members no later than (*two*) weeks following the meeting.

Section 5. The **Treasurer** shall receive all funds of the Association, disburse funds and maintain an accurate record of all financial transactions of the Association. This record will be reported at each Board of Directors and General Membership meeting. The Treasurer shall prepare an annual budget to be approved by the Executive Board and presented to the

General Membership at the Annual Meeting. A periodic financial review will be carried out as recommended by the Board of Directors.

Section 6. The **Director to the National Association of School Nurses** shall represent the membership to the NH School Nurses Association. The Director shall be an Active member in good standing of the National Association. The Director shall fulfill the duties of a member of the Board of Directors of the National Association as outlined in their Constitution and By-laws. A written report shall be submitted at the Spring meeting to the general membership.

Section 7. Members at Large as part of the Executive Board shall be responsible for the management of the Association, approve all expenditures, carry out the policies established by the Association, and suggest policies for consideration of the Association. Members at Large are expected to attend all regular and executive board meetings, either in person or via electronic communication and must contact the president if unable to do so.

Article IV *Executive Board*

Section 1. The Executive Board shall be responsible for the management of the Association, approve all expenditures, carry out the policies established by the Association, report its transactions to the members and suggest policies for consideration of the Association. Executive board members are expected to attend all regular board meetings, either in person or via electronic communication and must contact the president if unable to do so. Failure to attend or to participate in two consecutive or three non-consecutive duly called meetings without good cause as determined by the President may be cause for declaring a vacancy of the position.

Article V *Standing Committees*

Section 1. The President may appoint, immediately following the Annual Meeting, members to the following Standing Committees. It is recommended that there be at least 2 members per committee. Standing committee members are expected to attend all regular board meetings, either in person or via electronic communication, and must contact the president if unable to do so. Failure to attend or to participate in two consecutive or three non-consecutive duly called meetings without good cause as determined by the President may be cause for declaring a vacancy in the position.

Detailed descriptions of committee responsibilities will be included in the NHSNA Operations Manual. Changes in the Operations Manual will not require a vote.

A. **Legislative** – Aids in planning, drafting or presenting desired legislation to the state legislature and maintains an awareness of legislation and/or regulations pertinent to the practice of Nursing and School Nursing.

B. **Continuing Education** – Plans meetings and programs that are attuned to the educational needs of the School Nurse in order to increase professional knowledge and accountability. Members and non-members shall be notified of these programs. The Board of Directors and others approved by the Executive Board are eligible for no fee registration to the annual conference.

C. **Nominating** – Contact persons eligible to hold office and present the slate of candidates for the offices of this Association to the Membership at the Annual Meeting.

D. **Membership** – Contact members and prospective members at least annually for membership in the Association for the current year. Contact members delinquent in dues payments. A membership roster/database will be kept up to date and made available to the Executive Board on the NHSNA website.

E. **Communications and Public Relations** – Distributes information utilizing Internet, print, and/or broadcast media. Distributes information to the news media regarding the Association's plans or accomplishments. May act as contact person with other professional associations/organizations in order to increase an awareness and understanding of the purposes and goals of those associations/groups and that of the Association. Creates, collects, disseminates, and archives information that is important to the NHSNA members. Duties may include web site design and upkeep, data collection and member communication as directed by the Executive Board.

F. **Hospitality** – Works closely with the Continuing Education Committee in the social portion of planned programs; acts as the hostess group for the programs by registering and welcoming members and prospective members. May provide refreshments at Board of Directors meetings.

G. **Scholarship** – Receives and processes applications and selects the recipient according to the criteria for scholarship standards and requirements.

H. **Constitution and By-Laws** – Revises the constitution and bylaws in response to acknowledged and approved changes in the State or National Association.

K. **Member Outreach** duties include researching and recording the history of school nursing in New Hampshire. Will serve as the person to recognize special events in the lives of the membership, for example retirements, illness, etc.

L. **New England Conference** - Two members serve on this committee and follow the current NESNC Committee Guidelines.

M. **School Nurse of the Year** - Coordinates the School Nurse of the Year selection and award process in coordination with NH EDies. Presents the candidate to the Board of Directors for final approval.

Article VI *Indemnification*

Indemnification of Directors and Officers. The NHSNA shall indemnify and hold harmless, to the fullest extent permitted by the law of New Hampshire as it presently exists or may hereafter be amended, any director or officer of the NHSNA who was or is made or is threatened to be made a party or is otherwise involved in any action, suit or proceeding, whether civil, criminal, administrative or investigative (a “Proceeding”) by reason of the fact that they, or a person for whom they are the legal representative, is or was a director, officer, employee or agent of the NHSNA or is or was serving at the request of the NHSNA as a director, officer, employee or agent of another corporation or of a partnership, joint venture, trust, enterprise or non-profit entity, including service with respect to employee benefit plans, against all liability and loss suffered and expenses reasonably incurred by such person in connection with any such Proceeding.

Article VII *Dissolution*

Upon termination or dissolution of the New Hampshire School Nurses’ Association, any assets lawfully available for distribution shall be distributed to the National Association of School Nurses.

The New Hampshire School Nurses’ Association is a tax-exempt organization under a 501 (C)(3) status.

Revised April 25, 2020; Revised May 9, 2024

APPROVED by the Board of Directors on this 25th day of April 2020

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