

BYLAWS OF THE TEXAS SCHOOL NURSES ORGANIZATION - Region X

BYLAWS - Approved 08-03-04 at Annual Meeting
REVISIONS TO BYLAWS - Approved 07-18-09 at Annual Meeting

ARTICLE I - NAME

The name of the organization shall be the Texas School Nurses Organization - Region X. (Hereafter known as TSNO-Region X.)

ARTICLE II - GOALS

The goals of the organization shall be:

Section 1: To operate as an educational organization on a non-profit basis; and

Section 2: To promote and strengthen its members in their role as the primary health professional within the educational community.

ARTICLE III - AFFILIATION

TSNO-Region X is a unified affiliate of the National Association of School Nurses, Incorporated (NASN) and the Texas School Nurses Organization, Incorporated (TSNO).

ARTICLE IV - MEMBERSHIP AND DUES

Section 1: **Eligibility.** Active membership in TSNO-Region X shall be open to any registered professional nurse who meets the requirements for school nursing in the state of Texas, and who is in compliance with such other qualifications or requirements as set forth in these bylaws.

Section 2: **Instatement.** Any person eligible for membership shall become a member upon payment of dues set for her/his class of membership and who meets the requirements set forth in these bylaws for her/his class of membership.

Section 3: **Classification.** The following shall be the classes of membership: Active, Associate, Retired, Student, Corporate/Business/Professional Organization, and Member-at-Large.

A. Active members:

1. To qualify for Active membership in TSNO-Region X, one must:

a. be a registered professional nurse, licensed by the State of Texas;

b. have as a primary assignment administration, education, or provision of school health services;

2. Any retired member who desires to remain in the Active membership classification shall be required to pay full Active dues, and upon payment of dues, shall be granted Active membership privileges.

- B. Associate members shall be:
Any registered professional nurse, licensed by the State of Texas, who is not eligible for Active membership, but who serves a school as a school nurse, upon payment of due, shall be an Associate member.
- C. Retired members shall be:
Any school nurse who is a member of TSNO-Region X, upon retirement shall be eligible to become a Retired member, upon notification to NASN and TSNO-Region X.
- D. Student members shall:
 - 1. Be enrolled in a professional nursing program to meet requirements to become a school nurse, or a student not current 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 the requirements to be a school nurse and are pursuing further education.
- E. Corporate/Business/Professional Organization member shall be:
 - 1. Those organizations or persons who desire to support the goals of TSNO-Region X, and whose members are not eligible for Active or Associate membership in TSNO-Region X.
 - 2. Granting of a Corporate/Business/Professional Organization membership shall in no way bind TSNO-Region X to support philosophies, policies or products of said organization.
- F. Member-at-Large:
Those persons who hold a special interest in or who are working with TSNO-Region X, and who do not fit into any other TSNO-Region X membership classification.

Section 4: **Rights.** Active member shall be entitled to vote, hold elected or appointed office, make motions, debate, serve on committees, and participate in the Annual Business Meeting of TSNO-Region X.

Section 5: **Rights/Restrictions.** Individuals who are categorized as Associate, Retired, Corporate/Business/Professional Organization, Student and Member-at-Large members shall have all the privileges or membership and serving on committees, except the privileges of making motions, voting and holding elected or appointed office.

Section 6: Dues. Annual dues shall be established by NASN and TSNO.

ARTICLE V - FISCAL AND MEMBERSHIP YEAR

The fiscal year of TSNO-Region X shall be from September 1 through August 31. The membership year of TSNO-Region X shall coincide with each individual's membership in NASN.

ARTICLE VI - OFFICERS

Section 1: **Composition.** The elected officers of TSNO-Region X shall be President, President-elect, Secretary Treasurer and Nominations Chair. These elected officers along with the appointed committee chairs shall constitute the Executive Board.

Section 2: **Eligibility.**

- A. Only Active member of TSNO-Region X shall be entitled to hold office.
- B. Candidates for the office of President-elect served on TSNO-Region X Executive Board or on any TSNO-Region X Committee.

Section 3: **Term of Office**

- A. The President and President-elect shall serve for a term of one year, or until successors are elected and installed.
- B. The President-elect shall be shall automatically succeed to the office of President at the expiration of the President's term.
- C. The Secretary shall be elected in the odd numbered years and serve a term of two years, or until a successor is elected and installed.
- D. The Treasurer shall be elected in even numbered years and serve for a term of two years, or until a successor is elected and installed.
- E. The Nominations Chair shall be elected for a term of one year, or until a successor is elected and installed. The Nominations Committee members are elected for a term of two years. The nominee receiving the most votes becomes the co-chairman for the first year of the term and then serves as the chair for the second year of the term.
- F. The term of for all officers shall commence upon installation.
- G. No elected officer may hold the same office for more than two consecutive terms.

Section 4: **Vacancy**

- A. 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 as President to which she/he was elected.
- B. A vacancy in the offices of Secretary, Treasurer, or Nominations Chair shall be filled to complete the unexpired term by appointment by the President with approval of the Executive Board.
- C. A vacancy in the office of President-elect shall be filled by a vote of the membership at the next scheduled election.

Section 5: **Duties.** The elected officers shall perform those duties prescribed by these bylaws, the parliamentary authority adopted by TSNO-Region X, and those duties as specified in the operating guidelines.

Section 6: **Discipline.** Any disciplinary procedures within TSNO-Region X shall be conducted as prescribed by our parliamentary authority, Robert's Rule of Order, Newly Revised.

ARTICLE VII -- MEETINGS

Section 1: **Annual Meeting.** TSNO-Region X shall hold an Annual Meeting each year at the time and place determined by the Executive Board to conduct the business of the organization, hear annual reports, amend bylaws as needed, and do any other business as may properly come before it.

- Section 2: **Executive Board Meetings.**
- A. In the interval between annual meetings, TSNO-Region X Executive Board may meet to conduct the organization's business.
 - B. The time and place of such meetings shall be determined by the President.
 - C. A member of the Executive Board with two or more absences from meetings, or unprofessional conduct shall forfeit her/his position if requested to do so by a majority vote of the other members of the Executive Board.

Section 3: **Quorum.** A majority of the Active members registered and present shall constitute a quorum.

Section 4: **Electronic Meeting.**
The Executive Board, standing, and special committees are authorized to meet by telephone conference, via email, or through other electronic communication media so long as a quorum is present and all members are allowed to participate during the meeting.

Section 5: **Electronic Voting.**
Any vote of TSNO-Region X may be conducted electronically provided all authorized members are included and the vote/decision is ratified at the next regularly scheduled meeting of that body.

ARTICLE VIII - EXECUTIVE BOARD

Section 1: **Composition.** TSNO-Region X Executive Board shall be composed of the elected officers and appointed standing committee chairs.

- Section 2: The Executive Board shall
- A. Conduct the affairs of TSNO-Region X in accordance with these bylaws and directives adopted by the membership at the Annual meeting.
 - B. Have full power to put into effect the policies and decisions of TSNO-Region X.

- Section 3: **Duties.** The Executive Board shall:
- A. Establish goals and objectives to accomplish the mission of TSNO-Region X.
 - B. Monitor and evaluate the programs designed to implement the established goals and objectives of TSNO-Region X.
 - C. Ensure that the resources necessary for achievement of TSNO-Region X's goal and objectives are available and used efficiently.
 - D. Establish and maintain current operating guidelines for TSNO-Region X.

- Section 6: **Meetings.** The Executive Board shall:
- A. Meet at least four times annually and prior to the Annual Meeting
 - B. Upon due notice, hold such other meetings as the Executive Board may determine.

Section 7: ***Term of Office.***
Elected officers shall serve terms of office as stated in Article VI of these bylaws.

Section 8: A majority of the members of the Executive Board shall constitute a quorum.

ARTICLE IX - COMMITTEES

Section 1: ***Standing and Special Committees.***

- 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 Board.
- B. The President, or her/his designee, shall be an ex-officio member of all committees except the Nominating Committee.

Section 1: ***The Nominating Committee***

- A. Will consist of six (6) members elected for two (2) year terms. Three (3) members will be elected in odd years and three (3) members will be elected in even years. The person receiving the most votes shall be the co-chair of the committee for the first year and will succeed to chair of the committee for the second year.
- B. Duties:
 - 1. Seek qualified candidates for office and conduct election outlined in the TSNO bylaws and operating guidelines.
 - 2. Manage all awards and recognitions established by the Board according to the operating guidelines with the exception of the Presidential awards.
- C. Members will serve no more than two (2) consecutive terms.

Section 3: ***The Finance Committee***

- A. Will consist of four members: the Secretary, the Treasurer, and two members of the Executive Board appointed by the President and approved by the Executive Board;
- B. Will be responsible for reviewing the annual budget, actual income and expenditures, and making recommendations on fiscal matters to the Executive Board;
- C. Will perform an annual internal audit of the finances of the organization and will recommend an external audit if any discrepancies are found.

Section 4: ***Special Appointments***
Special appointments shall be submitted in writing to the Executive Board for approval. The scope, authority, term and reporting responsibility shall be included in the proposal.

ARTICLE X - ELECTIONS

Section 1: ***Elections:***

- A. Election of officers shall be by conducted by ballot.
- B. Ballots and biographical data of the candidates shall be provided to all eligible members and returned in accordance with procedures outlined in the operating guidelines.
- C. Plurality vote of those voting in any election shall constitute an election.

Section 2: **Eligibility.** Only Active members of TSNO-Region X shall be eligible to be elected to office.

ARTICLE XI - STANDING COMMITTEES

Section 1: **Composition.** The standing committees of TSNO-Region X shall be: Advocacy, Member Services and Communications. The President shall appoint the chair with the approval of the Executive Board.

Section 2: **Eligibility.** The chairperson must be an Active member of TSNO-Region X.

Section 3: **Terms of Office.** The standing committee chairpersons shall be appointed for a one (1) year term. Each chairperson may be reappointed for not more than two (2) additional terms thus serving not more than three (3) consecutive years.

Section 4: **Duties.** Each chairperson shall perform the duties prescribed for the position in the operating guidelines of the TSNO.

ARTICLE XII - ANNUAL CONFERENCE

Under the direction of the Executive Board, the annual conference will be planned and coordinated through a conference committee that is chaired by the President-Elect.

ARTICLE XIII - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, new Revised, shall govern TSNO-Region X in all cases to which they apply and in which they are not inconsistent with the bylaws and any special rules of order TSNO-Region X may adopt.

ARTICLE XIV - AMENDMENTS TO BYLAWS

The Bylaws may be amended by a two-thirds (2/3) vote at the Annual Meeting with previous notice of the proposed amendment having been provided to eligible members at least (15) days prior to the date of the Annual Meeting.

**Approved by unanimous vote of member present
Annual Meeting, August 3, 2004.**

July 18, 2009: Eleven (11) amendments were presented and unanimously approved at the July 18, 2009 TSNO-Region X Business meeting in Richardson, Texas, in accordance with the TSNO-Region X Bylaws.

1. Article IV, Section 5: Sections A. and B. combined to clarify responsibilities of each membership class and increase opportunity for members of other categories to serve on committees, mirroring state bylaws.
2. Article VI, Section 2: Added "or on any TSNO-Region X committee" to clarify language and allow more members to be eligible for office.
3. Article VI, Section 3: Increased the term of office of the members of the nominations committee from one year to two years with the person receiving the most votes becoming the co-chair in the first year of the term and advancing to chair for the second year of the term thus

providing continuity in the membership and chairmanship of the nominations committee.

4. Article VII, Section 5: Allowed committees to conduct work electronically and provided language that will allow TSNO-Region X to conduct elections electronically in the future mirroring state bylaws.
5. Article VIII, Section 1: Added word "standing" to clarify language of composition of Executive Board.
6. Article IX, Section 2: Provided additional opportunity for members to serve on the nominations - year terms will provide continuity of membership on the committee for more effective accomplishment of duties. language allows expansion of awards and recognitions as delineated in the Operating Guidelines, which include School Nurse of the Year. Provided term limits.
7. Article X, Section 1A: Remove word "mail" before ballot.
Section 1B and 1C: Combined sections. Replace word "mailed" with word "provided" thus providing opportunity for electronic voting in the future.
8. Article XI, Section 1: Change "Governmental Affairs, Membership, and Publicity" to "Advocacy, Member Service and Communications" aligning standing committees with responsibilities and mirroring state bylaws.
9. Article XI, Section 2: Change "appointee" to "chairperson" for clarification.
10. Article XI, Section 4: Add "Each chairperson may be reappointed for not more than two (2) additional terms thus serving not more than three (3) consecutive years thus providing term limits.
11. Article XIV: Replace "having been mailed to the members at least thirty (30) days prior" with "having been provided to eligible members at least fifteen (15) days prior" thus allowing for electronic communication to the membership.