

**BYLAWS**  
**OF**  
**SCHOOL NURSE ORGANIZATION OF MINNESOTA**

**ARTICLE I – NAME**

SECTION 1 **Name.** The name of this corporation shall be the School Nurse Organization of Minnesota (SNOM), a nonprofit corporation and an organization of Education Minnesota and a state affiliate of the National Education Association, the National Federation of Teachers, and the National Association of School Nurses.

**ARTICLE II – MISSION AND GOALS**

SECTION 1 **Mission.** The School Nurse Organization of Minnesota advances excellence in school nursing practice to support student health for student success.

SECTION 2 **Goals.** The goals of the School Nurse Organization of Minnesota are to:

- Elevate the quality and practice of school nursing through research and education.
- Increase and retain SNOM/National Association of School Nurses (NASN) membership to broaden the impact of high quality school nursing practice
- Accelerate the leadership involvement of SNOM members

**Article III AFFILIATION**

SECTION 1 SNOM may be associated with other professional organizations related to nursing and children i.e. National Association of School Nurses

**ARTICLE IV – MEMBERSHIP**

SECTION 1 **Classification.** There shall be six classes of membership: Active, Retired, Organizational, Student, Honorary, and Members-at-Large.

**Active Members (A. 1.).**

**Licensure/Certification Criteria:**

Any employed professional registered nurse currently licensed by the Minnesota Board of Nursing and licensed as a School Nurse by the Minnesota Board of Teaching, or

Any Public Health Nurse certified by the Minnesota Board of Nursing currently employed to serve schools.

Active members exercise full membership privileges such as voting and holding office.

**Retired/Resigned/RIFed Members.**

A former member who has retired, resigned or been RIFed (layoff) from a school nurse position, and has an ongoing interest in the organization.

Members in this classification shall enjoy all the privileges of membership in the organization, except that of being a candidate for an elective office.

**Organizational Members.**

Non-school district organization(s) such as public health agencies, who have a special interest in the School Nurse Organization of Minnesota, may include up to 5 members of the agency, who may attend SNOM Fall conference and educational offerings at the SNOM member rate. Up to 5 members of the agency would receive access to the SNOM Listserve, and the agency would receive 1 copy of the SNOMemo.

Organizations would have one vote per agency and would not be eligible to hold an elective office.

**Student Members.**

Student members shall be current students of a school of baccalaureate nursing and not currently employed as a school nurse on a full or part-time basis. Student memberships may not be granted to those with a previous active membership and shall not be renewed more than one time as a graduate nurse.

Student members shall enjoy all the privileges of the organization, except those of holding elective office or voting.

**Honorary Members.**

Persons who are recognized for distinguished service to the organization or to school nursing may be nominated for honorary membership. Any member may propose to the Board of Directors a nominee for honorary membership. The nominee shall become an honorary member, provided the nomination is approved by a two-thirds vote of the Board of Directors.

Honorary members shall enjoy all the privileges of the organization, except those of holding elective office or voting.

**Members-at-Large.**

Persons who have a special interest in the School Nurse Organization of Minnesota, who are not eligible for any other category of membership, and who are approved by a two-thirds vote of the Board of Directors.

Members-at-Large shall enjoy all the privileges of membership in the organization except that of holding elective office or voting.

**SECTION 2**

**Membership Year.** The membership year for the School Nurse Organization of

Minnesota shall be September 1 to August 31.

SECTION 3 **Dues.** Annual dues shall be determined by the Board of Directors as necessary to meet the financial needs of the organization.

## ARTICLE V – OFFICERS AND OTHER ELECTED POSITIONS

SECTION 1 **Composition.** The elected officers shall be President, Vice President, Secretary, and Treasurer.

SECTION 2 **Eligibility.** All officers of the organization shall be members of the School Nurse Organization of Minnesota and National Association of School Nurse, Inc.

SECTION 3 **Duties of Officers.**

### A. **President**

1. The President shall preside at all meeting of the Executive Committee, Board of Directors, and at all membership meetings of this organization. The President shall appoint state regional representatives, representatives to the Student Services Coalition for Effective Education, Minnesota Nurses Association, MOAPPP, and the members of all committees, with the exception of the nominations committee. The President shall serve as an Ex-Officio member of all committees, except the nominations committee, shall perform all other duties usually incident to the office of president, and all other duties as may be assigned by the Executive Committee or Board of Directors.
2. The President shall have served on the Board of Directors a minimum of two years within the last four years of his/her election.
3. Following completion of the office of President, the President shall continue to serve as the Immediate Past-President on the Board of Directors and the Executive Committee. The immediate Past-President shall serve as Chairperson of the Nominations Committee and shall perform all other duties as assigned by the President or Board of Directors.

### B. **Vice President**

1. The Vice-President shall act for the President in the absence of the President and in case of the death or resignation of the President, and shall perform duties as assigned by the President or the Board of Directors. The Vice-President shall succeed the President in the event of an unexpired term. If for any reason the Vice-President cannot serve the term or fulfill the duties of the office, the successor shall be elected by the Board of Directors.
2. The Vice-President shall have served on the Board of Directors a minimum of two years within the last four years of his/her election.
3. The Vice-President does not succeed to the office of President at the end of the President's term of office, but has the option of running for President is so desired.

C. **Secretary**

The Secretary shall record the minutes of all meetings of this organization, shall maintain all official files and perform such duties as may be assigned by the President or Board of Directors.

D. **Treasurer**

The Treasurer shall be responsible for the safekeeping and accounting of all funds and disbursing of monies as directed by the Board of Directors. The Treasurer shall prepare an annual financial report, which shall be subject to review by an outside accountant when the Treasurer leaves office. The Treasurer shall serve as the chairperson of the Finance Committee. The Treasurer shall remain on the Finance Committee the following two years after his/her term expires and shall during that period be deemed to be the Immediate Past Treasurer.

SECTION 4 **Other Elected Positions.**

**National Association of School Nurse Director**

1. The National Association of School Nurses Director shall serve as Minnesota's representative to the Board of Directors of the National Association of School Nurses, Inc. (NASN).
2. The NASN Director shall have served on the Board of Directors of the School Nurse Organization of Minnesota a minimum of two years within the last four years prior to his/her election.
3. The term of office for the NASN Director shall be four years. A member may be elected to serve again after being off the NASN Board of Directors for at least four years.

**ARTICLE VI – MEETINGS**

SECTION 1 **Meetings.** There shall be a business meeting of the membership held in conjunction with the Fall Conference of the organization to conduct business, hear reports, amend Bylaws, approve resolutions, and do other business as may come before it.

The Board of Directors may arrange for other meetings, as it deems proper and necessary.

SECTION 2 **Quorum.** A quorum shall consist of a majority of active members attending an official meeting of this organization.

**ARTICLE VII – ELECTIONS**

SECTION 1 **Officers and Other Elected Positions.** In even numbered years, the Nominations Committee shall present a slate of candidates for each office and position to be

filled to the Board of Directors for approval. A printed ballot shall then be mailed, by April 1<sup>st</sup>, to all SNOM members eligible to vote. Ballots are to be postmarked and returned to the Chairperson of the Nominations Committee by a specified date. Ballots will be tallied by appointed tellers and reported to the membership either by SNOMemo, membership meeting, or through membership mailing. Election shall be determined by plurality of votes.

SECTION 2 **Term of Office.** The term of office for all elected positions, with the exception of the NASN Director, shall be from July 1 of each even numbered years to June 20 of the next even numbered year, or until their successors are named. Each person, with the exception of the NASN Director, may be re-elected for one additional term to each elected position. If for any reason an officer cannot serve the term or fulfill the duties of the office, the successor shall be elected by the Board of Directors.

SECTION 3 **Resignation from Office.** A written letter of resignation shall be submitted to the President for action by the Board of Directors.

### ARTICLE VIII – BOARD OF DIRECTORS

SECTION 1 **Composition.** The members of the Board of Directors shall be Elected Officers, National Association of School Nurses Director, Immediate past-President, Representatives to the Minnesota Nurses Association, MOAPPP, the Student Services Coalition for Effective Education, State Regional Representatives, and Chairpersons of Standing Committees, Special Committees and Task Forces.

Representatives of the Minnesota Department of Education, and Minnesota Department of Health may serve as ex-officio, nonvoting members of the Board of Directors.

SECTION 2 **Eligibility.** All members of the Board of Directors shall be members of the School Nurse Organization of Minnesota and the National Association of School Nurses, Inc. (NASN).

SECTION 3 **Term of Office.** Term of Office for State Regional Representatives shall be two years, beginning July first in even numbered years. State Regional Representatives may be reappointed to additional terms.

SECTION 4 **Functions.** The Board of Directors shall implement the Strategic Plan adopted at official meetings and determine policy between official meetings of this organization.

SECTION 5 The Board of Directors shall, in even numbered years, elect one member of the Board of Directors to serve on the Executive Committee, beginning July 1<sup>st</sup>.

SECTION 6 The Board of Directors shall establish dues for all classifications of membership.

SECTION 7 The Board of Directors shall authorize all financial matters of the organization.

SECTION 8 The Board of Directors shall direct the officers of this organization in the performance of their duties.

SECTION 9 The Board of Directors shall meet at least eight times during the two-year term of office.

SECTION 10 The Board of Directors shall elect four members to serve with the Immediate Past-

President on the Nominations Committee at least six months prior to the regular election. In the absence of the Immediate Past-President the Board of Directors shall appoint a Chairperson for the Nominations Committee.

SECTION 11 The Board of Directors shall have the authority to impose disciplinary action for just cause (reference Article XI, Section 2) following SNOM's complaint procedure which makes provision for fair hearing, appeal, and reinstatement.

SECTION 12 Upon the request of the President or four members of the Board of Directors, additional meetings may be held.

SECTION 13 **Quorum.** A quorum of the Board of Directors shall be five members of the Board of Directors, at least two of whom are officers of this organization.

SECTION 14 **Voting.** There shall be only one vote per member of the Board of Directors as listed in Article VII, Section 1. For those Standing Committees, Special Committees, and Task Forces that have Co-Chairs, only one vote will be accepted on behalf of a committee.

### ARTICLE IX – EXECUTIVE COMMITTEE

SECTION 1 **Composition.** Members of the Executive Committee shall be the elected officers, NASN Director, Immediate Past-President, and one member selected by and from the Board of Directors.

SECTION 2 **Term of Office.** Term of office for the one (1) member elected by the Board of Directors shall be two (2) years. Term of office for the Director to the National Association of School Nurses shall be four (4) years.

SECTION 3 The Executive Committee shall approve all committee and other appointments made by the President.

SECTION 4 The Executive Committee shall be responsible for the supervision of the affairs of the organization between meetings of the Board of Directors.

SECTION 5 The Executive Committee shall have the responsibility to report actions taken to the Board of Directors.

SECTION 6 **Quorum.** A quorum of the Executive Committee shall be four members of the Executive Committee.

### ARTICLE X – COMMITTEES

SECTION 1 **Titles.** There shall be twelve standing committees: Education, Finance, Futures, Information/Technology, Legislative, Membership, Program, Public Relations, Research, Special Education, Standards of Practice and SNOMemo.

SECTION 2 **Functions.** The functions of each standing committee are as follows:  
**The Education Committee** shall initiate the development and encourage participation in educational programs designed to improve the quality of school health services.

**The Finance Committee** shall study fiscal matters of the organization, shall prepare and present a proposed budget to the Board of Directors annually at the Summer Board Meeting. The Immediate Past Treasurer shall remain a member of the finance committee the following two years.

**The Futures Committee** shall have the responsibility for the development of short and long-term goals of the Organization and the Strategic Plan for achieving organizational goals, networking with other organizations, and the marketing of school health services and school nursing to the public.

**The Information/Technology Committee** shall advise the Board on uses of technology for member services and provide guidance to the Board for increasing member knowledge of technology and implications for student health.

**The Legislative Committee** shall review and inform the membership of proposed legislation pertinent to the interest of the organization and its members. The committee shall disseminate information concerning legislation affecting the delivery of school health services. The legislative committee shall initiate and support legislation that will strengthen the purposes of the organization.

**The Membership Committee** shall have the responsibility for soliciting and encouraging membership in the organization. The Membership Committee shall encourage members to join Education Minnesota, the National Education Association, and the National Association of School Nurses, Inc.

**The Program Committee** shall have the responsibility for developing topics and programs for the annual fall conferences. The proposed conference programs shall have the approval of the Board of Directors.

**The Public Relations Committee** shall have the responsibility for utilizing all methods to publicize and promote the purposes of the organization and to provide information to the membership and the general public.

**The Research Committee** shall promote research activities related to School Nursing and/or impacting Student Health. The research committee shall review and recommend funding research proposals from SNOM members.

**The Special Education Committee** shall have the responsibility to monitor the Federal and State Rules and Regulations and their impact on School Nurse Practice and delivery of school health programs. They shall assess, plan and evaluate the issues related to nursing practice of students who receive special education services.

**The Standards of Practice Committee** responds to specific School Nurse Practice situations on request, examines school nurse practice issues, and develops best practice protocol for school nurses on SNOM Board recommendations.

**The SNOMemo Committee** shall produce a quality, relevant newsletter for SNOM members.

### SECTION 3

#### **Special Committees and Positions.**

- A. Nominations Committee.** The nominations committee shall prepare a slate of candidates for each office and elected positions to be filled in accordance with Article VI, Section 1.
- B. Historian.** The President shall appoint a historian to facilitate the collection, preservation, and storage of SNOM papers and items for the future.
- C. Parliamentarian.** The President may appoint a Parliamentarian to be the authority for the conduct of business meetings in accordance with Robert's Rules of Order, Newly Revised.
- D. Bylaws.** The President shall appoint a committee to review the bylaws as the need arises.

- E. Awards Committee.** The Awards Committee shall recognize persons who have contributed to the profession of school nursing.
- F. Immunization Task Force.** The Immunization Task Force shall promote awareness of school immunization law issues, promote school nursing practice in area immunizations, and be liaisons with MDH immunization staff. The Chair of the Immunization Task Force shall represent SNOM on the MHD Immunization Practices Advisory Task Force.
- G. Scholarship Task Force.** The Scholarship Task Force shall promote the profession of school nursing by awarding scholarships. Task force members shall determine the scholarship selection criteria and number of scholarships to be awarded and work with the SNOM Board on all other administrative details such as continued funding and marketing.

## **ARTICLE XI – RULES**

SECTION 1 **Robert’s Rules of Order**, Newly Revised, shall be the governing authority in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

## **ARTICLE XII – CODE OF ETHICS/DISCIPLINARY ACTION**

SECTION 1 **Code of Ethics.** A member shall:

- A. Uphold the purposes, goals and Bylaws of the School Nurse Organization of Minnesota.
- B. Comply with the provisions of the Nurse Practice Act; (Minnesota Statutes Sections 148.171 to 148.285).
- C. Abide by the ANA Code for Nurses and the NASN Code of Ethics for School Nurses.
- D. Work to achieve the Standards of Nursing Practice.
- E. Fulfill the responsibilities of an office or committee if elected or appointed.

SECTION 2 **Disciplinary Action.** Members shall be subject to reprimand, censure, suspension or expulsion from membership in SNOM for:

- Violation of the Provisions of the Nurse Practice Act (Minnesota Statutes Sections 148.171 to 148.285);
- Violation of the ANA Code for Nurses and the NASN Code of Ethics for School Nurses;
- Misrepresentation of SNOM’s position on any public matter; or
- Unauthorized use of the SNOM name or logo.

SECTION 3 **Imposition of Discipline.**  
 The Board of Directors shall have the authority to impose disciplinary action. The Board of Directors shall establish and maintain a complaint procedure which shall make provisions for a fair hearing, appeal, and reinstatement. No action shall be taken against a member until that member has been served written specific charges, given reasonable time to prepare a defense, and had a full and fair hearing.

## **ARTICLE XIII – AMENDMENTS**

**SECTION 1 Proposed Amendments.** Proposed amendments to these Bylaws shall be in writing to the President of the organization by September 1 and mailed to the membership at least ten days prior to the date of voting, accompanied by rationale for the change.

**SECTION 2 Amendments.** These Bylaws may be amended by an affirmative vote of two-thirds of the active members voting at the business meeting held in conjunction with the Fall conference, previous notice being required.

### **DISCIPLINARY ACTION COMPLAINT PROCEDURE OF THE SCHOOL NURSE ORGANIZATION OF MINNESOTA**

When a member has substantially violated any of the provision listed in the Bylaws under Article XI, Section 2, the following procedure will be followed.

#### **IMPOSITION OF DISCIPLINE**

When disciplinary action has been charged against a member, the member shall receive written notice of the proposed action to be taken and the reason(s) therefore. Such notice shall also include the statement of the following rights:

- The member has ten (10) calendar days in which to request a hearing before the Board of Directors.
- The Board of Directors shall meet within thirty (30) days at which time the member is entitled to a representative of his/her choice to answer and/or question those making charges. A quorum of the Board of Directors shall be present. The hearing will be private or public at the choice of the member.
- The decision shall be by a two-thirds majority vote of the members present and voting. The decision shall be communicated, in writing, to the member, accompanied by a memorandum of findings of fact, within ten (10) calendar days of the close of the hearing.
- Any member censured, suspended, or expelled under these provisions shall have the right of appeal to the full membership.
- The member has ten (10) calendar days after the receipt of the decision to request a hearing before the full membership. The appeal hearing shall be heard at the next regularly called business meeting of the membership.
- The appeal hearing shall be presided over by the SNOM President who shall grant a procedure which includes witnesses and the right of cross-examination. A quorum shall be present.
- The vote shall be made by secret ballot, and the decision shall be by a two-thirds majority of members present and voting.

Affiliated with:  
National Association of School Nurses and Education Minnesota

Revised November 3, 2007.