

MISSOURI ASSOCIATION OF SCHOOL NURSES
BYLAWS
(Revision November 2011)

Article I. Name

The name of the organization shall be the Missouri Association of School Nurses, here to known as the Association.

Article II. Purpose

The Missouri Association of School Nurses shall be:

Section A: To promote the professional growth of school nurses in Missouri; and

Section B: To advance the quality of school health services and health education throughout the state.

Article III. Affiliation

Section A: The governance districts of this Association shall be: Central, Greater Kansas City, Jefferson County, City of Kansas City, Northeast, Northwest, City of St. Joseph, South Central, Southeast, Southwest, City of St. Louis, and St. Louis Suburban.

Section B: The Association is an affiliate of NASN with dues paid by MASN.

Article IV. Fiscal and Membership Year

The fiscal and membership year of the Association shall be July 1 to June 30.

Article V. Membership

Section A: Eligibility: Membership shall be open to all persons regardless of race, color, religion, age, national origin or sex, contingent on compliance with other membership qualifications or requirements set forth in these bylaws.

Section B: 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 C: Classification: There shall be five classes of membership: Active, Associate, Retired, Life, Member-At-Large/Corporate/Business/Professional Organization.

1. Active Members:
 - a. Any currently licensed registered professional nurse employed as a school nurse or school nurse administrator in the state of Missouri.
 - b. Any retired school nurse (registered) who desires to remain in the Active membership classification shall be granted Active membership privileges.
2. Associate Members:
 - a. Any currently licensed practical nurse employed to provide school health services in accordance with Missouri Nurse Practice Act.
 - b. Any retired school nurse (registered or licensed practical) who desires Associate membership classification shall be granted Associate membership privileges.
3. Retired Members:

Any retired school nurse who would like to remain on the mailing list may join the Association as an Associate member.
4. Life Members:
 - a. Granted to any member who meets criteria listed in the operating guidelines, has recommendation of the awards committee and is approved by majority vote of Board of Directors.
 - b. Life members shall receive all privileges and benefits of Active membership. (BOD 11-04-05 and Membership 4-08-06)
5. Member-At-Large/Corporate/Business/Professional Organization members:
 - a. Member-At-Large: any Registered Nurse serving in an allied child health field shall be granted Associate membership privileges.
 - b. Those organizations or persons who desire to support the goals of the Association and whose members are not eligible for Active or Associate membership in the organization shall be eligible for membership upon approval of Board of Directors.
 - c. Granting of a Corporate/Business/Professional Organization membership shall in no way bind the organization to support philosophies or policies of any Corporate/Business/Professional Organization members.

Section D: Dues: Annual dues shall be established by the Board of Directors.

Section E: Rights:

1. Active members shall be entitled to exercise full membership rights.
2. Associate and Member-At-Large/Corporate/Business/Professional members, shall have all the privileges of membership, except the privileges of voting, holding an elected office and serving on a committee.

Article VI. Officers

Section A: Composition: Officers of the Association shall be President, President-Elect, Immediate Past-President, Secretary, Treasurer and NASN Director.

Section B: Eligibility: Only active members shall be entitled to hold office.

Section C: Selection:

1. President-Elect, and Secretary will be elected by active membership by electronic transmission or mailed ballot.
2. Treasurer is recommended by Finance committee and appointed by Board of Directors.
3. NASN director is elected by the Board of Directors by ballot at the Spring Board of Directors Meeting. (BOD 11-12-04 and Membership 4-23-05)
4. President, President-Elect and NASN Director
 - a. Must have served on BOD for minimum of 4 meetings within 3 years immediately prior to being nominated. (BOD 11-04-05 and Membership 4-8-06)
 - b. Must have served as MASN officer or committee chair, or as district president.
 - c. Submit completed consent form signed by immediate supervisor or superintendent.

Section D: Term of Office:

1. The President, President-Elect, Secretary, and Treasurer shall serve for a term of one year or until their successors are elected or appointed.
2. The President-Elect shall succeed to the Presidency.
3. The Secretary may be re-elected, but may not serve for more than three consecutive terms.
4. The NASN Director serves a four-year term.

Section E: Vacancy:

1. A vacancy in the office of President shall be filled by the President-Elect, who shall serve the remaining term of the President and the term of office as President to which he/she was elected.
2. A vacancy in the office of President-Elect shall be filled in accordance with procedures outlined in the Operating Guidelines.
3. If a vacancy in the office of Immediate Past President occurs, the President will appoint someone to act as parliamentarian for the remainder of the term. This person will serve in a non-voting capacity.
4. A vacancy in the office of Secretary shall be filled by President recommendation, with Executive Committee approval. Board of Directors will confirm by ballot vote within three weeks of Executive Committee approval.
5. A vacancy in the office of Treasurer shall be filled by recommendation from the Finance Committee and Executive Committee. Board of Directors will confirm by ballot vote within three weeks of Executive Committee approval.
6. A vacancy in the office of NASN Director shall be filled by special election, following guidelines for regular election of NASN Director. This could be by electronic or mailed ballot, or at the next BOD meeting, depending on the timing of the vacancy. The person elected by special election will complete the current term. The most recent past NASN Director will fill the position until the special election is held.

Section F: Duties: The officers shall perform those duties prescribed by these bylaws, the parliamentary authority adopted by the Association, and those duties specified in the operating guidelines.

Article VII. Meetings

Section A: Annual Meeting: The Association shall hold an Annual Meeting each year at a time and place determined by the Board of Directors, to hear reports of activities of the past year and conduct business as may properly come before it.

Section B: Special Meetings: Special meetings of the general membership may be called by the Executive Committee as deemed necessary.

Section C: Quorum: A majority of the Active Members registered and present shall constitute a quorum.

Article VIII. Board of Directors

Section A: Composition: The Board of Directors shall consist of the Executive Committee, two representatives elected/appointed from each of the MASN districts and all committee chairpersons.

Section B: Eligibility: All members of the Board of Directors shall be current active members of MASN.

Section C: Rights:

1. Each Board member present will be entitled to cast one vote on any motion.
2. The Parliamentarian shall serve in a non-voting capacity.

Section D: Authority:

1. Conduct the affairs of the Association in accordance with these bylaws, operating guidelines, and directives adopted by the membership at the Annual Meeting.
2. Have full power to put into effect the policies and decisions of MASN.

Section E: Duties:

1. Establish goals and objectives to accomplish the mission of the Association.
2. Monitor and evaluate the programs designed to implement the established goals and objectives.
3. Ensure that the resources necessary for achievement are available and used efficiently.
4. Establish and maintain current operating guidelines for the Association.

Section F: Meetings:

1. A minimum of two meetings shall be scheduled annually at the request of the President after due notice to allow representation from each MASN district.

2. An additional meeting may be scheduled at the request of the President to conduct emergency business. Members must be notified two weeks in advance of the meeting.

Section G: Term of Office:

1. Each MASN district representative shall be requested to serve for a minimum of two consecutive years.
2. Terms for each representative should begin in alternating years.

Section H: Quorum: A majority of the members of the Board of Directors shall constitute a quorum.

Article IX. Executive Committee

Section A: Composition: The Executive Committee shall consist of:

1. President, President-Elect, Immediate Past-President, Secretary, Treasurer, and NASN Director.
2. Ad-Hoc chairperson or member of Ad-Hoc committee as deemed necessary by the President for the purpose of advising and planning. Ad-Hoc chairperson/member will serve in a non-voting capacity.

Section B: Authority:

1. The Executive Committee may exercise powers of the Board of Directors when the Board of Directors is not in session.
2. The Executive Committee cannot modify any action taken by the Board of Directors.

Section C: Duties:

1. Act as an advisor to the President regarding policy, procedures and direction of organization.
2. Report Executive Committee actions at the succeeding Board of Directors meeting.
3. Review the operating guidelines.
4. Make recommendations to Board of Directors. Individual officer's recommendations must be made via executive committee prior to Board of Directors.

Section D: Meetings:

1. Meetings of the Executive Committee shall be held at least twice a year.
2. Other meetings may be called by the President as deemed necessary with two weeks notice.

Section E: Terms of Office: Elected officers shall serve terms of office according to Article VI, Section C of these Bylaws.

Section F: Quorum: A majority of the members of the Executive Committee, including at least two elected officers, shall constitute a quorum.

Section G: Removal:

1. A member of the Executive Committee shall be removed if she/he fails to meet the requirements of active membership or fails to meet the duties of the office.
2. Removal will be conducted in accordance with the organization's operating guidelines.

Article X - Committees

Section A: Standing and Special Committees:

1. Unless otherwise stated, the composition and duties of all standing and special committees shall be recommended by the President and approved by the executive committee.
2. The President or his/her designee shall be an ex-officio member of all committees except the nominating committee.

Section B: The Nominating Committee:

1. Composition: The nomination committee shall consist of:
 - a. Three members representing three different districts, to be elected on a rotating basis for a term of three years.
 - b. The chairperson will be the member in the final rotation of term.
2. Vacancy: Shall be filled by appointment of the President until the next annual election.
3. Duties:
 - a. Seek qualified candidates for office, as outlined in the operating guidelines.
 - b. Report election results to the Board of Directors at the meeting preceding the Annual Meeting.

Article XI - Elections

Section A: Elections:

1. Election of officers shall be by electronic or mail ballot. Biographical data of the candidates shall be included online or with all ballots. Plurality vote of those voting in any election shall constitute an election.
2. Ballots for President-Elect and Secretary shall be transmitted or mailed annually to all eligible members and returned in accordance with procedures out-lined in the operating guidelines.
3. Ballots for NASN Director shall be distributed electronically or mailed only to the Board of Directors in accordance with procedures outlined in the operating guidelines.

Section B: Eligibility: Only Active members of the Association shall be eligible to be elected to office.

Article XII - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern MASN 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 XIII - Amendments to Bylaws

Section A: The bylaws can be amended by a majority vote at the Annual Meeting with previous notice of the proposed amendment having been given to the President at least thirty (30) days prior to the date of the Annual Meeting and mailed to the members at least two (2) weeks prior to the Annual Meeting.

Section B: The bylaws can be amended by a two-thirds (2/3) vote at the Annual Meeting with written notice having been made available at least eight (8) hours before the vote, to all members registered at the Annual Meeting.

Article XIV - Tax Exempt Requirement Relating to Funds

Section A: If affiliation of this Association should change, the remaining funds would transfer with the membership.

Section B: Upon dissolution of this Association, any remaining funds will be applied to state supported nursing programs.