

OCEAN COUNTY SCHOOL NURSES ASSOCIATION BY-LAWS

By-Law 1: NAME

The name of the Corporation shall be the Ocean County School Nurses Association, Inc., a New Jersey non-profit corporation, hereinafter referred to as the Association or OCSNA.

By-Law 2: OBJECTIVES

The specific objectives for which the Association is organized are as follows:

- a. To promote high standards of professional school nursing practice and school health services, and to encourage professional competence, advancement and leadership through the education of the members.
- b. To operate on a non-profit basis.
- c. To provide at least one (1) annual scholarship to a RN going for his/her certificate or a member going for her/her Masters/Advanced degree in school nursing or a related health field.
- d. To maintain an organized center of professional cooperation for school nursing in Ocean County, New Jersey.

By-Law 3: MEMBERSHIP

Membership in the Association shall be in the following categories:

Sec.1. Regular: All members in this classification shall possess a license to practice as a registered professional nurse in the State of New Jersey and have a current New Jersey School Nurse Certificate. They must be employed as a Public School Board of Education of Ocean County as a school nurse or school nurse supervisor. Upon request from the Association the members shall be able to provide his/her certificate for viewing by a member of the executive board. Certification shall be waived for nurses grandfathered under the certification law prior to 1977. Regular membership shall be continuous until the member retires, fails to pay dues annually or is no longer employed as a school nurse. Regular membership shall have full privileges including voting, holding office and chairing or serving on committees.

Sec.2. Associate: School nurses not presently certified shall be eligible for Associate membership provided they are:

- a. Engaged in school health services employed by other than a Public School Board of Education, or
- b. Former Regular members no longer eligible for Regular membership or

- c. Employed as a certified or non-certified, part time or substitute school nurse, or
- d. Nurses matriculated in a college or university program leading to permanent New Jersey School Nurse Certificate.
- e. Unemployed New Jersey School Nurses
- f. Those persons who hold certifications other than a New Jersey School Nurse Certification.

Associate members shall enjoy the privileges of the Association, but shall not be eligible to vote, hold office, or chair a committee. *Annual dues shall be prorated amount specified for Regular members.*

Sec. 3. Retired: Members upon retirement shall be eligible for Retired membership. Retired members shall enjoy the privileges of the Association, but shall not be eligible to vote, hold office, or chair a committee. *Annual dues shall be prorated amount specified for Regular members.*

By-Law 4: EXECUTIVE BOARD

Sec. 1. The governing body of the Association shall consist of the officers of the association and chairpersons of standing and special committees. This shall be known as the Executive Board. The immediate past president shall be entitled to a seat on the Executive Board as long as she/he meets all the requirements of Regular membership of the Association.

Sec. 2. The Executive Board shall transact all business of the Association between regular meetings, and shall perform other duties as specified in the By-Laws. Absence without cause from two consecutive meetings shall constitute a resignation. Such vacancies shall be filled by the Executive Board until the next election.

By-Law 5: DUES

Dues are to be paid prior to the first of October in the current school year. Failure to pay current dues within thirty (30) days of the date of first will result in termination of membership.

By-Law 6: OFFICERS

Sec. 1. The officers of the Association shall consist of the President, Vice President, Secretary and Treasurer.

Sec. 2. The President shall be the official representative of the Association, preside over meetings, and serve as ex-officio member of all standing and special committees. The President shall appoint chairpersons of all standing and special committees for the period of his/her term of office. The President shall be a member of the State and National School Nurses Association and have the dues for these associations paid for by the Association.

Sec. 3. The Vice President shall, in the absence of the President, perform the duties of the President, perform such duties that may be required or assigned by the President, and be appointed chairperson of the Nominating Committee. In the event the President is unable to complete his/her term of office, the Vice President shall assume the office of President.

Sec. 4. The Secretary shall record and file the minutes and reports of the general and executive board meeting and be the custodian of all the records of the Association, including a current membership list. The Secretary shall be responsible for all the official correspondence of the Association and maintain official files of all correspondence.

Sec. 5. The Treasurer shall be the custodian of all funds of the Association, receive all dues and revenue, maintain a checking account in a bank designated by the Executive Board, deposit all moneys received in said account, sign checks together with the President, submit an annual budget, pay all bills authorized for payment by the Executive Board and keep an updated membership list in conjunction with the Secretary.

By-Law 7: COMMITTEES

Sec. 1. Standing Committees: Standing committee shall be known as Legislative, Membership/Dinner, Program and Newsletter/Website. Each committee shall consist of a chairperson and committee members.

- a. **Legislative:** Shall keep the members informed of all legislation pertaining to school and school personnel, and shall contact legislators urging actions compatible to the interests of the Association and the promotion of improved professional practices.

A Liaison to NJSNA shall be appointed by the legislative committee chair yearly.

- b. **Membership/Dinner:** Shall encourage all school nurses in the county to become members of the Association, review all initial applications for membership and verify certification. Provide all members of the Executive Board with a current membership list. Promote good public relations whenever and wherever it is feasible in the interest of the Association. Shall be responsible to select a centrally located place to have all meetings. Correspond with companies that school nurses use and invite to general meetings. Make publications for all meetings coordinating with the Program chairperson.
- c. **Program:** Shall plan and coordinate the programs for all meetings, workshops and dinners in coordination with the executive officers and Membership/Dinner Chair.
- d. **Newsletter/Website:** Shall be responsible for writing and posting information and upcoming meetings, conferences, and membership applications on the

Association website. Provide updates on legislation, current news and information links for all members.

- e. Mentoring Committee:** Shall be a resource for new school nurses. Shall give guidance and be a resource for any questions.

Sec. 2. Special Committees: Special committees, with the exception of the Nominating Committee, may be created as needed by the Executive Board. Each Committee shall consist of a chairperson and committee members.

- a. Nominating:** Shall consist of a minimum of three (3) and a maximum of (5) members who shall be appointed by the President at the October meeting of the general membership. The Vice President shall be the chairperson of this committee. This committee will present a slate of candidates at the annual meeting of the Association qualified to fill each office, and who have consented to serve, if elected.
- b. Scholarship:** The Association shall award one (1) scholarship to a New Jersey State registered professional nurse who is attending a college or university to obtain his/her certificate or is a certified school nurse attending a college or university to obtain a Master/Advanced Degree in school nursing or a related health field and who works or lives in Ocean County. **The amount of the award will be determined by the previous year's balance or will be 15% or \$500.00 and not to exceed \$500.00.** **The amount of the award will be \$300.00 or as determined by our bank balance.** Recipients of OCSNA scholarships may not receive the award more than twice. Applications for the scholarship will be posted on the Association's website or can be requested from the chairperson. Applicants must be members of the OCSNA association either Regular or Associate members. Scholarship applications are due to the Scholarship chair no later than April 15th of the current school year.
- c. By-Laws:** Shall be reviewed every five (5) years proposed amendments to the Executive Board for consideration to present same at a general membership meeting for discussions as set forth in By-Law11.

By-Law 8: MEETINGS

Sec.1. The general membership meetings of the Association shall be held **at least three (3) meetings a year, in October and May, the date to be determined by availability of venue and speaker. the third Wednesday of October and May** The meeting is to be at a central location selected by the Dinner chairperson/**Executive board**. The date may be changed by an Executive Board vote.

Sec. 2. The general membership meeting in May the spring shall be known as the annual meeting and shall for the purpose of electing and installing officers, receiving reports of officers and committee chairs, awarding of annual scholarship and annual Treasurer's report.

Sec. 3. Special meetings may be called upon the recommendation of the Executive Board.

Sec. 4. Regular meetings of the Executive Board shall be held at the discretion of the President prior to any general meeting.

Sec. 5. The reorganization meeting of the Executive Board shall be held before the October meeting.

Sec. 6. Three members of the Executive board shall constitute a quorum.

By-Law 9: ELECTIONS

Sec. 1. The elected officers shall be comprised of the President, Vice President, Secretary and Treasurer.

Sec. 2. All officers shall be elected by vote at the annual meeting of the general membership in May the spring, of an election year.

Sec. 3. All officers shall be elected to serve for a term of three (3) years, unless the position is going to be vacant. Then the officer holding the position may serve an additional term.

Sec. 4. In the event of a resignation or removal of an officer, the Executive Board shall appoint a successor until the next election. In the event the President is unable to complete his/her term of office, the Vice President shall complete the balance of the unexpired term as set forth in By-Law 6.

By-Law 10: PARLIAMENTARY AUTHORITY

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

By-Law 11: AMENDMENTS TO THE BY-LAWS

Sec. 1. Any regular members of the Association may propose amendments to the By-Laws.

Sec. 2. All proposed amendments to the By-Laws shall be submitted in writing to the Executive Board for consideration to present to the general membership meeting for discussion. Any proposed amendments to the By-Laws presented by the Executive Board shall be scheduled for a vote at the next **general** membership meeting.

Sec. 3. When a proposed amendment to the By-Laws is scheduled for a vote, the vote of approval of two-thirds of the members present and eligible to vote shall be required to approve any proposed amendments.

Sec. 4. These By-Laws shall be reviewed and updated as needed.

Revised: May 2025