

CENTRAL OHIO ASSOCIATION OF SCHOOL NURSES
An affiliate of the Ohio Association of School Nurses
BY LAWS

ARTICLE I – NAME

The name of this organization shall be The Central Ohio Association of School Nurses (COASN), an affiliate of The Ohio Association of School Nurses (OASN), and shall be known in this document as COASN or the Association.

ARTICLE II – GOALS

The goals of the Association shall be:

Section 1:

To operate as a professional and educational organization on a non-profit basis.

Section 2:

To promote and advance the quality of school health services and health education throughout the Central Ohio Region.

ARTICLE III – STANDARDS of PROFESSIONAL PRACTICE

All members of the Association are expected to adhere to the scope and standards of professional school nursing as defined by the National Association of School Nurses.

ARTICLE IV – MEMBERS

Section 1: Classification

- A. Members of COASN shall be designated as Active, Member-at-large, Retired, Student, Associate, Honorary, and Corporate/ Business/ Professional Organization.

Section 2: Active

- A. Location: Those residing or working in the Central Ohio Region as defined by the Ohio Association of School Nurses and accepted by COASN.
- B. Credentials:
 - 1. Be a registered nurse (RN) holding a current and valid license issued by the Ohio Board of Nursing
 - 2. Hold a current valid license/ certificate issued by the Ohio Department of Education (ODE), or National Certification as a School Nurse (NCSN), or Be employed as a public health nurse or MRDD nurse working in schools
 - 3. Have the administration, education, or provision of school health services as their primary assignment.
- C. Privileges: Shall be voting members, may hold office, and serve on committees.

Section 3: Member-at-Large

Those persons who hold special interest in or are working with this Association and who are not eligible for any other membership classification. These members shall not vote, make motions, serve on committees, or hold office.

Section 4: Retired

Any school nurse who is a member of COASN upon retirement, shall be eligible to become a Retired member, upon notification to the Association. Retired members shall be voting members of COASN, may serve on committees, and may hold office.

Section 5: Student

Any student of a school of professional nursing, not employed as a school nurse. Student membership shall not be granted to a person who has previously attained or been eligible for Active membership status. Student members may serve on committees, but shall not make motions, vote, or hold office.

Section 6: Associate

Associate membership may be granted to any registered nurse (RN) who is not eligible for active membership but who serves a school as a professional nurse. Associate members may serve on committees, but shall not make motions, vote, or hold office.

Section 7: Honorary

Honorary membership may be accorded anyone providing exceptional support to the mission of COASN by a majority vote by ballot at the annual Spring meeting of the Association. Honorary membership may be rescinded upon recommendation of the executive board and a passing majority board vote. Honorary members may serve on committees, but shall not make motions, vote, or hold office.

Section 8: Corporate/ Business/ Professional/ Educational Organization

COASN shall approve of those organizations or persons who desire to support the goals of the Association and whose members are not eligible for any other membership classification. This membership entitles the member to receive all publications and newsletters sent to Active members. Granting of this type of membership shall in no way bind the Association to support philosophies or policies of any Corporate/ Business/ Professional Organization members. This type of membership may be rescinded upon the recommendation of the board of directors and a passing majority board vote. Corporate/ Business/ Professional Organization members shall not make motions, vote, hold office, or serve on committees.

ARTICLE V – OFFICERS

Section 1: Officers

The officers of the Association shall be president, president-elect, vice-president, secretary, treasurer, OASN representative, and immediate past-president. These officers will be known as the Executive Committee. The Board of Directors will consist of the Executive Committee and the chairs of all standing committees.

Section 2: Terms of office

- A. The president and immediate past-president shall serve for one (1) year or until his/ her successors are qualified.
- B. The president-elect shall be elected for a term of one (1) year or until a successor is elected.

- C. The vice president shall be elected for a term of two (2) years or until a successor is elected. The vice president shall normally be elected in odd numbered years in the Spring.
- D. The secretary shall be elected for a term of two (2) years or until a successor is elected. The secretary shall normally be elected in the even numbered years in the Spring.
- E. The treasurer shall be elected for a term of two (2) years or until a successor is elected and shall serve a third year as consultant. The treasurer will normally be elected in odd numbered years in the Spring.
- F. The OASN representative shall be elected for a term of two (2) years or until a successor is elected. The OASN representative will normally be elected in the even numbered years unless otherwise required by OASN or NASN by laws.

Section 3: Duties of officers

A. The President shall:

- Preside over all meetings of the Association, the Board of Directors, and the Executive Committee.
- Provide leadership in the development and attainment of the mission and goals of COASN.
- Appoint the chairperson of the following standing committees: Membership, Public Relations, Newsletter, Awards, Professional issues, Research, and Library/ Historian subject to the approval of the Board of Directors.
- Appoint special committees as deemed necessary to carry out the work of the association subject to the approval of the Board of Directors.
- Serve as ex-officio member of all standing committees except the Nominating Committee.
- Create and chair an advisory board.
- Receive financial funding to attend the annual OASN conference. Funding may include registration fees and/ or the cost of lodging and travel with the maximum reimbursement to be determined by the current COASN Board of Directors.

B. The President-Elect shall:

- Preside over all meetings of the Association, Board of Directors, and Executive Committee in the absence of the President.
- Succeed to the unexpired term of the President if unable to serve for any reason or resigns, and then serve term for which elected.
- Chair the nominating committee.
- Serve on the finance and legislative committee.
- Annually review and suggest updates as needed to the by laws of the Association in conjunction with the immediate past president.

C. The Vice President shall:

- Serve as chairperson of the program committee.
- Preside in the absence of the President and President-Elect.

- D. The Secretary shall:
- Record the proceedings of all meetings of the Association, the Board of Directors, and the Executive Committee.
 - Carry on the correspondence of COASN as directed by the President and the Board of Directors.
 - Assist the Vice President with registration at general membership meetings.
 - Support the mission and goals of COASN and perform duties as may be assigned by the President or Board of Directors.
- E. The Treasurer shall:
- Receive all monies of the Association, pay bills and disburse funds as directed by the Board of Directors.
 - Maintain all financial records of the Association.
 - Present a projected budget for discussion and adjustment at the first Board of Directors meeting annually.
 - Present a written report at the annual Spring meeting of the Association and at other such times as requested by the Board of Directors.
 - Serve as the chairperson of the Finance Committee.
 - Support the goals and mission of the Association and perform duties as may be assigned by the President or Board of Directors.
 - Secure a professional review of COASN financial records at the end of each elected term.
- F. The OASN Representative shall:
- Represent COASN on the Board of Directors of OASN.
 - Present reports of OASN activities to Board of Directors and general COASN membership.
 - Perform other such duties as may be assigned by the President or Board of Directors.
 - Receive financial funding to the annual OASN conference. Funding may include registration fees and/ or cost of lodging and travel with the maximum reimbursement to be determined by the current COASN Board of Directors.
- G. Immediate Past-President shall:
- Serve as chairperson of the Legislative Committee.
 - Serve as a member of the Professional Issues Committee.
 - Serve the unexpired term of the President-Elect until the election prior to the annual Spring meeting of the Association.

Section 4: Association Property/ Transition Meeting

Each officer shall transfer Association property and records to a successor within one (1) month after leaving office. This should be prior to the first Fall Board Meeting.

ARTICLE VI – MEETINGS

Section 1: Regular Meetings of the Association

There shall be an annual Fall and Spring meeting to conduct the business of the Association. Twenty-five percent (25%) of the Active members may petition for a special meeting of the Association. The Board of Directors may arrange for such other regional meetings as it may deem proper and necessary.

Section 2: Quorum

A majority of active and retired members registered and present at an official meeting of COASN shall constitute a quorum.

ARTICLE VII – BOARD OF DIRECTORS

Section 1: Composition

The Board of Directors shall consist of the President, President-Elect, immediate Past-President, Secretary, Treasurer, OASN Representative, and all standing committee chairs. Each member of the Board of Directors shall have one vote (regardless of the number of positions that member is currently filling). This Association does not discriminate based on gender, ethnic origins, or religious preference. Board members shall be Active or retired members of COASN in good standing.

Section 2: Duties

The Board of Directors shall:

- Establish goals and objectives to accomplish the mission of the Association.
- Supervise affairs of COASN between meetings of the Association membership.
- Determine policy between meetings of the Association and make general policy recommendations at the annual meetings as needed.
- Determine the time and place of the annual meetings and all special meetings of the Association.
- Control and manage funds and property of the Association.
- Review the annual budget and make general recommendations for its adoption at the annual Fall meeting.
- Implement and evaluate programs as authorized by the Association.

Section 3: Meetings

The Board of directors shall meet quarterly. The president may call additional meetings. Guests or observers may attend Board of Directors Meetings. Guests or observers may request time to speak to the Board on a topic by contacting the President a minimum of 24 hours in advance of the meeting. They must state the topic they will address and approximate time necessary to address the topic. The President may set a time limit. These guests have voice but no vote. Exceptions to the advance notice would be those guests invited by the President to address the Board of directors on a particular agenda item.

Section 4: Quorum

A majority of the members of the Board of Directors shall constitute a quorum. At an official scheduled Board Meeting a majority of Board Members present shall constitute a quorum.

Section 5: Vacancy

In the event an officer is unable to serve on the Board of Directors, the President, with Executive Committee approval shall appoint a member to fill the unexpired term, provided, however, that an appointed President-Elect shall not automatically succeed to the office of President.

ARTICLE VIII – EXECUTIVE COMMITTEE

Section 1: Composition

The Executive Committee shall consist of the President, President-Elect, Vice President, Secretary, Treasurer, OASN Representative, and the immediate Past President.

Section 2: Authority

The Executive Committee shall have the authority to conduct business that requires immediate attention or action, which may occur between scheduled meetings of the Board of Directors. Approve all standing committee chair appointments as required. The Executive Committee shall submit reports to the board of directors on actions taken.

Section 3: Meetings

The Executive Committee shall meet at the call of the President. The notice of time, place, and the purpose of the meeting shall be given not less than 3 days before the meeting. Urgent business may be conducted via e-mail response or electronic conference with a 24 hour notice.

Section 4: Quorum

Four (4) members of the Executive Committee constitute a quorum.

ARTICLE IX – COMMITTEES

Section 1: Standing Committees

The following shall be standing committees of the Association: Legislation, Professional Issues, Membership, Finance, Library/ Historian, Nomination, Public Relations, Research, Programs, Newsletter, and Awards.

Section 2: Specific duties

A. Legislation Committee

- The Past President shall serve as chairperson of the Legislation Committee.
- The President Elect shall serve as a member.
- The committee chairperson shall appoint members of the committee.
- The committee chairperson shall appoint a legislative liaison or serve as legislative liaison for the Association to collaborate with OASN and ONA (Ohio Nurses association and their affiliates).
- Duties: Monitor state and local legislative activity that is of concern to school nurses. Work with legislative specialists to promote the health of school children and advance the practice of school nursing.

B. Membership Committee

- The President shall appoint the committee chairperson of the membership committee subject to the approval of the Executive Board for a term of two (2) years. The chairperson is eligible to serve three (3) consecutive terms.
- The committee chairperson shall appoint members of the committee.
- The committee chairperson shall have full voting privileges at all Board of Directors Meetings.
- Duties: Recruitment and enroll all eligible nurses in Central Ohio. Work closely with President to create an advisory board from member counties and increase membership and communication. Provide committee chairpersons with a list of members interested in serving on various

committees by November 6th annually (as listed by members on their member surveys).

C. Nomination Committee

- The President Elect shall serve as chairperson of the Nomination Committee.
- The committee chairperson shall appoint members of the committee.
- Duties: seek out qualified candidates for elected offices.

D. Programs Committee

- The Vice President shall be the chairperson of the Programs Committee.
- The committee chairperson shall appoint members of the committee.
- Duties: Plan, coordinate, and evaluate all Association programs, and any other educational offerings sponsored by COASN.

E. Finance Committee

- The Treasurer shall be the chairperson of the Finance Committee.
- The President-Elect and at least one (1) member appointed by the President shall comprise the Finance Committee.
- Duties: Prepare and present a proposed budget to the Board of Directors at the first Fall meeting annually. Provide for a professional review of the Treasurer's records at the completion of each elected term.

F. Public Relations/ Hospitality Committee

- The President shall appoint the chairperson of the Public Relations Committee subject to the approval of the Executive Committee for a term of two (2) years. The chairperson is eligible to serve three (3) consecutive terms.
- The committee chairperson shall appoint members of the committee.
- The committee chairperson or designee shall have full voting privileges at all Board of Directors Meetings.
- Duties: Promote region-wide efforts regarding the mission, goals, activities, and concerns of COASN. Handle press releases as directed by and approved by the Board of Directors. Solicit publicity as directed by and approved by the Board of Directors. Oversee the maintenance of the Association's web site. Responsible for hospitality at official meetings of the Association.

G. Newsletter

- The President shall appoint the chairperson of the newsletter committee subject to the approval of the Executive Committee for a term of two (2) years. The chairperson may serve three (3) consecutive terms.
- The committee chairperson shall appoint members of the committee, who is designated as editor of the newsletter.
- The committee chairperson or designee shall have full voting privileges at all Board of Directors Meetings.
- Duties: Compile and distribute the COASN newsletter at least four (4) times a year, and as directed by the Board of Directors.

H. Library Committee/ Historian

- The President shall appoint the chairperson of the Library/ Historian committee subject to the approval of the Executive Committee for a term of two (2) years. The chairperson is eligible to serve three (3) consecutive terms.
- The committee chairperson shall appoint members of the committee.
- The committee chairperson or designee shall have full voting privileges at all Board of Directors Meetings.
- Duties: Maintain the archives of the Association to include arranging for photos of Association events and collecting and archiving of memorabilia. Maintain library items and make materials available on loan to all members.

I. Research Committee

- The President shall appoint the chairperson of the Awards committee subject to the approval of the Executive Committee for a term of two (2) years. The chairperson may serve a limit of three (3) consecutive terms.
- The committee chairperson shall appoint members of the committee.
- The committee chairperson or designee shall have full voting privileges at all Board of Directors Meetings.
- Duties: Promote and coordinate research efforts and interests of COASN. Review and recommend research awards to Board of Directors. Monitor compliance of research agreements once grants are awarded. Encourage members to apply for COASN and OASN research grants.

J. Awards Committee

- The president shall appoint the chairperson of the Awards Committee subject to the approval of the Executive Committee for a term of two (2) years. The chairperson may serve a limit of three (3) consecutive terms.
- The committee chairperson shall appoint members of the committee.
- Duties: Promote and recognize Association members who have received various professional awards, grants, and scholarships. Solicit and submit names of COASN members for various awards and honors (School Nurse of the year, etc). Coordinate COASN social activities at state and regional meetings.

Section 3: Special Committees

- A. Special Committees shall be appointed by the President subject to the approval of the Executive Committee from time to time as deemed necessary to carry out the work of the Association.
- B. Advisory board: One member from each county (when the county has a member) of the Association will be invited to serve on an advisory board. The advisory board shall be responsible for increasing a network of communication with all of the school nurses within its borders. This board will work closely with the Membership chairperson, and be chaired by the President.

Section 4: General Details

Each committee shall submit a brief report of their activities to the Board of Directors as needed at or prior to scheduled Board meetings. Each committee chair shall submit a written summary of committee activities at or prior to the Spring meeting. All committee members shall be members of COASN. If committees are co-chaired, only one chairperson may vote at Board of Directors Meetings.

ARTICLE X – NOMINATIONS AND ELECTIONS

Section 1: Nominations

It shall be the duty of the Nominating Committee to attempt to nominate two (2) candidates for each office to be filled. Only Active and retired members shall be eligible to be elected. Nominations may also be taken from the floor according to Robert's Rules revised.

Section 2: Elections

Elections shall be by mailed ballot. Ballots shall have a designation for write in candidates. Ballots must be mailed to Active and Retired members at least thirty (30) days prior to the annual Spring meeting. Ballots must be marked and returned to the Nominating Committee postmarked not later than fifteen (15) days prior to the annual Spring meeting. A plurality vote shall elect. In the event of a tie, the chairperson of the Nominating Committee, in the presence of the majority of the committee, shall resolve the tie by the flip of the coin. This action shall be recorded and signed by the committee members present.

Section 3: Transition

Officers and Representatives shall begin a transition period at the close of the annual meeting at which they were declared elected. Full assumption of duties will begin with the first meeting following the induction of officers.

ARTICLE XI – FINANCES

Section 1: Dues

Changes in annual dues for Active members of COASN shall be recommended by the Board of Directors and approved by members at the annual Spring meeting. The board of directors shall determine dues for all other membership categories. Dues are payable annually by the first Fall membership meeting or September 30th, whichever is first. Delinquent members shall forfeit all privileges of membership until reinstated to membership upon the payment of dues.

Section 2: Fiscal Year

The fiscal year shall be June 1 to May 31.

ARTICLE XII – DISSOLUTION

In the event of dissolution of the Central Ohio Association of School Nurses, all assets remaining shall be distributed to another School Nurse organization that is currently exempt from federal taxation at the time of the dissolution. Assets will be distributed to the first organization(s) to meet these guidelines in order of the following priority:

1st - Ohio Association of School Nurses, if they are not eligible, then

2nd – Divided equally among qualifying Regional Organizations in Ohio, if not eligible, then,

3rd – National Association of School Nurses.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these By Laws and any special rules the Association may adopt.

ARTICLE IV – AMENDMENTS

Section 1: these by laws may be amended at the annual spring meeting of the association by a majority vote of the registered, present Active members, provided the amendment has been disseminated to the members at least thirty (30) days prior to the date of the meeting.

Section 2: By a two-thirds (2/3) vote, amendments to the by laws may be introduced from the floor at the annual Spring meeting and adopted by a majority vote.

Section 3: All amendments of these by laws shall take effect immediately unless adopted with provisos as to the time in implementation.

Revised 5/86, 9/95, 5/00, 5/04

By Laws Review Committee:

Executive Committee/ Board of Directors 2003/2004

Deborah L. Strouse, Michelle Treaster, Gayle McCreery, Debra Stoner, Julie Winland,
Chris McMahan, Ann Underwood, Joan Keith

PROCEDURE FOR ADOPTING A REVISION OF THE BY LAWS

Before the meeting:

Notice: Give notice according to the provisions in the by laws to all qualified voting members that a revision of by laws will be presented at a designated meeting.

At the meeting:

Chair (President):

“May we have the report of the committee appointed to revise the by laws?”

Reporting member: “Madam President, on behalf of the committee, I move the adoption of the proposed revisions to the by laws.”

(The motion does not require a second if coming from a committee of more than one (1) person)

Chair: Repeat the motion as stated. “The motion is to adopt the proposed revisions of the by laws.”

“The revisions will be read and discussed. After each part is read, it is open to debate and amend. Any amendments proposed are considered and voted on before the next part is read and considered. Amendments must take the form of a motion and be seconded in order to vote. These amendments require only a majority vote and must be germane to the section to which they refer. No vote is taken on the article/ section as amended.”

Call reporting member to “Please begin the reading of revisions.”

When complete, “All those in favor of adopting the revisions, say ‘aye’. Those opposed, say ‘nay’.”

“The revisions are adopted/ not adopted.”