

**ST. LOUIS SUBURBAN SCHOOL NURSES
ASSOCIATION (CONSTITUTION)
BYLAWS
(REVISION DECEMBER
2010, REVIEWED
SEPTEMBER 2018)**

Article I. – Name

The name of the organization shall be the St. Louis Suburban School Nurses Association (SLSSNA).

Article II. –

Purpose The purpose of the SLSSNA

shall be:

- Section A:** To promote the professional growth of school nurses in the St. Louis suburban area; and
- Section B:** To advance the quality of school health services and health education throughout the area; and
- Section C:** To promote increased recognition of and benefits for school nurses.

Article III. – Affiliation

- Section A:** The governance districts of this organization shall be all public, parochial, and private school districts of St. Louis and St. Charles Counties who employ professional school nurses.
- Section B:** The organization is a governance district of Missouri Association of School Nurses (MASN).

Article IV. – Fiscal and Membership Year

The fiscal and membership year of the organization shall be July 1 – June 30.

Article V. – Membership

- Section A:** Eligibility: Membership shall be open to all person regardless of race, color, religion, age, national origin or sex, contingent on compliance with other membership qualifications or requirements set forth in these bylaws.
- Section B:** Instatement: Any person eligible for membership shall become a member upon payment of dues set for his/her class of membership and who meets the requirements set forth in these Bylaws for his/her class of membership.

- Section C:** **Classification:** There shall be three classes of membership: Active, Associate, Retired.
1. **Active Members:** Any current licensed registered professional nurse employed as a school nurse, school nurse substitute or school nurse administrator in the St. Louis suburban area.
 2. **Associate Members:**
 - a. Any currently licensed practical nurse employed to provide school health services, in accordance with Mo. Nurse Practice Act, in the St. Louis suburban area.
 - b. Any teacher or other person interested in school health services in the St. Louis suburban area.
 3. **Retired Members:** Any retired member who desires to remain in the Active membership in classification shall be granted Active Life membership privileges.

Section D: **Dues:** Annual dues shall be established by the Board of Directors (BOD).

- Section E:** 1. Active Members shall be entitled to exercise full membership rights.
- Rights:** 2. Associate Members shall have all the privileges of membership, except the privileges of voting and holding an elected office.
3. Retired Members shall have all the privileges of membership, except the privileges of voting and holding an elected office.

Article VI. – Officers

Section A: **Composition:** Officers of the organization shall be President, President-elect, Immediate Past-President, Vice-president, Secretary, and Treasurer.

Section B: **Eligibility:** Only Active Members shall be entitled to hold office.

- Section C:** **Selection:**
1. President-elect, Vice-president, Secretary, and Treasurer shall be elected by active membership by mailed ballot.
 2. President must have served on BOD for minimum of one year.

- Section D:** **Term of Office:**
1. All officers shall serve for a term of one year or until their successors are elected or appointed.
 2. The President-elect shall succeed to the Presidency.

- 3. The Vice-president may be re-elected for one consecutive term.**
- 4. The Secretary and Treasurer may be re-elected but may not serve for more than three consecutive terms.**

- Section E:** **Vacancy:**
1. A vacancy in the office of President shall be filled by the President- elect, who shall serve for the unexpired term of the President and the term of office to which he/she was elected. The Vice-president shall fulfill the duties of the President-elect until the next election.
 2. A vacancy in the office of the President-elect shall be fulfilled by the Vice-president until the next election.

Section F: **Duties:** The officers shall perform those duties prescribed by these By-laws, the parliamentary authority adopted by the organization and those duties specified in the operating guidelines.

Article VII. – Meetings

Section A: **Meetings:** The organization shall hold meetings each month during the school year at a time and place determined by the Board of Directors, to hear reports of activities, conduct business as may properly come before it, and present in service programs.

Section B: **Special Meetings:** Special meetings of the general membership shall be presented annually and shall include but not be limited to the:

1. New School Nurse Orientation and School Nurse Update.
2. Fall Workshop

Section C: **Quorum:** A majority of the Active Members registered, and present shall constitute a quorum.

Article VIII. – Board of Directors

Section A: **Composition:** The Board of Directors shall consist of the Executive Committee and all committee chairpersons.

Section B: **Eligibility:** All members of the Board of Directors shall be current Active Members of SLSSNA.

Section C: **Rights:** Each Board member present shall be entitled to cast one vote on any motion.

- Section D: **Authority:**
1. Conduct the affairs of the organization in accordance with these Bylaws, operating guidelines, and directives adopted by the membership.
 2. Have full power to put into effect the policies and decisions of SLSSNA.

Section D: **Terms of Office:** Elected officers shall serve terms of office according to Article VI, Section C of these By-laws.

Section E: **Quorum:** A majority of the members of the Executive Committee, including at least two elected officers, shall constitute a quorum.

- Section F: **Removal:**
1. A member of the Executive Committee shall be removed if he/she dissolves or fails to meet the requirements of active membership or fails to meet duties of the office.
 2. Removal shall be conducted in accordance with the organization's operating guidelines.

Article X. – Committees

- Section A: **Standing and Special Committees:**
1. Unless otherwise stated, the composition and duties of all standing and special committees shall be recommended by the President and approved by the Executive Committee.
 2. The President or his/her designee shall be an ex-officio member of all committees except the nominating committee.

- Section B: **The Nomination Committee:**
1. **Composition:** The nomination committee shall consist of three active members of the association who are elected by annual balloting. The newly elected President shall appoint one of the elected three members to be chairperson. (Three-year term-third year as chairperson).
 2. **Vacancy:** Shall be filled by appointment of the President until the next annual election.
 3. **Duties:** To seek out qualified candidates for office, as outlined in operating guidelines and to report to the Board of Directors at the March meeting.

Article XI. – Elections

Section A: **Elections:** Election of officers shall be by electronic ballot. Ballots shall be electronically mailed to all active members and returned in accordance with procedures outlined in the operating guidelines. Plurality vote of those voting in any election shall constitute an election.

Section B: **Eligibility:** Only Active Members of the organization shall be eligible to be elected to office.

Article XII. – Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern SLSSNA in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

Article XIII. – Amendments to Bylaws

The Bylaws can be amended by a majority vote at any monthly meeting with previous notice of the proposed amendment having been given to the President at least thirty (30) days prior to the date of the meeting and mailed to the members at least two (2) weeks prior to the meeting.

Article XIV – Requirement Relating to Funds

Section A: If affiliation of this organization should change, the remaining funds would transfer with the membership.

Section B: Upon dissolution of this organization, any remaining funds shall be applied to state supported nursing programs.