

# MORRIS COUNTY SCHOOL NURSES ASSOCIATION BY-LAWS

## BY-LAW I

### Name

The name of this association shall be the "Morris County School Nurses Association". It shall be a not for profit organization.

## BY-LAW II

### Objectives

The Objectives of this Association shall be:

- 1) To maintain an organized center of professional cooperation and activity.
- 2) To facilitate high standards in school nursing and school health services through education and legislation.
- 3) To encourage advancement and leadership in the expanding multi-faceted role of the professional school nurse in Morris County.
- 4) To maintain a not for profit status.

## BY-LAW III

### Membership

Membership in the Association shall be in the following categories:

#### Section 1. Regular

All members in this classification shall possess a current license to practice as a registered nurse in the State of New Jersey and a current New Jersey School Nurse Certificate. They must be currently employed as a school nurse or a school nurse supervisor, or have their primary assignment, the administration, education or the provision of school health services.

Annual dues shall be specified by the Executive board and voted upon by the regular membership.

#### Section 2. Associate

Associate members shall enjoy the privileges of the Association, may serve on committees, but shall not vote or hold office. Any registered professional nurse who is not eligible for Regular Membership shall be eligible for Associate Membership. This may include public health nurses, professors of nursing, and students, and retired nurses.

Annual dues shall be less than the amount specified for Regular members.

#### Section 3. Retired

Members upon retirement shall be eligible for Retired membership.

Retired members may serve on committees in an advisory capacity. Retired members shall enjoy the privileges of the Association but shall not vote or hold office.

No dues shall be required.

## BY-LAW IV

## **Officers**

The officers of this Association shall be a President, a first Vice- President, a second Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer and a Parliamentarian. There shall be a detailed job description for each office, to be held by the President. All officers must be full time public school employees in Morris County.

### **Section 1. President**

The President shall be the official representative of the Association, shall preside at all meetings of the Association, the Executive Board, and shall be an ex-officio member of all committees necessary to further the work of the Association, subject to the approval of the Executive Board. The President may be informed of all checks and all contracts and may sign checks when necessary. The President shall be responsible to see that all requirements of each job description are fulfilled.

### **Section 2. First Vice-President**

The first Vice-President shall perform the duties of the President when absent or when requested to do so by the President, and shall serve as President-Elect and Program Chairperson. The first Vice-President shall succeed the President upon adjournment of term of office.

### **Section 3. Second Vice-President**

The second Vice-President shall serve as Annual Dinner Chairperson and shall assume other duties as delegated by the Executive Board.

### **Section 4. Recording Secretary**

The Recording Secretary shall record the minutes of the general meeting of the Association and the Executive Board. The Recording Secretary is the custodian of all secretarial records of the Association.

### **Section 5. Corresponding Secretary**

The Corresponding Secretary shall attend to all correspondence of the Association including all official communications for the Association and Executive Board and shall send out notices of all meetings.

### **Section 6. Treasurer**

The Treasurer will be custodian of all funds for the Association, deposit money in the bank designated by the Executive Board, shall attend to all bills, and will render an annual report which shall be audited by a committee appointed by the President.

### **Section 7. Parliamentarian**

The Parliamentarian shall act as a consultant in regard to advising the President and other officers, committees and members on parliamentary procedures according to the rules contained in the current edition of "Roberts Rules of Order Newly Revised." The Parliamentarian should also be a regular member of the Association and will be appointed by the President to serve at all meetings of the Executive Board and general meetings.

### **Section 8. All Officers**

Each officer, completing a term of office at the Annual Dinner Meeting, shall make available to the successor all pertinent Association material and a detailed job description within one month after termination of office.

## **BY-LAW V**

### **The Executive Board**

#### **Section 1.**

The Executive Board shall be composed of all elected officers of the Association and chairpersons of all standing committees, a parliamentarian and past presidents.

## **Section 2.**

The Executive Board shall transact all business of the Association between regular meetings, and shall perform other duties as specified in the By-Laws or as assigned to it by the Association.

## **BY-LAW VI**

### **Committees**

#### **Section 1.**

The standing committees shall be By-laws, Communicable Disease, CPR, Dental and Vision, Education/Professional Development, Finance, Historian, Legislation, Membership, Publicity, Sunshine, County Representatives, State Representative, and such others as may be created as necessary by the Executive Board. Each committee shall consist of a chairperson and committee members as needed.

#### **Section 2.**

Standing Committees shall function as follows:

- a) Membership Committee: The Membership chairperson and committee shall pass upon all applications for membership; shall notify members in arrears who are in danger of having their membership lapse in November, and shall maintain an up-to-date mailing/e-mail list.
- b) Education/Programs: The chairperson and committee shall be responsible for providing educational opportunities for the members and to keep members informed of new education materials, workshops and requirements for certification.
- c) Legislation: The Legislation chairperson shall study the need for legislative action as it pertains to the Association, shall present appropriate proposals, and promote responses.
- d) Publicity: The Publicity chairperson shall be responsible for publishing news releases, pictures, and other notices as required by the Association.
- e) Finance: The Finance chairperson shall be responsible to present the annual budget to the Board in June and to the general membership in September.
- f) Sunshine: The Sunshine chairperson shall be responsible for expressing well wishes and support to members.
- g) Historian: The Historian shall maintain past records and memorabilia of the organization.
- h) County Representatives: County Representatives shall be members of NJSSNA, attend NJSSNA board meetings as the MCSNA representatives and shall identify and communicate with the state president and county representatives.
- i. State Representative: State representatives shall represent the Association at State School Nurse meetings and shall report back to the Executive Board
- j) By-Laws: The by-laws will be reviewed and updated every four years.
- k) Communicable Disease: The Communicable Disease chairperson will share pertinent information regarding disease trends, flu and immunization updates.
- l) CPR: The CPR chairperson will coordinate CPR an annual training class for members.
- m) Dental/Vision: The Dental/ Vision chairperson is responsible for keeping members updated on low cost vision and dental resources in the county.

#### **Section 3.**

Special Committees shall be: Nominating, Auditing, or any other committees.

- a) A Nominating Committee of a minimum of three (3) and a maximum of five (5) shall be appointed by the President at the November meeting. The committee shall present a slate of candidates at the

first Executive Board meeting after the first of January and at the next General meeting. Election of officers shall take place after the second reading of the slate.

b) An auditor shall be retained (as designated by the Executive Board) to audit the books of the Association every two years.

## **BY-LAW VII**

### **Meetings:**

There shall be no conflict between State School Nurses meetings and County general meetings and workshops.

#### **Section 1.**

The September meeting, other fall and spring programs and workshops, will be conducted at locations and on dates as specified by the Program chairperson.

#### **Section 2.**

The annual dinner meeting and installation of officers shall be held in May as arranged by the Dinner and Program chairpersons.

#### **Section 3.**

Special meetings may be called by the President upon the written request of ten (10) Regular members.

#### **Section 4.**

Twenty (20) Regular members of the Association shall constitute a quorum at general meetings.

#### **Section 5.**

Executive Board meetings shall be held prior to each general meeting as needed. An organizational meeting shall be held following installation of new officers.

#### **Section 6.**

A majority of the members of the Executive Board shall constitute a quorum at any meeting of the Executive Board.

## **BY-LAW VIII**

### **Elections**

#### **Section 1.**

The executive Board shall be divided into two groups. Group 1 shall be comprised of the President, First Vice-President, and Recording Secretary. Group 2 shall be comprised of Second Vice-president, Corresponding Secretary, and Treasurer. Group 1 shall be elected every odd year, and Group 2 shall be elected every even year (when possible).

#### **Section 2.**

In the event of resignation of an officer or Committee chairperson, the Executive Board shall appoint a successor until the next election.

#### **Section 3.**

Officers shall be elected for a term of two (2) years and shall not succeed themselves. The exceptions shall be the Treasurer, who may remain in office for no longer than three (3) consecutive terms and Legislation and Publicity chairpersons who may remain in office for no longer than two (2) consecutive terms.

## **BY-LAW IX**

Robert's Rules of Order Revised shall be the Parliamentary Authority of the Association.

## **BY-LAW X**

These By-Laws shall be amended at any regular meeting of the Association by two-thirds vote cast, provided the amendment has been submitted by the Executive Board at previous meeting of the Association. The By-Laws shall be updated every five years.

Respectfully submitted

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