

North Dakota School Nurse Organization Bylaws

ARTICLE I

Name

The name of this organization shall be the North Dakota School Nurse Organization (NDSNO).

ARTICLE II

Goals

Section 1: To operate exclusively as an educational organization on a non-profit basis, and

Section 2: To promote and advance the quality of school health services and health education throughout the State of North Dakota.

ARTICLE III

Membership & Dues

Section 1: Eligibility: Active membership in the organization shall be open to any registered professional nurse who meets the requirements in the member's state and who is in compliance with such other qualifications or requirements set forth in these bylaws.

Section 2: Instatement: Any person eligible for membership shall become a member upon payment of dues set for his/her class of membership and who meets the requirements set forth in these bylaws for his/her class of membership.

Section 3: Classification:

A. Active members:

1. Active membership shall be open to all licensed registered nurses in North Dakota who have as their assignment the administration, education, or 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 dues and upon payment of dues, shall be granted Active Membership privileges.

B. Associate members shall be:

1. All licensed registered nurse(s), who are not eligible for Active membership, but who are involved in school nursing and/or school/child health services in North Dakota.

C. Retired members:

1. Any Active member upon retirement shall be eligible to become a Retired member, upon notification to the Organization.

D. Student members shall be:

1. Enrolled in a professional nursing program and interested in school nursing and/or school health services in North Dakota.
2. Allowed a maximum of five years of student membership.

North Dakota School Nurse Organization Bylaws

3. Ineligible for student membership if they have completed the requirements to be a school nurse and are pursuing further education.
- E. Corporate/Business/Professional Organization Members:
 1. Corporate/business members shall be those organizations who desire to support the goals of the Organization and whose members are not eligible for Active or Associate membership in the Organization.
 2. Granting of a Corporate/Business Organization membership shall in no way bind the Organization to support philosophies or policies of any Corporate/Business Organization members.
- F. Members-at-Large shall be:
 1. Those persons who hold a special interest in or who are working with the Organization and who do not fit into any other Organization membership classification.

Section 4: Rights-Restrictions:

- A. Active members shall be entitled to exercise full membership rights, which include voting on organizational business, holding an office, and participating on committees.
- B. Associate, Retired, and Student members shall have all the privileges of membership, except the privilege of voting and holding an office.
- C. Corporate/Business/Professional Organization and Member-at-Large members shall have all the privileges of membership except those of voting, holding office and serving on a committee.

Section 5: Membership Dues:

- A. All annual membership dues are payable on January 1.
- B. Annual dues for Active, Associate, Retired, Corporate/Business Organization, and Members-at Large shall be \$35.00.
- C. Student membership is exempt from dues.
- D. Changes in the rate of annual dues may be recommended by the Executive Committee but must be ratified by a majority of active members voting at the annual meeting.
- E. First time NDSNO members will get a prorated membership rate for dues. If a new member joins after June 30th of the current membership year, that new member will only pay half of the current membership rate.

ARTICLE IV Fiscal and Membership Year

Section 1: Fiscal Year:

The fiscal and membership year shall be from January 1 to December 31.

North Dakota School Nurse Organization Bylaws

ARTICLE V Officers

- Section 1: Composition: The elective officers of the organization shall be President, President-Elect, Secretary, Treasurer, and NASN Director.
- Section 2: Eligibility: Only Active members of the Organization shall be eligible to be elected to office.
- Section 3: Term of Office:
- A. The president and president-elect may serve for a term of two years in each capacity.
 - B. The president-elect may be elected every two years and may automatically succeed the office of the president at the expiration of the president's term, and may act for the president in the absence of the president.
 - C. The secretary/treasurer may serve a two-year term.
 - D. The term of office for all officers shall commence at the close of the annual meeting.
- Section 4: Vacancy: The president elect shall take over the duties of the president if for some reason there is a vacancy in that office. If any other office becomes vacant, it may be filled by appointment by the executive committee.

ARTICLE VI Duties of Officers

- Section 1: Duties: The officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the organization.
- A. The president shall:
 1. Preside at all meetings of the Organization and the Executive Committee.
 2. Appoint standing committees subject to approval of the Executive Committee.
 3. Appoint such special committees as deemed necessary.
 4. May be present as an ex-officio member of all committees.
 5. Perform such other duties as may be required or assigned.
 - B. The president-elect shall:
 1. Assist the president and in his/her absence perform the duties of president.
 2. Assume the office of president at the expiration of the current president's term or in the event of a vacancy of that office.
 3. Perform such other duties as may be required or assigned.
 - C. The secretary/treasurer shall:
 1. Keep minutes of the proceedings of all NDSNO and Executive Committee meetings.
 2. Write and keep correspondence, papers and transactions of the group as are pertinent to the Organization.

North Dakota School Nurse Organization Bylaws

3. Collect all dues, pay all bills, and keep a record of all money received and expended as authorized.
1. Prepare an annual written financial report for presentation to the general membership at the annual meeting and give a verbal financial report at all other meetings.
2. Arrange for an external audit as necessary.
3. Keep on file the annual membership directory.
4. Perform such other duties as may be required or assigned.

ARTICLE VII Meetings

- Section 1: Meetings: The organization shall meet minimally two times a year. The date and location of the Annual Meeting will be selected by the NDSNO to reflect the preferences of the membership. The Executive Committee will determine the time of the meetings.
- Section 2: Special meetings: Special meetings may be called by the President and/or a majority of the Executive Committee.
- Section 3: Quorum: A majority of the active members registered and present at a meeting shall constitute a quorum.
- Section 4: Communications: The Executive Committee, standing and special committees and general membership are authorized to meet by telephone conference or through other electronic communication media so long as quorum is present and all the members simultaneously hear each other and participate during the meeting.

ARTICLE VIII Executive Committee

- Section 1: Composition:
The Executive Committee shall be composed of the President, President-elect, Secretary, /Treasurer, and the State School Nurse Consultant.
- Section 2: Authority:
The Executive Committee shall exercise the powers of the Organization except during annual meetings.
- Section 3: Duties:
The Executive Committee shall report their actions to the Organization at the NDSNO meetings.
- Section 4: Meetings: The Executive committee shall meet:
A. Prior to each of the scheduled meetings.

North Dakota School Nurse Organization Bylaws

- B. At any other time deemed necessary by the elected officers and/or State School Nurse Consultant.

Section 5: Budget:
The Executive Committee shall develop and adopt a budget consistent with the goals of the Organization prior to the annual meeting.

ARTICLE IX Committees

Section 1: Standing and Special Committees:
A. NDSNO committees will convene as necessary & conform with bylaws as membership allows.
B. Unless otherwise stated, the composition, power, term and duties of all standing and special committees shall be recommended by the president and approved by the executive committee.
C. The president or his/her designee shall be an ex-officio member of all committees except the nominating committee.

Section 2: General Duties:
A. The members of all standing committees shall perform the duties of their committees as set forth by these Bylaws.
B. Each committee will appoint a chairperson and a member to record minutes of each meeting.
C. Permanent records shall be transferred to oncoming chairpersons.

Section 3: Terms of office:
A. All standing committee members will serve three years on a rotating basis, other than the President, Secretary/Treasurer, which will rotate as elected. The State School Nurse Consultant will be the employee of the North Dakota Department of Health.

Section 4: Committees:
A. Nominating Committee:
1. Shall consist of the members of the Executive committee.
2. Shall seek out qualified candidates for office.
3. Shall place on the ballot the names of candidates for each office to be filled. Additional nominations from the floor will be permitted.
4. Election will be held prior to the annual meeting and installation of new officers will take place during the annual meeting.
B. Finance/Fundraising Committee:
1. May prepare and present a budget to the Executive committee prior to the annual meeting.
2. Shall bring Fundraising ideas to the Executive committee for approval and execute approved projects.

North Dakota School Nurse Organization Bylaws

3. Shall send letters/cards of appreciation to guest speakers, members and other partners who have volunteered their time and effort to support the NDSNO.
 4. Shall consist of not less than three (3) members.
 5. The Secretary/Treasurer will be a member of this committee.
- C. Legislative Committee:
1. Shall review all proposed legislation and inform membership of legislation affecting school health services.
 2. Shall prepare proposed legislation to reflect the purposes of the organization and coordinate these efforts with the Executive committee.
 3. Shall consist of not less than three (3) members.
 4. The president will be a member of this committee.
- D. Bylaws Committee:
1. Shall meet at least once a year to review and to provide recommendations and/or motions to the Executive Committee to reflect the organization's needs and practices, prior to the annual meeting.
 2. Shall consist of not less than three (3) members.
 3. The State School Nurse Consultant will be a member of this committee.
- E. Professional Development/Education Committee
1. Shall be responsible for increasing the awareness in the organization of new development in the areas of School Health Services and Health Education.
 2. Shall prepare, submit, and obtain Continuing Nursing Education (CNE) contact hours for speakers/programs presented to the NDSNO.
 3. Shall consist of not less than three (3) members.
 4. The Secretary/Treasurer will be a member of the committee.
- F. Marketing/Public Relations Committee
1. Shall promote public awareness of NDSNO (ex. Website, newsletter, PSA, etc.)
 2. Shall promote NDSNO membership.
 3. Shall work closely with the legislative committee and other professional organizations that have similar mission.
 4. Shall consist of not less than three (3) members.
 5. The President-elect will be a member of the committee.

ARTICLE X Elections

Section 1: Elections:

- A. Election of officers shall be by mail/email ballot.
- B. Ballots will be sent by September 1 to all eligible members and returned to the State School Nurse Consultant by October 1.

Section 2: Eligibility: Only Active members of the NDSNO shall be eligible to be elected to office.

North Dakota School Nurse Organization Bylaws

ARTICLE XI Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern NDSNO 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 NDSNO may adopt.

ARTICLE XII Amendments to Bylaws

- Section 1: The bylaws can be amended by a two-thirds vote of Active members in attendance at the annual meeting with proposed amendments having been mailed/mailed to all Active members at least two weeks prior to the date of the meeting.
- Section 2: The bylaws can be amended by a four-fifths (80%) vote of Active members in attendance at the annual fall meeting with written notice having been made available at least one (1) hour before the vote.

Approved 11/18/14

Revised and approved 2/4/2016