



## **The Ohio Association of School Nurses BYLAWS**

Amended and Approved April 2021

### **ARTICLE I - NAME**

The name of this corporation shall be the OHIO ASSOCIATION OF SCHOOL NURSES (OASN), an affiliate of the National Association of School Nurses (NASN) and shall be known in this document as OASN or the Association.

### **ARTICLE II - GOALS**

The goals of the Association shall be:

#### **Section 1:**

- To operate as a professional and educational organization on a non-profit basis.

#### **Section 2:**

- To promote and advance the quality of school health services and health education throughout the state.

### **ARTICLE III - STANDARDS of PROFESSIONAL PRACTICE**

All members of the Association are expected to adhere to the most current Scope and Standards of Professional School Nursing as defined by the National Association of School Nurses.

### **ARTICLE IV - MEMBERS**

#### **Section 1: Classification**

- Members of OASN shall be designated as Active, Associate, Retired and Student.
- Membership through unified dues qualifies your membership in the same classification in both OASN, NASN and COASN, NEOASN, NWOASN, SEOASN, or SWOSNA.

#### **Section 2: Active**

To qualify as an Active member in OASN one must:

- Be a registered professional nurse (RN) holding a current and valid license issued by the Ohio Board of Nursing, and
- Hold a current, valid school nurse license issued by the Ohio Department of Education (ODE).
- Have the administration, education or the provision of school health or school nursing services as their primary assignment.
- Active members shall be voting members of OASN and may hold office.
- \* This membership entitles the member to receive publications and electronic Communications.

#### **Section 3: Associate**

- Associate membership may be granted to any licensed nurse who is not eligible for active membership but who serves with the primary assignment, the administration, education or the provision of school health services.
- Associate members shall not make motions, vote, or hold office, but may serve on

committees.

- This membership entitles the member to receive publications and electronic communications sent to Active members.

#### **Section 4: Retired**

- Any school nurse, who is a member of OASN upon retirement, shall be eligible to become a Retired member, upon notification to the Association.
- Retired members shall be voting members of OASN, may serve on committees, but may not hold office.
- This membership entitles the member to receive publications and electronic communications sent to Active members.

#### **Section 5: Student**

- Any student of a school of professional nursing not employed as a school nurse.
- Student membership shall not be granted to a person who has previously attained or been eligible for Active membership status.
- Student membership status shall not be renewed more than once for a graduate nurse.
- Student members shall not make motions, vote, or hold office, but may serve on committees.
- This membership entitles the member to receive publications and electronic communications sent to Active members.

### **ARTICLE V - OFFICERS**

#### **Section 1: Officers**

- The officers of the Association shall be president, president-elect, vice-president, secretary, treasurer, and NASN representative. These officers will be known as the Executive Committee.
- The Board of Directors will consist of the elected officers, regional representatives, representative-at-large and the chairs of all strategic and standing committees.
- Support the goals and mission of the Association and perform duties as outlined in the Board of Directors Handbook.

#### **Section 2: Terms of office**

- The President and President-elect shall serve a term of two years in each office or until their successors are elected and installed. They shall be elected in the even numbered years.
- The Vice-President shall be elected for a term of two (2) years or until a successor is elected. The Vice President shall be elected in the odd numbered years.
- The Secretary shall be elected for a term of two (2) years or until a successor is elected. The Secretary shall be elected in the even numbered years.
- The Treasurer shall serve for a term of two (2) years or until a successor is elected. The Treasurer-elect shall be elected for one year and then succeed to the position of Treasurer for a term of two (2) years or until a successor is elected.
- The NASN Representative shall be elected for a term of four (4) years or until a successor is elected. The NASN Representative shall be elected in the odd numbered years unless otherwise required by the NASN by laws.

### **Section 3: Duties of officers**

#### **The President shall:**

- Preside over all meetings of the Association, the Board of Directors and the Executive and Advocacy Committees.
- Provide leadership in the development and attainment of the mission and goals of OASN.
- Appoint the chairperson of the following committees: Public Relations, Professional Practice, and OASN Education and Research Endowment Advisory Committee subject to the approval of the Board of Directors.
- Appoint special committees as deemed necessary to carry out the work of the Association subject to the approval of the Board of Directors.
- Serve as ex-officio member of all strategic, standing and special committees except the Nominating Committee.
- In the event of a resignation of the chairperson of a strategic, standing or special committee, appoint a new chairperson, subject to the approval of the Board of Directors.
- Appoint one Statewide Representative-at-Large subject to the approval of the Board of Directors to serve during the appointing President's term of office.
- Perform such duties inherent to the office of President and as may be assigned by the Board of Directors and outlined in the Board of Directors Handbook.
- Initiate and facilitate an annual performance evaluation of the OASN Executive Director.

#### **The President-Elect shall:**

- Preside over all meetings of the Association, Board of Directors and Executive Committee in the absence of the President.
- Succeed to the unexpired term of the President if unable to serve for any reason or resigns, and then serve the term for which elected.
- Chair the Nominating Committee.
- Serve on the Finance and Advocacy Committee.
- Perform such other duties as may be assigned by the President or the Board of Directors and as outlined in the Board of Directors Handbook.
- Annually review and update the Board of Directors Handbook

#### **The Vice-President shall:**

- Serve as chairperson of the Program and Resources committee.
- Preside in the absence of the President and President-Elect.

#### **The Secretary shall:**

- Record the proceedings of all meetings of the Association, the Board of Directors and the Executive Committee.
- Carry on the correspondence of OASN as directed by the President and the Board of Directors.
- Support the mission and goals of OASN and perform duties as may be assigned by the President or the Board of Directors and as outlined in the Board of Directors Handbook.

#### **The Treasurer shall:**

- Receive all monies of the Association, pay bills and disburse funds as directed by the Board of Directors.

- Maintain all financial records of the Association.
- Present a written report at the annual meeting of the Association and at such other times as requested by the Board of Directors.
- Serve as the chairperson of the Finance Committee.
- Support the goals and mission of the Association and perform duties as may be assigned by the President or the Board of Directors and as outlined in the Board of Directors Handbook.
- Secure a professional review of the OASN financial books every year.

**The NASN Representative shall:**

- Represent OASN on the Board of Directors of NASN.
- Present reports of NASN activities to the Board of Directors and general OASN membership.
- Perform such other duties as may be assigned by the President or the Board of Directors and as outlined in the Board of Directors Handbook.

**Section 4: Association Property/Transition Meeting**

Each officer shall transfer Association property and records to a successor within one (1) month after leaving office. This should be completed at or prior to the first board meeting following elections or appointments to office.

**ARTICLE VI - MEETINGS**

**Section 1: Regular Meetings of the Association**

There shall be an Annual meeting to conduct the business of the Association. Twenty five (25%) of the Active members may petition for a special meeting of the Association. The Board of Directors may arrange for such other state or regional meetings, as it may deem proper and necessary.

**Section 2: Quorum**

A majority of the Active members registered and present at an official meeting of OASN shall constitute a quorum.

**ARTICLE VII - BOARD OF DIRECTORS**

**Section 1: Composition**

- The Board of Directors shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, NASN Representative, one Representative from each affiliate region and a statewide Representative-at-Large and all Strategic and Standing Committee Chairs. Each member of the Board of Directors shall have one vote.
- This Association does not discriminate based on gender, ethnic origins, or religious preference.
- Board members shall be Active members of OASN and their Regional Association.

**Section 2: Duties**

**The Board of Directors shall:**

- Establish goals and objectives to accomplish the mission of the Association.
- Monitor, evaluate and update the strategic plan on an ongoing basis.
- Supervise the affairs of OASN between meetings of the Association membership.
- Determine policy between meetings of the Association and make general policy recommendations to membership at the annual meeting or electronically.

- Determine the time and place of the annual meeting and all special meetings of the Association.
- Control and manage funds and property of the Association.
- Review the annual budget and make general recommendations for its adoption at the annual meeting.
- Approve all strategic and standing committee chair appointments as required.
- Implement and evaluate programs as authorized by the Association.
- Review the state regional boundaries as needed and recommend changes for approval at the annual meeting. These regions shall represent nearly equal membership, be compact and contiguous, but shall not divide a county between regions. School districts that cover more than one county area shall belong to the region of the county where their central office is located.

### **Section 3: Meetings**

- The Board of Directors shall meet quarterly. The President may call additional meetings.
- Guests or observers may attend and speak at Board of Directors meetings.
- Guests/observers may request additional time to speak to the Board on a topic by contacting the President a minimum of 24 hours in advance of the meeting.

They must state the topic they will address and approximate time necessary to address the topic.

The President may set a time limit.

These guests have a voice but no vote.

- Exceptions to advance notice would be those guests invited by the President to address the Board of Directors on a particular agenda item.

### **Section 4: Quorum**

A majority of the members of the Board of Directors shall constitute a quorum.

### **Section 5: Vacancy**

In the event an officer is unable to serve on the Board of Directors, the President, with Board approval shall appoint a member to fill the unexpired term. 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. A vacancy in the office of Treasurer shall be filled by the Treasurer-elect, who shall serve for the unexpired term of Treasurer and the term of office as treasurer to which he/she was elected. The respective region shall fill a vacancy among the regional representatives.

## **ARTICLE VIII - EXECUTIVE COMMITTEE**

### **Section 1: Composition**

The Executive Committee shall consist of the President, President-Elect, Vice-President, Secretary, Treasurer, NASN Representative.

### **Section 2: Authority**

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

### **Section 3: Meetings**

The Executive Committee shall meet at the call of the President. The notice of time, place

and the purpose of the meeting shall be given not less than three (3) days before the meeting.

#### **Section 4: Quorum**

Four (4) members of the Executive Committee shall constitute a quorum.

### **ARTICLE IX - COMMITTEES**

#### **Section 1: Strategic Committees and Standing Committees**

Strategic Committees: Advocacy, Public Relations, Conference, Professional Practice

Standing Committees: OASN Education and Research Endowment Advisory,  
Finance, Nominations, CE Providership

#### **Section 2: Specific Duties:**

All Chairpersons shall serve a two-year term and shall have full voting privileges. Chairpersons who are appointed may serve consecutive terms at the discretion of the President.

#### **Strategic Committees:**

##### **Advocacy**

The President shall serve as the chairperson of the Advocacy Committee.

The committee shall include the Executive Director, Legislative Liaison, and other members appointed by the chairperson.

##### **Duties:**

- Monitor state legislative activity that is a concern to school nurses.
- Work with legislation specialists to promote the health of school children and advance the practice of school nursing.
- Provide support and resources for membership in advocating the role of school nurses.

##### **Public Relations**

The President shall appoint the chairperson of the public relations committee subject to the approval of the Board of Directors.

The committee chair shall appoint members of the committee.

##### **Duties:**

- Recruitment and enroll all eligible nurses in Ohio.
- Recommend to the Board of Directors the electoral regional boundaries.
- Promote statewide efforts regarding the mission, goals, and concerns of OASN.

##### **Conference Committee**

The Vice-President shall be the chairperson of the Conference Committee and will collaborate with the Executive Director to plan, implement and evaluate the Conference.

##### **Duties:**

- Plan, coordinate and evaluate the annual conference.

##### **Professional Practice Committee**

The President shall appoint the chairperson of the Professional Practice Committee subject to approval of the Board of Directors.

The committee chairperson shall appoint members to represent professional practice issues (which may encompass research, evidence-based practice, education, and

administrative sub-committees)

**Duties:**

- Promote and coordinate the research and evidence-based practice efforts and interests of OASN.
- Identify significant issues that impact the health of school children and/or the practice of school nursing that require written position, resolution or response statements from the Association.
- Receive in writing and review all statement proposals for consideration.
- Draft and submit statement proposals to the Board of Directors for approval.
- Submit statement proposals for the consideration and approval of the Membership at the annual meeting of the Association or through the Newsletter or special mailing.

**Standing Committees:**

**OASN Education and Research Endowment Advisory**

The President shall appoint the chairperson of the OASN Education and Research Endowment Advisory Committee subject to the approval of the Board of Directors. The committee chairperson shall appoint members of the committee.

**Duties:**

- Manage, track and promote the association's Endowment funds
- Promote and recognize association members who have received various professional awards and/or scholarships.

**Finance**

The Treasurer shall be the chairperson of the Finance Committee.

The President-Elect, Treasurer-Elect (during mentee time) and at least one (1) member appointed by the President shall comprise the Finance Committee.

**Duties:**

- Prepare and present a proposed annual budget to the Board of Directors at the last Board meeting of the fiscal year.
- Provide for an annual professional review of the Treasurer's records.

**Nomination**

The President-Elect shall serve as the chairperson of the Nomination Committee. The committee chairperson shall appoint members of the committee.

**Duties:**

- Seek out qualified candidates for elected offices.
- Oversee the election process.

**Section 3. Special Committees**

Such other committees shall be appointed by the President subject to the approval of the Board of Directors as the Association or the Board shall from time to time deem necessary to carry out the work of the Association.

**Section 4. Details**

Each committee shall consist of no fewer than three (3) members. All committee members shall be members of their Regional Association and OASN.

## **ARTICLE X - NOMINATIONS AND ELECTIONS**

### **Section 1. Nominations**

It shall be the duty of the Nominating Committee to attempt to nominate two (2) candidates for each office to be filled. Only Active members of OASN shall be eligible to be elected.

### **Section 2. Elections**

- Elections shall be by mailed or electronic ballot. Ballots shall have a designation for write-in candidates.
- Ballots must be mailed or electronically sent to the Active and Retired members thirty (30) days prior to the annual meeting of OASN.
- Ballots must be marked and returned to the Nominating Committee postmarked or electronically mailed not later than fifteen (15) days prior to the annual meeting.
- In the event that the Nominating Committee has only one (1) candidate to nominate for any office to be filled, the vitae of the candidate and the ballot shall be disseminated to membership prior to the annual meeting.
- A plurality vote shall elect. In the event of a tie, the chairperson of the Nominating Committee in the presence of a majority of the committee shall resolve the tie by the flip of the coin. This action shall be recorded and signed by the committee members present.
- Nominations will be taken from the floor according to Roberts Rules Revised.

*\* In the event that no member has declared candidacy for an office either by the Nominating Committee or recognition from the floor at the annual business meeting, the President may appoint a qualified candidate to fill any open office following posting of the candidate's vitae for membership review and approval of a quorum of the Board of Directors.*

### **Section 3.**

Officers and Representatives shall begin a transition period at the close of the annual meeting at which they were declared elected. Full assumption of duties will begin at the Summer Board Meeting.

## **ARTICLE XI - FINANCES**

### **Section 1. Dues**

- Changes to annual dues for all membership classifications of OASN shall be recommended by the Board of Directors and must be approved by the members at the Annual meeting.
- The Board of Directors shall determine dues for all other membership categories.
- Dues are payable annually. Delinquent members shall forfeit all privileges of membership until reinstated to membership.
- The Ohio Association of School Nurses shall have a unified dues structure with the National Association of School Nurses.

### **Section 2. Fiscal Year**

The fiscal year shall be September 1 through August 31.

## **ARTICLE XII - DISSOLUTION**

In the event of dissolution of the Ohio Association of School Nurses, all assets remaining shall be distributed among the Regional Affiliates, based on the percentage of OASN membership and provided that they are exempt from federal income taxation at the time of the dissolution. In the event that a Regional Affiliate is not recognized as exempt from federal 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 XIII - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this 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**

#### **Section 1.**

These bylaws may be amended at the Annual meeting of the Association by a majority vote to the registered, present voting members, provided the amendment has been disseminated to the members at least thirty (30) days prior to the date of the meeting.

#### **Section 2.**

By a two-thirds (2/3) vote, amendments to the bylaws may be introduced from the floor at the Annual meeting and adopted by a majority vote

### **ARTICLE XV - EXECUTIVE DIRECTOR**

#### **Section 1: Appointment**

The Executive Committee shall employ an Executive Director, on a contractual basis, on behalf of OASN. The same authorities may remove the Executive Director from office for sufficient cause.

#### **Section 2: Responsibilities**

The Executive Director shall be responsible to the Board of Directors and shall carry out such responsibilities in connection with the affairs of the Association office as specified in the employee contract/job description by the Board of Directors, within approved policies and budget limitations.

ADOPTED 4/1992

REVISED 4/1993

REVISED 4/1997

REVISED 3/2003

REVISED 3/2007

REVISED 4/2008

REVISED 3/2009

REVISED 3/2011

REVISED 2/2015

REVISED 4/2021

## **PROCEDURE FOR ADOPTING A REVISION OF THE BY LAWS**

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.

At the meeting:

**Chair (President):** "May we have the report of the committee appointed to revise the bylaws?" **Committee chairman (or reporting member):**

"Madam President, on behalf of the committee, I move the adoption of the proposed revision/s to the bylaws." (The motion does not require a second if coming from a committee of more than one (1) person.)

**Chair (President):**

- Repeat the motion as stated.
- "The motion is to adopt the proposed revision/s of the bylaws."
- Call on the reporting member to begin reading 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.
- "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 bylaws are effective immediately.