

North Dakota School Nurse Organization Bylaws

ARTICLE I Name

The name of this organization shall be the North Dakota School Nurse Organization (NDSNO).

ARTICLE II Goals

Section 1: To operate exclusively as an educational organization on a non-profit basis, and

Section 2: To promote and advance the quality of school health services and health education throughout the State of North Dakota.

ARTICLE III Membership & Dues

Section 1: Eligibility:
Active membership in this organization shall be open to any licensed or registered nurse who is in compliance within the state of North Dakota.

Section 2: 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 3: Classification:

- A. Active members:
 - 1. Active membership shall be open to all current licensed or registered nurses in North Dakota who are involved in school nursing and/or school/child health services in North Dakota upon payment of dues.
 - 2. Any retired member who desires to remain in the Active membership classification shall be required to pay full Active dues and upon payment of dues, shall be granted Active Membership privileges.
- B. Student members shall be:
 - 1. Enrolled in a professional nursing program and interested in school nursing and/or school health services in North Dakota.
 - 2. Allowed a maximum of five years of student membership.
- C. Corporate/Business/Professional Organization Members:
 - 1. Corporate/business members shall be those organizations who desire to support the goals of the Organization and whose members are not eligible for Active membership in the Organization.
 - 2. Granting of a Corporate/Business Organization membership shall in no way bind the Organization to support philosophies or policies of any Corporate/Business Organization members.

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- D. Members-at-Large shall be:
1. Those persons who hold a special interest in or who are working with the Organization and who do not fit into any other Organization membership classification.

Section 4: Rights-Restrictions:

- A. Active members shall be entitled to exercise full membership rights, which include voting on organizational business, holding an office, and participating on committees.
- B. Student members shall have all the privileges of membership, except the privilege of voting and holding an office.
- C. 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 5: Membership Dues:

All annual membership dues shall be established by the Executive Board.

ARTICLE IV Fiscal and Membership Year

Section 1: Fiscal Year:

The fiscal and membership year shall be from July 1st to June 30th.

ARTICLE V Officers

Section 1: Composition:

The elected officers of the organization shall be President, Vice President, Secretary, Treasurer, and Public Relations Representative.

Section 2: Eligibility:

Only Active members of the Organization shall be eligible to be elected to office.

Section 3: Term of Office:

All elected officers may serve for a term of two years in each capacity and may seek re-election at the end of their term.

Section 4: Vacancy:

The Vice President shall take over the duties of the president if there is a vacancy in that office for the remainder of the unexpired term. If any other office becomes vacant, the Executive Board shall appoint the vacant position for the remainder of the unexpired term.

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ARTICLE VI Duties of Officers

- Section 1: Duties:
The officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the organization.
- A. The President shall:
1. Preside at all meetings of the Organization and the Executive Board.
 2. Prepare an agenda prior to all meetings.
 3. May be present as an ex-officio member of all committees.
 4. Shall prepare an annual highlight report for presentation to general members.
 5. Perform such other duties as may be required or assigned.
- B. The Vice President shall:
1. Assist the president and in his/her absence perform the duties of president.
 2. Perform such other duties as may be required or assigned.
- C. The Secretary shall:
1. Keep minutes of the proceedings of all NDSNO and Executive Board meetings.
 2. Keep correspondence, papers and transactions of the group as pertinent to the office of secretary for seven years. All items greater than seven years will be purged by the State School Nurse Consultant.
 3. Keep on file the annual membership directory.
 4. Perform such other duties as may be required or assigned.
- D. The Treasurer shall:
1. Prepare an annual written financial report for presentation to the general membership at the annual meeting and give a verbal financial report at all other meetings.
 2. Arrange for an external audit as necessary.
 3. Collect all dues, pay all bills, and keep a record of all money received and expended as authorized.
 4. Perform such other duties as may be required or assigned.
- D. The Public Relation Representative shall:
1. Build and sustain a positive image of NDSNO on social media approved by the Executive Board.
 2. Perform such other duties as may be required or assigned.

ARTICLE VII Meetings

Section 1: Annual Meetings: The organization shall meet minimally two times a year as determined by the Executive Board.

Section 2: Special meetings: Special meetings may be called by the President and/or a majority of the Executive Board.

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Section 3: Quorum: A majority of the active members registered and present at a meeting shall constitute a quorum.

ARTICLE VIII Executive Board

Section 1: Composition:
The Executive Board shall be composed of the President, Vice President, Secretary, Public Relation Representative, and Treasurer.

Honorary Members shall be composed of the Director of Safe and Healthy Schools and the State School Nurse Consultant. As an honorary member, this person has a voice in discussion but not a formal vote.

Section 2: Authority:
The Executive Board shall exercise the powers of the Organization except during annual meetings.

Section 3: Duties:

- A. The Executive Board shall establish goals and objectives to advance the mission of the organization.
- B. The Executive Board shall ensure that the resources necessary for achievement are available and used efficiently.
- C. The Executive Board shall appoint committee tasks that are driven by the mission of the organization.
- D. The Executive Board shall develop a budget that will be presented to general membership at the annual meeting.
- E. Executive Board shall write and submit a yearly strategic plan to be presented to the NDSNO general members.

Section 4: Meetings:
The Executive Board shall meet as deemed necessary.

Section 5: Quorum: The majority of members of the Executive Board shall constitute the quorum.

ARTICLE IX Elections

Section 1: Elections:

- A. Election of officers shall be by ballot.
- B. Ballots shall be available to all eligible members.

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Section 2: Eligibility: Only Active members of the NDSNO shall be eligible to be elected to office.

ARTICLE X Removal

Section 1: If an elected officer or NDSNO member is not performing his/her assigned duties and/or is not in good standing, the Executive Board will meet and discuss further actions which may include removal from office.

ARTICLE XI Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order, Newly Revised, shall govern NDSNO 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 NDSNO may adopt.

ARTICLE XII Amendments to Bylaws

Amendments to Bylaws can be made one of the following ways:

Section 1: The bylaws can be amended by a two-thirds vote of Active members in attendance at the annual meeting with proposed amendments having been mailed/mailed to all Active members at least two weeks prior to the date of the meeting.

Section 2: The bylaws can be amended by a four-fifths (80%) vote of Active members in attendance at the annual fall meeting with written notice having been made available at least one (1) hour before the vote.

Approved 11/18/14

Revised and approved 2/4/2016