

NORTHEASTERN OHIO ASSOCIATION OF SCHOOL NURSES

By Laws

Amended March 2013

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BY LAWS
Of the
NORTHEASTERN OHIO ASSOCIATION OF SCHOOL NURSES

ARTICLE I - NAME

The name of this corporation shall be the Northeastern Ohio Association of School Nurses (NEOASN), an affiliate of the Ohio Association of School Nurses (OASN) and shall be known in this document as NEOASN or the Association.

ARTICLE II - GOALS

The goals of the association shall be:

1. To operate as a professional and educational organization on a non-profit basis.
2. To promote school health services for the children of Northeast Ohio
3. To promote the interests of NEOASN's membership
4. To aid the school nurse to become more effective in the administration of school health services.

ARTICLE III - STANDARDS OF PROFESSIONAL PRACTICE

All members of the Association are expected to adhere to the scope and standards of professional nursing as defined by the National Association of School Nurses.

ARTICLE IV - MEMBERS

Section 1: Classification

- A. Members of NEOASN shall be designated as active, associate or retired upon payment of annual dues.

Section 2: Active

- A. To qualify as an active member in NEOASN one must:
 - a. Be a registered professional nurse (RN) holding a current and valid license issued by the Ohio Board of Nursing, and
 - b. Hold a current, valid school nurse license/certificate issued by the Ohio Department of Education (ODE), or National Certification as a school nurse (NCSN) and
 - c. Have the administration, education or the provision of school health services as their primary assignment.
- B. Active members shall be voting members of NEOASN and may hold office.

Section 3: Associate

- A. Associate membership may be granted to any registered professional nurse who is not eligible for active membership, but who serves a school as a professional nurse.
- B. Associate members shall not make motions, vote, hold office, or serve on committees.

Section 4: Retired

- A. Any school nurse, who is a member of NEOASN upon retirement, shall be eligible to become a retired member, upon notification to the association
- B. Retired members shall be voting members of NEOASN, may serve on committees, but may not hold office.

Section 5: Dues

- A. The annual dues for the Association shall be recommended by the Executive Committee and approved by the general membership at a general meeting.
- B. The dues for Associate and Retired members shall be one-half

- (1/2) of the regular dues for the association.
- C. Those retired members who wish to do so, may become lifetime members upon a payment of a one-time fee.
 - D. Dues for the Association shall be due and payable by September 1 each year and shall be delinquent after October 31. Voting privileges shall be forfeited and mailings discontinued until such time as dues are paid.

ARTICLE V - OFFICERS

Section 1: Officers

- A. The elected officers of the Association shall be a President, President-Elect, 2 Vice-Presidents, Secretary, Treasurer, OASN Representative, and Immediate Past-President. These officers will be known as the Executive Committee. These elected officers must also be members of OASN.
- B. The Board of Directors will consist of the elected officers and the chairs of the standing committees.

Section 2: Terms of Office

- A. The President and Immediate Past-President shall serve for one (1) year or until their successors are elected.
- B. The President-Elect shall be elected annually for a term of one (1) year to then transition into the office of the President and then Immediate past-president for one (1) year each or until a successor is elected.
- C. A Vice-President shall be elected each year for a term of two (2) years or until a successor is elected. An individual will be termed 2nd Vice President upon election and the following year move to 1st Vice President, succeeding their predecessor.
- D. The Secretary shall be elected in the odd numbered years for a term of two (2) years or until a successor is elected.
- E. The Treasurer shall be elected in the odd numbered years for a

term of two (2) years or until a successor is elected.

- F. The OASN Representative shall be elected in the even numbered years for a term of two (2) years or until a successor is elected.

Section 3: Duties of Officers

A. The President shall:

1. Preside over all meetings of the Association, the Executive Committee and the Board of Directors.
2. Provide leadership in the development and attainment of the mission and goals of the Association.
3. Appoint the chairperson of all committees except where otherwise provided for in these by laws and be ex officio member of all committees except nominating.
4. In the event of the resignation of an elected officer, chairperson of a standing or special committee, appoint a new chairperson, subject to the approval of the Executive Committee.

B. The President-Elect shall:

1. Preside over all meetings of the Association, Executive Committee and Board of Directors in the absence of the President.
2. Succeed to the unexpired term of the president and then serve the term for which elected.
3. Serve as the chairman of the Nominations committee.

C. The Vice-Presidents shall:

1. Serve as the chairpersons of the program committee.
2. Preside in the absence of the President and President-Elect. 1st Vice President and then 2nd Vice President.

D. The Secretary shall:

1. Record the proceedings of all Association, Executive

Committee and Executive Board meetings.

2. Carry on the correspondence of NEOASN as directed by the President and the Board of Directors.

E. The Treasurer shall

1. Keep full and accurate accounts or receipts and disbursements of the Association.
2. Disperse funds as directed by the Board of Directors.
3. Give a financial report at all meetings of the Association, the Executive Committee and the Board of Directors.
4. Present a written report at all Board meetings and the general meetings of the Association.

F. The OASN Representative shall:

1. Serve as a liaison between the NEOASN and OASN and shall provide written reports for both the OASN and NEOASN newsletters and board meetings.
2. Shall be a member of the Legislative Committee.

G. The Immediate Past-President:

1. Shall support the mission and goals of the association and perform such other duties as directed by the President and the Board of Directors.
2. Serve the unexpired term of the President-Elect until the next scheduled election.
3. Serve as the Chairperson of the Legislative Committee.

Section 4: Association Property/Transition Meeting

- A. Each officer shall transfer Association property and records to a successor within one (1) month after leaving office. This should be done prior to the Summer Board meeting.

ARTICLE VI - MEETINGS

Section 1: General membership meetings of the Association

- A. There shall be two (2) regular meetings of the Association each year to be held in the Fall and the Spring.
- B. The regular meeting in the Spring shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving reports, and for any other business of the Association that may arise.
- C. Special meetings of the association may be called by the President or by the Executive Committee.
 - 1. The purpose of the meeting shall be stated in the call and at least two (2) weeks notice by mail or e-mail shall be given to the membership.

Section 2: Quorum

- A. Quorum shall consist of a majority of the active members registered and present at an official meeting of NEOASN.

ARTICLE VII - BOARD OF DIRECTORS

Section 1: Composition

- A. The Board of Directors shall consist of the elected officers including the immediate Past-President and the chairpersons of the standing committees.
- B. The Board members shall be active members of the Association and OASN.
- C. The majority of the Board of Directors shall constitute a quorum.

Section 2: Duties

- A. The Board of Directors shall have general supervision of the affairs of the Association between its general membership meetings.

- B. Determine the date, time and place of the Association meetings.
- C. Make recommendations to the Association that promote the goals and purpose of NEOASN.

Section 3: Meetings

- A. Meeting as deemed necessary by the President of NEOASN or shall be called upon the written request of three members of the Board of Directors.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1: Composition

- A. The Executive Committee shall be composed of the elected officers and the immediate Past-President.

Section 2: Authority

- A. The Executive Committee shall have the authority to conduct business and act in emergency situations between scheduled meetings of the Executive Board. Business may be conducted by telephone, mail, e-mail or FAX. Actions taken shall be ratified at the next meeting of the Executive Board.

Section 3: Meetings

- A. The Executive Committee shall meet at the call of the President. The notice of time, place and purpose of the meeting shall be given not less than three (3) days before the meeting.

Section 4: Quorum

- A. Four (4) members of the Executive committee constitute a quorum.

ARTICLE IX - COMMITTEES

Section 1: Standing Committees

Legislation Membership Program Nominations
Public Relations Newsletter Auditing

Section 2: General Information

- A. The President, with the approval of the Executive Committee, shall appoint the chairperson of standing committees unless otherwise provided for in these by laws.
- B. The chairperson of a committee shall appoint their committee members unless otherwise provided for in these by laws or by any special rules that may be adopted.
- C. Other committees, standing or special, shall be appointed by the President, as the Association or the Board of Directors shall deem necessary, to carry on the work of the Association.

Section 3: Specific Duties

- A. Legislation Committee
 - 1. The Past-President shall serve as the chairperson of the Legislation Committee.
 - 2. The committee shall be responsible for monitoring State legislative activity that is of concern to school nurses.
 - 3. This committee shall work closely with the legislation committee of OASN and the NEOASN Regional Representative.
- B. Membership Committee
 - 1. The President shall appoint the chairperson of the Membership Committee.
 - 2. The committee shall be responsible for the recruitment and enrollment of all eligible school nurses in the NE Ohio district.
- C. Program Committee
 - 1. The Vice Presidents shall serve as the chairpersons of the

program committee.

2. The Program Committee shall be responsible for planning workshops and programs to increase the knowledge and skills of the membership.

D. Nominations Committee

1. The President-Elect shall serve as the chairperson of the Nominations committee.
2. The Nominations committee shall be composed of three (3) members.

E. Public Relations Committee

1. The President shall appoint the chairperson of the Public Relations Committee.
2. The Public Relations Committee shall work in conjunction with the OASN Public Relations committee to promote school nursing.

F. Newsletter Committee

1. The President shall appoint the chairperson of the Newsletter Committee.
2. The Newsletter Committee shall publish and mail or e-mail the NEOASN newsletter as directed by the Board of Directors.

G. Auditing Committee

1. The President shall appoint the auditing committee of three (3) members at the Association's Fall meeting.
2. The Auditing committee will audit the financial records of the Association at the close of the fiscal year and report at the annual meeting that follows. The fiscal year shall be June 1 through May 31.

H. Such other committees, standing or special, shall be appointed by the President of the Association or the Board of Directors from

time to time as deemed necessary to carry on the work of the Association.

ARTICLE X - NOMINATIONS AND ELECTIONS

Section 1: Nominations

- A. At the Annual Meeting (in the spring) the nominating committee shall present a slate of (at least) one candidate for each office to be filled.
- B. Additional nominations may be made from the floor.
- C. Only active members of NEOASN shall be eligible to be nominated and elected.

Section 2: Elections

- A. Officers shall be elected by ballot if more than one candidate for any office is nominated.
- B. A majority vote, of members registered and present, shall elect.
- C. No member shall hold more than one elected office at a time and no members shall be eligible to serve more than one term in the same office until the lapse of one term.

Section 3: Terms

- A. Term of office shall begin at the close of the Annual Meeting at which they are elected.

ARTICLE XI - FINANCES

Section 1: Dues

- A. Annual dues for active members of NEOASN shall be recommended by the Board of Directors and approved by the members at the Annual Meeting.
- B. The Board of Directors shall determine dues for all other

membership categories.

- C. Dues are payable annually. Delinquent members shall forfeit all privileges of membership until reinstated to membership.

ARTICLE XII - DISSOLUTION

In the event of dissolution of this Association and after the payment of all liabilities, all of the remaining assets shall be distributed to the Ohio Association of School Nurses.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these by laws and any special rules of order the Association may adopt.

ARTICLE XIV - AMENDMENTS

These by laws may be amended at any regular meeting of the Association by a majority vote, provided that the amendment has been mailed or e-mailed to the membership at least two (2) weeks prior to the meeting. Amendments may be introduced from the floor and adopted by a two-thirds (2/3) vote.

Adopted 11/12/1988
Amended 3/14/1998
Revised 1/7/2004
Revised 10/2007
Amended 3/10/2012

PROCEDURES FOR ADOPTING A REVISION OF THE BY LAWS

I Before the meeting:

Notice: Give notice according to the provisions in the by laws to all qualified voting members that a revision of the by laws will be presented at the designated meeting.

II At the meeting:

*President: "May we have the report of the committee appointed to revise the by laws?"

*Committee Chairman (or reporting member): "Madam President, on behalf of the committee, I move the adoption of the proposed revision (s) to the by laws."

(The motion does not require a second if coming from a committee of more than one (1) person.)

*President: Repeat the motion as stated. "The motion is to adopt the proposed revision(s) of the by laws."

*Call on the reporting member to begin reading/reviewing the revision (s).

* The revision(s) are read and discussed. After each part is read, it is open to debate and amend. Any amendments proposed are considered and voted on before the next part is read and considered. These amendments require only a majority vote and must be germane to the section to which they refer. No vote is taken on the article/section as amended.

*President: "All those in favor of adopting the revision(s), say 'Aye'. Those opposed say, 'No'. The revision(s) is/are adopted (or not adopted)."

Unless adopted with provisos as to the time in implementation, the by laws are effective immediately.