

**ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL
NURSING OF NEW JERSEY**

BY LAWS AND CONSTITUTION

ARTICLE I - NAME

The Name of this Association shall be The Association of Diploma Schools of Professional Nursing of New Jersey, hereinafter referred to as the Association.

Article II - PURPOSES AND FUNCTIONS

SECTION 1. PURPOSES

The Association represents Diploma Schools of Professional Nursing and all individuals who support multiple levels of entry into nursing, and furthers the standards of excellence in nursing through unified action.

SECTION 2. FUNCTIONS

The Association functions as an independent agent to:

- (a) Work cooperatively with all nursing programs in NJ and with local, state and national groups concerned with nursing education and nursing practice.
- (b) Foster communication among all programs, organizations, and individuals concerned with nursing and nursing education.
- (c) Join with local, state, and national groups in efforts to facilitate seamless articulation of nursing education programs.
- (d) Provide and promote continuing education programs in nursing.
- (e) Determine scholarship recipient(s) annually.

ARTICLE III - MEMBERSHIP

SECTION 1. CLASSIFICATION OF MEMBERSHIP

- (a) Agency
- (b) Individual
- (c) Honorary

SECTION 2. ELIGIBILITY

- (a) Agency - Diploma Schools of Professional Nursing in New Jersey are eligible for membership upon application and payment of dues. Administrative and instructional faculty of member agency schools are eligible to participate in educational programs sponsored by the Association at membership rates and to attend the Annual and Regular Meetings of the Association.
- (b) Individual - Individual members shall be any individual interested in the purposes of the Association. They shall be eligible upon application and payment of dues. Individual members are entitled to attend educational programs sponsored by the Association at membership rates and attend the Annual and Regular Meeting of the Association.
- (c) Honorary - Honorary members shall be persons of distinction nominated by the Executive Board and elected to honorary membership by the members of the Association.

ARTICLE IV - DUES

SECTION 1. ESTABLISHMENT OF DUES

- (a) Dues for agency and individual members shall be fixed by the Executive Board with approval by majority vote cast at any regular meeting of the membership.
- (b) Honorary members shall pay no dues.

SECTION 2. NOTIFICATION

The proposed dues structure shall be announced to each agency and/or individual members by written notice not less than sixty days before the meeting at which the vote shall be taken.

ARTICLE V - MEETINGS

SECTION 1. ANNUAL MEETING

The date and time of the Annual Meeting shall be determined by the Executive Board. Notice shall be sent to each agency and individual member not less than twenty days before the day so fixed.

SECTION 2. REGULAR MEETINGS

The Association shall meet at least two times during the year in addition to the Annual Meeting. Notice shall be given to each agency school and individual member not less than twenty days before the date so fixed.

SECTION 3. SPECIAL MEETINGS

Special Meetings may be called by the President when deemed necessary to meet the needs of the organization. Such meeting shall be limited to consideration of subject listed in the official call. No other business will be transacted.

SECTION 4. QUORUM

Representatives of the majority of agency members must be present at any Annual, Regular or Special meeting to conduct the business of the Association.

ARTICLE VI - VOTING

SECTION 1. VOTING

- (a) Each agency will have five votes.
- (b) Individual members will have one vote.

SECTION 2. PROXY VOTES

Proxy votes will be honored in the absence of the designated voters of either agency or individual members. Proxy votes must be written, signed and received at time of vote.

SECTION 3. SPECIAL VOTE

In special circumstances, upon authorization of the President, a mail, fax or telephone vote may be taken. Two people must listen at the point of Tally if done via telephone.

SECTION 4. MAJORITY

All matters requiring a vote shall be decided by a majority of votes cast except for matters specifically cited by these bylaws.

ARTICLE VII - OFFICERS

SECTION 1. OFFICERS

Officers of the Association shall be a President, President-elect, Secretary and Treasurer.

SECTION 2. ELIGIBILITY

Persons eligible to become elected officers shall be administrative and instructional faculty of member agency schools or honorary members.

SECTION 3. TERMS OF OFFICE

- (a) The President-elect will be elected for two years and will automatically succeed to the office of President at the end of the second year. The election of a President-elect will occur in odd years for a term of two years (biannually).
- (b) The Secretary will be elected in odd years for a term of two years.
- (c) The Treasurer will be elected in the even years for a term of two years.

SECTION 4. DUTIES OF OFFICERS

- (a) President. The President shall:
 - 1. Preside at all meetings of the Association.
 - 2. Serve as presiding officer of the Executive Board.
 - 3. Supervise the activities of the Association.
 - 4. Report to the Executive Board at regular meetings.
 - 5. Present a report in writing at the Annual Meeting, a copy of which shall be kept in the permanent file of the Association.
 - 6. Appoint Functional Coordinators from elected Board members at first Executive Board meeting following the Annual election.
 - 7. Appoint the Coordinator and of any special functional positions as authorized by the Executive Board.
- (b) President-elect. The President-elect shall in the absence or incapacity of the President, perform all duties and assume all responsibilities of the President.
- (c) Secretary. The Secretary shall be responsible for recording, editing and assuring distribution of proceedings of the Executive Board, Regular, Annual and Special Meetings of the Association.
- (d) Treasurer. The Treasurer shall:

1. Maintain financial records of the Association based on income and expenditures.
2. Make payments as necessary for the operations of the Association.
3. Disperse funds as authorized by the Executive Board and General Membership.
4. Coordinate with appropriate resources for annual auditing and preparation of tax requirements.
5. Participate in the preparation of the Annual Budget in cooperation with the President of the Association.
6. Provide a written report at Executive, Regular and Annual Meetings.

SECTION 5: VACANCIES

- (a) If the office of President becomes vacant, the President-Elect:
 1. Shall succeed to the office of President for the unexpired term, and
 2. Shall subsequently serve the two (2) year term of office of President to which elected.
- (b) A vacancy in the office of President-Elect:
 1. The Executive Board may appoint a President-Elect from the current members of the Executive Board and/or
 2. The election of President-Elect may be held at the next scheduled election.
- (c) In the event that the office of President and President-Elect are vacated during the same year:
 1. The Executive Board shall appoint an acting President to serve until the next election.
 2. The election of both President and President-Elect will be held at the next scheduled election.
- (d) A vacancy in the office of Secretary or Treasurer may be filled by a current member of the Executive Board.
- (e) A vacancy in the position of Board Member shall be filled by the individual who received the next highest number of votes in the previous election unless three months or less of the unexpired term remains. In which case, the position may remain vacant as approved by a majority vote of the Executive Board.

- (f) Vacancies in the Coordinator position may be filled by appointment by the Executive Board. Coordinators will have the power to assign persons to assist in conducting their functional responsibilities.
- (g) If the President is not available to assume the position of immediate Past President, the immediate Past President may remain as immediate Past President for an additional (2) years or the office may remain vacant.

ARTICLE VIII - EXECUTIVE BOARD

SECTION 1. COMPOSITION

The Executive Board shall consist of:

- (a) The officers of the Association. (4)
- (b) Immediate Past President. (1)
- (c) Four (4) Board Members elected by the Association representing administrative or instructional faculty of agency members, individual members, or honorary members.

SECTION 2. TERMS OF OFFICE

- (a) Officers of the Association for their respective terms of office.
- (b) Immediate Past President for two years.
- (c) Board Members will be elected for two year terms. Two in odd years and two in even years.

SECTION 3. POWERS

The Executive Board shall have charge of the management of the affairs and funds of this Association, as directed by the Membership. Additionally, the Executive Board shall:

- (a) Act as a referral committee to which resolutions, reports, recommendations, and bylaws changes shall be submitted prior to being placed before the Association for final action.
- (b) Assign tasks and give direction to each Coordinator at the first meeting after elections.
- (c) Determine the proceedings for the Annual Meeting of the Membership.
- (d) Select and appoint a Secretary when the position is indicated.
- (e) Establish major Association policies.
- (f) Adopt an Annual Budget for approval by the Membership.
- (g) Appoint officers and Board Members in the event of a vacancy.

SECTION 4. DUTIES

- (a) Members of the Executive Board who hold title of office shall:
 - 1. Share the powers of the Board.
 - 2. Perform the duties as defined under the title of the office.
- (b) Board Members shall:
 - 1. Share the powers of the Board.
 - 2. Receive direction from the Board.
 - 3. Serve as Functional Coordinators.
 - 4. Report the work of their respective Functional responsibilities.
- (c) Immediate Past President shall:
 - 1. Share the powers of the Board.
 - 2. Act in an advisory capacity to the President.
 - 3. Function as the Bylaws Coordinator.

ARTICLE IX - FUNCTIONS

SECTION 1. THE EXECUTIVE BOARD WILL CARRY OUT THE FOLLOWING FUNCTIONS HEADED BY COORDINATORS.

- (a) Education
- (b) Scholarship
- (c) Membership
- (d) Nominating
- (e) Website

SECTION 2. TERMS OF OFFICE OF COORDINATORS

- (a) The Coordinator shall serve for a period of two years consistent with their term of office as an elected Board Member.

SECTION 3. EDUCATION

- (a) Responsibilities:
 - 1. Plan, implement, and evaluate educational programs for the Association.
 - 2. Report to the Executive Board at regular meetings.
 - 3. Submit an Annual Report in writing to the Membership.
 - 4. Plan Annual Meeting.

SECTION 4: SCHOLARSHIP

(a) Responsibilities

1. Review and make changes to the Student scholarship applicants as directed by the Board.
2. Review and make changes to the faculty grant applications as directed by the Board.
3. Ensure applications are mailed out at the appropriate times.
4. Obtain assistance from other members to review the applications
5. Report to the Executive Board and members at regular meetings
6. Submit an Annual Report in writing to the membership.

SECTION 5. MEMBERSHIP

(a) Responsibilities

1. Foster the Association's goals relative to the recruitment of new members.
2. Report to the Executive Board and members at regular Meetings.
3. Submit an Annual Report in writing to the membership.

SECTION 6. NOMINATING

(a) Responsibilities

1. Prepare a slate of eligible candidates to be elected annually.
2. Have ballots mailed to all voting representatives not less than ten days prior to the election date.
3. Announce results at the Annual Meeting.
4. Report to the Executive Board at appropriate times.
5. Submit an Annual Report in writing to the Membership.

SECTION 7. WEBSITE

- (a) Responsibilities
 - 1. Keep the website current.
 - 2. Report to the Executive Board at appropriate times.
 - 3. Submit an Annual Report in writing to the Membership.

ARTICLE X - AMENDMENTS

SECTION 1. BYLAWS AMENDMENT

These Bylaws can be amended at any Regular Meeting by a majority vote of the Membership provided that the amendment was submitted in writing four weeks prior to the scheduled regular meeting.

ARTICLE XI - PARLIAMENTARY AUTHORITY

Robert's Rules of Order, current edition shall be employed.

Revised: May 1980
 May 1982
 May 1983
 April 1986
 May 1988
 November 1991
 March 1996
 January 1997
 February 2000
 February 2006
 May 2008
 November 2011