

MISSISSIPPI SCHOOL NURSE ASSOCIATION

BYLAWS

Revised January, 2008

ARTICLE I—NAME

The name of the association shall be the Mississippi School Nurse Association (hereinafter known as the Association or MSNA).

ARTICLE II—GOALS

The goals of the Association shall be:

1. To advance the practice of school nursing in the state of Mississippi
2. To provide leadership at the state and local levels on issues pertaining to school health
3. To promote visibility of school nurse practice.

ARTICLE III—REGIONS

There shall be four (4) regions within the Association designated as the North MSNA, South MSNA, West MSNA, and East MSNA. Each region of the Association shall conduct regional meetings, elect regional officers, and provide nominees to the Executive Committee to promote the goals of the Association. The regions shall be comprised of the school nurses in each geographic region of the State. A map of the regions is available from the Association.

ARTICLE IV—MEMBERSHIP AND DUES

Section 1: Eligibility

Active membership in the Association shall be open to any registered, professional nurse who meets the requirements for school nursing in the state of Mississippi, and who is in compliance with such other requirements or qualifications set forth in the bylaws of the National Association of School Nurses (hereinafter known as NASN).

Section 2: Instatement

Any person eligible for membership shall become a member upon payment of dues set forth 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

There shall be seven classes of membership: Active, Associate, Retired, Student, Corporate/Business/Professional Organization, Member-at-Large, and Honorary. ***The requirements and qualifications for the seven classes of membership are adopted by the Association to be those listed in the bylaws of NASN.***

Section 4: Rights

Active members shall be entitled to exercise full membership rights, including the right to vote and hold office within the Association.

Section 5: Rights-Restrictions

- A. Associate, Retired, and Student members shall have all the privileges of membership, except the privilege of voting and holding office.
- B. 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 6: Dues

All annual dues shall be unified with the dues of NASN and shall be set by the **governing body of the** Association and NASN. Payment of dues authorizes membership in the Association and NASN for one full year from the date of payment.

ARTICLE V—OFFICERS

The management of the Association shall be vested in the Executive Committee, which shall conduct the business of the Association in accordance with the bylaws and directives adopted by the membership, **which includes conferring voting and committee rights to EC nominees whose membership status otherwise restricts these rights.**

Section 1: Executive Committee

The Executive Committee (hereinafter known as EC) shall consist of **17** members in good standing representing three (3) members from each of the four regions; **three (3)** active members at-large serving **as** the Management Council **representative, the Special Projects Chair-elect and NCSN liaison**; the Director of School Nurses at the Mississippi Department of Education (MDE), and a representative from the Office of Healthy Schools.

The composition of the EC shall be as follows:

1. Four officers—President, Secretary, Treasurer, Parliamentarian
2. Three officer-elect positions—President-elect, Secretary-elect, Treasure-elect
3. **Eight** committee chairpersons or liaison positions—Publicity Chair, Education Chair, MNA Liaison, MASH Liaison, Management Council Representative(NASN Liaison), Special Projects Chair, **Special Projects Chair-elect, and NCSN liaison.**
4. The Director of School Nurses from the Mississippi Department of Education
5. One representative from the Office of Healthy Schools

EC members listed represent one vote per member.

Section 2: Nominations and Elections to the Executive Committee

Regional elections should provide for two (2) candidates who are active members of the Association to serve on the EC for two (2) years. These members must be elected by majority vote from their respective regions in the fall of odd numbered years to begin serving on the EC in the spring of even numbered years. Regions may re-elect a current EC member from their region to remain on the EC. The regional candidates' names shall be submitted to the EC prior to the spring EC meeting. The specific positions on the EC to be held by these candidates will be determined by the existing EC members at their annual spring meeting. The candidates for the Management Council Representative, Special Projects Chair-elect, and NCSN liaison may come from any region and will be in addition to the two other candidates elected for positions on the EC. **The NCSN liaison must be a nationally certified school nurse in good standing with the NCSN certification agency.**

Section 3: Succession of Officer Positions

Officer-elect positions will serve 2 years in the elect position on the EC prior to moving forward to their respective officer positions for an additional 2 year term. The positions moving forward automatically are:

President **moves** to Parliamentarian

President-elect **moves** to President

Secretary-elect **moves** to Secretary

Treasurer-elect **moves** to Treasurer

Special Projects Chair-elect **moves** to Special Projects Chair

Section 4: Terms of Office

The term for each of the EC positions shall begin at the close of the annual **conference** on even numbered years. Each EC position, except the Director of School Nurses and the Representative of the Office of Healthy Schools, will serve 2 years in the position.

The Management Council Representative (NASN Liaison) may serve for 4 years.

The length of the term of the officer-elect to officer positions on the EC are as follows:

President—total of 6 years

Secretary—total of 4 years

Treasurer—total of 4 years

Special Projects Chair –total of 4 years

Section 5: Vacancies

A vacancy in the offices of president, secretary, or treasurer shall be filled by the respective officer-elect, who shall complete the unexpired term of that office. A vacancy in any other position on the EC shall be filled by appointment by the Association president with the approval of the EC. ***The region of the person vacating an office will submit the name of a replacement candidate from their region to the President of the Association within 2 weeks of the resignation. Should the region fail to submit a replacement candidate's name within the prescribed 2 weeks, the President of the Association may choose an individual to fill the vacated position.***

Section 6: Duties of the Officers

- A. President—The President shall preside at all meetings of the EC and the Association; appoint, with approval of the EC, the chairperson to special committees unless

- otherwise determined by resolution; sign proper orders drawn by the Treasurer for funds in payment of claims as approved by the EC; submit an annual report; and perform all other necessary duties of the President. The President shall assume the office of Parliamentarian at the end of the 2-year Presidential term.
- B. Secretary—The Secretary shall keep minutes of all EC meetings; provide EC members with a copy of these minutes (~~deleted~~—“upon request”); and perform any other duties as assigned by the President.
 - C. Treasurer—The Treasurer shall keep a full and accurate account of receipts and disbursements of the funds of the Association; provide the EC members with a report of the Association’s financial accounts at the spring EC meeting; maintain an accurate directory of the Association’s membership; **provide a membership roster to a representative of each region**; and make payments for the Association of all legitimate claims and bills made upon the Association.
 - D. Parliamentarian—The Parliamentarian shall assist the President in correct order and parliamentary procedures. In the absence of the President, the Parliamentarian shall fulfill the duties of the President.

Section 7: Duties of the Officers-elect

- A. President-elect—The President-elect shall serve on the EC and assist the President with appointed duties; coordinate the selection of the Mississippi School Nurse of the Year, Hall of Fame inductees, and other awards determined by the EC. The President-elect shall assume the office of President at the end of the 2-year President-elect term.
- B. Secretary-elect—The Secretary-elect shall serve on the EC; shall assume the responsibilities of the Secretary in his/her absence; and assist the Secretary as needed. The Secretary-elect shall assume the office of Secretary at the end of the 2-year Secretary-elect term.
- C. Treasurer-elect—The Treasurer-elect shall serve on the EC; shall assume the responsibilities of the Treasurer in his/her absence; and assist the Treasurer as needed. The Treasurer-elect shall assume the office of Treasurer at the end of the 2-year Treasurer-elect term.

Section 8: Duties of the Committee Chairs

- A. Publicity Chair—The Publicity Chair shall serve on the EC; shall develop and maintain a means of publicizing events and business of the Association through print and/or the MSNA website; review and coordinate all matters relating to publicity of the Association; and submit an annual report to the EC. The Publicity Chair may organize a Publicity Committee composed of active members of the Association to assist at his/her discretion.
- B. Education Chair—The Education Chair shall serve on the EC; propose appropriate educational materials for the EC and general membership; assist in the development of educational materials and programs of the Association; and submit an annual report to the EC.
- C. Management Council Representative (NASN Liaison)—The Management Council Representative shall serve on the EC; represent the Association at meetings of NASN; serve as the liaison with NASN and inform the EC of NASN activities; serve as a member of the Legislative Committee; and submit an annual report to the EC. The Management Council Representative shall receive appropriations from the Association for expenses incurred in the official duties of this position.
- D. MNA Liaison—The MNA Liaison shall serve on the EC; serve as the liaison for the Association with the Mississippi Nurses Association (MNA) and inform the EC regarding

- issues and activities of MNA; serve as Chairperson of the Legislative Committee; and submit reports to the EC.
- E. MASH Liaison—The MASH Liaison shall serve on the EC; serve as the liaison for the Association with the Mississippi Alliance for School Health (MASH) and inform the EC regarding issues and activities of the MASH organization; serve as a member of the Legislative Committee; and submit reports to the EC.
 - F. Special Projects Chair—The Conference Chair shall serve on the EC; coordinate and organize the annual spring MSNA conference with assistance from the regions; and submit reports to the EC.
 - G. Special Projects Chair-elect—The Special Projects Chair-elect shall serve on the EC and assist the Special Projects Chair **as needed**. The Special Projects Chair-elect shall assume the office of the Special Projects Chair at the end of the 2-year Special Projects Chair-elect term.
 - H. ***NCSN Liaison—The NCSN liaison shall serve on the EC as the liaison for the NCSN and inform the EC regarding issues and activities affecting the NCSN, shall serve as the contact person for the national organization, maintain a record of all the NCSN in Mississippi, and submit reports to the EC.***

ARTICLE VI—COMMITTEES

Section 1: Legislative Committee

The Legislative Committee shall include the MNA Liaison as the Chair, the Management Council Representative, and the MASH Liaison. Other members may be added to this committee as deemed necessary by the Committee Chair. The Legislative Committee shall review legislation relating to the Association, school nursing, or school health issues and report annually to the EC. The Legislative Committee shall review the Association's by laws every 2 years and present recommendations for revisions to the EC for approval. The Legislative Chair shall determine a means for the committee to meet to perform the functions of the committee. Vacancies on the Legislative Committee shall be filled by appointment made by the President with approval of the EC.

Section 2: Special Committees

Special Committees may be established by the EC as needed. The function, composition, duties, and term of any Special Committee shall be determined by the EC. The President shall appoint the Chair for any Special Committee.

ARTICLE VII—MEETINGS

Section 1: General Meeting

The Association shall convene annually at the time and place the EC shall determine to conduct business, hear reports of progress of the past year, amend the bylaws, and do other business as may properly come before it.

Special Meetings

Special meetings of the general membership concerning *state* or regional matters may be called by the EC, as it deems necessary.

Section 2: Executive Committee Meeting

The EC shall meet at least twice each year on a date and location decided by the Association President.

Section 3: Quorum

A majority of the members present at a meeting shall constitute a quorum.

ARTICLE VIII—Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules the Association may adopt.