

BYLAWS

ARTICLE I – NAME

The name of the organization shall be the South Carolina Association of School Nurses (SCASN).

ARTICLE II – MISSION/VISION STATEMENT

MISSION: SCASN brings SC school nurses together for collaboration, education, and advocacy to optimize the practice of school nursing and the delivery of school health services so that nurses can support all students with healthcare needs to be able to attend school and learn.

VISION: That all students have access to a skilled and knowledgeable school nurse who supports their ability to attend school and learn.

ARTICLE III – GOALS

SECTION 1: SCASN will demonstrate effective Governance to members, and prospective members.

SECTION 2: SCASN will elevate school nursing practice through Education.

SECTION 3: SCASN members will work together to meet their needs to Improve Health Services.

ARTICLE IV – AFFILIATION

SECTION 1: The organization shall be an affiliate of the National Association of School Nurses (NASN).

SECTION 2: With the vote of two-thirds of a quorum present at the annual meeting choose to affiliate with other organizations.

ARTICLE V – MEMBERSHIP

SECTION 1: Eligibility. Membership is open to any person who meets one of the membership classifications as specified in Article V, Section 3.

SECTION 2: Instatement. Any person eligible for membership shall become a member upon payment of dues set.

SECTION 3: Classification. There shall be four classes of membership. Active, Associate, Student, Retired.

ACTIVE: Active members must be active registered professional nurses (RN) currently licensed in the State of South Carolina whose current employment responsibilities include administration, education, or the provision of school health services as their primary assignment. Active members shall be entitled to full membership rights.

ASSOCIATE: Associate members shall be a licensed nurse (LPN) currently licensed in the state of South Carolina who serves with the primary assignment, the administration, education, or the

provision of school health services, or a licensed nurse employed by NASN, but is who not eligible for active membership, may be an associate member.

STUDENT: Student members shall be students of a school of professional nursing and not employed as a school nurse on a full or part-time basis. Student membership classification shall not be granted to a person who has previously attained or been eligible for active membership. Student members shall be entitled to membership rights excluding the right to vote and hold office.

RETIRED: Retired members shall be any school nurse (SCASN Member) who becomes retired and, upon retirement, notifies SCASN. Retired members shall be entitled to membership rights excluding the right to vote and hold office.

ARTICLE VI - FISCAL/MEMBERSHIP YEAR

SECTION 1: All annual dues shall be established by the governing body, as recommended by the finance committee.

SECTION 2: For this organization, the fiscal year shall be January 1st through December 31st.

ARTICLE VII – OFFICERS

SECTION 1: The elected officers of the organization’s Board of Directors shall be a President, Immediate Past President, President- Elect, Secretary, Treasurer, Immediate Past Treasurer, NASN State Director, and NASN State Director-Elect. The appointed members shall be the Data Coordinator.

SECTION 2: Only active members shall be elected to hold office and entitled to hold office.

SECTION 3: Nominations of officers shall be made by a nominating committee. The President shall serve a two-year term of office and then move into the role of Immediate Past President. The President- Elect shall serve a two-year term and shall automatically become President for a two-year term. The nominations for President-Elect and Secretary shall be in the even-numbered years, for Treasurer and Immediate Past Treasurer in the odd-numbered years, and NASN State Director in years divisible by four. The NASN State Director-Elect is elected every four years to serve a one-year term. The Data Coordinator will serve a two-year term.

A. The President shall:

- Preside at all meetings of the Board of Directors, the annual meetings, and at all membership meetings.
- Appoint such special committees as deemed necessary.
- Be an ex-officio of all committees except the nominating committee.
- Arrange for an audit.
- Perform such other duties as may be required or assigned.

B. The President-Elect shall:

- On the absence or disability of the president, perform the duties of the president.
- Succeed the President for the unexpired term, and upon the adjournment of the expired term choose to serve the term of President as elected or move into the role of Immediate Past-President.
- Serve on the continuing education committee.
- Attend the NASN Board of Directors meeting if the State Director cannot attend.
- Perform such other duties as may be required or assigned.

C. The Immediate Past-President shall:

- Serve on the Board of Directors
- Represent SCASN at the discretion of the Board of Directors on statewide committees and other liaison functions.

D. The Secretary shall:

- Keep minutes of the proceedings of all meetings of the organization.
- Assemble written annual report to give to membership.
- Serve as a member of the communications committee.
- Maintain a database of all members.
- Perform such other duties as may be assigned by the President.

E. The Treasurer shall:

- Supervise the financial affairs of the organization.
- Provide a written report to the Board of Directors quarterly and a written report at the annual meeting to the general membership.
- Serve on the finance committee.
- Perform such other duties as may be assigned by the President.

F. The Immediate Past Treasurer shall:

- Serve as a member of the Board of Directors
- To assist the current treasurer with financial continuity.

G. The NASN State Director shall:

- Attend the annual meetings of the National Association of School Nurses.
- Act as official state spokesperson for NASN in our state and at NASN Board of Directors or other NASN meetings.
- Serve a four-year term beginning at the adjournment of the NASN annual meeting of the year elected.
- Provide a report of NASN activities and issues to the Board of Directors.

H. The NASN Director Elect shall:

- Serve on the Board of Directors.
- Represent SCASN at the discretion of the Board of Directors and other liaison functions.

I. The Data Coordinator shall:

- Be an appointed position by the President

- Collaborate with the State School Nurse Consultant, DHEC, and/or SCDE to ensure that NASN data points are as accurate as possible.
- Assist the current treasurer to create financial continuity.

J. Prior Board of Directors members in good standing may represent SCASN at events on an emergent basis as directed by the President.

ARTICLE VIII – MEETINGS

SECTION 1: Annual Meeting: The organization shall hold an annual meeting at a time and place that the Board of Directors shall determine, to install officers, conduct business, hear reports of progress of the past year, amend by-laws, review the audit, and do other business as may properly come before it and may provide continuing education.

SECTION 2: Special Meetings: Special meetings of the general membership concerning national or regional matters may be called by the Board of Directors as it deems proper and necessary.

SECTION 3: Quorum: A majority of the active members registered, and present constitute a quorum.

ARTICLE IX - Board of Directors

SECTION 1: The Board of Directors shall be composed of the elected officers, immediate past President, Immediate Past Treasurer, and standing committee chairpersons as defined in Article X.

SECTION 2: Duties of the Board of Directors shall be:

- Formulate standing committee guidelines and review as needed.
- Approve standing committee members as approved by the President.
- Perform business matters that properly come before it.
- Review and approve proposed budget, including dues schedule as presented by the finance committee.

SECTION 3: Meetings of the Board of Directors shall be held at least once a year. Other meetings may be called by the President as deemed necessary.

SECTION 4: Elected officers shall serve a term according to Article VII, Section 3 of these by-laws.

SECTION 5: Five members of the Board of Directors, including at least three elected officers shall constitute a quorum.

SECTION 6: The Board of Directors shall have the authority to act in emergencies that may occur between meetings of the general membership and submit a report of the actions taken in a timely manner.

ARTICLE X – STANDING COMMITTEES

SECTION 1: There shall be the following standing committees: continuing education, data, finance, legislation and professional standards, nominations, communications, ways and means, and awards.

SECTION 2: The chairperson of each standing committee shall be appointed by the President with the approval of the elected officers.

SECTION 3: The members of the organization's standing committees shall perform the duties of their committees as set forth in these by-laws.
Permanent records shall be transferred to the oncoming chairpersons as directed by the President or filed with the Secretary.

SECTION 4: Continuing Education Committee shall:

- Be composed of a chairperson, President- Elect, and at least two other members, one of which is the current State School Nurse Consultant.
- Provide and/or participate in programs that promote the professional and personal growth of school nurses.
- The chairperson shall serve on the committees of the annual school nurse conferences.

SECTION 5: Data Committee

- -Be composed of the Data Coordinator and at least two other active members who will work with NASN's data set.
- The Data Committee will collaborate with the State School Nurse Consultant, DHEC, and/or SCDE to ensure that NASN data points are added to relevant state school nurse data collection tools.
- The function of the Data Committee is to identify a minimum nursing data set based on school nursing activities to include key metrics that advance policy, describe national outcome measures, and promote predictive analytics to inform best practice. State and local data collection initiatives should be promoted in addition to NASN data point collection.

SECTION 6: Finance Committee shall:

- Be composed of a chairperson, treasurer, the immediate past treasurer, and at least one other member.
- Study fiscal matters of the organization.
- Recommend the dues schedule
- Prepare and present a proposed budget, including dues schedule, annually to the Board of Directors by April 01 of each year.
- Be as active as needed regarding the financial needs of the organization.

SECTION 7: Legislation and Professional Standards Committee shall:

- Be composed of a chairperson and at least two other members.

- Work to establish relationships to inform the membership of legislation affecting school health services and school nurses.
- Monitor and actively participate in the development of legislation relative to school health services, school nursing, as well as the welfare of children.
- Review school nursing practice issues and make appropriate recommendations.

SECTION 8: Nominations Committee shall:

- Be composed of a chairperson, immediate past president, and at least two other members.
- Nominate at least one candidate for each office to be filled.
- Regulate the election, including any preparation for election and counting votes.

SECTION 9: Communications Committee shall:

- Be composed of a Chairperson, Secretary, and at least two other members.
- Develop a mechanism to keep membership informed that will be sent out to the membership at least twice a year.
- Contact standing committee chairpersons for Information that members need to know. Publish information on meeting times and places
- Provide public relations for the organization.
- Promote membership in the organization.
- Perform other such duties as may be assigned by the President.

SECTION 10: Ways and Means Committee shall:

- Be composed of a chairperson and at least two other members.
- Be responsible for fundraising.

SECTION 11: Awards Committee shall:

- Be composed of a chairperson, the Immediate Past-President, and two previous award recipients (if available).
- The Awards Committee will be responsible for sending out and receiving award applications, determining the award winners, notifying award winners, and procuring the award/trophy to be given to winners.

ARTICLE XI – ELECTIONS

SECTION 1: Elections:

- Induction of officers shall be held at the annual meeting.
- A majority of votes will determine the elections.
- The nominating committee will regulate the elections.
- Members vote electronically or within the guidelines established by the nominating committee.
- The candidates' data and statement of view will be available as a link on the SCASN website.
- Electronic voting will close promptly at midnight, 4 weeks prior to the annual SCASN summer conference.
- Simple majority will determine election results.

SECTION 2: Eligibility:

Only currently paid members having active or honorary classification will be eligible to vote.
Only active members of the organization shall be eligible to hold office.

ARTICLE XII – AMENDMENTS

These by-laws can be amended by a majority vote at the annual meeting.

ARTICLE XII – DISSOLUTION CLAUSE

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

SCASN Membership Rights	Active	Associate	Student	Retired
Voting	Y	N	N	N
Holding Office	Y	N	N	N
Serving on Committees	Y	Y	Y	Y
Attending Meetings	Y	Y	Y	Y
Receiving Publications	Y	Y	Y	Y
Receiving Services	Y	Y	Y	Y
Committee Chair	Y	N	N	N

Adopted July 2023

