

TENNESSEE ASSOCIATION OF SCHOOL NURSES

BYLAWS

ARTICLE I-NAME

The name of organization shall be Tennessee Association of School Nurses (TASN), a non-profit organization.

ARTICLE II-MISSION AND GOALS

Section 1

To promote, improve and maintain quality comprehensive student health services by advancing the professional practice of school nursing.

Section 2

1. To promote, interpret, define and implement the standards and qualifications for the practice of school nursing.
2. To advance public policy that advocates for the education, health, safety and well-being of children and youth.
3. To promote the role of the school nurse as an educator and essential health care provider.
4. To provide opportunities for the professional development of school nurses.
5. To encourage and support a lower nurse-pupil ratio to meet the health needs of students and reach national recommendations of 1 nurse for every 750 students, 1 nurse for every 250 special needs students and 1 nurse for every 125 medically fragile students.

ARTICLE III-AFFILIATION

Section 1

The Tennessee Association of School Nurses is an affiliate of the National Association of School Nurses.

ARTICLE IV-MEMBERSHIP AND DUES

Section 1: Eligibility and Instatement

Any person or organization eligible for membership shall become a member upon payment of dues set for a particular membership class and who meets the requirements set forth in these bylaws for the selected class of membership.

Section 2: Membership Classifications

There shall be four classes of membership: Active, Associate, Retired, and Student. Other classifications shall be defined and approved by the TASN membership.

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- A. Active: Active Membership shall be open to any registered, professional nurse who meets the requirements for school nursing in Tennessee and who is in compliance with such other qualifications or requirements set forth in these bylaws. Active members shall be entitled to exercise full membership rights. TASN presidents shall be classified as Active members for life upon the completion of a term as president. To be eligible for active membership a person must:
- Be a registered professional nurse; and
 - Be primarily assigned to the administration, education to the provision of school health services.
- B. Associate: A licensed nurse who serves with the primary assignment, the administration, education, or the provision of school health services, may be an associate member. Associate members shall not vote or hold office in TASN.
- C. Retired: Any active or associate member shall, upon retirement, be eligible to become a retired member upon notifications to TASN. Any retired member who desires to remain in the active membership classification shall be required to pay full active dues. Retired members shall not vote or hold office in TASN.
- 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. Persons who have completed the requirements to be a school nurse but are pursuing further education shall not be eligible for student membership. Student membership may not extend past five years. Student members shall not vote or hold office in TASN.

Section 3: Dues

TASN dues are generally based on other NASN unified state's due and shall be determined by the Executive Committee as necessary to meet the financial needs of the organization.

ARTICLE V-FISCAL YEAR AND MEMBERSHIP YEAR

Section 1

Fiscal Year shall be from September 1 through August 31.

Section 2

Payment of dues authorizes membership in the organization for one full year from date of payment. Membership growth is calculated based on the fiscal year.

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ARTICLE VI-OFFICERS

Section 1: Composition

The elected officers of the organization shall be: President, President-elect, Secretary, Treasurer, and Director to NASN.

Section 2: Eligibility

Only active members of the organization who are working in the field of school nursing, and who have been TASN members for no less than three consecutive years immediately prior to taking office shall be eligible to hold office.

Section 3: Term of Office

- A. The president and president-elect shall serve for a term of two years.
- B. The president-elect shall be elected in odd numbered years and shall automatically succeed the office of president at the expiration of the president's term and shall act for the president in the absence of the president.
- C. The secretary shall serve for a two-year term or until a successor is elected. The secretary shall be elected in even-numbered years and may serve for only two terms.
- D. The treasurer shall serve a two-year term or until a successor is elected. The treasurer shall be elected in odd-numbered years and may serve for only two consecutive terms.
- E. The director to NASN shall serve no more than a four-year term at a time with the following expectations:
 - a. An individual who has been elected or appointed to serve an unexpired term shall be eligible to serve an additional four-year term; and
 - b. The currently serving affiliate director may serve one additional year if an affiliate has a lack of qualified candidates.
- F. A director may be re-elected to serve on the board of directors after being off the board for at least four years.
- G. The term of office for all officers shall commence at the close of the annual state conference.

Section 4: Vacancy

- A. A vacancy in the office of president shall be filled by the president-elect, who shall serve for the unexpired term of the president and the term of office as president to which she/he was elected.
- B. A vacancy in the offices of secretary or treasurer shall be filled to complete the unexpired term, by a general membership vote at the next election. Until an election occurs, an office, meeting the criteria set forth in Article VI, Section 2, will be appointed by the president and approved by the executive committee.

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- C. A vacancy in the office of director to NASN shall be filled to complete the unexpired term by a general membership vote held at the next election.

Section 5: Duties

A. The President:

1. Acts as the primary representative for TASN and shall designate a representative if he/she is unable to represent the organization at meetings or functions.
2. Presides at all meetings of the executive committee and all TASN membership meetings.
3. Appoints special committees as deemed necessary, subject to the approval of the executive committee.
4. May co-sign vouchers (checks) in conjunction with the treasurer.
5. Maintains communications with membership on a regular basis.
6. Serves on the TASN executive committee.

B. The President-elect:

1. Serves on the TASN executive committee.
2. Presides at all meetings of the membership and the executive committee in the absence of the president.
3. Assumes the office of president at the completion of the president's term of office.
4. Succeeds the president if the president is unable to complete the term as elected.

C. The Secretary:

1. Serves on the TASN executive committee.
2. Records full and accurate minutes of all meetings of the TASN organization and presents a written report to the membership at the annual meeting.
3. Secures and maintains an up-to-date list of members from NASN.
4. Maintains record books in which the bylaws and documents are properly recorded, and have the current record book on hand at every meeting.
5. Conducts general correspondence for the organization
6. Co-signs vouchers (checks) in conjunction with the treasurer.
7. Keeps on file all minutes, agendas, and reports.

D. The Treasurer:

1. Serves on the TASN executive committee.
2. Maintains general supervision of financial affairs
3. Keeps full and correct account of receipts and disbursements of the organization.
4. Is responsible for collection of TASN conference registration dues and disbursements to cover the cost of the conference.
5. Presents a written financial report to the TASN membership at the annual meeting.

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E. The Director to NASN:

1. Serves as the TASN representative on the NASN Board of Directors.
2. Serves on the TASN executive committee.
3. Informs the membership of important actions taken by the NASN Board
4. Presents a written report to the membership at the annual meeting and in the TASN newsletter.

ARTICLE VII-EXECUTIVE COMMITTEE

Section 1: Composition

The executive committee shall be composed of:

- A. The elected officers: president, president-elect, secretary, treasurer, NASN director, and immediate past president.
- B. Temporary ad-hoc members as deemed necessary will serve in a non-voting capacity.

Section 2: Authority

The executive committee shall have all the power to conduct business of an urgent/emergent nature between regular meetings. Such activities shall be reported at the next membership meeting.

Section 3: Duties

The executive committee:

- A. Serves as the TASN Board of Directors whose function is to review and conduct the business of the TASN organization.
- B. Authorizes official meetings of the organization.
- C. Implements projects or activities adopted at official meetings
- D. Maintains responsibility for auditing financial reports with membership approval at the annual meeting.
- E. Assist in the development of a slate of candidates for the election of officers.
- F. Meets at least once per year. Additional meetings may be called as deemed necessary.
- G. Reviews committee guidelines periodically.
- H. Authorize any expenditure that exceeds \$250.00 and not associated with conference expenditures.

ARTICLE VIII-MEMBERSHIP MEETINGS

Section 1: Annual Meeting

The purpose of the annual meeting is to:

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- A. Conduct business, present reports, amend bylaws, approve resolutions, and install newly elected officers.
- B. Provide educational sessions.

Section 2: Special Meetings

Special meetings of the general membership concerning national or regional matters may be called by the executive committee, as it deems necessary.

Section 3: Quorum

Two members of the executive committee (one of whom shall be president or president-elect, or their designee) and not less than fifteen active members shall constitute a quorum.

Section 4: Eligibility to Vote

The voting body at each business meeting shall be active members. There shall be no proxy voting.

ARTICLE IX-COMMITTEES

Section 1: Membership Guidelines

Committee members are appointed by the president or the executive committee. Members serve two-year terms. Each committee should strive for 6 members who represent grand Tennessee divisions and both urban and rural areas. One of the members is an executive board member who serves as a non-voting liaison. The executive committee may set up ad hoc task forces whenever needed. These would need majority membership approval to become standing committees.

Section 2: Structure and Function

- A. Organization and Finance Committee:
 - 1. Assist the executive committee in preparing an annual budget
 - 2. Assists the executive committee in the preparation and review of an annual report of the membership.
 - 3. Makes recommendations on dues structure and fundraising.
- B. Nominating Committee:
 - 1. Seeks qualified candidates for office
 - 2. Reports recommended slates to the executive committee prior to the Annual Meeting.
 - 3. Assist committees in recruiting membership within geographic and rural/urban representation.

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4. Executive committee liaison: Past President
- C. Conference/Continuing Education Committee:
 1. Plans educational programs and CEU credits for the annual conference.
 2. Serves as a resource for persons planning in-service activities for nurses or other school health team members at the district level.
 3. Maintains and updates TASN website with appropriate CE offerings.
 4. Executive committee liaison: President-elect and secretary
- D. Legislative Committee:
 1. Reviews and informs members of proposed legislation pertinent to the interest of TASN. The Committee shall disseminate information concerning legislation affecting the delivery of school health services. The committee shall initiate and support legislation that will strengthen the mission and goals of TASN.

ARTICLE X-ELECTIONS

Elections of all offices shall be held by mail or at the annual meetings by ballots of active TASN members.

1. The candidate receiving the greatest number of votes for an office shall be declared the winner of the said office.
2. In the event of a tie vote, a runoff election shall be held by written ballot at the annual meeting.
3. Ballots for all offices shall contain a biographical sketch of each candidate and contain instructions for returning the marked ballots to the president.
4. The president or his/her designee shall notify all candidates of the election results before the annual meeting.
5. The president shall keep all ballots and tally sheets of election results for one year.

ARTICLE XI-PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, newly revised, shall be the governing authority in all cases to which they are applicable and parliamentary law is not specified in these bylaws.

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ARTICLE XII-AMMENDMENTS

These bylaws can be amended by either of the following procedures:

1. Proposed amendments shall be in writing to the president of the organization and presented to the membership accompanied by rationale for the change prior to a vote.
2. Amendments-these bylaws may be amended by affirmative vote of the majority of active members voting at the annual business meeting in conjunction with the annual conference.

ARTICLE XIII-CODE OF ETHICS

A member of the TASN organization shall:

1. Uphold the mission, goals and bylaws of TASN.
2. Comply with the provisions of the Tennessee Nurse Practice Act.
3. Abide by the American Association Code for Nurses and NASN Code of Ethics for School Nurses.
4. Work to achieve the Standards of Nursing Practice.
5. Fulfill the responsibilities of an office or committee if elected or appointed.