

Wyoming School Nurses Association

BYLAWS

Article I - Name

Article II - Goals

Article III - Membership/Dues

Article IV - Officers

Article V - Duties of the Officers

Article VI - Executive Board

Article VII - Standing Committees

Article VIII - Meetings

Article IX - Unified Dues

Article X - Amendments

Article XI - WSNA Affiliations

Article XII - Parliamentary Authority

Article I - Name

The name of this Association shall be the Wyoming School Nurses Association. This Association shall be an affiliate of the National School Nurses Association.

Article II - Goals

The purpose of WSNA is to advance the practice of school nursing and to promote quality school health programs.

The Goals of WSNA are:

Section 1: To promote professionalism in school nursing and to assist school nurses to enhance their practice.

Section 2: To remain fiscally sound.

Section 3: To support communication related to school health issues in Wyoming and the U.S.A.

Section 4: To assist school nurses in becoming more effective in public policy arena.

Section 5: To promote awareness of school nursing.

Section 6: To advocate for health care needs of Wyoming students.

Article III – Membership/Dues

Section 1: ELIGIBILITY: Active membership in the WSNA shall be open to any registered, professional school nurse who meets the requirements for school nursing in Wyoming or who is in compliance with such other qualifications or requirements set forth in these bylaws.

Section 2: CLASSIFICATION- there shall be four classes of membership: active, associate, retired and member-at-large.

A. ACTIVE members shall be:

1. any registered professional nurse that:
 - a. meet the State of Wyoming's criteria for certification/permit as a school nurse;
 - b. have as their primary assignment, the administration, education or the provision of school health services.
2. Any retired member who desires to remain in the active membership classification shall be required to pay full active membership dues and shall be granted active membership privileges.

B. ASSOCIATE members shall be: Upon payment of dues, any registered professional nurse who is not eligible for active membership, but who serves a school shall be an associate member. Associate members will receive the newsletter and all other member benefits, but will not hold office or vote.

C. RETIRED members shall be: Any school nurse who is a member, upon retirement shall be eligible to become a retired member.

D MEMBER-AT-LARGE shall be: Those persons who hold a special interest in or who are working with the Association, but who do not fit not any other Association membership Classification.

Section 3: RIGHTS/RESTRICTIONS

A. Active members shall be entitled to exercise full membership rights.

B. Members-At-Large, Associate and retired members shall have all the privileges of membership, except the privilege of voting and holding office.

Section 4: DUES

A. Dues shall be established by a simple majority of members present at a regular meeting.

ARTICLE IV – Officers

Section 1: COMPOSITION - The elected officers of the Association shall be a President, a President-elect, a Vice-president, Secretary, Treasurer, and the NASN Director.

Section 2: ELIGIBILITY-Only active members of the Association shall be entitled to hold office.

Section 3: TERM OF OFFICE-

A. The president and president-elect shall serve for a term of only two (2) years or until their successors are elected and installed.

B. The president-elect shall be elected in even numbered years and shall automatically succeed the office of the president at the expiration of the president's term, and shall act for the president in the absence of the president

C. The vice president shall serve for a two (2) year term or until successor is elected and installed. The vice president shall be elected in odd numbered years and may be elected to a second consecutive term in the office.

D. The secretary and treasurer shall serve for two (2) years and may be elected to four consecutive terms in the office. The secretary shall be elected on even years and treasurer will be elected on (alternate) odd years.

E. The NASN director shall serve for a term of four years. This term will begin on the adjournment of the NASN annual meeting in which they are declared elected. The NASN director is not eligible for consecutive reelection.

Section 4: Vacancies-

A. A vacancy in 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 of the president-elect shall be elected at the next general meeting of the Association.

C. A vacancy in the offices of secretary, treasurer, or vice president shall be filled by appointment by the president and approved by the executive committee to fill the unexpired term. The general membership will vote to elect the appointed member at the next regular membership meeting.

ARTICLE V – Duties of the Officers

Section 1: Duties- The officers shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by the Association.

A. The President Shall:

1. Preside at all meetings of the Executive Board, the biannual meetings and at all other membership meetings.
2. Appoint a Standing Committees/special committees subject to approval of the Executive Board.
3. Be an ex-officio member of all committees except the nomination committee.
4. Perform such other duties as may be required.
5. Coordinate the annual WSNA Recognition Awards and the School Nurse of the Year award.

B. The President-elect Shall:

1. In the absence or disability of the President, perform the duties of the President.
2. Assist the Continuing Education committee in organizing the biannual meetings.
3. Serve as Chairperson of the nominating committee
4. Perform such other duties as may be required or assigned.

C. The Vice-president shall:

1. In the absence of both President and President elect perform the duties of the president.
2. Serve as Chairperson of the bylaws committee.
3. Review the bylaws, professional standards and recommend changes and activate a committee if deemed necessary.

D. The Secretary shall:

1. Keep minutes of the proceeding of all meetings of the Association and submit them in a timely manner to be published on the official WSNA website.
2. Perform other duties as may be assigned by the President.
3. Serve on the Membership/PR committee.

E. The Treasurer shall:

1. Have general supervision of the financial affairs of the Association.
2. Serve as chairperson of the Finance Committee.

3. Perform such other duties as may be assigned by the President.
 4. Pay the NASN affiliation dues by the deadline established by NASN.
 5. Register all participants for the biannual meetings.
 6. Keep a current membership list available to members only.
- F. The NASN Director shall:
1. Be the WSNA representative at the biannual NASN Board of Directors meeting.
 2. Keep the WSNA membership informed of National programs, issues and materials through the Newsletter / e-mail and reports to the membership at general meetings.

ARTICLE VI – Executive Board

Section 1: COMPOSITION- The Executive Board shall consist of the elected officers, the NASN Director, and the Committee chairpersons.

*Section 2: AUTHORITY-*The Executive Board shall conduct all business pertaining to the Association between meetings.

*Section 3: DUTIES-*Formulate standing committee guidelines which shall be reviewed annually. Formulate plans and positions facing the Association to be presented to the general membership at the Biannual meetings for action.

*Section 4: VOTING-*Decisions shall be made by a simple majority vote.

ARTICLE VII - Standing Committees

*Section 1: TITLES-*There shall be the following Standing Committees: Continuing Education, Finance, Legislation, Membership, Nominations, Bylaws-Resolution-Professional Standards committee.

*Section 2: DUTIES-*The members of all the WSNA Standing Committees shall perform the duties of their committees as set forth in these Bylaws. Permanent records shall be transferred to oncoming Chairpersons and filed with the President.

*Section 3: CONTINUING EDUCATION-*The C.E. committee shall:

- A. Coordinate biannual meeting locations, speakers, meals, accommodations and exhibitors as needed.
- B. Apply for Wyoming State Department of Education, Professional Standards Teaching Board certification units, CEU's

or college credits for all WSNA sponsored conferences when appropriate.

Section 5: LEGISLATION-The legislation committee shall:

A. Work to establish relationships which will inform the membership of legislation affecting school health services and school nursing.

B. Review pending legislation relative to school health services, school nursing and the welfare of children, and report to members.

Section 6: MEMBERSHIP-the committee shall:

A. Promote membership in the Association.

B. Coordinate special activities which promote WSNA.

C. Solicit, edit and/or prepare professional communication for membership via WSNA web site.

Section 7: NOMINATIONS-The nomination committee shall:

A. Request the names of candidates.

Section 8: THE BY-LAWS-RESOLUTION/PROFESSIONAL STANDARDS COMMITTEE shall:

A. Review the existing WSNA Resolutions, Bylaws, and Standards AND recommend changes as needed, The Executive Committee may carry out these duties.

B. Prepare drafts of necessary new Resolutions, Bylaws, and Standards.

Section 9: FINANCE COMMITTEE-The finance committee shall:

A. Prepare and present the budget at the state meetings.

B. Study fiscal matters of WSNA.

C. Monitor the financial status of WSNA.

Section 10: AUDIT COMMITTEE:

A. Committee to be composed of President Elect and the incoming and outgoing treasurer's. If present treasurer is reelected, the President will APPOINT another member.

B. Committee to prepare and present to membership an internal audit of finances signed by all committee members.

C. Audit to be completed upon election/appointment of treasurer.

ARTICLE VIII - Meetings

The biannual meetings of the WSNA shall be held in the spring and the fall of each year on dates determined by the membership. The Executive Board may call special meetings if necessary.

ARTICLE IX – Unified Dues

Members will pay unified dues to NASN.

ARTICLE X - Amendments

The Bylaws may be amended by a vote of two-thirds (2/3) of the members present at the biannual meeting provided written notice of the proposed amendment has been given to the membership at least two weeks prior to the meeting at which it will be considered.

ARTICLE XI - WSNA Affiliations

Section 1: The WSNA is an affiliate state organization of the National Association of School Nurses.

Section 2: The WSNA will elect a Director for a term of four (4) years to represent WSNA at all NASN Board of Directors meetings, WSNA will help fund transportation, lodging and a daily stipend for food for this Director to attend biannual meetings after presentation of actual receipts to the WSNA treasurer.

ARTICLE XII - Parliamentary Authority

ROBERT'S RULES OF ORDER shall apply on all questions or procedure and parliamentary law not specified in these Bylaws

AMENDED 10/91, 10/94, 10/96, 10/03, 10/05, 10/06, 4/09