



# Utah School Nurse Association Bylaws

Revised March 2011

## ARTICLE I – NAME

This organization shall be named the Utah School Nurse Association.  
(Hereinafter known as USNA)

## ARTICLE II – GOALS OF THE ORGANIZATION

Section 1: To promote and advance the quality of school health services and health education throughout the State of Utah.

Section 2: To operate as an educational organization on a non-profit basis.

## ARTICLE III – AFFILIATION

This organization is a unified state affiliate of the National Association of School Nurses (NASN) upon payment of annual dues as set by USNA and NASN.

## ARTICLE IV – MEMBERSHIP AND DUES

Section 1: Eligibility: Active membership in the association shall be open to any registered, professional nurse who meets the requirements for school nursing in the State of Utah and who is in compliance with such other qualifications or requirements set forth in these by laws.

Section 2: Classification: There shall be six classes of membership: Active, Associate, Retired, Student, Corporate/Business/Professional Organization, and Member at large.

### A. Active members

1. To qualify for Active membership in USNA 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 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. Member-at-large shall be:  
Those persons who hold a special interest in or who are working with the Association and who do not fit into any other Association membership classification.
- D. Retired members shall be:  
Any school nurse who is a member of the Association upon retirement shall be eligible to become a Retired member, upon notification to the Association.
- E. Student members shall be:
  - 1. Students of a school of professional nursing, not employed as a school nurse on a full or part time basis.
  - 2. Student membership shall not be granted to a person who has previously attained or been eligible for Active status.
  - 3. Student membership status shall not be renewed more than once for a graduate nurse.
- F. Corporate/Business/Professional Organization members shall be:
  - 1. Those organizations or persons who desire to support the goals of the Association and whose members are not eligible for Active or Associate membership in the Association.
  - 2. Granting of a Corporate/Business/Professional Organization membership shall in no way bind the Association to support philosophies or policies of any Corporate/Business/Professional organization members.

Section 3: Instatement: Any person eligible for membership shall become a Member upon payment of dues set for his/her classification of membership and who meets the requirements set forth in these bylaws for his/her class of membership.

Section 4: Dues:

- A. All annual dues shall be established by the Board of Directors.
- B. Annual dues for members shall include fees for state and national affiliation. Members will be advised of any changes in fees at a regular business meeting.
- C. The membership year shall be 12 full months. The year shall commence on the date dues are received.

Section 5: Rights and Restrictions:

- A. Active members shall be entitled to exercise full membership rights.
- B. Associate, Retired and Student members shall have all the privileges of membership, except the privilege of voting and holding an office.
- C. Corporate/Business/Professional Organization, and members-at-large members shall have all the privileges of membership excepting those of voting, holding office and serving on a committee.

## ARTICLE V - FISCAL YEAR and MEMBERSHIP YEAR

Section 1: The fiscal year shall be from January 1 through December 31

Section 2: Payment of dues authorizes membership in the association for one full year from the date of payment. Membership growth is calculated based on the fiscal year.

## **ARTICLE VI – OFFICERS**

Section 1. Composition: The elected officers of USNA shall be president, president-elect, past president, vice president, secretary, treasurer, NASN Director, and the nominations committee chairperson.

Section 2. Eligibility. Only active members of USNA who are working in the field of school nursing shall be eligible to hold office.

Section 3. Term of office:

- A. A president-elect is elected every year. This person shall serve three years. Serving one year as president-elect, one year as president, and one year as past president.
- B. Vice President is elected for a period of two years and no more than two terms (4 years). Vice president will be elected in odd numbered years.
- C. Secretary is elected for a period of two years and no more than two terms (4 years). Secretary will be elected in even numbered years.
- D. Treasurer is elected for a period of two years and no more than two terms (4 years). Treasurer will be elected in odd numbered years.
- E. The NASN Director is elected for a period of four years. The Director may be re-elected to serve on the board of directors after being off the board for at least four years.
- F. Nominations Committee Chairperson is elected for a period of two years and no more than two terms (4 years). Nominations Committee Chairperson will be elected in odd numbers years.
- G. Newly elected officers shall assume their positions in May of the year in which they were elected. They will serve with outgoing officers from elections until May 31. The NASN director shall serve until after the NASN annual board meeting/conference.

Section 4. Vacancy

- 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 and the term of office as president to which he/she was elected.
- B. A vacancy in the offices of secretary, treasurer, vice president, NASN Director and nominations chairperson shall be filled by a ballot vote of the Board of Directors for the unexpired term.
- C. A vacancy in the office of president-elect shall be filled by a vote of the membership at the next scheduled election.

Section 5. Duties

- A. President: Preside at all annual and special meetings of USNA and at the meetings of the Board of Directors. Appoint all committee chairpersons

except for the nominating committee which is to be selected in the manner subsequently described.

- B. President-elect: Serve as a member of the Board of Directors and the chairperson of the Professional Practice Committee, and work closely with the president and the Board of Directors. At the president's request, represent USNA at appropriate functions. Preside at all meetings in the absence of the president. Automatically take office as president at the expiration of the president's term.
- C. Past President shall serve as consultant and member of the Board of Directors.
- D. Vice president: Shall serve as a member of the Board of Directors and chairperson of the program and conference committee. Perform such other duties as may be assigned by the President and Board of Directors. Preside at all meetings in the absence of the President and the President-elect.
- E. Secretary: Keep records of all proceedings of USNA and of the Board of Directors and have custody of all records and papers belonging to USNA. After each board meeting send a copy of minutes to each board member.
- F. Treasurer: Collect all dues, pay all bills, and keep a record of all monies received and expended as authorized. Give a written report at each board meeting. The books of USNA shall be (audited) reviewed each year by February 1 by an outside accountant, or as directed by the Board of Directors and submitted to the Board of Directors.
- G. NASN Director: Shall serve as a member of USNA Board of Directors. Shall be responsible for communications between USNA and NASN Board of Directors. Sit on the NASN Board of Directors as the State of Utah representative. Attend the NASN annual meeting and report to USNA membership.

## ARTICLE VII – BOARD OF DIRECTORS

### Section 1. Composition:

- A. The executive Board of Directors shall consist of the elected officers of the Association.
- B. The Board of Directors shall consist of the elected officers and chairperson of standing committees, appointed by the president.
- C. The Utah Department of Health shall appoint one ex-officio representative.

### Section 2: Authority

The Board of Directors shall conduct the affairs of USNA in accordance with the bylaws and directives adopted by the membership at the annual meeting.

### Section 3: Duties: The Board of Directors shall:

- A. Establish objectives to accomplish the goals of USNA.
- B. Shall monitor and evaluate the programs designed to implement the established goals and objectives.
- C. Ensure that the resources necessary for achievement are available and used efficiently.

D. Establish and maintain current operating guidelines for USNA.

Section 4: Meetings

The Board of Directors shall meet as determined upon due notice. Various forms of technology can be utilized to conduct scheduled board meetings, such as telephone, computer or similiar devices.

Section 5: Removal:

A member of the Board of Directors, shall be removed if he/she fails to meet the requirements for active membership. Removal will be conducted in accordance with USNA policies and procedures.

ARTICLE VIII - MEETINGS

Section 1: Annual meeting: USNA shall hold an Annual Meeting each year at the time and place the Board of Directors shall determine to conduct business, hear reports of progress of the past year, amend by laws and do other business as may properly come before it.

Section 2: Special Meetings of the general membership may be called as deemed necessary by the Board of Directors.

Section 3: Quorum: A majority of the active members registered and present shall constitute a quorum.

ARTICLE IX – COMMITTEES and Appointed board members

Section 1: Standing and Special committees or appointed board members:

- A. Unless otherwise stated, the composition, power, term and duties of all standing and special committees or appointed board members shall be recommended by the president and approved by the elected officials.
- B. The President or his/her designees shall be an ex-officio member of all committees except the nomination committee.
- C. Each standing committee shall consist of the chairperson board member appointed by the president to act as an appointed board member and other members as needed.

Section 2: Standing committees: To be appointed by the President in either odd or even numbered years as designated.

- A. Membership – even years
- B. Program and conference – odd years
- C. Newsletter – odd years
- D. Grants and Awards – odd years
- E. Nominations – odd years. The committee will consist of 1 elected representative and 2 appointed representatives.
- F. Historian – even years
- G. Advocacy Committee– odd years

- H. By-laws – even years
- I. Public relations – odd years
- J. Information Technology – odd years
- K. Professional Practice – yearly
- L. Finance Committee- The committee shall consist of the treasurer and 3-5 additional board members.
- M. National Board Certified School Nurse (NBCSN) Liason- even years.

Section 3: Committee functions:

- A. Membership – to stimulate and encourage membership in USNA/NASN. Keep an accurate and updated list of current members.
- B. Program and Conventions to plan programs, meetings, conventions and conferences.
- C. Newsletter – Prepare and arrange for at least two newsletters annually.
- D. Grants and Awards - Support the NASN and the Utah Nurses Association in issuance of grants and awards.
- E. Nomination – Seek out qualified candidates for office and to report to the Board of Directors at a meeting preceding the Annual meeting.
  - 1. Shall consist of 1 elected representative and two appointed representatives. The elected committee member shall serve for a two year term.
  - 2. The appointed representatives shall be appointed by the Board of Directors.
  - 3. The chairperson shall be a member of the Board of Directors.
- F. Historian – To record the history of USNA in pictures and written work.
- G. Advocacy– To monitor the bills in the Utah State Legislature that effect nursing and school nursing; and to inform the Board of Directors and the membership appropriately. Work with the NASN Director regarding national legislation of concern to school nursing.
- H. ByLaws – To amend the by-laws at least every two years to reflect the Association needs and practices.
- I. Public Relations – To notify news media about conventions, conferences, or other meetings. To promote public awareness of USNA. To work closely with the Government Relations Committee.
- J. Information Technology – Management of web site and discussion list.
- K. Professional Practice – To direct and guide school nurses in best practice standards.
- L. Finance- to prepare a yearly budget for activities.
- M. National Board Certified School Nurse Liason- To encourage school nurses to obtain national certification and educate other nurses about the process and benefits of obtaining certification. This position must be held by a national board certified school nurse.

ARTICLE X – AMENDMENTS TO THE BYLAWS

Section 1: The bylaws may be amended by a two thirds majority vote of the membership present and voting at the annual meeting provided that the membership has been notified of the amendment in writing or e-mail by the secretary or a designee of the president one week (seven days) prior to the annual meeting.

Section 2: The bylaws can be amended by a four-fifths (80%) vote at the Annual Meeting with written notice having been made available at least eight (8) hours before the vote, to all members registered at the Annual Meeting.

#### ARTICLE XI – ELECTIONS

Section 1: Election of officers: Election of officers shall be conducted at the annual meeting. Biographical data of the candidate shall be available. Majority vote of those voting in any election shall constitute an election.

Section 2: Eligibility: Only active members of USNA shall be eligible to be elected to office.

#### ARTICLE XII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order, newly Revised shall govern USNA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order USNA may adopt.