

## ***401 C Bylaws of the Virginia Association of School Nurses (VASN)***

### **BYLAWS OF VASN, INC. (VIRGINIA ASSOCIATION OF SCHOOL NURSES, INCORPORATED)**

#### **Article I - Name**

The name of the corporation shall be, "**VASN, INC.**" (Virginia Association of School Nurses, Incorporated). Hereafter, known as the Corporation or VASN.

#### **Article II - Goals**

- Section 1** To promote and advance the quality of school health services and health education throughout the Commonwealth of Virginia.
- Section 2** To promote the interests and rights of its members.
- Section 3** To operate as an educational organization for its members on a nonprofit basis.

#### **Article III - Affiliation**

The Corporation is an affiliate of the [National Association of School Nurses, Incorporated](#) (NASN).

#### **Article IV - Membership and Dues**

- Section 1** **Eligibility** Active membership in the Corporation shall be open to any registered professional nurse who is licensed in the Commonwealth of Virginia and is employed to provide school health services or as a nurse administrator of school health services.
- Section 2** **Instatement** A person eligible for membership who meets the requirements set forth in the Bylaws for his/her class of membership shall become a member upon payment of dues for his/her class of membership.
- Section 3** **Classification** There shall be six classes of membership: Active, Associate, Retired, Student, Corporate/Business/Professional Organization, Member-at-Large.
- A. An Active member shall be:
1. A person licensed as a registered nurse, provided that a person is employed by a Board of Education, a governing board of a private school or a board of trustees of an institution of higher education.
  2. A person licensed to practice as a registered nurse who is employed by a Board of Health to work in a school full-time during the school year.
  3. A retired member who desires to remain an active member shall be required to pay full Active Membership dues and upon payment shall be granted Active Membership privileges.

4. A person licensed to practice as a registered nurse who is employed by the Virginia Department of Education or the Virginia Department of Health as School Nurse Consultants.
- B. An Associate Member shall be a registered professional nurse who is not eligible for active membership, but who serves a school as a school nurse and upon payment of dues.
- C. A Retired Member shall be a school nurse who retires while he/she is a member of the Corporation.
- D. A Student Member shall:
  1. Be enrolled in a professional nursing program to meet requirements to become a school nurse, or a student not currently a nurse in a professional nursing program.
  2. Submit proof of enrollment in a professional nursing program with the membership form.
  3. Be allowed a maximum of five years of student membership.
  4. Not be granted student membership if they have completed requirements to be a school nurse and are pursuing further education.
- E. A Corporate/Business/Professional Organization Member shall be:
  1. An organization or person who desires to support the goals of the Corporation and whose members are not eligible for Active or Associate membership in the Corporation.
  2. Non-binding to the Corporation to support the philosophies or policies of any corporate/business/professional organization member, nor support or participate in any projects or undertakings of said corporate/business/professional member.
- F. A Member-at-Large shall be a member who holds a special interest in or who is working with the Corporation and who does not fit into any other membership classification, including LPNs or LVNs.

**Section 4**

**Rights** An Active Member shall be entitled to exercise full membership rights.

**Section 5**

**Rights - Restrictions**

- A. Associate, Retired, and Student members shall have all the privileges of membership except voting and holding office.
- B. Corporate/Business/Professional Organization members and Members-at-Large shall have all the privileges of membership except voting, holding office and serving on a committee.

**Section 6**

**Dues** All annual dues shall be established by the governing body\*.

\* Governing body refers to the Executive Board.

**Article V - Fiscal and Membership Year**

**Section 1**

**The fiscal year** of the Corporation shall be from January 1 to December 31.

**Section 2**

**The Treasurer's accounts** shall be reviewed on a yearly basis by an accountant. The Treasurer shall present the accountant's review at the

Annual Meeting.

## **Article VI - Officers/Executive Board**

- Section 1** **Composition** The elected officers of the Corporation shall be the President, President-elect, Secretary, Treasurer, immediate Past-President, and NASN Director.
- Section 2** **Eligibility** Only active members who have been members for no less than two years may be elected to office.
- Section 3** **Term of Office** The terms for President, President-elect, Past President, Secretary, and Treasurer are two years each, and the NASN Director term is four years. No officer shall be eligible for consecutive reelection to any office, except for the Secretary and Treasurer who may be elected to a second term consecutive to the first. The term of office for all officers shall commence at the close of the annual conference.
- Section 4** **Vacancy**
- A.** A vacancy in the office of the President shall be filled by the President-elect, who shall serve for the unexpired term of the President and the term of office as President to which s/he was elected.
  - B.** A vacancy in the office of the President-elect shall be filled by postal and/or electronic mail ballot vote of the membership.
  - C.** A vacancy in the offices of the Secretary, Treasurer, and NASN Director shall be filled by ballot vote of the Executive Committee for the fulfillment of the unexpired term of office to which s/he is elected.
- Section 5** **Duties** The officers shall perform those duties prescribed by the Bylaws, the parliamentary authority adopted by the Corporation, and those duties specified in the (VASN) policies and procedures.
- Section 6** **The Elected Board** will consist of the six elected officers listed in Section 1.

## **Article VII - Meetings**

- Section 1** **Annual Meeting** The Corporation shall hold an Annual Meeting each year at a time and place determined by the Executive Board to conduct business, hear reports of progress of the past year, amend the Bylaws, and do other business as may properly come before it.
- Section 2** **Special Meetings** Special meetings of the general membership concerning the Commonwealth or National matters may be called by the Executive Committee as it deems proper and necessary.
- Section 3** **Quorum** A majority of active members registered and present shall constitute a quorum.
- Section 4** **Rights** A voting member may be represented by proxy on issues determined by the governing body.

## **Article VIII - Executive Committee**

- Section 1** **Composition** The Executive Committee shall be composed of the elected officers and one member representing each designated VASN

region and the Chairman of the Standing Committees.

**Section 2**

**Authority** The Executive Committee shall:

- A. Conduct the affairs of the Corporation in accordance with the Articles of Incorporation, Bylaws and directives adopted by the membership at the Annual Meeting.
- B. Have the power to put into effect the policies and decisions of the Corporation.
- C. Plan the Annual Meeting of the general membership.

**Section 3**

**Duties** The Executive Committee shall:

- A. Establish and maintain current policies and procedures for the corporation.
- B. Establish the dues for the various classes of membership.
- C. Approve Standing Committee members as appointed by the President.
- D. Adopt a budget and report, at the Annual Meeting, the fiscal results for the current year to date
- E. Fill a vacancy in the Executive Committee in accordance with Article VI, Section 4 of the Bylaws.
- F. Exercise general supervision of the receipts and expenditures of the Corporation, manage the affairs, funds, and property of the Corporation, and do all things necessary and advisable.
- G. Approve the time and place of the Annual Meeting.

**Section 4**

**Meetings** Meetings of the Executive Committee shall be held at least once a year. Other meetings may be called in accordance with Article VII, Section 2 of the Bylaws.

**Section 5**

**Terms of Office** Terms of Office shall be in accordance with Article VI, Section 3 of the Bylaws.

**Section 6**

**Vacancy** A vacancy in the Executive Committee shall be filled in accordance with Article VI, Section 4 of the Bylaws.

**Section 7**

**Quorum** Eight members of the Executive Committee, including at least two elected officers shall constitute a quorum.

**Article IX - Regional Directors**

**Section 1**

**Composition** Regional Directors shall be chosen by their regional members in caucus or by ballot.

**Section 2**

**Authority** The Regional Directors shall serve on the Executive Committee and act as liaisons between the Executive Committee and the nurses in their respective regions.

**Section 3**

**Duties** The Regional Directors shall:

- A. Hold one or more meetings per year
- B. Be responsible for the expenditure of funds designated by the Executive Committee for their use.

**Section 4**

**Terms of Office** The Regional Directors' term of office shall be two years.

**Section 5**

**Vacancy** A Vacancy in the post of Regional Director will be filled in accordance with Article VI, Section 4 of the Bylaws.

## **Article X - Special Interest Group Chair**

- Section 1**      **Composition** The Chair of the Special Interest Group(s) (SIG) shall be appointed by the President for a two year term.
- Section 2**      **Authority** The SIG Chair shall serve on the VASN Executive Committee and act as liaison between the Executive Committee, members in the SIG, and NASN's SIG Executive Committee.
- Section 3**      **Duties** The SIG Chair shall:
- A. Hold one or more meetings per year
  - B. Be responsible for the expenditure of funds designated by the Executive Committee for use by the SIG(s).
- Section 4**      **Terms of Office** The SIG's Chair's term of office shall be two years.
- Section 5**      **Vacancy** A Vacancy in the post of SIG Chair will be filled in accordance with Article VI, Section 4 of the Bylaws.

## **Article XI - Standing Committees**

- Section 1**      **There shall be the following Standing Committees:**  
Continuing Education, Finance, Legislative, Membership, Nominating, Resolutions and Policy, Ways and Means, School Nurse and School Nurse Administrator of the Year, Newsletter, Professional Issues, Marketing/Publicity, National Board for Certification of School Nurses (NBCSN), Technology and Annual Conference.
- Section 2**      **Composition**
- A. Unless otherwise stated, the composition, power, term and duties of all standing and special committees shall be recommended by the president and approved by the Executive Committee.
  - B. The President or his/her designee shall be the ex-officio member of all committees except the nominating committee.
- Section 3**      **Duties** The members of all Standing Committees shall perform the duties of their Committees as set forth in the Policies and Procedures.
- Section 4**      **Nominating Committee** The Nominating Committee shall:
- A. Be composed of a chairperson, who shall be the immediate Past President and four members
  - B. Request of the membership that names of prospective candidates be submitted in writing to the chairperson of the Committee no later than March 1.
  - C. Place on the ballot, the names of at least two candidates for each office to be filled.

## **Article XII - Elections**

- Sections 1**      **Elections** Election of Officers shall be by postal and/or electronic mail ballot. Ballots, including biographical data, shall be distributed to the eligible members by August 15<sup>th</sup> and returned to the Chairperson of the Nominating Committee no later than midnight September 1.
- Section 2**      **Eligibility** Only Active members of the Corporation shall be eligible to

be elected to office.

**Article XIII - Parliamentary Procedures**

The Rules contained in the current Robert's Rules of Order, newly revised, shall govern VASN 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 Corporation may adopt.

**Article XIV- Amendment Procedures**

The Bylaws can be amended by either of the following procedures:

**Section 1** A two thirds (66.6%) vote at the Annual Meeting with previous notice of the proposed amendment having been given to the President at least sixty days prior to the date of the Annual Meeting- and distributed to the members at least fifteen days prior to the Annual Meeting.

**Section 2** A four-fifths (80%) vote at the Annual Meeting with written notice having been given to all members registered at the Annual Meeting at least eight hours before the vote.

**Article XV - Dissolution of the Corporation**

**Section 1** Dissolution of the Corporation shall be accomplished by vote of the general membership and following the amendment procedures outlined in Article XIV of the Bylaws.

**Section 2** In the event of dissolution, the accumulated assets shall be transferred to NASN.

Adopted: December, 1984  
Amended: October 26, 1996  
Amended: October 25, 1997  
Amended: October 23, 1999  
Amended: October 27, 2001  
Amended: November 1, 2003  
Amended: October 22, 2005  
Amended: November 6, 2010  
Amended: November 9, 2012  
Amended: November 6, 2015