

Gloucester County School Nurses Association

GLOUCESTER COUNTY SCHOOL NURSE'S ASSOCIATION BYLAWS

Gloucester County

2020-2022

ARTICLE I (Name)

The name of this organization shall be the "Gloucester County School Nurses Association"

ARTICLE II (Goals)

The goals of this Association shall be to maintain an organized center for the purpose of maintaining high standards in school nursing and school health work, through collaboration, education and legislation, and to encourage professional development of all school nurses in Gloucester County.

ARTICLE III (Membership)

Membership in this organization will be of 3 classifications: Active, Associate, and Retired. Membership classifications are explained as follows:

Active Membership- Those nurses within an educational system (full-time and/or part-time) employed in (or reside in) Gloucester County whose primary responsibility or function is that of a school nurse, supervisor of school nurses, or teacher of school nurses shall be eligible for active membership.

Associate Membership- Those nurses who do not meet active membership criteria. Associate members shall be eligible for active membership privileges but may not vote or be on the executive board; such as students & sub-school nurses.

Retired Membership - Those members who were active but are now retired. Honorary members will not have to pay dues and if participating as an Executive Board member will be permitted to vote.

ARTICLE IV (Officers)

The officers of this Association shall be: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, WebMaster and Membership.

Section 1. The **President** shall be the official representative of the Association, shall preside at all meetings of the Association.

Section 2. The **Vice-President** shall perform the duties of the President should this officer be absent and work in conjunction with the President.

Section 3. The **Recording Secretary** shall record the minutes of the regular meetings and meetings of the Executive board; and is the custodian of association records.

Section 4. The **Corresponding Secretary** shall attend to all correspondence of the Association, and send out all official communications including sunshine responsibilities for the Association and the Executive Board.

Section 5. The **Treasurer** shall be the custodian of all funds for the Association, deposit the money in a bank selected by the Treasurer and approved by the Executive Board, sign all checks together with a second Executive Board member, send out bills, and submit reports at all general and executive meetings. The Treasurer's books shall be reviewed annually by the Executive Board.

Section 6. The **WebMaster** coordinator will be responsible for all communication via the GCSNA website- www.gcsna.org .

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Section 7. The **Membership Committee** shall keep an accurate current list of school nurses working in Gloucester County, send and collect membership forms to all members and notify members who are in arrears.

Section 8. Any vacancies occurring in the allotted term of office due to resignation shall be filled by appointment by the Executive Board for the remainder of the term. Officers will be filled by official ballot at the next regular election.

ARTICLE VI (Standing Committees)

Standing Committees shall be County Liaison, Education, Hospitality and such others as may be created over time by the Executive Board.

Section 1. The **County Liaison** shall represent the Gloucester County School Nurses' Association at all necessary meetings (regional and state) and keep abreast of all laws pertaining to school nursing and school nurses. This chair will attend executive meetings and report pertinent information at all association meetings.

Section 2. The **Education Committee** shall assist the Association in receiving education related to current School Nursing Practice. Current and updated School Health Issues will be introduced through continuing education programs offered. When available, written materials related to the school nurse practice will be provided. Research based topics with current resources will be included. The Annual County Wide In-service will continue to focus on a day long opportunity for continuing education and networking.

Section 3. The **Hospitality Committee** shall handle refreshments for programs such as the annual dinner, general meeting and in-service or special meetings.

Section 4. The **Sunshine Responsibilities** shall send a gift or plant to members for the occasion of extended illness or injury, wedding, birth of a child, death of a member or immediate family member. Immediate family members include; parents, significant other, children, siblings and grandchildren. Send a gift, planter or donation.

ARTICLE VII (MEETINGS)

Section 1. The general meetings of the Association shall be held according to the scheduled dates determined by the Executive Board at a meeting proceeding the next school year. A minimum of four meetings shall be held yearly. The final meeting of the school year will be the installation of officers.

Section 2. The general meetings shall be held in the conference room of the Gloucester County Office of Education unless otherwise indicated.

Section 3. Special meetings may be called by the President.

Section 4. A quorum is necessary to conduct official business. A quorum shall consist of 20 percent of the total membership at a general meeting. An Executive Board quorum shall be 5 members.

Sections 5. Members of the Executive Committee or a member appointed by the President shall be reimbursed at the current federal guidelines to attend state meetings, upon the presentation of a mileage voucher to the Association Treasurer. Costs of luncheon or dinner reservations that may coincide with such meetings shall be reimbursed upon the presentation of an itemized bill to the Association Treasurer unless paid for by state.

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Section 6. Monies will be budgeted annually for the executive board officers, up to \$400 per officer per year to attend continuing education programs. Members of committees may be considered if an Executive Board member is unable to attend.

Section 7. Non- members may attend any meeting at a cost of \$10.

ARTICLE VIII (Elections)

Section 1. All officers shall be elected by vote.

Section 2. In the event of a resignation of an officer, the Executive Board shall elect a successor until the next election.

Section 3. All officers shall be elected for a 2 year term, on even years.

ARTICLE IX (Dues)

Section 1. Active membership dues shall be \$30.00 per year; after November inservice \$10 surcharge added.

Section 2. Associate membership dues shall be \$20.00 per year.

Section 3. Retired members are lifetime members and do not pay dues.

Section 4. President's dues shall be paid by the Association.

ARTICLE X

Roberts' Rules of Order Revised shall be the Parliamentary Authority of the Association. Any member of the Association shall be appointed by the President to serve as parliamentarian at all meetings.

ARTICLE XI

These By-Laws may be amended at any general meeting of the Association by a 2/3 majority of the members present. Amendments to these By-Laws must be submitted to the entire membership at least 30 days before the meeting planned for the adoption.

Gloucester County School Nurses Association

Submitted by: Executive Committee Members 2020-2022

President Cindy Cobb

Vice President Caroll Craig

Corresponding Secretary/Sunshine-Laurie Drank

Membership- Carol Ann Wesh

Treasurer Bonnie Boucher

County Liaison – Cindy Cobb or Designee

Education- Bonnie Boucher

Hospitality- Deptford nurses

Scholarship- Cindy Johnson

Dinner- Cindy Johnson, Carol Ann Wesh

Recording Secretary-Amy Wilson

Webmaster- Pam Wolcott