

CAMDEN COUNTY SCHOOL NURSES' ASSOCIATION BYLAWS

Article I: Name and Affiliation

The name of the association shall be the Camden County School Nurses' Association (CCSNA), hereinafter known as the Association or CCSNA. Camden county school nurses' association whose memberships are comprised of professional registered nurses.

Article II: Objectives

The objectives of the Association shall be:

- a. To operate as a non-profit professional school nursing association;
- b. To promote professional collaboration with health and education stakeholders;
- c. To promote evidence-based practice and high standards in professional school nursing and school health services through on-going professional learning, advocacy, and leadership; and,
- d. To serve as a voice for school nursing at the local, state, and national levels.

Article III: Membership

Membership dues will be exclusive to CCSNA and will be paid to CCSNA annually. Annual dues **will** be set by CCSNA executive board and approved annually.

Section 1 Regular: All members in this classification shall possess a current license to practice as a registered professional nurse in the State of New Jersey and a New Jersey School Nurse Certificate. Regular members shall have full privileges including voting, holding office and serving on committees.

Section 2 Student: Nurses matriculated in a college or university program leading to a permanent New Jersey school nurse certificate who are not employed part- or full-time as school nurses shall be eligible for student membership. Student members shall enjoy the privileges of the Association, but shall not vote, hold office, nor serve on committees.

Section 3 Retired: Regular members upon retirement shall be eligible for retired membership. Retired members shall enjoy the privileges of the Association, may serve on committees, but shall not vote, nor hold office. Retired members who choose to have a regular membership will hold all of the privileges of regular membership. If an officer retires in the middle of their term, they may complete their term with the approval of the executive board.

Section 4 Members-at-Large: Those persons who hold a special interest in or who are working

with the Association and **who** do not fit into any other Association membership classification shall be eligible for membership, but may not vote, hold office, nor serve on any committees.

Article IV: Officers

Section 1. The officers of the Association shall be a President, Vice President, Secretary and Treasurer. The President, Vice President, and Treasurer shall be bonded at the expense of the Association.

Section 2. The President shall be the official representative of the Association, preside at all meetings and shall be ex-officio member of **all committees**.

Section 3. The Vice President shall, in the absence or disability of the President, perform the duties of the President. A vacancy in the office of President shall be filled by the Vice President who shall serve for the unexpired term of the President. The Vice President shall have signatory authority in the absence of either the President or Treasurer.

Section 4. The Secretary shall record and file the meeting minutes and reports of all meetings and shall be the custodian of these records for his/her term of office. The Secretary shall be responsible for official correspondence of the Association, as assigned by the President.

Section 5. The Treasurer shall be the custodian of all funds for the Association, receive dues and revenue, deposit funds in a bank approved by the Executive Board, submit an annual budget, pay all bills, file required tax documents and submit an annual report from the auditor. The Treasurer will sign any of the Association's checks up to and including \$250. Any checks in excess of \$250 shall be signed by the Treasurer and the President.

Section 6. All Officers: Each officer, completing a term of office at the Annual Dinner Meeting, shall make available to the successor all pertinent Association material and detailed job description within one month after termination of office.

Article V: Meetings

Section 1. Executive Board Meetings: Unless otherwise ordered by the Executive Board, regular meetings of the Executive Board shall be held a minimum of four (4) times a year from September to June. Special meetings of the board may be called by the President and shall be called upon the request of the majority of the Executive Board.

Section 2. General Meetings: General meetings of the Association shall be held a minimum of two (2) times a year. The Executive Board shall determine the date and location of all

meetings. Twenty-one (21) members of the Association shall constitute a quorum at general meetings.

Section 3. Annual Meeting: The Annual Meeting **will** be held in March. Election of officers, budget approval, standing and special committee reports and all appropriate business shall be conducted at the annual meeting. Twenty-one (21) Regular members of the Association shall constitute a quorum at the Annual Meeting.

Section 4. Special Meetings: The President, and/or with the written request of ten (10) regular members, shall call special meetings.

Section 5. Electronic Meetings: With the approval of the Executive Board, the Executive Board and standing and special committees may meet by telephone conference or other electronic communication media as long as all members can simultaneously hear each other and can participate during the meeting.

Article VI: Executive Board

Section 1. The governing body of the Association, known as the Executive Board, shall consist of the officers including the President, Vice President, Treasurer, Secretary, as well as chairpersons of all standing committees:

a. The immediate past president may serve in an advisory capacity to the Executive Board.

Section 2. The Executive Board shall transact all business of the Association between general meetings and shall perform other duties as specified in the Bylaws and job descriptions.

Section 3. Executive Board members are required to attend all Executive Board and general meetings. Absence without cause from three consecutive meetings in one business year (September through June) shall constitute a resignation. The President with the approval of the Executive Board shall fill such vacancies until the next election.

Section 4. The Association shall be responsible for paying the annual NJSSNA conference fees for the President or his/her designee.

Article VII: Committees

Section 1. Standing committees shall be known as Legislation, Membership, Scholarship, and Hospitality. Each committee shall consist of a chairperson and/or co-chair.

Article VIII: Elections

Section 1. All officers are elected to office by a majority of the members voting. Newly elected and installed officers and chairpersons will assume their position responsibilities on the first day of June.

Section 2. The Chair of the Nominating Committee shall be appointed by the President. The Chair shall recruit a committee of a minimum of three (3) and maximum of five (5) persons. The Nominating Committee shall present a slate of candidates to the Executive Board at the February meeting and at the next General Meeting of the Association.

Section 3. The President and Treasurer shall be elected every odd year. The Vice President and Secretary shall be elected every even year.

Section 4. In the event of a vacancy **in** an office or the resignation of an officer or committee chairperson, the President, in consultation with the Executive Board, shall appoint a successor.

Section 5. Officers shall be elected for a term of two years. The President and Vice President shall have a limit of two (2) consecutive terms. The Secretary and the Treasurer shall remain in office for no longer than two (2) consecutive terms. All chairpersons shall be appointed by the President with the approval of the Executive Board.

Article XI: Rules of Finance

Section 1. The fiscal year of the Association shall be June 1st to May 31st.

Section 2. Accountant: A professional accountant shall be retained as needed by the Executive Board to prepare tax forms required by State law and perform an annual review of the Association's financial records.

Section 3. The treasurer's accounts shall be examined annually by an auditor or an auditing committee of three members, who are satisfied that the treasurer's annual report is correct, and shall sign a statement of the facts at the end of the report

Section 4. Insurance Broker: An Insurance Broker shall be retained as designated by the Executive Board to secure insurance policies for the Association to cover general liability,

directors and officers liabilities and bonding.

Section 5. Legal Issues: An attorney may be retained, as needed and as designated by the Executive Board, to review contracts and any other legal issues that may arise.

Article XI: Rules of Governance

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall guide the Association in 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

These Bylaws shall be amended at any General meeting of the Association or through secure electronic member voting.

Article XI: Dissolution

In the event of dissolution of CCSNA, all assets less liabilities shall be donated to another appropriate nursing organization as determined by action of the Executive Board.

Revised: June 20, 2003 Revised: April 17, 2007

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