

BYLAWS OF THE TEXAS SCHOOL NURSES ORGANIZATION – REGION 19

Article 1: Title, Mission and Goals

Section 1: The title of the organization shall be the Texas School Nurses Organization - Region 19 (TSNO – Region 19). TSNO-Region 19 operates as a nonprofit organization as an affiliate of Texas School Nurses Organization, Inc.

Section 2: Article 1: The mission of TSNO - Region 19, is to advance the professional practice of school nursing in ways that promote each student's optimal level of wellness and educational potential.

Section 3: The goals of TSNO - Region 19 are:

- to promote the delivery of quality health care and education to the students of Education Service Center (ESC), Region 19,
- to promote and support an appropriate nurse/pupil ratio to meet the health needs of student populations,
- to promote and support the employment of professional registered nurses (RNs) to manage and coordinate school health services,
- to emphasize the role of the school nurse as an educator and an essential health care provider,
- to provide educational opportunities for the school nurse,
- to improve the wellness of students, faculty and staff,
- to inspire effective participation in the political process by all school nurses, and
- to act as a representative body speaking with authority for school nurses in ESC Region 19.

Article II: Membership

Section 1. Eligibility: Membership in TSNO-Region 19 shall be open to anyone who fulfills the requirements of one of the following classifications of membership: Active, Associate, Retired, Student, Members-at-Large, TSNO Lifetime, NASN Honorary.

A. Active members

1. To qualify for Active membership in TSNO Region 19, one must:
 - a. Be a registered professional nurse, licensed by the State of Texas or a nurse allowed to practice in the state of Texas with a multi-state license and,
 - b. Have as a primary assignment, the administration, education or the provision of school health service.
2. Any retired member who desires to remain in the Active membership classification shall be required to pay full Active dues, and upon payment of dues, shall be granted Active membership privileges.

- B. Associate members:
Any registered professional nurse, licensed by the State of Texas, who is not eligible for Active membership, but who serves a school as a school nurse, upon payment of dues, shall be an Associate member.
- C. Retired members:
Any school nurse who is a member of TSNO Region 19, upon retirement shall be eligible to become a Retired member, upon notification to TSNO Region 19.
- D. Student members shall:
1. Be a student enrolled in a professional nursing program.
 2. Submit proof of enrollment in a professional program with the membership form.
 3. Be allowed a maximum of five years of student membership.
 4. Be ineligible for student membership if they have completed the requirements to be a professional nurse and are pursuing further education.
- E. Member-at-Large members shall be:
Those members who hold a special interest in or who are working with the TSNO Region 19, and who do not fit into any other TSNO Region 19 membership classification.
- F. TSNO Lifetime members shall be:
Any active member selected by a duly- elected TSNO 19 Executive Board Committee.
- G. Honorary members shall be:
TSNO members who are NASN Past Presidents shall be honorary members of TSNO with full Active membership rights.

Section 2: Voting rights: ACTIVE, LIFE-TIME and RETIRED members may vote and hold office. Individuals who are categorized as Associate, Student, Members-at- large shall have all the privileges of membership and serving on committees, except the privileges of making motions, voting and holding elected or appointed office.

Article III: AFFILIATION

Section 1: TSNO - Region 19 shall be a unified affiliate of the Texas School Nurses Organization, Inc. (hereafter referred to as TSNO) and the National Association of School Nurses, Inc., (hereafter referred to as NASN).

Article IV: DUES

Section 1: TSNO - Region 19 dues will be as determined by the National Association of School Nurses (NASN).

Article V: RULES FOR AMENDING

BYLAWS JUNE 21, 2017

Section 1: Proposed amendments to these bylaws shall be submitted in writing to any member of the Executive Committee for review before being submitted to the membership for action in accordance with these bylaws.

Section 2: These bylaws may be amended at any regular meeting by a two-thirds vote of the membership present and voting, or by electronic vote of those members voting, provided the proposed amendment(s) have been presented to the membership at the previous regular meeting of TSNO - Region 19

Article VI: OFFICERS AND DUTIES OF OFFICERS

Section 1: The officers of TSNO - Region 19, shall be president, president-elect, vice-president, vice-president-elect, secretary and treasurer.

- A. The president-elect, and vice-president-elect shall be elected annually to serve a one-year internship and then serve one year as president and vice-president respectively, secretary and treasurer are to be elected biannually and shall serve a term of two years, with each year running from June 1 to May 31. Elections will be conducted electronically during the month of April.
- B. If a vacancy occurs other than for the office of president, the office shall be filled by appointment by the Executive Committee.
- C. If a vacancy occurs in the office of president, the vice-president shall assume the office of the president for the remainder of the term.
- D. If the vice-president assumes the office of the president the vice-president-elect shall assume the office of the vice-president for the remainder of the term.

Section 2: The officers of TSNO - Region 19, shall assume the duties prescribed by these bylaws and other duties as designated by the TSNO - Region 19 Executive Committee.

Section 3: The president shall be the chairperson of the Executive Committee and shall preside at all meetings of the Executive Committee, all regular meetings of the organization, shall be an ex-officio member of all committees except the Nominating Committee; shall appoint the chairpersons of the standing committees with the exception of the Continuing Nurses Education Committee and the Membership Committee, shall be authorized to sign or co-sign checks drawn on bank accounts of the organization, shall approve all communications sent out in the name of the organization; shall file a written report of the year's work with the secretary at the regular May meeting, along with such recommendations concerning policies as may be deemed advisable for the organization to consider. Upon completion of the term as president, the person will serve as ex-officio member of the Executive Committee in an advisory capacity for one year.

Section 4: The president-elect shall assist the president and assume such duties as assigned by the president, which will include being Membership Committee chairperson, being responsible for compiling the membership list and for distributing this list to members of the Executive

Committee. At the end of one year as president-elect, the president-elect shall become president.

Section 5: The vice-president shall assume the duties of the president in that officer's absence or inability to serve; shall serve as chairperson of the Continuing Nurses Education Committee of TSNO - Region 19, and work with the Conference Planner and help prepare the application for an annual spring mini-conference with appropriate Continuing Nurse Education credit (CNE). The vice-president shall assume such other duties as designated by the Executive Committee.

Section 6: The vice-president-elect shall assist the vice-president as a member of the Continuing Nurses Education Committee and become familiar with the application process for Continuing Nurse Education credits (CNE). The vice-president-elect shall assume the duties of the vice-president in that officer's absence or inability to serve or if the vice-president assumes the duties of the president. At the end of one year as vice-president-elect, the vice-president-elect shall become vice-president.

Section 7: The secretary shall keep minutes of all proceedings of TSNO - Region 19, and of the Executive Committee; shall prepare and maintain a correct file of the names and addresses of the officers and members of the organization; shall preserve all letters, papers and transactions of the organization; shall record ballot totals of all elections, shall notify all officers and committee chairpersons of elections or appointments; shall conduct the general correspondence of the organization and of the Executive Committee; and shall notify the TSNO of the names of the organization officers and of any changes of officers of the organization.

Section 8: The treasurer shall receive fee rebates from TSNO and other income, shall deposit such income in the bank designated by the Executive Committee; shall submit the list of paid membership to the Membership Committee chairperson; shall keep an itemized account of all receipts and disbursements; shall give a written report at the regular meetings of the organization and the Executive Committee; and shall submit books, accounts and vouchers for an annual compilation as specified by the Executive Committee. A review or audit will be conducted if deficiencies are found during the annual compilation and voted on by the Executive Committee.

Section 9: Retiring and resigning officers shall within one month deliver to their successors all organization properties in their possession.

Article VII: EXECUTIVE COMMITTEE AND DUTIES OF THE EXECUTIVE COMMITTEE

Section 1: The officers of the organization and chairpersons of the standing committees shall constitute the Executive Committee.

Section 2: The Executive Committee shall have the power and authority over the affairs and business of the organization between regular meetings except that of modifying any action by

the members. It shall perform the duties prescribed by these bylaws and such others as may be designated by the membership.

Section 3: In addition, the Executive Committee shall:

- A. Develop plans for the growth and prosperity of the organization,
- B. Transact the general business of the organization,
- C. Report executive transactions to the membership at regular meetings,
- D. Act as custodian of properties and records of the organization, select a place for the deposit of funds of the organization, provide for the compilation of the books of the organization at the end of the fiscal year and provide payment for authorized expenses,
- E. Appoint standing committees and approve the appointment of special committees, and
- F. Have the power to fill vacancies on all committees and the Nominating Committee, and all offices except the office of president.

Section 4: Regular meetings of the Executive Committee shall be held at least two times during the fiscal year at the discretion of the president.

Section 5: Special meetings of the Executive Committee may be called by the president on three days notice upon written request of four or more members of the Executive Committee.

Article VIII: NOMINATIONS AND ELECTIONS

Section 1: A nominating committee of a chairperson and two other members shall be appointed by the president at the regular January meeting. This committee will prepare a ballot of candidates willing to serve, if elected, for each office to be filled.

Section 2: The ballot of proposed candidates to be elected shall be presented by the chairperson of the Nominating Committee to the members electronically. At the time the ballot is presented to the members, additional nominations may be submitted electronically, provided the nominee has consented to serve.

Section 3: The webmaster will submit the prepared ballot of candidates recommended by the nominating committee for electronic voting by the membership.

- A. All elections shall be by electronic voting. The candidate receiving the greatest number of votes shall be elected. In the event of a tie, there shall be a runoff election

Section 4: The officers of the organization, with the exception of the president, president-elect, vice-president and vice-president-elect shall be elected to serve for two years or until their successors are elected. The president-elect, and vice-president elect shall be elected annually; the treasurer shall be elected biannually in the even years; and the secretary shall be elected in the odd years. The president-elect shall become president at the end of one year as president-

elect and the vice-president elect shall become vice-president at the end of one year as vice-president-elect.

Section 5: The terms of office shall be June 1 to May 31 and shall continue until their successors are elected or assume office.

Article IX: STANDING COMMITTEES AND DUTIES OF STANDING COMMITTEES

Section 1: Standing committees shall be composed of members of TSNO - Region 19 and shall assume such duties as are prescribed in these bylaws or assigned by the Executive Committee. Committees shall report to the Executive Committee and to regular meetings of the organization and make a written report at the regular May meeting of each year.

Section 2: The respective chairperson shall appoint members to each committee as needed.

Section 3: Chairpersons of the following committees shall be appointed by the incoming president no later than one month after the regular April meeting following the elections. Chairpersons of Budget/Audit, Bylaw/Parliamentary, Governmental Affairs/Nurse Welfare, and Awards/Nominating Committee shall be appointed as needed. The vice-president shall serve as chairperson of the Continuing Nurses Education Committee and the president-elect shall serve as chairperson of the Membership Committee. The History chairperson shall be appointed annually. The CNE Coordinator/Webmaster shall be an annually appointed person experienced in CNE preparation and website maintenance.

- A. Budget/Audit
- B. Bylaws/Parliamentary
- C. Continuing Nurses Education (CNE)
- D. Governmental Affairs/Nurse Welfare
- E. Awards/Nominating
- F. Membership
- G. History
- H. CNE Coordinator/Webmaster

Section 5: Duties of the Standing Committees shall be as outlined below.

- A. The Budget/Audit Committee shall prepare an annual budget for adoption by the membership at the September meeting; shall advise the Executive Committee as to the expenditure of funds; shall report to the Executive Committee and to the membership; shall prepare an annual report; and shall arrange for a compilation of the books at the end of the fiscal year, May 31, to be completed by June 30.
- B. The Bylaws/Parliamentary Committee shall receive and propose amendments to these bylaws; and shall submit the proposed amendments to the Executive Committee for approval prior to submitting them to the membership for action. The chairperson shall serve as the Parliamentarian.

- C. The Continuing Nurses Education Committee shall initiate and develop plans for an Annual Mini-Conference to be held each Spring that provides Continuing Nursing Education (CNE) credits for members and non-members. The vice-president shall serve as chairperson of this committee.
- D. The Governmental Affairs/Nurse Welfare Committee shall be responsible for monitoring legislative proceedings; shall keep the membership informed of legislation pertinent to school health services; and coordinate with other allied nursing organizations on matters pertaining to legislation.
- E. The Awards/Nominating Committee shall coordinate the selection of the TSNO - Region 19, School Nurse of the Year in accordance with TSNO, Inc. and NASN, Inc. guidelines and assist the nominee in the preparation for TSNO School Nurse of the Year selection process. The Nominating Committee will prepare the ballots of candidate for President Elect, Vice President-Elect annually; Secretary in even years and Treasurer in odd years. This committee will provide special award(s) as designated by the Executive Committee.
- F. The Membership Committee shall develop and promote plans for recruiting members; and shall receive applications for membership and work directly with the treasurer on membership concerns. The president-elect shall serve as chairperson of this committee.
- G. The Historical Committee shall maintain the history of the organization and its members and be responsible for the historical record of the organization (i.e.: scrapbook, pictures, etc.). This person will serve as a Public Relation/ liaison on school health/nursing issues.
- H. CNE Coordinator/Webmaster shall work with and advise the Continuing Nurses Education Committee on planning, organizing, and submitting an application for CNE credit to Texas Nurses Association for the Annual Mini-Conference to be held in the Spring. Also as Webmaster, this person shall be responsible for maintaining the website, www.txsno-region19.org. This position will have a stipend/contract signed annually.

Article X: MEETINGS

- Regular meetings of TSNO - Region 19, shall be held in September, December, February and May, dates to be determined by the Executive Committee and electronically distributed to the membership.
- Special meetings may be called by the President for a specific purpose upon request of a majority of the Executive Committee or upon written request of ten members, provided written notice of seven days has been given to all of the membership.
- Electronic Meeting: Executive Committee and Standing committees are authorized to meet by telephone conference or through electronic communication media and make motions and conduct business as needed.
- Electronic Voting: Any vote of the TSNO may be conducted electronically provided all authorized members are included and the vote/decision is ratified at the next regularly scheduled meeting of that body.

Section 1: The order of business shall be as follows unless rearranged by those present:

- A. Call to order by the president.
- B. Reading of the minutes by the secretary.
- C. Report of the treasurer.
- D. Reports of the standing committees.
- E. Unfinished business.
- F. New business.
- G. Program.
- H. Announcements.
- I. Adjournment.

Article XI: PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order, Newly Revised shall govern meetings of the organization all cases in which they are applicable and in which they are not inconsistent with these bylaws.

Article XII: FISCAL AND MEMBERSHIP YEAR

The fiscal year of the organization shall be from June 1 to May 31.

The membership year of each individual member shall be based on each individual member's membership anniversary date of NASN, Inc.

Article XIII: QUORUM

Voting will be conducted electronically. If half or more of the current membership submits an electronic vote within the designated time frame to meet quorum, it will be considered as a valid vote.

A quorum shall exist when half of the current Executive Board is present for any Executive Committee meeting.

Article XIV: DISSOLUTION

In the event the organization is dissolved, all remaining funds and property shall be donated to a professional nursing organization to be decided upon by a majority of the responses returned from electronic notification and will be disbursed, as per vote, by the acting President and Treasurer.

Article XV: ADOPTION OF BYLAWS

These bylaws shall become effective upon approval of the paid membership electronically voting.

BYLAWS JUNE 21, 2017