

GEORGIA ASSOCIATION OF SCHOOL NURSES BYLAWS

ARTICLE I-NAME

The name of this association shall be the Georgia Association of School Nurses, Inc., also known as the association or GASN (incorporated June 6, 2005). **GASN is a tax exempt, nonprofit organization incorporated under the laws of the state of Georgia.**

ARTICLE II - OBJECT

To operate exclusively as a nonprofit educational organization to promote and advance the quality of school health services and health education throughout the state of Georgia.

ARTICLE III - AFFILIATION

GASN is an affiliate of the National Association of School Nurses, Inc., which is an associated organization of the National Education Association. GASN is an affiliate member of Georgia Nurse's Association.

ARTICLE IV – MEMBERS AND DUES

Section 1: Membership Classification

There shall be seven classes of membership: Active, Associate, Retired, Student, Corporate/Business/Professional Organization, Member-at-Large, and Honorary.

- A. Active: To be eligible for active membership a person must:
 - Be a licensed practical or registered professional nurse;
 - Meet the criteria for state certification or licensure as a school nurse; and
 - Be primarily assigned to the administration, education or the provision of school health services.
- B. Associate: Any registered professional or licensed practical nurse who is not eligible for active membership, but who serves with the primary assignment, the administration, education, or the provision of school health services school as a school nurse, upon payment of dues, shall be an associate member.
- C. Retired: Any active or associate member shall, upon retirement, who is a member of GASN, shall be eligible to become a retired member upon notification to GASN. Any retired member who desires to remain in the active membership classification shall be required to pay full active dues.
- D. Student: To be eligible for student membership, a person must be enrolled in a professional nursing program to meet requirements to become a school nurse or be a student not currently a nurse in a professional nursing program. Student members must submit proof of enrollment in a professional nursing program with the membership form. Student membership may not extend past five years of. Persons who have completed the

requirements to be a school nurse but are pursuing further education, shall not be eligible for student membership.

- E. Corporate/Business/Professional Organization: Those organizations or persons who desire to support the goals of the association and whose members are not eligible for Active or Associate membership in the association. Granting of a Corporate/Business/Professional Organization membership shall in no way bind the association to support philosophies or policies of any Corporate/ Business/Professional Organization members.
- F. Member-at-Large: Those persons who hold a special interest in or who are working with GASN and who do not fit into any other GASN membership classification.
- G. Honorary Members: GASN past-presidents and state directors shall be honorary members of GASN with full membership rights. Persons actively supporting GASN and school nursing issues may be given honorary membership upon a majority vote from the Executive Board.

Section 2: Dues

All annual dues shall be established by the executive board. Any person eligible for membership shall become a member upon payment of dues set for the applicable classification of membership.

Section 3: Rights

Active members shall be entitled to exercise full membership rights.

Section 4: Rights-Restrictions

- A. Associate, Retired and Student members shall have all the privileges of membership, except the privilege of voting and holding an office.
- B. Corporate/Business/Professional Organization, Member-at-Large and Honorary members shall have all the privileges of membership excepting those of voting, holding office, serving on a committee and certain access to GASN business documents.

Article V - Fiscal and Membership Year

The fiscal and membership year of GASN shall be from July 1 through June 30.

Article VI – Officers

Section 1: Officer Positions.

There shall be a president, a president-elect, a secretary, a treasurer, and a state director.

Section 2: Eligibility.

Only Active members who are working in the field of school nursing and who have been GASN members for at least three consecutive or non-consecutive years immediately prior to taking office shall be eligible to hold office.

Section 3: Term of Office.

- A. The president shall serve for a term of two years, upon installation. The president may serve for only one term or until their successors are elected and installed. The president may serve for only one term as president-elect.
- B. The president-elect shall be elected in odd numbered years and shall serve for a term of two years, beginning upon installation. The president-elect shall automatically succeed the office of the president upon the expiration of the president's term. The president-elect shall act for the president in the absence of the president. The president-elect shall be a member of the nominating committee. The president-elect may serve for only one term.
- C. The treasurer shall serve a two-year term upon installation or until a successor is elected and installed. The treasurer shall be elected in the even numbered years and may serve for only two terms, consecutively or non-consecutively.
- D. The secretary shall serve a two-year term upon installation or until a successor is elected and installed. The secretary shall be elected in the even numbered years and may serve for only two terms, consecutively or non-consecutively.
- E. The state director (NASN Director) shall serve a four-year term upon installation. The state director shall be elected in odd numbered years and may serve for only one term or until a successor is elected and installed. The affiliated state representative must be a current active member of NASN for at least two consecutive years prior to serving on the NASN board of directors. The term of office of the state director shall commence upon installation at the GASN annual conference however his/her duties as NASN Director will commence upon installation at the NASN Winter Board of Directors meeting in January. Should the GASN State Director, having been duly elected to this position under the by-laws of GASN, retire while in office; the State Director shall be allowed to finish her/his tenure while retired from school nursing.
- F. The term of office: The terms for all officers will commence upon installation at annual conference. All officers, if elected while employed as a school nurse in Georgia, may fulfill their term of office should they retire while in office. Should the President-elect retire from School Nursing while in office, he/she may fulfill that term and may serve as President if not currently working as a school nurse in Georgia.

Section 4: Vacancy.

- A. Should there not be a candidate for a GASN office in the odd or even numbered years, the President and Executive Board may appoint a GASN member to fill the vacant office.
- B. If at any time an officer of GASN is unable to fulfill the responsibilities of that office, the Executive Board shall designate a replacement.
- C. If there is an appointee in office for a year that would change the election year (odd or even) the next GASN candidate for that office would serve a **modified** term. It is expected that there will be no more than three new Executive Board members in any election year.

Section 5: Duties.

The officers shall perform those duties prescribed by the Articles of Incorporation, these bylaws, the parliamentary authority adopted by the association, and those duties specified in the policies and procedures.

Section 6: Disciplinary Procedures.

Any disciplinary procedures within the association shall be conducted as prescribed by our parliamentary authority, Robert's Rules of Order Newly Revised.

Article VII – Meetings

Section 1: Annual Meeting.

The association shall hold an Annual Business Meeting each year at a time and place the Executive Board shall determine, to conduct business, share reports of progress of the past year, amend bylaws and conduct other appropriate association business.

Section 2: Special Meetings.

Special meetings of the general membership concerning national or regional matters may be called by the Executive Board as deemed necessary.

Section 3: Quorum.

A majority of the Active members registered, and present shall constitute a quorum.

Section 4: Electronic Meetings.

The Executive Board, standing and special committees are authorized to meet by telephone conference or through other electronic communication media. However; any business subject to a vote should/will be permissible so long as a quorum is present, and all the members simultaneously hear each other and participate during the meeting.

Section 5: Email Voting.

The Executive Board, standing, and special committees are authorized to use email voting so long as a quorum is present, and the vote is ratified at the next meeting of the board.

Article VIII - Executive Board

Section 1: Composition.

The Executive Board shall be composed of:

- A. The elected officers: the president, president-elect, the secretary, the treasurer and the state director.
- B. The immediate past president may serve as ex-officio members. Ex-officio members will serve in a non-voting capacity. As this office is not an elected member of the Executive Board, the past-president may serve as ex-officio member if retired from school nursing.
- C. Temporary ad-hoc members as deemed necessary by the President and Executive Board for the purpose of advising and planning. Ad-hoc members will serve in a non-voting capacity.

Section 2: Authority.

- A. The Executive Board conducts the affairs of the association in accordance with the Articles of Incorporation, bylaws and directives adopted by the membership at the Annual Meeting.
- B. The Executive Board has full power to put into effect the policies and decisions of the association.

Section 3: Duties.

A. The Executive Board shall:

1. Report Executive Board actions to the membership at the succeeding annual meeting.
2. Formulate committee guidelines which shall be reviewed periodically.
3. Approve committee membership in accordance with Article IX of these bylaws.
4. Approve NASN affiliation membership.
5. Establish goals and objectives to accomplish the mission of the association. (See Policy and Procedures)
6. Monitor and evaluate the programs designed to implement the established goals and objectives.
7. Ensure that the resources necessary for achievement are available and used efficiently.
8. Establish and maintain current policies and procedures for the association.
9. Establish and review the annual budget and make recommendations on fiscal matters.

Section 4: Meetings.

Meetings of the Executive Board shall be held at least once a year. Other meetings may/shall be called by the President as deemed necessary.

Section 5: Terms of Office.

Elected officers shall serve terms of office according to Article VI, Section 3 of these bylaws.

Section 6: Quorum.

A majority of the members of the Executive Board shall constitute a quorum.

Section 7: Removal.

A member of the Executive Board shall be removed if he/she fails to meet the requirements for Active membership, is unable or unwilling to continue to serve, or the Executive Board determines the member is not fulfilling the requirements of office. Removal will be conducted in accordance with GASN policies and procedures.

Article IX- Committees

Section 1: Standing and Special Committees.

- A. Unless otherwise stated, the composition, power, term and duties of all standing and special committees shall be recommended by the president and approved by the Executive Board.
- B. The president or his/her designee shall be an ex-officio member of all committees except the nominating committee

Section 2: The Nominating Committee

- A. Shall consist of a minimum of four members. These members will be the immediate GASN past president, the current GASN president-elect, and at least two members from the GASN membership who have served on past executive boards.
- B. The Executive Board must approve all candidates for the nominating committee.
- C. The chairperson shall be the immediate past president if they are willing to serve as chairperson, if unwilling or unable, the members of the committee may vote for a chairperson.

- D. Duties: to seek out qualified candidates for office, as outlined in the policies and procedures, and to report to the Executive Board at a meeting preceding the annual meeting.
- E. Vacancy on the nominating committee shall be filled by appointment of the president and Executive Board for the unexpired term.
- F. No member shall serve on the nominating committee for more than three consecutive years.

Article X – Elections

Section 1: Elections.

Election of officers shall be by electronic ballot. Biographical data of the candidates shall be included with all ballots. Ballots shall be emailed to all eligible members and returned in accordance with procedures outlined in the policies and procedures. A ballot may be mailed if a GASN member requests a paper ballot. Plurality vote of those voting in any election shall constitute an election.

Section 2: Eligibility.

Only Active members of the association who have been active for three; consecutive or non-consecutive years shall be eligible to be elected to office.

Article XI- Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order, Newly Revised shall govern GASN 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 XII - Amendments to Bylaws

Section 1: Amendment with Full Notice

The bylaws can be amended by a two-thirds vote at the annual meeting provided previous notice of the proposed amendment has been given to the president at least sixty (60) days prior to the date of the annual meeting and distributed to the members prior to the day of the annual meeting.

Section 2: Amendment Partial Notice

The bylaws can be amended by a four-fifths (80%) vote at the annual meeting with written notice having been made available to all members registered at the annual meeting at least eight (8) hours before the vote.