

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 comprehensive school health programs for students.
2. To improve and maintain standards of preparation for school nurses.
3. To promote and advance the quality of health education in the schools.
4. To improve educational programs for and to promote the welfare of school nurses.
5. To encourage membership in related professional organizations.

ARTICLE III – AFFILIATION

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

Section 2. IASN is a state affiliate of the Illinois Education Association (IEA), whose Bylaws 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

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

Anyone who does not meet the criteria for IASN Active membership, but is a Registered Professional Nurse, currently licensed to practice in Illinois. Associate members shall receive all mailings, vote, and may participate in IASN activities, but may not hold office or serve on a State 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 or Division 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.

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.

- G. 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. \$60.00 for IASN Active and Associate members and the current NASN dues.
- B. \$45.00 for IASN Retired and Student members and 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 a President: a President-elect: a Recording Secretary: a Treasurer: and a Director to the National Association of School Nurses, Inc.
- B. An appointed Executive Secretary.

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 Recording Secretary 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 Director to NASN shall serve a term of four (4) years or until a successor is elected, and may not succeed her/himself.
- D. The Executive Secretary shall have ongoing evaluation, with reappointment every two (2) years.
- E. All officers except the Director to NASN shall assume official duties at the end of the Annual Conference. The Director to NASN shall assume official duties according to NASN rules.

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 Board of Directors.
- C. Vacancies on the Nominating Committee shall be filled for the unexpired term by the Board of Directors.
- D. In the absence of both the President and the President-elect, the Recording Secretary shall assume the Chair and request nominations for a temporary Chairman. The nominee selected by majority vote or consensus shall conduct the meeting.

Section 4. Emergency Vote

In an emergency, a vote may be taken by phone, mail, or electronically, and is subject to

ratification at the next meeting of the Board of Directors.

ARTICLE VII -- DELEGATE TO IEA REPRESENTATIVE ASSEMBLY

Section 1. The IASN membership shall elect a delegate(s) to the IEA Representative Assembly annual, 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 Board of Directors.

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

ARTICLE VIII -- 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 Nominating Committee shall be by ballot which includes biographical data of the candidates. The ballot shall be sent to all voting members no later than April 1 of each year. Ballots shall be returned no later than April 15, with the member's return address on the mailing envelope in order to be counted, if by postal mail or through a security feature of the electronic voting application. 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 IX – 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 Board of Directors 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 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) officers and one-tenth (1/10) of the membership representing a majority of the Divisions.

- B. A quorum for a special general membership meeting shall be two (2) officers and the members in attendance representing a majority of the Divisions.

ARTICLE X -- BOARD OF DIRECTORS

Section 1. Composition

- A. The Board of Directors shall be composed of the Elected Officers; the Executive Secretary; the President of each Division (or representative); the Chairmen of Standing Committees; and the Delegate to the IEA Representative Assembly.
- B. Representatives to special groups may attend at the invitation of the President, but do not have voting privileges.
- C. The School Nurse Consultant 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 Board of Directors.

Section 2. Duties

The Board of Directors shall:

- A. Conduct the business of the Association between Annual Meetings.
- B. Determine Division boundaries, in consultation with Division representatives.
- C. Determine the date and place of the Annual Meeting, in consultation with the Chairman of the Annual Conference Committee.
- D. Fill all vacancies as provided in Article VII, Sec 3.
- E. Approve all appointments made by the President.
- F. 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 Executive Committee.

Section 4. Quorum

Ten (10) members of the Board of Directors, including at least two (2) officers shall constitute a quorum.

ARTICLE XI -- EXECUTIVE COMMITTEE

Section 1. Composition

The Executive Committee shall be composed of the Elected Officers and the Executive Secretary.

Section 2. Powers

The Executive Committee shall exercise the powers of the Board of Directors between meetings of the Board.

Section 3. Meetings

A meeting may be called at the request of the President and one (1) other elected officer, or by any three (3) members of the Executive Committee.

Section 4. Emergency Vote

In an emergency a vote may be taken by phone, by mail, or electronically, subject to ratification at the next meeting of the Board of Directors.

Section 5. Quorum

Four (4) members shall constitute a quorum.

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 Board of Directors, and shall be defined in the IASN Operating Guidelines.
- B. The Nominating Committee shall:
 - 1. Consist of three (3) members from different divisions elected by the membership.
 - 2. Name as Chairman the member who received the highest number of votes.
 - 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 Board of Directors as the slate of candidates for that year.
 - 5. No member shall serve on the Nominating Committee for more than three (3) consecutive years.
- C. The President shall be an ex officio member of all committees except the Nominating Committee.

Section 2. Terms

Committee chairmen, except the chairman of the Nominating Committee, shall be appointed by the President, with the approval of the Board of Directors, 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 Board of Directors.

ARTICLE XIII -- 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 executive Committee 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 XIV – 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 bylaws and any special rules of order that the Illinois Association of School Nurses may adopt.

ARTICLE XV -- AMENDING PROCEDURES

These Bylaws may be amended by either of the following procedures:

- A. Proposals for amendment shall be presented to the Bylaws and Resolutions Committee by April 1. Copies of the proposed amendments shall be mailed to the membership with the September IASNewsletter. 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 Bylaws.
- B. 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 Bylaws.

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