

**BYLAWS  
FLORIDA ASSOCIATION OF SCHOOL NURSES**

**ARTICLE I: NAME AND AFFILIATION**

Section 1. Name

The organization shall be known as the Florida Association of School Nurses, hereafter referred to as the Association.

Section 2. Affiliation

The Association shall be affiliated with the National Association of School Nurses, Inc. (NASN).

**ARTICLE II: MISSION AND FUNCTIONS**

Section 1. Mission

The Florida Association of School Nurses strives to improve the health and educational success of students and the school community by developing and providing leadership to advance school nursing practice.

Section 2. Functions

- A. To advocate, as a group and as individuals, for school nurses and school health programs of the highest quality in Florida Schools.
- B. To serve as a consulting and coordinating organization for all segments of school health services.
- C. To act as a liaison among individuals and health organizations to better utilize all community resources in addressing the health problems of children.
- D. To make recommendations and/or resolutions to appropriate individuals and governing bodies on all phases of school health services.
- E. To encourage recruitment and employment of qualified persons in the field of school nursing.
- F. To encourage the meeting together of all individuals and agency representatives interested in school nursing for the enhancement of experiences, the maintenance of interest, the cultivation of understanding in the community and support for each other.
- G. To recognize through appropriate awards those individuals and groups who have made outstanding contributions to school nursing in Florida.

### **ARTICLE III: TYPES OF MEMBERSHIP**

#### Section 1. Active Member

Registered Nurses who have met the criteria established for licensure by the Board of Nursing in the State of Florida and who must have as their primary assignment, the provision, education, or administration of school health services.

#### Section 2. Associate Member

Any Registered Nurse or Licensed Practical Nurse who is working or has worked directly with schoolaged children and who does not meet the requirements for Active membership.

#### Section 3. Member-at-Large

Any person, corporation, institution, or library which holds a special interest in or is working with the Association and does not fit the above classifications.

#### Section 4. Privileges

All Active members are eligible to vote. Active members only are eligible to hold office. Associate members and Members-at-Large are ineligible to vote or hold office, but are eligible to receive and/or have access to publications and communications of the Association and may also serve as chairperson of selected committees.

### **ARTICLE IV: DUES**

#### Section 1. Annual Dues

Annual membership dues shall be payable on the anniversary date of membership or at the time of joining the Association. Payment is to be made to NASN.

#### Section 2. Unification

Annual dues shall include unified dues set by NASN.

#### Section 3. Establishing Dues

Annual dues shall be reviewed by the Board of Directors, which has the vested authority to establish the amount of dues for each type of membership. All members shall pay the full and unified established dues.

### **ARTICLE V: OFFICERS**

#### Section 1. Officers of the Association

The officers of the Association shall consist of the NASN Affiliate Director, President, President-Elect, Recording Secretary, Membership Secretary, Treasurer, and Immediate Past President.

### Section 2. Terms of Office

A. The term of all officers, with the exception of the NASN Affiliate Director, shall be for two (2) years or until their successors have been elected. The President, President-Elect, and Treasurer shall be installed in the even numbered years beginning in 2010. The Membership Secretary and the Recording Secretary shall be installed in the odd numbered years, beginning in 2009.

B. The term of NASN Affiliate Director shall be four (4) years.

C. All terms commence following the annual meeting at which they were declared elected.

D. No officer shall be eligible for consecutive re-election to the same office.

E. A previous NASN Affiliate Director may be re-elected to serve as NASN Affiliate Director after being off the NASN Board for at least four (4) years.

### Section 3. Election

Election of officers will be conducted by ballot. Each active member shall have one vote.

### Section 4. Presidential Vacancy

In the event of a vacancy in the office of President, the President-Elect shall become the President for the remainder of the unexpired term. The appointed President-Elect must run for President at the next general election.

### Section 5. Other Vacancies

In an event of a vacancy in any other office, the President, with Board approval, shall appoint a member to fill the unexpired term.

## **ARTICLE VI: DUTIES OF OFFICERS**

The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association.

### Section 1. NASN Affiliate Director shall:

A. Serve as liaison between the state organization and NASN,

B. Sit on the NASN Board of Directors,

C. Attend NASN Board meetings,

D. Serve as co-chair of Legislative Committee

E. Perform other duties as assigned by NASN or FASN.

### Section 2. President shall:

A. Preside at all meetings of the Board of Directors, the Annual Meeting and at all membership meetings.

- B. Appoint Permanent Committees subject to approval of the Board of Directors,
- C. Appoint such special committees as deemed necessary,
- D. Be an ex-officio member of all committees except the nominating committee
- E. Serve as member of Finance Committee
- F. Represent FASN as ex-officio member of the FSHA Board,
- G. Perform such other duties as may be required or assigned.

Section 3. President-Elect shall:

- A. In the absence or disability of the President, perform the duties of the President,
- B. Succeed the President for the unexpired term, and upon adjournment of the unexpired term, serve the term of President if elected,
- C. Serve as a member of the Finance Committee,
- D. Perform such other duties as may be required or assigned.

Section 4. Treasurer shall:

- A. Accurately record all receipts and expenditures,
- B. Disburse funds according to the action of the Board of Directors,
- C. Present a written report of income and disbursement at the Annual Board of Directors meeting,
- D. Serve on the Finance Committee,
- E. Submit an annual budget, subject to approval of BOD
- F. Submit records for annual audit.

Section 5. Membership Secretary shall:

- A. Answer inquiries from individuals and organizations regarding the Association,
- B. Maintain a central membership file,
- C. Serve on the Communication Committee,
- D. Perform other duties as directed by the Board of Directors.

Section 6. Recording Secretary shall:

- A. Provide and maintain all records of the Association's meetings, minutes, and notices,
- B. Receive reports from all committees and committee work,
- C. Perform other duties as directed by the Board of Directors.

Section 7. Immediate Past President shall:

- A. Serve on the Nominating Committee,
- B. Perform such other duties as may be assigned by the President or BOD,
- C. Serve as member of Finance Committee.

**ARTICLE VII: BOARD OF DIRECTORS**

Section 1. Authority

The Board shall review and make recommendations over the affairs of the Association as specified or implied by the bylaws.

Section 2. Members

A. The members of the Board shall consist of the officers, Regional Representatives, committee chairpersons, DOH school health program director, and DOE school nurse consultant.

B. In the event that active member status is no longer maintained by a board member, such member may complete his current term.

C. Voting members shall be limited to elected officers.

Section 3. Quorum

A majority of voting BOD members shall constitute a quorum.

Section 4. Meetings

The Board will meet at the Annual State meeting and as deemed necessary by the President.

Section 5. Duties

- A. Review the policies for the Association.
- B. Review the budget, allocate funds, and establish procedures for raising funds.
- C. Study and make recommendations for improving school health services and school nursing in the state.
- D. Consider statements presented by any members or agency representatives regarding the work of the Association or any aspect of school nursing.
- E. Fulfill other duties as specified or implied in the bylaws.
- F. Approve individuals and agencies to receive awards from the Association upon recommendation of the Awards/Recognition Committee.

## **ARTICLE VIII: COMMITTEES**

### Section 1. Permanent Committees

The Association shall have the following Permanent Committees. All committees except Regional Representatives Committee shall have at least one elected officer as a member.

**A. Education/Program Committee:** duties shall include professional and social growth, notifying members of pertinent information, and presenting programs at Association meetings when appropriate, coordinating FASN poster presentations, and submitting research-related articles to the newsletter and website.

**B. Finance Committee:** duties shall be to prepare and maintain the budget, recommend projects to raise money, and to keep financial information. Membership on the committee shall include the Immediate Past President, President, President-Elect, and Treasurer.

**C. Awards/Recognition Committee:** duties shall be to recommend individuals and groups to the Board for recognition in School Nursing.

**D. Legislative Committee:** duties shall be to monitor, share, and coordinate activities relative to legislative proceedings and legislative information on both national/state levels. Chairmanship may be shared by the Affiliate Director and the Legislative Chairperson.

**E. Communication Committee:** duties shall be to inform the membership and the public of the Association's goals and activities, utilizing both the association's newsletter and website, and to establish and maintain contact with other professional groups whose focus is school health.

**F. Regional Representatives Committee:** duties shall be to act as regional representative to the BOD, schedule regional meetings and promote membership attendance, recruit FASN membership, develop region phone tree, act as liaison for school nursing in region, submit article(s) for FASN newsletter, lead regional caucus at annual meeting, and provide BOD with regional nominee for School Nurse of the Year.

**G. Nominating Committee:** duties shall be to provide the framework for the process to facilitate the election of officers for FASN.

### Section 2. Ad Hoc Committees

The President may appoint Ad Hoc Committees for specific tasks or to study a particular problem with a view to recommending possible solutions. An example of such a committee is the Bylaws Committee.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

### Section 1. Governance

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 of order the Association may adopt.

**ARTICLE X: AMENDMENTS**

Section 1. Requirements for Passage

The bylaws may be amended by an 80% vote of all members present and voting at the annual meeting. Each active member shall have one vote.

Section 2. Bylaws Review

The bylaws will be reviewed annually and finalized after review and approval of NASN

**Reviewed and accepted at annual meeting, February, 2008**