

MORRIS COUNTY SCHOOL NURSES ASSOCIATION

BY-LAWS

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Article I: NAME AND AFFILIATION

The name of this association shall be the "Morris County School Nurses Association"

The Association is unified with the New Jersey State School Nurses Association.

- a) New Jersey County School Nurses Associations whose memberships are comprised of professional registered nurses who are also school nurses.
- b) All County Presidents shall be members of the New Jersey School Nurses Association during their tenure in this position.

Article 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 operate as a non-profit professional school nursing association.

Article 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 professional nurse in the State of New Jersey, hold a New Jersey School Nurse certificate and be employed as a school nurse in a public or private school in Morris County.

Regular members shall have full privileges including voting, holding office and serving on committees.

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 provided the/she;

- a) Is employed in a New Jersey public school as a non-certified nurse or a substitute school nurse;
- b) Holds New Jersey provisional certificate as a school nurse.

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

Section 3. Retired

Regular members shall upon retirement from MCSNA be eligible for Retired Membership. Retired members shall enjoy the privileges of the Association, may serve on committees, but shall not vote, nor hold office.

No dues shall be required.

Article IV: OFFICERS

The officers of this Association shall be a President, Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer and a Parliamentarian. There shall be a detailed job description for each office. All officers must be regular members employed 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 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. The Presidents NJSSNA and NASN membership shall be paid by the MCSNA

Section 2. Vice President

The Vice-President will serve as an advisor to the Chairperson for the October and May Annual Dinners and to the Chairperson for the monthly programs. The Vice-President shall assume other duties as delegated by the Executive Board.

Section 3. Recording Secretary

The Recording Secretary shall record and file the minutes and reports of all meetings prior to the next Executive Board Meeting.

Section 4. 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 5. Treasurer

The Treasurer shall be the custodian of all funds for the Association and render an annual budget.

Section 6. 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 "Robert's Rules of Order." The Parliamentarian should also be a regular member of the Association and will serve at all meetings of the Executive Board and general meetings.

Section 7. All Officers

Each officer, completing a 2 year term of office at the Annual May Dinner Meeting, shall make available to the successor all pertinent Association material and a detailed job description within one month after termination of office.

Article V: THE EXECUTIVE BOARD**Section 1.**

The Executive Board shall be composed of all elected officers of the Association, a parliamentarian and immediate 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.

Article VI: COMMITTEES**Section 1.**

The President shall appoint the chairpersons of the following standing committees:

By-laws, Communicable Disease, CPR, Dental and Vision, Education/Professional Development, Historian, Hospitality, Marketing and Publicity, Membership, NJSSNA Liaison/Legislation, Professional Development, Sunshine, Past-President, Annual Dinner and Monthly Program.

Section 2.

Standing Committees shall function as follows:

a) By-Laws

The by-laws will be reviewed and updated every five years.

- b) Communicable Disease**
The Communicable Disease chairperson will share pertinent information regarding disease trends, flu and immunization updates.
- c) CPR**
The CPR chairperson will coordinate CPR an annual training class for members.
- d) Dental/Vision**
The Dental/ Vision chairperson is responsible for keeping members updated on low cost vision and dental resources in the county.
- e) Education & Professional Development**
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.
- f) Historian**
The Historian shall maintain past records and memorabilia of the organization.
- g) Hospitality**
Shall be responsible for coordinating refreshment at professional development programs.
- h) Marketing & Publicity**
The Marketing & Publicity committee shall promote the “brand” of the MCSNA through merchandise sales, public relations and distribution of promotional items as developed by the Association.
- i) Membership Committee**
Shall be responsible for processing applications, compiling a membership list, an email distribution list and a membership directory with the corresponding secretary. The committee will maintain a current membership list via computer applications.
- j) NJSSNA/Legislation**
The Legislation chairperson shall study the need for legislative action as it pertains to the Association, shall present appropriate proposals, and promote responses.
- k) Sunshine**
The Sunshine chairperson shall be responsible for expressing well wishes and support to members.
- l) State Representative**
State representatives shall represent the Association at State School Nurse meetings and shall report back to the Executive Board.

m) Annual Dinner and Monthly Program Chairperson

Coordinating the Annual October and May Dinners and the monthly programs in consultation with the Vice President.

Section 3. Special Committees

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

a) Nominating

A Nominating Committee shall consist of a minimum of three (3) and a maximum of five (5) who 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) Auditing

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

c) Special Committees

Special Committees may be appointed, as needed, by the President and are approved by the Executive Board. Special committees are short-term, task oriented, and exist to address specific needs. They may be disbanded when their work is completed.

Article VII: MEETINGS

There shall be no conflict between NJSSNA meetings and MCSNA general meetings and workshops.

Section 1. Executive Board Meetings

Unless otherwise ordered by the Executive Board, regular meetings of the Executive Board shall meet for seven (7) meetings annually to be scheduled from September to June. Special meetings of the board may be called by the President and shall be called upon the request of three members of the Executive Board. A quorum shall consist of two thirds (2/3) of the Executive Board members, at least two (2) of whom must be Executive Board officers.

Section 2. General Meetings

General meetings of the Association shall be held twice a year, one of which will be the Annual October Meeting. The Executive Board shall determine the date and location of all meetings. Twenty-one (21) of the Regular members of the Association shall constitute a quorum to conduct business. Motions are passed by majority vote.

Section 3. Annual Meeting

The Annual Meeting will be held in May. The election of officers, budget approval, standing and special committee reports and all appropriate business shall be conducted at the annual meeting. Twenty-one (21) Regular members of the Association shall constitute a quorum to conduct business. Motions are passed by majority vote.

Section 4. Special Meetings

The President, and/or with the written request of a minimum of five (5) Regular members, shall call special meetings.

Section 5. Electronic Meetings

With the approval of the Executive Board, the Executive Board and standing and special committees may meet by telephone conference or other electronic communication media, as long as a quorum is present and all members simultaneously hear each other and can participate during the meeting.

Article VIII: ELECTIONS**Section 1.**

All officers are elected to office by a majority of the members voting. Newly elected and installed officers and appointed chairpersons will assume their position responsibilities at the last meeting of the business year (May).

Section 2.

The President prior to the April meeting shall appoint the Chair of the Nominating Committee. The Chair shall recruit a committee of a minimum of three (3) and maximum of five (5) persons (including the Immediate Past-President). The Nominating Committee shall present a slate of candidates to the Executive Board at the February meeting and at the next General Meeting of the Association. The slate of nominated candidates shall be sent to the membership with the notice of the May meeting.

Section 3.

The following persons shall be elected every odd year:

- a) President
- b) Corresponding Secretary

The following persons shall be elected every even year:

- a) Vice President
- b) Recording Secretary
- c) Treasurer

Section 4.

The Parliamentarian shall be a Regular member appointed annually by the President to serve at all meetings of the Executive Board and all General Membership meetings.

Section 5.

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 to complete the term with the option to continue in that position for the next term (2 years).

Section 6.

Officers shall be elected for a term of two years. The President shall not succeed themselves. The Recording Secretary, Corresponding Secretary and Vice-President may succeed herself/himself for one additional term. The Treasurer shall remain in office for no longer than three consecutive terms. All chairpersons shall be appointed by the President, with the approval of the Executive Board, for a term of two years and may succeed themselves for one additional term.

Article IX

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

Article 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.

- Debbie Barmore
- Julia Ioannou
- Kate Zenna

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- Denise Jacobus
- Linda Savercool

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