

# **Illinois Association of School Nurses**

## **By-Laws**

### **ARTICLE I -- NAME**

The name of this non-profit organization shall be the Illinois Association of School Nurses (IASN).

### **ARTICLE II – OBJECT**

1. To promote Whole School, Whole Community, Whole Child (WSCC) coordinated school health program.
2. To promote and advance the quality of health education and services in the school community.
3. To improve and maintain standards of preparation for school nurses.
4. To promote and advance the specialty practice of school nursing through continuing education.
5. To encourage membership in and collaboration with related professional organizations.
6. To provide a network of support for school nurses.

### **ARTICLE III – AFFILIATION**

Section 1. IASN is an affiliate organization of the National Association of School Nurses, Inc. (NASN).

Section 2. IASN is a state affiliate of the Illinois Education Association (IEA), whose By-laws state that such affiliate maintain a minimum of 50% association membership.

Section 3. IASN is an affiliate organization of the American Nurses Association – Illinois (ANA-Illinois).

### **ARTICLE IV -- MEMBERS**

Section 1. There shall be five (5) classifications of members:

#### **A. Active**

1. A Registered Professional Nurse who is currently licensed to practice in Illinois and
2. Holds a professional educator license endorsed in school support services for school nurse (i.e., educator licensed school nurse) or valid Illinois teaching certificate or was employed as a school nurse on or before July 1, 1972 and
3. Is employed as a school nurse by an Illinois public or private school, Education Service Region, or a public health agency, or as a Coordinator or faculty member of a School Nurse Certification/Licensure Endorsement Program.
4. Active members of IASN shall have the right to vote, may hold office and serve as Chairman or member of a committee.

#### **B. Associate**

1. Anyone who does not meet the criteria for IASN Active membership, but

2. Is a Registered Professional Nurse, currently licensed to practice in Illinois.
3. Associate members shall vote, and may participate in IASN activities, and may serve as a member of a committee, but may not hold office or serve as chairman of a committee.

C. Retired

1. Retired members shall receive all mailings and may participate in IASN activities, but may not vote or hold office. They may serve as Chairman or member of a committee at the State level.
2. Retired members may maintain the right(s) of their previous IASN Active or Associate membership upon payment of dues of that classification, as long as they meet all other criteria for that classification except employment.

D. Student

1. A registered professional nurse, currently licensed to practice in Illinois, who is enrolled in a school nurse certification/ISBE licensure program (Maximum two year student membership).
2. A registered professional nurse currently working in a school setting who is enrolled in a BSN program. (Maximum four year student membership).
3. A school nurse may not be granted student membership if they have completed the requirements to be a school nurse and are pursuing further education.
4. Student members shall have the right to vote and may serve as a member of a committee, but may not hold office or serve as Chairman of a committee.

E. Corporate/Business/Professional Organization members

1. Those organizations or persons who desire to support the goals of IASN and whose members are not eligible for Active or Associate membership to IASN.
2. Granting of Corporate/Business/Professional Organization membership shall in no way bind IASN to support philosophies or policies of any Corporate/Business/Professional Organization members.
3. Corporate/Business/Professional Organization members shall receive all mailings and may participate in IASN activities, but may not vote, hold office or serve on a committee.

F. Member-at-Large

1. Shall be those individuals who hold a special interest in or who are working with IASN and who do not fit into any other corporate membership classification.
2. Shall receive all mailings and may participate in IASN activities, but may not vote, hold office, or serve on a committee.

Section 2. A school nurse whose service is interrupted in order to pursue educational course, or whose service is interrupted involuntarily, or who is on a leave of absence, but who meets the other criteria, may maintain Active or Associate membership by payment of the appropriate dues.

## **ARTICLE V -- DUES AND FISCAL YEAR**

Section 1. The fiscal year shall be September 1 through August 31. The membership year shall be the anniversary month in which dues are paid.

Section 2. The annual dues shall include dues for membership in IASN and NASN.

Section 3. The annual dues shall be:

- A. \$45.00 for IASN Active and Associate members plus the current NASN dues.
- B. \$30.00 for IASN Retired and Student members plus the current NASN dues.
- C. \$250 for Corporate/Business/Professional Organization members plus the appropriate amount for the corresponding membership classification in NASN.
- D. \$100 for Members-at-Large plus the appropriate amounts for the corresponding membership classification in NASN.

Section 4. No one shall be eligible to vote at the Annual Meeting unless dues have been paid.

## **ARTICLE VI – OFFICERS**

Section 1. Officers

- A. The elected officers shall be the President, the President-elect, Professional Development/Education Coordinator, Governance Coordinator, Marketing/Communications Coordinator, Advocacy/Legislation Coordinator and the Treasurer.
- B. All officers shall assume official duties at the end of the Annual Conference.

Section 2. Term of Office

- A. The President-elect and the President shall each serve for a term of two (2) years or until a successor is elected.
- B. The Professional Development/Education Coordinator, Governance Coordinator, Marketing/Communications Coordinator, Advocacy/Legislation Coordinator and the Treasurer shall serve for a term of two (2) years or until a successor is elected. They may not serve more than two (2) consecutive terms in the same office.
- C. The Executive Secretary shall have ongoing evaluation, with the option of reappointment every two (2) years.

Section 3. Vacancies

- A. A vacancy in the Office of President shall be filled by the President-elect, who shall complete the unexpired term followed by the term as President.
- B. Vacancies in other offices shall be filled by a ballot vote of the IASN Board.
- C. Vacancies on the Leadership Identification Committee shall be filled for the unexpired term by the IASN Board.
- D. In the absence of both the President and the President-elect, the Governance Coordinator shall assume the Chair and request nominations for a temporary Chairman. The nominee selected by majority vote or consensus shall conduct the meeting.

## **ARTICLE VII – DIRECTOR TO NASN**

Section 1. The Director to NASN shall serve a term of four (4) years or until a successor is elected, and may not succeed her/himself.

Section 2. The Director to NASN shall assume official duties according to NASN rules.

## **ARTICLE VIII-- DELEGATE TO IEA REPRESENTATIVE ASSEMBLY**

Section 1. The IASN membership shall elect a delegate(s) to the IEA Representative Assembly annually, according to IEA guidelines.

Section 2. The delegate(s) to the IEA Representative Assembly shall represent the interests of the Association and its members to the IEA Representative Assembly. Any resolution to be presented to the IEA Representative Assembly shall have prior approval of the IASN Board.

Section 3. The delegate shall be elected in a separate ballot with the procedure outlined in the Operating Guidelines.

## **ARTICLE IX -- NOMINATIONS AND ELECTIONS**

Section 1. Only Active members of IASN shall be eligible to be elected to office, using nominating procedures as outlined in the IASN Operating Guidelines.

Section 2. Election of officers and the Leadership Identification Committee shall be by ballot which includes biographical data of the candidates. The ballot shall be provided to all voting members; either by mail or through secure electronic voting procedure. Voting members will have 2 weeks to complete voting process from the sending of ballot. A plurality of votes shall constitute an election.

Section 3. The ballots for the delegates to the IEA Representative Assembly shall meet IEA balloting requirements. Ballots will be mailed by the Executive Secretary.

## **ARTICLE X – MEETINGS**

Section 1. Association Meetings

A. The Association shall hold an Annual Meeting in conjunction with the Annual Conference, with the date and place determined by the IASN Board in consultation with the Chairman of the Annual Conference Committee. The membership shall be notified of the tentative agenda at least two (2) weeks prior to the scheduled date of said meeting.

B. Special meetings of the general membership may be called at the request of a majority of the IASN Board or at the request of twenty-five (25) voting members. The membership shall be notified of the meeting at least two (2) weeks prior to the scheduled date of said meeting.

Section 2. Quorum

- A. A quorum for the Annual Meeting shall be two (2) IASN Board members and one-tenth (1/10) of the voting membership.
- B. A quorum for a special general membership meeting shall be two (2) IASN Board members and the members in attendance either in person or via telephone or internet.

**ARTICLE XI – IASN BOARD**

Section 1. Composition

- A. The Board shall be composed of the elected officers: President, President-elect, Professional Development/Education Coordinator, Governance Coordinator, Marketing/Communication Coordinator, Advocacy/Legislation Coordinator, and the Treasurer plus the IASN Foundation Liaison (non-voting).
- B. An Executive Secretary shall be appointed by the IASN Board, but not have voting privileges.
- C. Representatives to special groups may attend at the invitation of the President, but do not have voting privileges.
- D. The School Nurse Consultant(s) for the Illinois State Board of Education and the School Health Representative for the Illinois Department of Public Health shall act as consultants to the IASN Board.

Section 2. Duties

The IASN Board shall:

- A. Conduct the business of the Association between Annual Meetings.
- B. Determine the date and place of the Annual Meeting.
- C. Fill all vacancies as provided in Article VI, Sec 3.
- D. Approve all appointments made by the President.
- E. Adopt Operating Guidelines for the Association.

Section 3. Meetings

- A. The Board shall hold at least two (2) meetings each year.
- B. Notification of any meeting shall be given at least two (2) weeks in advance of said meeting.
- C. Special Meetings may be held as determined by the President and/or upon recommendation of the IASN Board.

Section 4. Quorum

- A. Four (4) members shall constitute a quorum. At the discretion of the Board the meeting shall be held in person or through electronic means,

**ARTICLE XII -- COMMITTEES**

Section 1. Standing and Special Committees

- A. Unless otherwise stated, the composition, powers, term and duties for all standing and special committees shall be recommended by the President and approved by the IASN Board, and shall be defined in the IASN Operating Guidelines.
- B. Standing committees shall be: Finance, Leadership Identification, By-laws, Legislative/Advocacy and Education/Professional Development.
- C. The President shall be an ex officio member of all committees except the Leadership Identification Committee.
- D. The Leadership Identification Committee shall:
  - 1. Consist of three (3) (when possible representing a broad geographic representation of the State city/suburban/rural) elected by the membership for a one year term.
  - 2. Committee members will determine the chairman through committee consensus.
  - 3. Seek out one (1) or more qualified candidates for each office as outlined in the IASN Operating Guidelines.
  - 4. Select the most qualified nominees to present to the IASN Board as the slate of candidates for that year.
  - 5. No member shall serve on the Leadership Identification Committee for more than three (3) consecutive years.

Section 2. Terms

Committee chairmen, except the chairman of the Leadership Identification Committee, shall be appointed by the President, with the approval of the IASN Board, and shall serve a two (2) year term. They may not serve more than two (2) consecutive terms as chairman of the committee for which they are appointed, unless the President determines the chairmanship to be critical to IASN. Then such person may serve an additional term, with approval of the IASN Board.

**ARTICLE XIII – CONFLICT OF INTEREST**

IASN Board members will comply with the conflict of interest policy outlined in the Operating Guidelines to protect this tax-exempt organization's (Illinois Association of School Nurses) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or leader of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

#### **ARTICLE XIV -- DISSOLUTION AND INUREMENT**

In the event of dissolution of the Association by action of the membership, any assets or balance remaining in the account shall be assigned to not-for profit educational or charitable organizations, institutions or projects, or to services in behalf of members of the nursing and/or teaching professions. The IASN Board shall make the final determination of such assets. No assets shall be distributed to individual members of the Association, or any group of Association members.

#### **ARTICLE XV – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Illinois Association of School Nurses in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order that the Illinois Association of School Nurses may adopt.

#### **ARTICLE XVI -- AMENDING PROCEDURES**

These By-laws may be amended by any of the following procedures:

- A. Proposals for amendment shall be presented to the By-laws and Resolutions Committee. Copies of the proposed amendments shall be provided to the membership prior to the annual meeting. If accepted by two-thirds (2/3) affirmative vote of those members present and voting at the Annual Meeting, they shall become a part of these By-laws.
- B. These By-laws can be amended by a four-fifths (80%) 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.
- C. Amendments from the floor at the Annual Meeting shall receive a ninety Percent (90%) affirmative vote of all members present and voting, to become a part of these By-laws.

Adopted 10-24-92  
Amended 10-23-93  
Amended 10-26-96  
Amended 10-16-99  
Amended 10-12-02  
Amended 10-21-05  
Adopted 10-18-08  
Amended 10-22-10  
Amended 10-26-12  
Amended 10-26-13  
Amended 10-23-15  
Amended 10-21-16  
Amended 10-20-17  
Revised 10/20/18