

# **KENTUCKY SCHOOL NURSES' ASSOCIATION**

## **ARTICLE I**

**SECTION 1.** This Association shall be known as the Kentucky School Nurses' Association (KSNA) and shall include any person interested in or rendering school health services.

**SECTION 2.** The purpose and function of the KSNA shall be:

- a. To operate exclusively as an educational organization on a non-profit basis.
- b. To foster high standards of school nursing practice.
- c. To promote the professional advancement of school nurses.
- d. To provide continuing professional development for school nurses.
- e. To promote the welfare of school nurses with the goal being all students having access to quality school health services.
- f. To represent school nurses and to serve as their representative with allied professional groups, governments, communities, and with the public.

These purposes shall not be restricted by any consideration of nationality, race, creed, sex, age, handicap, religion, or political affiliation.

## **ARTICLE II**

### **MEMBERSHIP**

**SECTION 1.** The KSNA shall consist of active members and associate members.

**SECTION 2.** Active members shall be graduates of state accredited schools of professional nursing, each of whom has been granted a license to practice as a registered nurse in the state of Kentucky (or any compact state), and does not have a license under revocation for professional misconduct, in any state. The active members of this Association shall have all the privileges of voting, holding office, serving as chairperson of committees, and serving as delegates to conventions or special meetings.

**SECTION 3.**

A. The associate members of this Association shall be persons who adhere to the purpose of the organization and will foster and support the functions of the Association as described in the by-laws. The associate members shall have the privileges of attending all general and special meetings, serving on committees, serving as co-chair of a committee with an active member serving as the chair and being appointed by the Association as a delegate to special meetings. Associate members will not hold positions as officers of the organization as described in Article V or have voting privileges. Any member without an active registered nurse license will be as associate member.

B. Any retired member who desires to remain in the Associate membership classification shall be required to pay dues and upon payment of dues shall be granted Associate membership privileges.

**SECTION 4.**

Application for membership in the Association shall be made on a form provided by this Association.

**ARTICLE III**

**DUES**

**SECTION 1.**

Dues for the KSNA shall be paid to the treasurer of this Association.

**SECTION 2.**

Annual dues shall be paid by May 1, or upon entry to this Association. If membership is not renewed by payment of dues within sixty days, the member shall forfeit all rights accorded to members. The annual dues for a member to this Association shall be determined by majority vote of active members after recommendation of the Board of Directors.

**ARTICLE IV**

**FISCAL YEAR**

The fiscal year of this Association shall be from January 1 to December 31.

**ARTICLE V**

**OFFICERS**

**SECTION 1.**

The elected officers of this Association shall consist of a President, a President-elect, a Vice-President, a Secretary, a Treasurer, a Director to the National Association of School Nurses (NASN), and five members at large who shall serve as regional delegates.

**SECTION 2.**

These officers shall perform such duties as are usually assigned to such officers

and also such duties as are specified in these by-laws and designated by the Board of Directors of this Association.

**SECTION 3.** Vacancies in office shall be filled as hereinafter provided.

- a. **Vacancy in office of President:**  
The President-elect shall assume office of President for the remainder of the term.
- b. **Vacancy in office of President-elect:**  
Office to be filled by election of the voting membership at the next scheduled election
- c. **Vacancy in the offices of Vice-President, Treasurer, Secretary, Director to NASN, and Region Delegates:**  
The Board of Directors are to appoint a member to fill the unexpired term of the office that is vacant.

**SECTION 4.** No officer shall be elected to the same office for more than two consecutive terms.

## **ARTICLE VI**

### **DUTIES OF OFFICERS**

**SECTION 1.** The President shall:

- a. Have served for at least two consecutive years as a standing committee chairperson or elected officer of KSNA.
- b. Have been a member of KSNA for at least the past four consecutive years.
- c. Work in the field of school nursing.
- d. Preside at all meetings of this Association, conducting them by formal order of business.
- e. Serve as an ex-officio member of all committees, except for the committee on nominations.
- f. Appoint standing and special committees with the approval of the Board of Directors.
- g. Perform any other duties pertaining to the office.
- h. Orient the President-elect to the office of the President.
- i. Serve as chairperson of the Board of Directors.
- j. Approve additions and changes to the web site.
- k. Serve for a term of 1 year and no more than 2 consecutive years

**SECTION 2.** The President-elect shall:

- a. Assume the duties of the President in the absence of the President.
- b. Have been a member of KSNA for at least the past four consecutive years.
- c. Assume duties as assigned by the Board of Directors.
- d. Serve as chairperson of the Committee on Programs and be responsible with the President to coordinate and develop programs for meetings.

- e. In the event of a vacancy in the office of the President, serve as President until the next spring meeting when he/she assumes the office of President.
- f. Actively aid the President and become familiar with the affairs of the organization.
- g. Meet with the President to receive orientation to the office of President.
- h. Be a member of the Board of Directors with voting privileges.
- i. Serve for 1 year and no more than 2 consecutive years.

**SECTION 3.**

**The Vice-President Shall:**

- a. Assume duties as assigned by the Board of Directors.
- b. Serve as chairperson of the committee for Continued Education and to coordinate with President-elect the development of programs for meetings.
- c. Be responsible for written communication, other forms of communication and gifts for speakers.
- d. Serve as Vice Chair of Nominating committee.
- e. Be a member of KSNA for at least the last four consecutive years.
- f. Serve a two year term and no more than 2 consecutive terms.
- g. Be elected in even years.

**The Secretary shall:**

- a. Keep the minutes of all meetings of this Association and of all meetings of the Board of Directors.
- b. Notify committee members of their appointments.
- c. Conduct the general correspondence of this Association and of the Board of Directors.
- d. The retiring Secretary shall deliver to his/her successor, within two weeks after the spring meeting, all Association properties in his/her possession.
- e. Be a member of the Board of Directors with voting privileges.
- f. Be a member of KSNA for at least the last two consecutive years.
- g. Serve a 2 year term and no more than 2 consecutive terms.
- h. Be elected in even years

**SECTION 4.**

**The Treasurer shall:**

- a. Receive dues and all other monies of this Association, deposit such funds in a bank designated by the Board of Directors, and pay such bills as are supported by adequate vouchers.
- b. Keep an itemized account of all receipts and disbursements and give a written report at all regular meetings of the Board of Directors and of this Association at each spring meeting.
- c. Complete annual tax report to IRS and maintain all records and communications for KSNA with the federal and state internal revenue service.
- d. Submit all books of account for audit as specified by the Board of Directors at the end of each fiscal year, and at the end of his/her

- term of office.
- e. Notify all members within 60 days of the date dues are delinquent.
- f. The retiring Treasurer shall, within two weeks after the close of the spring meeting, deliver all paper, vouchers, money, and books of this Association in his/her custody, to the newly elected Treasurer.
- g. Send notices of the time and place of all meetings to all members.
- h. Be responsible for an accurate file of the names and addresses of all members of this Association, and shall remove from the rolls the names of all members whose dues are in arrears.
- i. Be a member of the Board of Directors with voting privileges.
- j. Be a member of KSNA for at least the last two consecutive years.
- k. Serve for a 4 year term and no more than 2 consecutive terms.
- l. Be elected in the odd years.

**SECTION 5. The Past-President shall:**

- a. Serve as chairperson of the School Nurse of the Year committee.
- b. Serve as consultant to the President.
- c. Be a member of the Board of Directors with voting privileges.

**SECTION 6. The Director to NASN shall:**

- a. Have served for at least four years as a standing committee chairperson or elected officer of KSNA.
- b. Have been a member of KSNA for at least four years.
- c. Be a current active member of NASN and must have been an active member for at least one year prior to serving on the Board of Directors.
- d. Serve as liaison between KSNA and NASN.
- e. Inform KSNA of important action taken by NASN Board and membership.
- f. Attend meetings of the NASN Board of Directors and KSNA Board of Directors and the annual meeting of each organization.
- g. Be a member of the Board of Directors with voting privileges.

**SECTION 7. The Delegates at Large shall:**

- a. Reside or work in the region of the state from which he/she is elected.
- b. Organize and preside at regional meetings of KSNA.
- c. Serve as liaison between KSNA and the KSNA members in his/her region.
- d. Be a member of the Board of Directors with voting privileges.
- e. Be a member of KSNA for at least the last two consecutive years.

**SECTION 8. All officers, except the Secretary and Treasurer, upon expiration of their terms of office, shall surrender all property in their possession pertaining to their respective offices, to the newly elected President.**

## **ARTICLE VII**

### **BOARD OF DIRECTORS**

- SECTION 1.** The elected officers of this Association, chairpersons of standing committees and all the members of the committee on nominations shall constitute the Board of Directors.
- SECTION 2.** Regular meetings of the Board of Directors shall be held preceding each meeting of this Association.
- SECTION 3.** Special meetings of the Board of Directors may be called by the President and shall be called by the President upon written request of six or more members of this Association.
- SECTION 4.** Any member of the Board of Directors who is absent from two successive meetings, unless excused by the President, shall be considered as having resigned the membership on the Board and such vacancies shall be filled as herein stated in Article V, section 4.

## **ARTICLE VIII**

### **DUTIES OF THE BOARD OF DIRECTORS**

- SECTION 1.** The Board of Directors shall:
- a. Transact the general business of this Association in the interim between meetings.
  - b. Report to this Association at each regular meeting the business transacted in the interim between meetings.
  - c. Provide for such work of the officers and committees as may be deemed expedient.
  - d. Authorize the payment of legitimate expenses by the Treasurer.
  - e. Authorize the formation of special committees as the need for them arises.
  - f. Approve the appointment of standing and special committees.
- SECTION 2.** The Board of Directors shall not incur any liability in excess of \$500 without the approval of this Association.

## **ARTICLE IX**

### **STANDING COMMITTEES**

**SECTION 1.** Standing committees, except for the committee on nominations, shall be composed of members of this Association and shall assume such duties as assigned them by the Board of Directors when requested to do so.

**SECTION 2.** The following standing committees shall be appointed by the President, at or immediately after each spring meeting to serve until the next spring meeting, or until their successors are appointed.

The standing committees are:

- a. By-laws Committee
- b. Finance Committee
- c. Programs Committee
- d. Public Relations and Membership
- e. Continuing Education Committee
- f. School Nurse of the Year Committee
- g. Legislative Committee
- h. Exhibitors and Vendors Committee
- i. Nominating Committee\*

\*The Committee on Nominations shall be elected annually by the members of the Association, at the spring meeting.

## **ARTICLE X**

### **DUTIES OF STANDING COMMITTEES**

**SECTION 1.** The Committee on By-laws shall consist of at least three members. The committee shall suggest and receive all proposals on amendments by the Board of Directors. Such proposed amendments shall be submitted for action.

**SECTION 2.** The Committee on Finance shall consist of at least three members, including the Treasurer who shall act as chairperson. This committee shall prepare the annual budget, and advise as to expenditures of funds and report the same to the Board of Directors at meetings of that body.

**SECTION 3.** The Committee on Programs shall consist of at least three members and shall plan educational and social programs for the meetings of this Association so as to foster the objectives of this Association. The President-elect shall serve as chairperson of this committee.

**SECTION 4.** The Committee on Public Relations and Membership shall consist of at least three members, plus the President, and shall plan and promote a program that will inform members about the activities of this Association, so that they will support the Association. The chairperson of this committee shall act as editor of a newsletter and shall be responsible for mass media publications pertaining to this Association. A newsletter may be compiled and mailed to all members bi-

annually, the first to be mailed within one month prior to the annual meeting and the second at least one month prior to the next meeting. It shall also devise ways and means of securing new members.

**SECTION 5.** The Committee on Continuing Education shall consist of at least three members and shall determine the needs for the continuing education of the members of this Association. It shall determine the types of educational programs to be offered, and shall investigate and establish such programs in conjunction with various educational facilities and resources. It shall seek out and secure financial assistance for such programs when available. The Vice-President shall serve as chair.

**SECTION 6.** The committee to select the School Nurse of the Year shall consist of three members: Past-President, President, and President-elect. The Past-President shall serve as chairperson. The committee shall solicit nominations for Kentucky School Nurses' Association School Nurse of the Year and ensure that the nominee's application for the NASN School Nurse of the Year is in accordance with current NASN guidelines.

**SECTION 7.** The Legislative Committee shall consist of at least three members and shall be responsible for monitoring legislative proceedings pertinent to school health services. The Chairperson shall keep KSNA informed of this legislation and coordinate those activities through which the welfare of its membership is ensured.

**SECTION 8.** The Committee on Nominations shall consist of at least three members, who shall be elected as provided in Article XII, Section 2, of these by-laws. The committee shall perform the duties as described in Article XI of the by-laws. The member receiving the highest number of votes in the election shall serve as chairperson.

**SECTION 9.** Chairpersons of standing committees and all the members of the committee on nominations shall be members of the Board of Directors with voting privileges.

## **ARTICLE XI**

### **NOMINATIONS**

**SECTION 1.** The Committee on Nominations shall prepare a ticket for each office to be filled.

**SECTION 2.** The ticket shall be presented to the Board of Directors of this Association at the spring Board of Directors Meeting. No names shall be presented to the Board of Directors by the Committee on Nominations unless nominee has consented to serve if elected.

## **ARTICLE XII**



## **ELECTIONS**

- SECTION 1.** The President and President-elect shall serve for a term of one year. The President-elect shall be elected to serve one year as President-elect and then to assume office of President the following year for a one year term. The Vice-President shall serve a two year term and be elected in even numbered years. The Secretary shall be elected in the even years. The Treasurer shall be elected every four years in the odd years. The delegates at large from Regions 1, 3, and 5 shall be elected in the odd years; the delegates from Regions 2 and 4 shall be elected in the even years. The terms of the office shall commence at the adjournment of the spring meeting at which they are elected.
- SECTION 2.** Each year three members for the Committee on Nominations shall be elected to serve for one year or until their successors are elected.
- SECTION 3.** The term of office of the Director to NASN shall coincide with NASN guidelines which state: the affiliate shall be an active member of NASN, shall serve one four year term, and not be elected to serve again until having been off the Board of Directors for at least four years.
- SECTION 4.** All elections shall be made by secret ballot.
- SECTION 5.** A plurality of votes cast by members voting shall constitute an election for officers, regional delegates at large, and the Director to the NASN. The three nominees for the Committee on Nominations who receive the highest number of votes shall constitute an election. In case of a tie, the choice shall be decided by lots.
- SECTION 6.** Active members in good standing in this Association shall be entitled to vote in elections. Active members in good standing shall have paid their dues by the date of the election.
- SECTION 7.** Members may vote for persons other than those on the ballot by writing in the names of qualified members for candidates provided the candidates have consented to serve if elected.
- SECTION 8.** Nominations shall be accepted from the floor.
- SECTION 9.** The President shall name three tellers, none of whom are nominees.
- SECTION 10.** The Treasurer of this Association shall furnish the tellers a complete list of members of this Association who are entitled to vote.
- SECTION 11.** Votes must be cast during the spring business meeting by members in attendance. The tellers shall make a report to the membership prior to the close of the spring business meeting.

## **ARTICLE XIII**

### **MEETINGS**

- SECTION 1.** Special meetings of this Association may be called by the President upon written request of ten members of this Association.
- SECTION 2.** Two regular meetings of this Association shall be held each year - time and place as decided upon by the Board of Directors. However, the Board of Directors shall reserve the right to suspend a Conference based on the economy.
- SECTION 3.** The order of business at the 1st meeting of the calendar year shall be:
- a. Call to order
  - b. Reading of the minutes
  - c. Address of the President
  - d. Report of the Secretary
  - e. Report of the Treasurer
  - f. Report of the Committee on Nominations
  - g. Report of the Board of Directors
  - h. Report of standing committee
  - i. Report of special committee
  - j. Election of officers, regional delegates at large, Director to NASN, and Committee on Nominations
  - k. Old business
  - l. New business
  - m. Report of the tellers on the election
  - n. Presentation of educational programs at a time selected by the Program Committee
  - o. Adjournment
- SECTION 4.** The order of business for the 2nd meeting of the calendar year shall be:
- a. Call to order
  - b. Reading of minutes
  - c. Communications from the President
  - d. Report of the Treasurer
  - e. Report of the Board of Directors
  - f. Reports of the special committees
  - g. Reports from regional delegates
  - h. Old business
  - i. New business
  - j. Presentation of educational programs at a time selected by the Program Committee
  - k. Adjournment

## **ARTICLE XIV**

### **QUORUM**

- SECTION 1.** A majority of the Board of Directors, including the President or the President-elect, and twelve members shall constitute a quorum at any regular meeting of the Association.

- SECTION 2.** Two officers and twelve members shall constitute a quorum at any special meeting of this Association.
- SECTION 3.** A majority of the Board of Directors, including the President or the President-elect, shall constitute a quorum at any Board meeting.
- SECTION 4.** A majority of members in any standing committee or special committee shall constitute a quorum.

## **ARTICLE XV**

### **PARLIAMENTARY AUTHORITY**

The rules in Robert's Rules of Order shall govern the meetings of this Association in all cases in which they are not in direct conflict with these by-laws, and to which they are applicable.

- SECTION 1.** These by-laws may be amended at any regular meeting of this Association by a majority vote of active members present and voting, provided the proposed amendments have been sent to all members at least two weeks in advance of the meeting.
- SECTION 2.** These by-laws may be amended without previous notice at any regular meeting by a vote of all members present and voting with a majority vote and when posted four hours prior to the vote, when deemed necessary in an urgent situation by the board.

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