

**ASSOCIATION OF DIPLOMA SCHOOLS
OF PROFESSIONAL NURSING**

ANNUAL REPORT

2020 - 2021

**Association of Diploma Schools of Professional Nursing
at the
New Jersey Hospital Association
760 Alexander Road - PO Box 1
Princeton, New Jersey 08543-0001**

ADSPN ANNUAL REPORT

2020 - 2021

Philosophy

Membership

Member Schools
Individual Members
Honorary/Lifetime Members
Executive Board

Reports

Report of the President
Report of the Secretary
Report of the Treasurer

Reports of Standing Committees

Individual Membership Committee
Website Committee
Education Committee
Scholarship Committee
Nominating Committee

Bylaws

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

PHILOSOPHY

Diploma programs in nursing are single purpose educational institutions which prepare graduates to practice as professional nurse generalists in a variety of healthcare settings. This is accomplished by providing a learning environment which includes early involvement of students with clients utilizing a wide variety of clinical experiences. Diploma programs further recognize a sound foundation in the biological, physical, and behavioral sciences, as essential to the mastery of the principles of the nursing process. Learning is enhanced by the close student-teacher relationship which nurtures individual effort, independent learning, and intellectual curiosity. Such relationships provide opportunities for intellectual challenges, role clarification, and integration of theories and practice as a foundation for the development of a professional identity.

MEMBERSHIP

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

**MEMBER HOSPITAL SCHOOLS OF PROFESSIONAL NURSING
2020 - 2021**

HOLY NAME MEDICAL CENTER
SISTER CLAIRE TYNAN SCHOOL OF NURSING 551-248-4606
Donna Penn, Director
333 Hudson Terrace
Englewood Cliffs, NJ 07632

HMH JFK MUHLENBERG 908-668-2400
HAROLD B. & DOROTHY A. SNYDER
SCHOOL OF NURSING
Coleen Kumar, PhD, RN, CNE
PO Box 4649
Plainfield, New Jersey 08840

OUR LADY OF LOURDES SCHOOL OF NURSING 856-757-3727
Shirley Richardson, Dean
1600 Haddon Avenue
Camden, New Jersey 08103

ST. FRANCIS MEDICAL CENTER 609-599-5190
SCHOOL OF NURSING
Sharnee Moore-Jervis, Dean
601 Hamilton Avenue
Trenton, New Jersey 08629

TRINITAS SCHOOL OF NURSING 908-659-5200
Roseminda Santee, Dean
40 West Jersey Street, 3rd Floor
Elizabeth, NJ 07202

2020– 2021 ADSPN INDIVIDUAL MEMBERS

**HMH JFK MUHLENBERG
HAROLD B. & DOROTHY A. SNYDER SCHOOL OF NURSING**

Susan Karcher
Kathleen Mastice
Donna Murray

**HOLY NAME MEDICAL CENTER SCHOOL OF NURSING
SISTER CLAIRE TYNAN SCHOOL OF NURSING**

Rose Beecher
Carmen Caines
Kathryn Labriola
Bernadette Minasian
Donna Penn
Marlene Rosemin

OUR LADY OF LOURDES SCHOOL OF NURSING

Dawn Bennett

ST. FRANCIS MEDICAL CENTER SCHOOL OF NURSING

Kathy Brady
Asri Byll
Cedeirdre Dumond
Ronika DeShields
Lauren Lohe
Mary Ann Manchio-Golobek
Ana Milhomme-Inneh
Marilyn Montufar
Sharnee Moore-Jervis
Kenesha Singleton

TRINITAS SCHOOL OF NURSING

Maryse Annulyse
Paula Dias
Dawn Zimmerman

OTHER

Mary Alice Comiskey (Retired)
Carol Hernandez (Retired)
Bonny Ross (Retired)
Martha M.Z. Shemin (Retired)

HONORARY/LIFETIME MEMBERS

Miriam Alexander
Linda Blain
Theresa Bointano
Agnes Cleary
Gloria Corbo
Effie Davis
Louise DeBlois
Doris Feldman
Carol Guilbert
Jean Hamm
Grace Hart
Carol Hernandez
Mary Angela Kunst
Dorothy Letizia
Meryl Lindemann
Regina M. Mastrangelo
Dorothy May
Marion Mitchell
Muriel McGovern
Eileen Mullins
Nancy Murray
Bonny Ross
Isabelle Schuler
Martha M.Z. Shemin
Sarah L. Sherlock
Mary Rose Smoczek
Frances Whitesell

2020 - 2021 ADSPN EXECUTIVE BOARD MEMBERS

BOARD POSITION/NAME/SCHOOL/ E-MAIL	CONTACT PHONE
President, Chair, Treasurer Donna M. Penn, MSN, RN, CNE, NEA-BC Holy Name Medical Center Sister Claire Tynan SON dpenn@hnmkson.org	551-248-4604 – Work
President – Elect Coleen Kumar, PhD, RN, CNE HMH JFK Muhlenberg Harold B & Dorothy A. Snyder SON Coleen.Kumar@hackensackmeridian.org	908-668-2403 – Work
Education & Past President Shirley Richardson, EdD, MSN, RN Our Lady of Lourdes School of Nursing srichardson2@virtua.org	856-757-3753 ext. 23753 – Work
Secretary Marilyn Montufar, MSN, RN St. Francis Medical Center School of Nursing Marilyn.Montufar@stfrancismedical.org	Work 609-599-6349 – Work
Nominating Jennifer Gazdick, MSN, RN Holy Name Medical Center Sister Claire Tynan SON jgazdick@hnmkson.org	551-248-4605 – Work
Individual Membership Rose Beecher, MSN, RN Holy Name Medical Center Sister Claire Tynan SON rbeecher@hnmkson.org	201-370-4281 – Home 551-248-4610 – Work
Scholarship Sharnee Moore-Jervis, DNP, MSN, ANP-BC, CRNP, RN St. Francis Medical Center School of Nursing Sharnee.Moore-Jervis@stfrancismedical.org	609-599-5192 – Work
Website Carol Campbell, DNP, CNE, CCRN Our Lady of Lourdes School of Nursing ccampbell3@virtua.org	856-757-3891 – Work

REPORT OF THE PRESIDENT

REPORT OF THE SECRETARY

REPORT OF THE TREASURER

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

PRESIDENT'S REPORT 2020– 2021

The Association of Diploma Schools of Professional Nursing (ADSPN) held four virtual meetings during the 2020-2021 academic year. The annual Fall educational offering was cancelled due to the COVID-19 pandemic. The ADSPN continues to provide support and guidance to the hospital associated diploma nursing education programs in New Jersey.

Our nursing programs navigated well through the challenges brought on by the ongoing COVID-19 pandemic and our programs were able to provide quality nursing education to our students. We look forward to returning to the “new normal” for the Fall 2021 semester with the return of our students to in person didactic instruction.

After many years of service to the ADSPN, Martha Shemin stepped down from the Treasurer position and Teresa Merola also stepped down from the Professional Action Committee. Dr. Carol Campbell remains as our Communication/Website Committee chair, Jennifer Gazdick serves as our Nominating Committee chair, and Rose Beecher has continued as the Membership Committee chair. Additionally, Marilyn Montufar continues to serve as the organization's Secretary. Dr. Coleen Kumar is the President-Elect assuming this role at the September 2021 meeting. Donna Penn (current President) has temporarily assumed the position of Treasurer until a replacement is elected.

There are presently five member schools, Holy Name Medical Center Sister Claire Tynan School of Nursing in Englewood Cliffs, JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing in Plainfield, Trinitas School of Nursing in Elizabeth, St. Francis Medical Center School of Nursing in Trenton, and Our Lady of Lourdes School of Nursing in Camden.

Three thousand dollars was allotted for scholarships. Two \$1000 student scholarships were awarded to students from Holy Name Medical Center Sister Claire Tynan School of Nursing and JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing. The Faculty Scholarship award is pending the review of the applicants. Dr. Sharnee Moore-Jervis chairs the Scholarship Committee.

The annual ADSPN educational program was cancelled this year due to the ongoing COVID-19 pandemic. Dr. Shirley Richardson continues to serve as the Educational Program Committee chair.

Caroline Cebik, administrative staff for the New Jersey Hospital Association, continues to send out membership forms and collects member information and fees for ADSPN as well as organizes the ADSPN meetings.

Respectfully Submitted,

Donna M. Penn MSN, RN, CNE, NEA-BC
President
ADSPN

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

SECRETARY'S REPORT 2020 - 2021

During the year 2020-2021 academic year, the Association of Diploma Schools of Professional Nursing held 5 meetings.

June 5, 2020 (Annual Meeting)	conference call
September 4, 2020	conference call
November 6, 2020	conference call
February 5, 2021	conference call

June 3, 2021 (Annual Meeting)	conference call
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All minutes were approved and are on file at the New Jersey Hospital Association.

Respectfully submitted,

Marilyn Montufar MSN, RN
Secretary

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

PROPOSED BUDGET 2021-2022

REVENUE		Actual 2020-2021	Budgeted 2020-2021	Proposed 2021 - 2022
	1. Educational Program	\$0	\$0	\$4,500
	2. Dues: Individual Membership	\$650	\$1000	\$700
	3. Dues: School Membership (\$1000 per school)	\$8000.00	\$6,000	\$6,000
	4. Interest: Savings Account	\$0.36	\$5.00	\$0.36
	Revenue Totals	\$8,650.36	\$7,005.00	\$11,200.36
EXPENSES				
	1. Educational Program	\$0	\$0	\$4,500
	2. Board/General & Other Meetings	\$0	\$0	200
	3. Advertising	\$0	\$0	\$0
	4. Conference/ Summit Expenses	\$0	\$2000	\$2,000
	5. Scholarships	\$3000	\$3,000	\$3,000
	6. NJHA Contract	\$3500	\$3,500	\$3,500
	7. NJHA Membership Fee	\$384	\$400	\$400
	8. Audit	\$0	\$0	\$0
	9. Bank Activity/ Service Charges	\$0	\$10	\$0
	10. Miscellaneous Expenses	\$0	\$100	\$100
	11. Website Security (SiteLock) \$9.99/month	\$9.99	\$200	\$119.88 (Sept 21-Aug 22)
	12. Website Host (BlueHost hosting and domain 2 yr. contract)	\$0	\$25.00 Expires 7/11/21	\$347.74 July 11, 2021- 2023
	13. Printing/ Office Supplies		\$25	\$25
	14. Special Projects		\$200	\$200
	Expense Totals	\$6,893.99	\$9,460.00	\$14,392.62
Current Balances as of 6/2/2021	Checking Account			\$10,509.53
	Savings Account			\$3,937.38
			Total	\$14,446.91

Submitted 6/2/2021 D. Penn

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

TREASURER'S REPORT 2020 – 2021

Martha Shemin stepped down as ADSPN treasurer in June 2020. Martha was subsequently removed from the ADSPN Wells Fargo savings and checking accounts and the debit card inscribed with her name was destroyed. A new debit card was issued. Donna Penn has assumed the position of Treasurer until a replacement can be elected.

The 2020-2021 budget was developed, amended, and voted on by the board membership at the June 2020 annual meeting. School membership dues notices were sent to the five schools who are eligible for membership in the organization. To date, school membership dues have been received from Holy Name Medical Center Sister Claire Tynan School of Nursing, Trinitas School of Nursing, Our Lady of Lourdes School of Nursing, and St. Francis School of Nursing. Dorothy A. Snyder School of Nursing has paid 2 years of back dues for 2019 and 2020. Annual school membership fee payment remains pending from JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing for 2021. The annual school dues were decreased from \$1500 a year to \$1000 a year at the 2020 annual meeting.

Individual membership dues were received from 25 members.

Two \$1000 scholarships were awarded to generic nursing students in February. The \$1000 faculty scholarship award was mailed May 30th, 2021.

There was no income from the annual educational offering as the program was cancelled in 2020 due to the COVID-19 pandemic.

The ADSPN website management contracts (website security: SiteLock and domain and website hosting: BlueHost) will require contract updating for 2021. New contract pricing is included in the proposed budget.

The proposed budget for the 2021-2022 academic year is attached.

Respectfully submitted,

Donna M. Penn MSN, RN, CNE, NEA-BC
Acting Treasurer, ADSPN
5/19/2021

**REPORT OF
STANDING COMMITTEES**

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

INDIVIDUAL MEMBERSHIP COMMITTEE REPORT 2020 – 20201

The individual membership application and information are provided on the ADSPN website. The payment of the individual membership coincides with the academic year rather than the calendar year. The application forms are emailed to all active and previously active individual members. In September, a welcome letter and individual applications were e-mailed to the dean/director of each member school to encourage both full and part time faculty to join. A second e-mailing in November was done to encourage membership response.

The Annual Individual Membership fee continues to be \$25.00. As of May 2021, membership dues for 25 members were received for the academic year 2020-2021 which began on September 1, 2020. Total membership dues collected for this period of time was \$625.00. There are currently three lifetime members in which the membership fee is waived. The number of individual members is decreased from last year (from 33 down to 25, almost 25%).

Annual membership cards were emailed to all individual members for this membership period. All members receive notification of organizational programs and meetings, the right to vote for organizational offices, applications for scholarships and are kept informed of issues pertinent to the organization.

Respectfully submitted,

Rose Beecher, R.N., M.S.N.

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

INDIVIDUAL MEMBERSHIP 2020 – 2021

POLICIES

Membership Year: **September 1 to August 31**

Update the membership application each year.

Obtain list of current faculty from each school at 1st General Membership meeting: **October** and give to Caroline Cebik at the Hospital Association

Renewal letters and mailing of applications will be sent out by Caroline to all previous and current individual members. She will also send out a dozen applications to all ADSPN school deans/directors: **August**

Caroline will send acknowledgement letters, including membership card: **as needed**
Letter to renewals as a reminder of lapsed membership. Including membership application will be sent out: **early October**

Annual Membership Applications & Dues:

Completed annual membership applications and dues are to be sent directly to the Caroline Cebik. She will scan and save copies of both the check and application for filing. She will then forward the membership application and check to our Treasurer via USPS so it is trackable.

- A supply of applications will be kept at ADSPN. Request applications as needed for distribution at meetings.
- The chairperson will ensure that the membership list is reconciled with Caroline Cebik and the dues collected is reconciled with the Treasurer annually and reported at the ADSPN board meetings as required.

Revised 4/28/2016

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

WEBSITE COMMITTEE REPORT 2020 – 2021

The website is hosted by Bluehost. The Wordpress application was used to make updates to the website. The member schools and board members were updated on the website; plus, the events and board minutes from the past year were published on the site. Changes were also made for scholarship eligibility, as approved by the board, and the updated scholarship applications were published on the website. All recommended website updates were completed.

Respectfully,

Carol Campbell, DNP, RN, CNE

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

REPORT OF THE EDUCATION COMMITTEE 2020 – 2021

The last educational program provided by The Association of Diploma Schools of Nursing was during the 2018-2019 year. The program was held Friday, October 4, 2019 at the New Jersey Hospital Association Conference Center. Kathryn M. Shaffer, EdD, RN, CNE presented Clinical Creativity to Foster Clinical Judgement which was well received.

During that session Dr. Shaffer focused on best practices for facilitating active learning, fostering thinking like a nurse, clinical judgement and decision making. Program, facility and speaker evaluations were positive. Suggestions for future programs related to simulation, active learning strategies, concept-based curriculum, and legal issues in nursing education, item writing and item analysis. The continuing education hours of 4.5 were provided for 34 attendees representing six schools of nursing.

The planning for the fall 2020 and fall 2021 educational program has been postponed related to COVID-19.

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

REPORT OF THE SCHOLARSHIP COMMITTEE 2020 – 2021

There were two student scholarships were awarded. The scholarship applications were sent to all our schools and posted on the website with a due date of November 23, 2020. There were two student scholarships awarded. A senior student from Holy Name and a freshman student from JFK. There were 46 applicants for the student scholarships. The student scholarship application will be updated in fall 2021.

The faculty grant scholarship applications were sent to all the member schools and posted on the ADSPN website. There were no applicants received, therefore the deadline was extended to May 19, 2021. Finally, one application was received, therefore awarded to this applicant. The recipient was Ana Paula Grillo-Dias from the Trinitas School of Nursing. The faculty grant scholarship applications will be updated Spring of 2021.

The scholarships were reviewed by Sharnee Moore-Jervis.

Respectfully Submitted,

Sharnee Moore-Jervis, DNP, MSN, RN, CRNP



Association of Diploma Schools of Professional Nursing Scholarship Application

Sponsored by the ADSPN educational schools:

**JFK Medical Center Muhlenberg
Harold B. and Dorothy A. Snyder Schools
Plainfield, NJ**

**Holy Name Medical Center
School of Nursing
Teaneck, NJ**

**St. Francis Medical Center
School of Nursing
Trenton, NJ**

**Our Lady of Lourdes
School of Nursing
Camden, NJ**

**Trinitas
School of Nursing
Elizabeth, NJ**

Our Commitment

The Association of Diploma Schools of Professional Nursing is committed to:

- Supporting all levels of nursing education and practice in the State of New Jersey.
- Providing access to a cost-effective, high-standard nursing education that accommodates employment and family demands.
- Accessing a culturally diverse population to promote employment and leadership in inner city and urban communities.
- Producing graduates who are decision makers and consumer advocates in the midst of the changing health care environment

ADSPN has established a scholarship program to assist students and faculty in pursuing a career in health care and faculty serving the needs of New Jersey nursing.



Eligibility Requirements

Student Scholarship:

Applicants must be currently enrolled and in good standing in a nursing course at a member school.

All applications must be postmarked by November 23, 2020. The Scholarship will be awarded each year in December.

Note: All materials become the property of ADSPN and will not be returned

Student Scholarship Application Guidelines

To apply for the Student Scholarship, please supply the following:

- A 2-page double spaced typed essay describing your personal achievements, community service and career aspirations
- A letter of recommendation from a clinical instructor. This recommendation should include student level of performance, motivation and ability to interact with patients and members of the health care team
- An official school transcript (Online transcripts are not accepted)
- Completed application. Clearly print or type all requested information (The application can be downloaded to your computer and completed before printing)



ADPSN Student Scholarship Application

***All applications must be postmarked by
NOVEMBER 23, 2020**

Name: _____

Address: _____

Telephone: (Home) _____ **(Cell)** _____

(Work) _____

E-mail: _____

Current School and Year/Semester: _____

Expected Date of Graduation: _____

Signature: _____

Send completed application to:
Caroline Cebik
ASPSN c/o New Jersey Hospital Association
760 Alexander Road
P.O. Box 1
Princeton, NJ 08543-0001

●ADSPN ● PO Box 1 ●Princeton, NJ 080543



Association of Diploma Schools of Professional Nursing

Faculty Grant Scholarly Pursuits

Sponsored by the ADSPN educational schools:

**Our Lady of Lourdes
School of Nursing
Camden, NJ**

**Trinitas
School of Nursing
Elizabeth, NJ**

**Sister Claire Tynan
School of Nursing
Holy Name Medical Center
School of Nursing
Teaneck, NJ**

**St. Francis Medical Center
School of Nursing
Trenton, NJ**

**JFK Medical Center Muhlenberg
Harold B. and Dorothy A. Snyder Schools
Plainfield, NJ**

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- Producing graduates who are decision makers and consumer advocates in the midst of the changing health care environment

ADSPN has established a scholarship program to assist students and faculty in pursuing a career in health care and faculty serving the needs of New Jersey nursing.

●ADSPN ● PO Box 1 ●Princeton, NJ 080543



Eligibility Requirements

Faculty Grant Application for Scholarly Pursuits - One Grant of \$1000 is available

Applicant must **be an individual member as well as a faculty member at one of the member schools** and either enrolled in a graduate program related to nursing, taking a course(s) related to nursing education, conducting a research study related to nursing education or attending a professional meeting related to nursing education.

All applications must be postmarked by April 6, 2021. Grant will be awarded in May 2021.

Note: All materials become the property of ADSPN and will not be returned.

Faculty Grant Application for Scholarly Pursuits Guidelines

To apply for the Faculty Grant for Scholarly Pursuits, please supply the following:

- Proof of pursuit of a scholarly activity such as current enrollment in a graduate program (example – transcript, registration confirmation), proof of taking a course related to nursing education (ie. Nurse Educator Certification) or a copy of an approved research proposal related to nursing education or a copy of nursing education program you are planning to attend. (i.e. NLN, NCLEX, ATI).
- A one to two-page typed essay explaining why you should receive the scholarship. This statement should include your personal accomplishments, professional nursing goals, scholarly activities and its benefit to your colleagues, student body and the individual applicant.
- Completed application. Clearly print or type all requested information (The application can be downloaded to your computer and completed before printing)



ADPSN Faculty Grant Application for Scholarly Pursuits

***All applications must be postmarked by
April 6, 2021**

Name: _____

Address: _____

Telephone (Home) _____ **(Cell)** _____

(Work) _____

E-mail: _____

ADSPN School Where Employed:

Signature: _____

Send completed application to:
Caroline Cebik
ASPSN c/o New Jersey Hospital Association
760 Alexander Road
P.O. Box 1
Princeton, NJ 08543-0001

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

REPORT OF NOMINATING COMMITTEE 2020 - 2021

A letter seeking nominations was sent out to the Dean/Directors and individual members in Spring, 2021. Emails were sent to directors to encourage nominations. Position for Treasurer and Position of one Executive Board member, Scholarship/Education were called for. While position of Membership held by Rose Beecher was to be filled, the committee member agreed to stay on in the position. The nominations received and interest expressed in possible positions will be determined at the June meeting.

ASSOCIATION OF DIPLOMA SCHOOLS OF PROFESSIONAL NURSING

NOMINATING COMMITTEE POLICIES

JUNE (re-organization meeting) Nominating Committee chairperson appointed by President from among members of Executive Board. It is ideal to have at least one more member of this committee, representing another region in the state.

JANUARY

Obtain previous letters, ballot forms, and any another related material from NJHA Member Services (currently Caroline Cebik).

Review By-Laws for officers and board members needing to be elected.

Revise prior letters, etc. to reflect needed changes in the ballot and/or committee's preference.

Compose new letter to Deans/Directors/Individual Members seeking nominations.

Send (fax) letter to Caroline Cebik to prepare for mailing. (Proof final letter before sending out).

FEBRUARY

Have letter seeking nominations sent out to Dean/Directors/Individual Members by the first week in February (Caroline Cebik).

Note return date to be at least two weeks before March Executive Board. Return to Nom. Comm. Chair.

Fax or phone all schools of nursing not responding to above, several days before return dead line, encouraging nominations for vacancies (Chair).

Confirm that all nominees are will to serve, given that they are elected (Chair).

**ADSPN
Nominating Committee Policies (Continued)**

MARCH

Prepare a draft ballot for Executive Board approval at early March Executive Board meeting (Chair).

OR

Prepare a sample ballot to distribute via mail to Executive Board members by March 25th with a return date 10-14 days later (Caroline Cebik).

APRIL

Review comments, etc. on draft ballot and revise ballot as needed (Chair).

Prepare an official ballot and mail by April 15th to all Deans/Directors/Individual Members with a ballot return dead line of May 1st. (Caroline Cebik).

Return ballot to NJHA Member Services (Caroline Cebik) by May 1st.

Committee counts ballots ASAP.

MAY

Notify winners by phone and mail ASAP counting.

Send "thank you for your willingness to participate" letter to those who did not win.

Announce winners at ADSPN Annual meeting at NJ Health Care Congress (currently).

Return Nominating Committee materials to NJHA Member Services for the next year's committee.

4/09

BYLAWS

**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

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
 June 2017