

# Northwest Ohio Association of School Nurses

## Constitution

### Article I- Name

The name of this organization shall be the **NORTHWEST OHIO ASSOCIATION OF SCHOOL NURSES**

### Article II- Objective

The objectives of the association shall be to promote school health services, health education, and a healthy school environment for the children of Northwest Ohio: to provide leadership, education, and support for the practices of school nursing: and to promote the interests of its members.

### Article III- Membership

An active member must be a registered nurse holding a current and valid license issued by the Ohio Board of Nursing: hold a current valid school nurse license/certificate issued by the Ohio Department of Education, and have the administrations, education or the provision of school health services as their primary assignment.

### Article IV- Officers

The officers of this association shall be: President, President-Elect, Immediate Past President, Secretary, Treasurer, and Ohio Association of School Nurses (OASN) Representative.

### Article V- Meetings

There shall be an annual meeting to conduct the business of the association. The executive board may call other meetings as deemed necessary.

### Article VI- Amendments

Amendments to this constitution may be made at a general membership meeting. An affirmative vote of two thirds (2/3) of the members present shall be necessary for ratification of changes.

BYLAWS  
OF THE  
NORTHWEST OHIO ASSOCIATION OF SCHOOL NURSES

Article I- Name

The name of this organization shall be the NORTHWEST OHIO ASSOCIATION OF SCHOOL NURSES (NWOASN), an affiliate of the OHIO ASSOCIATION OF SCHOOL NURSES.

Article II- Objectives

The Objectives of the Association shall be:

Section 1. To operate as an educational organization on a non-profit basis.

Section 2. To promote and advance the quality of school health services, health education, and a healthy school environment for the children of Northwest Ohio.

Section 3. To promote the interests of its members.

Section 4. To assist school nurses in becoming more effective in the administration of school health services.

Article III- Code of Ethics

All members of NWOASN shall observe and enforce the codes of ethics of the education and nursing professions.

Article IV- Members

Section 1. Classification

Members of NWOASN shall be designated as Active, Associate, Retired, Library, and Honorary.

Section 2. Active: must be a registered nurse holding a current and valid license issued by the Ohio Board of Nursing, hold a current, valid school nurse license/certificate issued by the Ohio Department of Education, and have the Administrations, Education, or the provision of school health services as their primary assignment. Active members shall be voting members of OASN and may hold office.

Section 3. Associate: Any RN who is not eligible for active membership but who serves a school as a professional nurse. Associate members shall not make motions, vote, or hold office, but may serve on committees.

Section 4. Retired: Any school nurse who is a members of NWOASN upon retirement shall be eligible to become a Retired member, upon notification to the Association. Retired members shall be voting members of NWOASN, may serve on committees, make motions, but may not hold an elected office.

Section 5. Library: Library membership may be granted to any institution interested in school health services, but not eligible for any other membership in NWOASN. This membership entitles the member to receive all publications and newsletters sent to active members. The cost will be determined by the Executive Board. Library members shall not make motions, vote, serve on committees or hold office.

Section 6. Honorary: Honorary membership may be accorded anyone sympathetic with the purpose of NWOASN by a majority vote at the annual meeting of the Associate. Honorary members shall not make motions, vote or hold office.

## Article V- Officers

### Section 1. Officers

The officers of NWOASN shall be a president, president-elect, a secretary, a treasurer, an OASN representative, and the immediate past-president. All officers shall be members of the Ohio Association of School Nurses.

### Section 2. Term of Office

- A. The president and the Immediate Past-President shall serve for one year or until their successors are qualified.
- B. B. The President-Elect shall be elected for a term of one year or until a successor is elected.
- C. The Secretary shall be elected for a term of 2 years or until a successor is elected. The Secretary shall be elected in the odd numbered years.
- D. The Treasurer shall be elected for the term of 2 years or until a successor is elected. The Treasurer shall be elected in the odd numbered years.
- E. The OASN Representative shall be elected for a term fo 2 years or until a successor is elected. The OASN representative shall be elected in the even numbered years unless otherwise required by the OASN bylaws.

### Section 3. Duties of Officers

- A. The President shall
  1. Preside at all meetings of the Association and the Executive Board.
  2. Appoint the chairperson of the Membership, Public Relations, Newsletter, Financial Resources and other committees as deemed necessary. These appointments are subject to the approval of the Executive Board.
  3. Be an ex-officio member of all committees except the Nominating Committee.

4. In the event of a resignation of the chairperson of a committee, appoint a new chairperson, subject to the approval of the Executive Board.
  5. Perform such other duties incident to the office of President and as may be assigned by the Executive Board.
  6. Automatically assume the office of Immediate Past-President at the completion of the term as President.
- B. The President-Elect shall
1. Preside in the absence of the President.
  2. Succeed to the unexpired term of the President in the event of the death or resignation of the president and then serve the term for which elected.
  3. Serve as chairman of the Program Committee.
- C. The Secretary shall
1. Record the proceedings of all meetings of the Association and the Executive Board.
  2. Carry on the correspondence of NWOASN as directed by the President and the Executive Board.
  3. Perform such other duties as may be assigned by the President or the Executive Board.
- D. The Treasurer shall
1. Receive all monies of the Association, pay bills and disburse funds as directed by the Executive Board.
  2. Deposit funds as designated by the Executive Board.
  3. Keep an accurate account of all financial transactions of the Association and present a written report at the annual meeting of the Association and at such other times as requested by the Executive Board.
  4. Perform such other duties as may be assigned by the President or the Executive Board.
- E. The OASN Representative shall
1. Represent NWOASN on the Board of Directors of OASN.
  2. Present a report of OASN activities to the Executive Board and general membership of NWOASN at all meetings.
- F. The Immediate Past President shall serve as chairperson of the Nominating Committee.

#### Section 4. Association Property

Each officer shall transfer any Association property and records to a successor within one month after leaving office.

ARTICLE VI-MEETINGS

Section 1. Regular and Social Meetings

- A. There shall be an annual Spring meeting to conduct the business of the Association.
- B. The Executive Board may arrange for additional district meetings as deemed necessary.
- C. Twenty-five percent (25%) of the active members may petition for a special meeting of the Association.

Section 2. A majority of the active members registered at an official meeting of NWOASN shall constitute and quorum.

ARTICLE VII-EXECUTIVE BOARD

Section 1. Composition

The executive Board shall consist of the President, the President-Elect, the Secretary, the Treasurer, the OASN Representative, the Immediate Past-President and current committee chairpersons.

Section 2. Authority

The Executive Board shall have the authority to conduct business which requires immediate attention or action which may occur between scheduled meetings of the Board. The Executive Board shall submit reports to the membership on actions taken.

Section 3. Meetings

The executive Board 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 days before the meeting.

Section 4. Quorum

The majority of the members of the Executive Board shall constitute a quorum.

Article VIII- COMMITTEES

Section 1. Standing Committees

Finance	Financial Resources	Legislative	Membership
Newsletter	Nominating	Program	Public Relations

Section 2. Specific Duties

- A. Finance Committee

1. The Treasurer shall be the chairperson of the Finance Committee
2. The President-Elect and at least one member appointed by the President shall comprise the Finance Committee.
3. Shall manage the banking and recommend investments of the organizations monies to the board.
4. Shall arrange for an audit of the financial records at the end of each term by an auditor approved by the Executive Board.

B. Financial Resources Committee

1. The chairperson of the Financial Resources committee shall be appointed by the President subject to the approval of the executive Board.
2. The chairperson shall have full voting privileges at all board meetings.
3. The chairperson may serve an unlimited number of terms.
4. Members shall be appointed by the chairperson when deemed necessary subject to the approval of the Executive Board.
5. The committee shall be responsible for all financial marketing of the association.

C. Legislative Committee

1. The OASN Representative shall serve as the chairperson of the Legislative Committee.
2. Members of the committee shall be appointed by the committee chairperson when deemed necessary subject to the approval of the Executive Board.
3. Duties
  - a. Responsible for monitoring state legislative activity that is a concern to school nurses.
  - b. Work with the Ohio Education Association (OEA) and the Ohio Nurses Association (ONA) legislation specialists through legislation to better the health of school children and upgrade the status of school nurses.

D. Membership Committee

1. The chairperson of the membership Committee shall be appointed by the President subject to the approval of the Executive Board for a term of two years. The chairperson may serve an unlimited number of terms.
2. The chairperson shall have full voting privileges at all board meetings.
3. Members of the committee shall be appointed by the committee chairperson as deemed necessary subject to approval of the Executive Board.

4. The committee shall be responsible for the recruitment and enrollment of all eligible nurses in Northwest Ohio.

E. Newsletter Committee

1. The chairperson of the Newsletter Committee shall be appointed by the President.
2. The Chairperson shall have full voting privileges at all board meetings
3. The chairperson may serve an unlimited number of terms.
4. The Newsletter chairperson shall compile and mail the NWOASN newsletter semi-annually.
5. Members of the committee shall be appointed by the chairperson as deemed necessary subject to the approval of the Executive Board.

F. Nominating Committee

1. The chairperson of the Nominating committee shall be the Immediate Past-President.
2. Members of the committee shall be appointed by the committee chairperson as deemed necessary subject to the approval of the Executive Board.
3. The committee shall seek out qualified candidates for the elected offices.
4. The committee shall oversee the election process.

G. Program Committee

1. The President-Elect shall serve as the chairperson of the Program Committee.
2. The Executive Board shall assist the chairperson in planning district programs upon request.
3. The program committee shall be responsible for the planning of speakers throughout the year to increase the knowledge of school nurses.

H. Public Relations Committee

1. The chairperson of the Public Relations Committee may be appointed by the President for a term of two years subject to the approval of the Executive Board. The chairperson is eligible to serve three consecutive terms.
2. The chairperson shall have full voting privileges at all board meetings.
3. Members of the committee shall be appointed by the chairperson as deemed necessary subject to the approval of the Executive Board.

### Section 3. Special Committees

Such other committees, standing and special, shall be appointed by the President subject to the approval of the Executive Board as the Association shall from time to time deem necessary to carry out the work of the Association.

Section 4. A. Each committee shall consist of the number deemed necessary by the chairperson.

B. All committee chairpersons shall be a member of NWOASN.

## ARTICLE IX-NOMINATIONS AND ELECTIONS

### Section 1. Nominations

- A. Nominations for district offices shall be sent to the chairperson of the Nominating committee prior to the winter meeting.
- B. The committee will attempt to nominate two candidates for each office to be filled.
- C. Only active members of NWOASN and OASN shall be eligible to be elected.

### Section 2. Elections

- A. The membership will be presented with a slate of officers prior to the annual meeting. President-Elect and OASN Representative will be elected on the even numbered years. President-Elect, Secretary and Treasurer will be elected on the odd numbered years.
- B. All officers shall be elected by ballot. Those elected shall assume office at the close of the annual meeting.
- C. No member shall hold office for more than one office at any one time and no officer shall be eligible to hold office for more than two terms in the same office consecutively.

## ARTICLE X- FINANCES

### Section 1. Dues

- A. Annual dues for Active members of NWOASN shall be recommended by the Board and approved by the members at an annual meeting.
- B. Dues for Associate, Retired, Library and Honorary members shall be determined annually by the Executive Board.
- C. Dues are payable on September 1<sup>st</sup> of each year.
- D. Dues paid during the fiscal year are applicable for that year only.

Section 2. Fiscal Year

The fiscal year shall be September 1<sup>st</sup> through August 31<sup>st</sup>.

ARTICLE XI- DISSOLUTION

In the event of the dissolution of NWOASN, all assets remaining shall be distributed to the OASN organization provided that they are exempt from federal taxation at the time of dissolution. In the event that the recipient is not recognized as exempt from federal income taxation, then the assets shall be distributed to the National Association of School Nurses provided that it is recognized as exempt from federal taxation.

ARTICLE XII- PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Association in all cases where applicable and when not inconsistent with the Constitution and Bylaws.

ARTICLE XIII-AMENDMENTS

Section 1. These bylaws may be amended at an annual meeting of the Association by a majority vote of the registered active members, provided the amendment has been presented to the members prior to the date of the meeting.

Section 2. By a two-thirds vote, amendments to the bylaws may be introduced from the floor and adopted by a majority vote.

ADOPTED 4/92  
REVISED 4/93  
REVISED 4/97  
REVISED 1/01  
REVISED 4/11

## PROCEDURE FOR ADOPTING A REVISION OF THE BYLAWS

### I. BEFORE THE MEETING

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

### II. AT THE MEETING

1. Chair: "The next order of business is The Proposed revision of the Bylaws".
2. Committee chairman (or reporting member): "President, on behalf of the committee, I move to the adoption of the proposed revisions to the bylaws."
3. Chair: Repeat the motion. "The motion is to adopt the proposed revision/s of the bylaws."
4. Chair: "If there are no objections, the revision/s will be considered by paragraphs/articles. Each article will be considered and discussed separately at which time it may be amended. One vote will be taken at the end. (Pause) There being no objection, the revisions will be considered by paragraphs/articles. The Bylaws Chairperson will please proceed."

(Calls on the reporting member to begin reading the revisions/s.)

5. The revision/s is/are read and discussed. After each part is read, it is open to debate and amendment. 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.

(After all revision have been presented and discussed.)

6. Chair: "all those in favor of adopting the revision/s, please rise." "Those opposed, please rise." "The revision/s is/are adopted (or not adopted.)"

### III. PROVISIO;

Unless adopted with provisos as to the time of implementation, the bylaws are effective immediately.