



SCHOOL NURSE ORGANIZATION OF WASHINGTON

SNOW supports school nurses in the delivery of health services designed to improve the health and academic success of students.(August, 2011)

BY-LAWS OF SNOW

ARTICLE I – MEMBERSHIP CATEGORIES AND FEES

Section 1 – Active Members

- A. Qualifications: To qualify for active membership in SNOW a person must:
 - 1. Be a registered nurse and
 - 2. Have, as the primary assignment, school health services provision, administration, or education.
- B. Rights: Upon payment of dues any active member shall have full voting privileges and powers, shall be eligible to hold office, and shall receive all regular and special publications and mailings.

Section 2 - Member-at-Large

- A. Qualifications: Any person that holds a special interest in or who is working with SNOW and do not fit any other SNOW membership category (note: this is the category for an LPN or LVN practicing as a school nurse.)
- B. Rights Members-at-Large shall be eligible for all benefits of SNOW with the exception of voting and privileges of elected positions. Members at Large shall receive all regular and special publications and mailings

Section 3 – Retired Members

- A. Qualification: Any school nurse who is a member of SNOW upon retirement is eligible to become a retired member, upon notification of the board and payment of dues.
- B. Rights: Retired members shall have the rights of the membership classification held prior to retirement.

Section 4 – Life Members (no longer available)

- A. Qualifications: Any school nurse who was a member of SNOW upon retirement prior to the 2005-06 school year was eligible to become a life member upon notification to the board and payment of a one-time dues fee as set by the Board of Directors.
Those individuals will continue to be recognized as life-time members.
- B. Rights: Life members shall have the rights of the membership classification held prior to retirement.

Section 5 – Student Members

- A. Qualifications: Any student enrolled in a program in nursing shall be eligible for student membership.
- B. Rights: Student member shall be eligible for all benefits of SNOW with the exception of voting and privileges of elected positions. A student member may be a committee member but not a chairperson. A Student member shall receive all regular and special publications and mailings.

Section 6 – Corporate/Business/Professional Organization

- A. Qualifications: Any organization who desires to support the goals of SNOW and whose members are not eligible for Member at Large or Associate membership in SNOW.
- B. Rights: Corporate/Business/Professional Organization member shall be eligible for all benefits of SNOW with the exception of voting and privileges of elected positions. They shall receive all regular and special publications and mailings.

Section 7 – Obligations of Members

- A. To uphold the standards of the organization:
- B. Pay dues in a timely manner and
- C. Fulfill the obligations of an office when elected.

Section 8 – Membership and Fiscal Year

- A. Membership Year: NASN/SNOW membership is based on an Anniversary of Payment Date. Regardless of the time of year members join, members receive a full 12 (twelve) months of membership benefits.
- B. Fiscal Year: The fiscal year shall be from September 1 to August 31.

Section 9 – Membership Fees

Membership fees for all classifications of membership shall be established by SNOW Board of Directors and NASN.

ARTICLE II – OFFICERS

Section 1 – Elected Officers

The elected officers of the organization shall be President, President-Elect, Vice President, Immediate Past President, Secretary, Treasurer, and NASN Director.

Section 2 – Duties of the Officers

- A. The President shall:
 - 1. Be the chief executive officer of SNOW;
 - 2. Preside over meetings of the Executive Committee, the Board of Directors, and the general membership;
 - 3. Be an ex-officio member of all Committees and Task Forces except Nominating;
 - 4. Appoint special committee and task force chairpersons and advise the Board of Directors
 - 5. Establish dates, times and agenda for Board of Directors meetings and/or Executive committee meetings; and
 - 6. Perform such other duties as may be required or assigned by the Board of Directors.
- B. The President-Elect shall:
 - 1. Perform the duties usually attributed to the office;
 - 2. Become President if the office becomes vacant between elections; and
 - 3. Perform such other duties as may be required and are assigned by the President and/or Board of Directors.
- C. The Vice President shall:
 - 1. Act as President if there is no President-Elect and the President is unavailable;
 - 2. Chair the Membership Committee, collaborate with NASN to keep membership records updated, and conduct the annual membership survey.
 - 3. Chair the Nominations Committee.

4. Perform such other duties as may be required by the President and/or Board of Directors.
- D. The Past President shall:
1. Advise the President;
 2. Advise the Board of Directors; and
 3. Perform such other duties as may be required by the President and/or Board of Directors.
- E. The Secretary shall:
1. Keep accurate minutes of all meetings of the organization;
 2. Maintain official files, including a record of motions from the above meetings, committee and special reports;
 3. Distribute minutes of above meetings to members, in a timely manner, as required; and
 4. Perform such other duties as may be required by the President and/or Board of Directors.
- F. The Treasurer shall:
1. Provide leadership for the SNOW Board of Directors in meeting their responsibilities to manage the affairs and assets of SNOW and to establish financial policies and procedures.
 2. Provide direct oversight of any financial duties that have been delegated by the Board of Directors to a contractor.
 3. Serve as a liaison to facilitate communication between the SNOW Board of Directors and the contracted Financial Manager.
 4. Monitor SNOW's income and expenses monthly and compare to the approved budget.
 5. Submit a written financial report at each meeting of the Board of Directors and general membership and assist in answering questions and clarifying concerns.
 6. Perform such other duties as may be required by the President and/or Board of Directors.
- G. The NASN Director for the State of Washington shall:
1. Be responsible for communication between SNOW and NASN by submitting written reports;
 2. Attend NASN Board of Directors meetings and the annual meeting of NASN;
 3. Perform such other duties as may be required by the President and/or Board of Directors.

Section 3 – Terms of Office

- A. The President shall serve a two (2) year term;
- B. The President-Elect shall serve a one (1) year term, progressing to the office of President (election occurs prior to the President's second year in office);
- C. The Past President shall serve a one (1) year term following the term as President;
- D. The NASN Director shall serve a term of four (4) years, not to exceed one four (4) year term;
- E. All other officers, Area Representatives, and Standing Committee chairpersons shall serve for two (2) years. They may be re-elected for one (1) successive term.
- F. There must be a 1-term absence before any officer, area representative, or standing committee chair may be elected to the same position.
- G. To ensure the continued services of officers, area representatives, and/or committee chairs in the event, for example, of a public emergency or of difficulty obtaining a nominee for the position, the current holder of the position, if willing, may continue for one additional year at a time until a successor is elected.

Section 4 – Qualifications of Officers

Persons seeking the elected positions of President-Elect, Vice President, and NASN Director shall have served on the Board of Directors for two years prior to nomination for these positions.

Section 5 – Vacancy of Office

A vacancy of office shall be filled by Executive committee appointment for the remainder of the term.

ARTICLE III – POWERS OF THE EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS

Section 1 – Executive Committee

The Executive Committee shall:

- A. Be authorized to convene and act on emerging and urgent issues in person or electronically (by conference call or tele-conference) between regular Board of Director meetings;
- B. Report its transactions to the Board of Directors for ratification at the Directors next regular meeting.

Section 2 – The Board of Directors

The Board of Directors shall:

- A. Be the governing body of SNOW;
- B. Manage the affairs and assets of SNOW;
- C. Establish financial policies and procedures;
- D. Establish dues, in collaboration with NASN, for all classifications of membership;
- E. Select one Standing Committee Chairperson and one Area Representative to be members of the Executive Committee;
- F. Develop and maintain job descriptions for all elected and appointed positions; and
- G. Establish the priorities and focus of the organization.

ARTICLE IV – INDEMNIFICATION STATEMENT FOR THE BOARD OF DIRECTORS

To the extent that losses are not reimbursed by insurance or any other source, SNOW agrees to indemnify and hold harmless a SNOW Board member/officer made or threatened to be made a party to a proceeding, by reason against judgments, penalties, fines, settlements and other liabilities (including attorney's fees) incurred by the board member in connection with or the proceeding, if, with respect to the acts or omissions of the board member complained of in the proceeding, the person:

- 1. Has not been indemnified by another organization for the same liability described in the preceding paragraph with respect to the same acts or omissions
- 2. Acted in good faith
- 3. Received no improper personal benefit
- 4. In the case of a criminal proceeding, did not have reasonable cause to believe the conduct was unlawful; and, in the case of acts or omissions occurring in the official capacity, reasonably believed that the conduct was in the best interests of SNOW

ARTICLE V – AREA REPRESENTATIVE

Section 1 – State

- A. The state shall be divided into ten (10) areas.
- B. Each area shall elect one (1) Area Representative and may elect one (1) alternate, only one (1) vote will be allowed at Board of Directors meetings. Only the elected

Area Rep attends meetings, the alternate may attend if the Area Rep is unable to do so.

- C. An area having 25%, or greater, of total state membership at the end of the previous year shall elect one (1) additional Area Representative, with each representative having one vote.
- D. Areas 1, 3, 5, 7, and 9 shall hold elections in odd numbered years.
- E. Areas 2, 4, 6, 8, and 10 shall hold elections in even numbered years.
- F. An Area eligible for two representatives may elect one representative each year so that their terms of office overlap.
- G. Members in each area shall elect their own representative in the designated year.

Section 2 – Areas

Members may participate in the Area of their own choice. Each area shall consist of the following counties:

- A. Area 1 – Island, San Juan, Skagit, Snohomish, and Whatcom Counties;
- B. Area 2 – King County;
- C. Area 3 – Clallam, Jefferson, Kitsap Counties;
- D. Area 4 – Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties;
- E. Area 5 – Clark, Cowlitz, part of Klickitat, part of Pacific, Skamania, and Wahkiakum Counties;
- F. Area 6 – Kittitas, Yakima, and part of Klickitat County;
- G. Area 7 – Adams, Ferry, Lincoln, Pend Oreille, Stevens, Spokane, and Whitman Counties;
- H. Area 8 – Asotin, Benton, Columbia, Franklin, Garfield, and Walla Walla Counties;
- I. Area 9 – Chelan, Douglas, Grant, and Okanogan Counties; and
- J. Area 10 – Pierce County

Section 3 – Duties of Area Representative

The Area Representative shall:

- A. Attend meetings of the Board of Directors;
- B. Notify and instruct alternate, if unable to attend;
- C. Act as liaison between Area and the Board of Directors;
- D. Conduct Area meetings to discuss SNOW business and/or provide continuing education;
- E. Promote membership within the Area represented;
- F. Appoint any Area committees as may be required;
- G. Serve on the Nomination Committee; and
- H. Perform such other duties as required by the President and/or Board of Directors.

ARTICLE V – MEETINGS

Section 1 – Board of Directors

The Board of Directors shall meet a minimum of three times a year in person or electronically (by conference call or tele-conference).

Section 2 – Agenda

The President shall prepare an agenda for each meeting and shall circulate it to all members of the Board of Directors prior to the meeting by mail or electronically.

Section 3 – Open Meetings

Any member of SNOW may attend the Board of Directors meetings. The member may be allowed to speak but shall not be a part of the voting body.

Section 4 – General Membership

The Board of Directors shall set a minimum of one membership meeting each year for conducting business, discussing professional issues, amending the constitution, and providing continuing education.

Section 5 – Special Meetings

Special meetings of the Board of Directors may be held at the call of the President or upon request to the President by a minimum of five members of the Board of Directors. Business to come before the special meeting shall be provided in writing or electronically to each member of the board of Directors prior to the meeting and no other business may be conducted.

Section 6 – Quorum

- A. At Board of Directors meetings of SNOW, a quorum shall consist of two (2) officers and a majority of the eligible voting members.
- B. At meetings of the Executive Committee, a quorum shall consist one more than half of the total members.
- C. At General Membership meetings a vote shall be considered valid if passed by a majority of the eligible voting members present.

ARTICLE VI – STANDING COMMITTEES

Section 1 – Structure

There shall be standing committees.

- A. The chairperson shall be elected according to procedures defined in Article VIII – Elections.
- B. The chairperson shall serve a two (2) year term. The chairperson has one (1) vote.
- C. The chairpersons shall appoint members to these committees;
- D. All policy considerations and monetary expenditures, beyond those budgeted, shall be permitted only after approval by the Board of Directors; and
- E. The Chairpersons shall perform such other duties as may be required by the President and/or Board of Directors.

Section 2– Meetings

- A. Each Standing Committee may hold meetings at the call of the chairperson. Meetings may be conducted electronically or when committee members attend conferences. Committee members are not required to attend conferences or board meetings.
- B. Standing Committee Chairpersons shall attend Board of Director meetings. If unable to attend Board meetings, the Standing Committee Chairperson may assign an alternate.

Section 3 – Reports

The chairperson shall:

- A. Develop a plan of action in consultation with the Board of Directors;
- B. Report committee progress as requested at Board of Directors meetings;
- C. Submit an annual written report summarizing objectives, programs, gains, and suggestions for the future.

Section 4 – Committees

Professional Development, Public Relations, Legislative, and Communications shall be the Standing Committees.

- A. Public Relations Committee**

This committee shall:

- 1. Seek ways to increase membership and to increase public and professional understanding of the goals and programs of SNOW

2. Assist SNOW to work cooperatively with other organizations concerned with health and education using all available channels of communication.
3. Publicly recognize members for their heroism;
4. Annually award School Nurse of the Year, School Nurse Administrator of the year, Non-nurse Administrator of the Year, and School Nurse Advocate of the Year.
4. Market school nursing merchandise to members through the Mercantile.

B. Legislative Committee

This committee shall:

1. Review state legislation affecting the interests of the members of SNOW and inform members of pending legislation;
2. Assist and encourage the members to participate in the legislative process;
3. If possible ensure that all written statement are reviewed by two (2) legislative members and/or other officers prior to legislative testimony; and
4. Work with other health and educational organizations to effect changes in legislation.
5. Work closely with the Lobbyist.

C. Professional Development

This committee shall:

1. Assist in planning for SNOW sponsored professional development activities;
2. Serve on the planning committee for conferences and workshops;
4. Encourage school nurse research;
5. Maintain mechanisms for providing continuing education college credits and clock hours;
6. Keep continuing education contracts updated as needed;
7. Maintain roster of adjunct professors and course coordinators within SNOW;
8. Provide for periodic assessment of member professional development needs;
9. Provide scholarship information and opportunities to the Membership

D. Communications

This committee shall:

1. Publish and distribute the official publication of SNOW Flurries
2. Maintain and update the SNOW website;
3. Maintain SNOW's electronic mailing list in collaboration with Membership committee chair
4. Review and revise the guidelines for school nurse standards for practice as necessary;
5. Share these policies with the membership, other organizations, and agencies; and
6. Maintain the organization archives.

ARTICLE VII – TASK FORCES AND ORGANIZATIONAL LIAISONS

- A. Each year the President, with advice and approval of the Board of Directors shall appoint task forces and organizational liaisons as may be required and shall discharge them upon completion of their duties. Examples of possible task forces or organization representative are: audit, awards, ways and means, individual representatives to other organizations and board.
- B. The committees shall operate according to the rules approved by the Board of Directors.
- C. Committee chairpersons and representatives shall prepare a written report of recommendations and accomplishment for the Board of Directors and the general membership at least yearly.
- D. Audits shall be contracted by an independent company and no member of SNOW or their families shall be involved.

ARTICLE VIII – ELECTIONS

Section 1 – Nominations

- A. Any member of SNOW may nominate a candidate for any elected position by submitting the name of the nominee to the Nominating Committee.
- B. Area Representatives shall serve on the Nominating Committee and recruit nominees from their respective areas.
- C. The Vice President shall chair the Nominating Committee.

Section 2 – Elections

- A. The Nominations Committee, using the most cost effective and confidential method available, shall mail and/or e-mail ballots to each member no later than February fifteenth (15th). Ballots must be completed and returned as instructed. The Nominations Committee will report election results to the President.
- B. Ballots will be counted and verified by two (2) members of the Nominations committee that are not running for office.
- C. Elections shall be decided by the majority of votes returned. In the event of a tie, a second ballot shall be sent using the method of distribution used in the initial election.
- D. Elected officers, Area Representatives and Standing Committee chairpersons shall be installed prior to the first Board of Directors meeting of the current school year in which they will serve, and assume duties of their assignment at the first meeting of the year.
- E. Area Representatives will be nominated and elected by their area members.

ARTICLE IX – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall be the parliamentary authority for SNOW on all questions not covered by the Constitution and By-Laws and such standing rules as the Board of Directors may adopt.

ARTICLE X – AMENDMENTS

The By-Laws may be amended by a majority vote at any regular meeting of the Board of Directors provided the proposed amendments have been sent to all members of the Board of Directors thirty (30) days in advance of the meeting.