



# Utah School Nurse Association Bylaws

## ARTICLE I – NAME

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

## ARTICLE II – MISSION, VISION, CORE VALUES OF THE ORGANIZATION

### *Mission*

The mission of USNA is to optimize student health and learning by advancing the practice of school nursing in the state of Utah.

### *Vision*

We support the vision of NASN to ensure that every student is healthy, safe, and ready to learn.

### *Core Values*

Child Well-being, Ethics, Diversity, Excellence, Leadership, Integrity, and Professional Development.

## 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. Membership Classifications***

There shall be four classes of membership: Active, Associate, Retired, and Student. Other classifications shall be defined and approved by the USNA membership.

- A. Active: 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 bylaws.
- B. Associate: A licensed nurse who serves with the primary assignment of the provision of school health services, but who is not eligible for active membership, may be an associate member. Associate members shall not vote or hold office in USNA.
- C. Retired: Any active or associate member shall, upon retirement, be eligible to become a retired member upon notification of USNA. 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 USNA.
- D. Student: To be eligible for student membership a person must be enrolled in a professional nursing program to meet requirements to become a school nurse, or be a student not currently a nurse in a professional nursing program. Student members must submit proof of enrollment in a professional nursing program with the membership form. Persons who have completed the requirement to be a school nurse, but are pursuing further education shall not be eligible for student membership. Student membership may not extend past five years. Student members may not vote or hold office in USNA.

### ***Section 2. 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 3. 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 4. 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.

## **ARTICLE V - FISCAL YEAR AND MEMBERSHIP YEAR**

### ***Section 1. Fiscal Year***

The fiscal year shall be from January 1 through December 31

### ***Section 2. Membership Year***

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. Candidates running for President-Elect and NASN Director need to have at least 1-year prior USNA board experience.

### ***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 NASN board for at least four years, or as specified in the NASN bylaws.
- 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 numbered years.
- G. Newly elected officers shall assume their positions in May of the year in which they are elected. They will serve with outgoing officers from elections until May 31. The incoming NASN Director shall assume their position prior to the January NASN board meeting. The incoming director will work in conjunction with the current director from May 31st until this time to ensure a smooth transition.

#### ***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 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 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 undergo a financial review each year by the end of February. Taxes will be filed by the due date, by an outside accountant, and submitted to the Board of Directors. Shall prepare an annual financial statement to members for publication, at Spring Conference. Works with the scholarship committee to determine what monies go into funding the education scholarship. Provide mentoring to the incoming treasurer.
- G. Nomination: Seek out qualified candidates for office and reports to the Board of Directors preceding the annual meeting.
- H. NASN Director: Shall serve as a member of USNA Board of Directors as requested by NASN President. Shall be responsible for communication between USNA and NASN Board of Directors. Shall sit on the NASN Board of Directors as the State of Utah representative. Shall attend the NASN annual meeting and report to USNA membership. Shall submit nominees to the NASN awards according to established guidelines and timelines. Shall submit annual reports from USNA to NASN. Shall attend the NASN semi-annual board meetings, as the Utah representative.

## **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 and the Utah State Board of Education may each appoint one ex-officio representative: by virtue of his/her position shall be an Ex-Officio, non-voting member and will not be afforded the same rights as other Board of Director members, including debate and making formal motions.

### ***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 mission, vision, and core values set by USNA.
- B. Shall monitor and evaluate the programs designed to implement the established objectives of the mission, vision, and core values as set by USNA.
- 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 similar 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 bylaws.

## **ARTICLE VIII - MEETING**

### ***Section 1. Annual meeting***

USNA shall hold an Annual Meeting each year at the time and place the Executive Committee shall determine to conduct business, hear reports of progress of the past year, amend bylaws, and do other business as may properly come before it.

### ***Section 2. Special Meetings***

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. The President or his/her designees shall be an ex-officio member of all committees except the nomination committee.
- B. Each standing committee shall consist of the chairperson board member appointed by the president to act as such, 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. Grants and Awards – even years
- D. Nominations committee – even years.
- E. Historian – even years
- F. Advocacy Committee – odd years
- G. By-laws – even years
- H. Public relations – odd years
- I. Technology – odd years
- J. Finance Committee – even years
- K. National Board Certified School Nurse (NBCSN) Liaison – even years.
- L. Scholarship Committee – odd years
- M. Professional Review Committee – even years

### ***Section 3. Committee Functions***

- A. Membership: stimulate and encourage membership in USNA/NASN. Keep an accurate and updated list of current members.
- B. Program and Conferences: plan programs, meetings, conventions and conferences.
- C. Grants and Awards: support the NASN and the Utah Nurses Association in issuance of grants and awards.
- D. Nomination: shall consist of the nominations chairperson and two appointed representatives. They will work to seek out qualified candidates for office and report to Nominations Chair. The appointed representatives shall be appointed by the Board of Directors.
- E. Historian: to record the history of USNA in pictures and written work.
- F. Advocacy: Monitor the bills in the Utah State Legislature that affect nursing and school nursing; to inform the Board of Directors and the membership appropriately.
- G. Bylaws: Review and renew bylaws every two years. Bylaws may be amended whenever

- necessary to reflect the association needs and practices.
- H. Public Relations/Community Outreach: To promote school nursing awareness in the community through activities that influence improved health and wellness for children in the community.
  - I. Technology: Management of USNA website, discussion list, and social media, through the use of Facebook, Instagram, Twitter, and other social media platforms as appropriate.
  - J. Finance: to prepare a yearly budget for activities. The Finance committee shall consist of the Treasurer, President, President-Elect, Past President, and one appointed committee member (who will serve 1 year; no more than 2 years).
  - K. National Board Certified School Nurse Liaison: to encourage school nurses to obtain national certification and educate other nurses about the process and benefits of obtaining certification. A national board certified school nurse must hold this position.
  - L. Scholarship: Determine recipients of scholarship funds for the sole purpose of supporting the health of children through advancing the practice of school nursing by providing educational scholarships to Utah School Nurses with current active or associate USNA membership.
  - M. Professional Review: Write professional documents for USNA about which USNA should take a stance. These professional documents would be the official position of USNA that can be shared with members, community, media, and legislators. Will also review new and updated NASN position statements and NASN Position Briefs, and make the USNA membership aware of these updates and changes.

## **ARTICLE X - FIDUCIARY DUTIES**

The Board has the legal and financial responsibility for the organization's assets and is responsible for making sure that USNA's funds are used appropriately and that USNA is fiscally sound. Decisions should be based on maintaining the viability of USNA for the benefit of all school nurses in the State of Utah.

### ***Section 1. Reallocation of Funds***

Funds can be reallocated if needed and if voted and approved by the board of directors and disclosed to the membership.

### ***Section 2. Budget Expenditures***

Budgetary expenditures will be listed specifically as line items and dated.

If the President or NASN Director cannot attend the National Conference for personal or other reasons, the monies allocated for this conference may be reallocated to the President-elect, Vice-President or Secretary, in that order as stated in Article X. These reallocated funds must be used for the NASN conference in the same budget calendar year. If the President or NASN Director cannot attend the national conference due to natural disasters, or other catastrophic events, the monies allocated for this conference may be reallocated to

the following year's budget if there is not an option for a virtual conference. Members will submit all receipts for reimbursement within 30 days.

The bankcard for USNA account will be in possession of the USNA President, Vice-President, and Treasurer ONLY.

All expenditures must be submitted to the treasurer with a "reimbursement" form and a receipt. A receipt will be provided whether the purchase came from using USNA bankcard or personal funds.

### ***Section 3. Budget Year***

The budget calendar year will be from January to December. At the beginning of the calendar year the conference committee will be allocated a specific budget. All conference proceeds will be deposited into the "General" budget. All unused budget monies will roll back into the "General" budget at the end of the fiscal year.

### ***Section 4. Dissolution of USNA***

In the event there is dissolution of USNA, its assets, if any, remaining after payment of all liabilities shall be distributed to one or more organizations having exclusively charitable, scientific or educational purposes to promote public benefit.

## **ARTICLE XI – AMENDMENTS TO THE BYLAWS**

### ***Section 1. Amendment with Full Notice***

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. Amendment with Partial Notice***

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.

### ***Section 3. Amendment When Unable to Meet***

If the membership is unable to gather and vote in person due to unforeseen events prohibiting gathering, the bylaws may be amended by a two thirds majority vote through an online voting site. The membership will have one week to respond after sending out the online voting link.

## **ARTICLE XII – ELECTIONS**

### ***Section 1. Election of officers***

Election of officers shall be conducted at the annual meeting. Biographical data of the



candidate shall be available. The majority votes cast by members in good standing of USNA will determine the elected candidate(s).

***Section 2. Eligibility***

Only active members of USNA shall be eligible to be elected to office.

**ARTICLE XIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's 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.