



SOMERSET COUNTY SCHOOL NURSE ASSOCIATION (SCSNA) BYLAWS

Article 1. TITLE

The Association shall be named the **Somerset County School Nurses Association**, hereinafter referred to as SCSNA or the Association. The SCSNA is to operate as a non-profit professional school nursing association. The Association is affiliated with the New Jersey State School Nurses Association (NJSSNA) and the New Jersey Education Association (NJEA).

Article 2. MISSION

The SCSNA mission is to provide its members with leadership, evidence based research, educational and networking opportunities, legislative directives and health-care advocacy that promotes and enhances student and community health and the practice of school nursing.

Article 3. VISION

The vision of the SCSNA is to provide county school nurses with opportunities to expand their knowledge and expertise that will empower students to be healthy, safe and actively engage in learning.

Article 4. MEMBERSHIP

Section 1. Regular: All members in this classification shall:

- a. Possess a current New Jersey registered professional nurse license in good standing
- b. Possess a current New Jersey Department of Education School Nurse Instructional Certificate or a New Jersey State Department of Education School Nurse Non-Instructional Certificate.
- c. Be employed by a Somerset County public, private, parochial or charter School Board of Education as a school nurse or school nurse supervisor.

- d. Maintain regular membership which shall be continuous until the member resigns, fails to pay annual dues, or is no longer employed as a school nurse in Somerset County.
- e. Have full privileges, including voting, holding office, and serving on committees.

Section 2. Associate: All members in this classification shall:

- a. Possess a current New Jersey registered professional nurse license in good standing
- b. Possess a current New Jersey Department of Education certificate as a county Certified School Nurse, Professional Registered School Nurse or Substitute Registered Nurse
- c. Be employed by a Somerset County public, private, parochial or charter School Board of Education as a full or part-time non-certified school nurse, or a substitute school nurse
- d. Be a school nurse (as defined above) who is employed in a county other than Somerset County and has SCSNA Executive board permission to join
- e. Be former members no longer eligible for “regular” membership
- f. Be a school health services person not employed by a Somerset Public School Board of Education and has SCSNA executive board permission to join
- g. Enjoy the privileges of the Association and may serve on committees, lead a special committee, and vote but not hold executive board office.

Section 3. Retired: All members in this classification shall:

- a. Be eligible for Retired membership upon retirement.
- b. Enjoy the privileges of the Association, may serve on committees, but not hold office.
- c. Be appointed chairperson of a committee by two-thirds (2/3) vote of the Executive Board, should the need arise, but shall not have any voting privileges.
- d. Have voting privileges

Section 4. Student: All members in this classification shall:

- a. Be a Registered Professional Nurse matriculating in a college or university School Nurse Certification program leading to a permanent New Jersey School Instruction or Non-instructional Nurse Certificate
- b. Be employed as a part or full-time school nurse
- c. Enjoy the privileges of the Association, but shall not vote, nor hold office.

Section 5. Members-at-Large: All members in this classification shall:

- a. Hold a special interest in the Association, or work with the Association and do not fit into any other Association membership classification and has SCSNA executive board permission to join
- b. Be eligible for membership, but may not vote, hold office, or serve on committees.

Article 5. DUES

Section 1. Dues are determined yearly by the Executive Board members to meet the Association's mission and vision

Section 2. Dues are to be paid by July 1st of the current school year.

Section 3. Any member who has not paid the current dues will be sent will be sent a notice of nonpayment in August.

Section 4. Failure to pay current dues within thirty (30) days of the date of said notice will result in termination of membership.

Article 6. EXECUTIVE BOARD

Section 1. The governing body of the Association shall consist of the Executive Board officers and chairpersons of standing committees.

Section 2. The Executive Board members will consist of the President, President-Elect, Recording Secretary, Corresponding Secretary, Treasurer, Past President, and will include the chairpersons from Historian/ Newsletter/ Publicity, Programming, Membership, and NJSSNA County Legislative Liaison.

Section 3. The Parliamentarian consults, as to Robert's Rules of Order, with the President or whomever is appointed to officiate at meetings, but has no voting rights nor is he/she a member of the Executive Board.

Section 4. A quorum for voting will consist of 50 % of the executive board members.

Section 5. The immediate past president shall be entitled to a seat on the Executive Board as long as she/he meets all the requirements of a Regular membership

Section 6. The Executive Board shall transact all business of the Association between regular meetings, and shall perform other duties as specified in the By-Laws.

Section 7. Candidates for open positions will be presented to the Executive Board by the Nominating Committee, approved and presented to the General Membership in May upon which to be voted.

Article 7. OFFICERS

Section 1. The officers of the Association shall consist of a President, President-Elect, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2. The President shall be the official representative of the Association, preside at all meetings and shall be the ex-officio member of all committees.

- a. The President shall validate and appoint chairpersons of all standing and special committees for the period of their term in office, in conjunction with the Executive Board.
- b. The President may sign checks and contracts in the absence of the Treasurer and shall meet and review the SCSNA financial log biennially with the Treasurer. The President shall be a member of the State and National School Nurses Association and shall have the dues for these associations paid for by SCSNA.
- c. The President or his/her designee (appointed by the Executive Board) shall attend the NJSSNA Annual Conference and General Membership meeting representing the Association.
- d. The President shall be custodian of all the records of the Association including a membership list.

Section 3. The President-Elect shall, in the absence or disability of the President, perform the duties of the President.

- 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. The President-Elect shall have signatory authority in the absence of either the President or Treasurer. The President-Elect shall perform such other duties that may be required or assigned by the President, and be appointed chairperson of the Nominating Committee.

Section 4. The Recording Secretary shall record and file the minutes and reports of all meetings and shall be the custodian of these records for his/her term of office. The Recording Secretary shall, in the absence or disability of the Corresponding Secretary, perform the duties of the Corresponding Secretary.

Section 5. The Corresponding Secretary shall be responsible for official correspondence of the Association, as assigned by the President. The Corresponding Secretary shall, in the absence or disability of the Recording Secretary, perform the duties of the Recording Secretary.

Section 6. The Treasurer shall be the custodian of all funds for the Association, receive dues and revenue, deposit funds in a bank approved by the Executive Board, submit an annual budget, render an annual report to the Executive Board at the end of each fiscal year and pay all bills/invoices authorized for payment by the Executive Board and meet with President biennially.

Article 8. COMMITTEES

Section 1. Standing Committees: Standing committees shall be known as County Liaison, Historian/Newsletter/Publicity, Membership, Programming and Webmaster. As a group, the standing committees shall consist of a chairperson, and at two (2) regular members or two (2) associate members.

- a. NJSSNA Legislative County Liaison:** Shall keep the members informed of all legislation pertaining to schools and school personnel, shall attend the monthly meetings of NJSSNA Executive Board,
- b. Membership:** Shall encourage all school nurses in the county to become members of the Association and shall review all initial applications for membership and verify certifications. The committee shall work closely with NASN membership representative to maximize membership in NJSSNA.
- c. Program:** Shall plan and coordinate the programs for all meetings, workshops, and dinners to advance the practice of school nursing in New Jersey. The committee shall maintain a PDH list.
- d. Webmaster:** Shall maintain and update various electronic forms of communication including the SCSNA web page, and other electronic platforms.
- e. Newsletter/Publicity/Historian:** Shall promote public relations in the interests of the Association and interface with NJSSNA website.

Section 2. Special Committees: Special committees, with the exception of the Nominating Committee, may be created as needed by the Executive board. Each committee shall consist of a chairperson and committee members.

- a. Nominating:** Shall consist of a minimum of three (3) and a maximum of five (5) members who shall be appointed by the President at the October meeting of the general membership. The President-Elect shall be the chairperson of this committee. This committee will present a slate of candidates at the annual meeting of the general membership in May of those members of the SCSN Association qualified to fill each office, and who have consented to serve, if elected.
- b. Scholarship:** The Executive Board shall appoint a committee to distribute funds and manage the awarding of a scholarship if the budget allows.

Section 3. By-Laws: Shall review the By-Laws every five (5) years or earlier as deemed necessary and propose amendments to the Executive Board for consideration to present same at a general membership meeting for discussion as set forth in By-Law 11.

Section 4. Officer/Chairperson Vacancy In the event of a vacancy in an office or the resignation of an officer or committee chairperson, the President, in consultation with the Executive Board, shall appoint a successor.

Article 9. MEETING

Section 1. The general membership meetings of the Association shall be held as determined by the Executive Board and shall be held at a central location selected by the program chairperson.

Section 2. The general membership meeting in May shall be known as the annual meeting and shall be for the purpose of electing and installing officers, receiving reports of officers and committee chairs, awarding of the annual scholarship(s), and acknowledgment of retirees.

Section 3. Special meetings may be called upon the recommendation of the Executive board.

Section 4. Regular meetings of the Executive Board shall be held at the discretion of the President prior to any general membership meeting.

Section 5. The re-organizational meeting of the executive Board shall be held in June.

Section 6. Quorum: Five members of the Executive Board shall constitute a quorum. If necessary the Executive Board can be polled by phone or other electronic communications.

Section 7. Chairpersons of all committees are encouraged to attend Executive Board meetings.

Article 10. ELECTIONS

Section 1. The elected offices shall be comprised of the President, President-Elect, Recording/Corresponding Secretary, and Treasurer.

Section 2. All officers shall be elected by ballot at the annual meeting of the general membership in May.

Section 3. All officers shall be elected to serve for a term of two (2) years.

Section 4. In the event of the resignation or removal of an officer, the Executive Board shall appoint a successor until the next election. In the event the President is unable to complete her/his term of office, the President-Elect shall complete the balance of the unexpired term as set forth in By-Law 6.

Article 11. PARLIAMENTARY AUTHORITY

Section 1. The Parliamentarian shall be a regular or associate member appointed annually by the President to serve at all meetings of the Executive Board and all General Membership meetings. The Parliamentarian shall act as a consultant and advise the President and other officers, committees and members on parliamentary procedures. The Parliamentarian shall be a non-voting member of the Executive Board.

Section 2. The rules contained in the current edition of *Roberts Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

Article 12. AMENDMENTS

These By-laws shall be amended at any General or Annual meeting of the Association by two-thirds (2/3) of the votes cast provided notice of the amendment had been submitted at a previous General or Annual meeting of said Association.

Article 13. DISSOLUTION

In the event of dissolution of SCSNA, all assets less liabilities shall be donated to NJSSNA or other appropriate nursing organization as determined by action of the Executive Board.

Revised and Approved: 5/9/2019 _____