

**NATIONAL BOARD FOR CERTIFICATION
OF SCHOOL NURSES, INC.**

BYLAWS

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June 27, 1989

Revised: December 1991

Revised: December 1993

Revised: December 1997

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NATIONAL BOARD FOR CERTIFICATION OF SCHOOL NURSES, INC.

ARTICLE I: NAME

The name of the Corporation is the National Board for Certification of School Nurses, Inc. (hereinafter called the "NBCSN").

ARTICLE II: MISSION

The mission of NBCSN is to advance the health and learning of students, and wellness of the school community, through a rigorous national certification process for school nurses.

ARTICLE III: VISION

NBCSN's vision is that a nationally certified school nurse will safeguard the health of every student so as to optimize learning and promote healthy communities

ARTICLE IV: PURPOSE

The purposes of NBCSN are to:

1. develop, administer, and evaluate a national certification process for school nurses
 - a. Provide recognition to those individuals who meet the eligibility requirements of NBCSN and pass the National Certification Examination for School Nurses by awarding the credential of National Certified School Nurse (NCSN);
 - b. Establish and measure the level of knowledge required for certification in school nursing;
 - c. Provide a standard of requisite knowledge required for certification, thereby assisting the employer, public, and members of the health professions in the assessment of school nurses.
 2. develop and evaluate additional mechanisms for professional competency assessment in school nursing;
 3. promote continued professional growth in the practice of school nursing;
 4. assist in the enhancement and communication of knowledge concerning professional testing and competency assessment of school nurses, and;
- perform such other functions as may be deemed consistent with the foregoing.

ARTICLE V: CREDENTIAL

The registered trademark, "NCSN", is to be used by all registered nurses nationally certified by the Board, when listing credentials following their name.

ARTICLE VI: FINANCE

Section 1: Fiscal Year

The fiscal year of NBCSN shall be from January 1 through December 31.

Section 2: Budget

An annual budget shall be adopted by the board at its annual meeting.

Section 3: Audit

The books of NBCSN shall be subject to an annual review by the Board and audited, at minimum, every five years, by an approved auditor. A formal audit may be requested at any time by vote of the Board.

ARTICLE VII: THE BOARD

Section 1: Membership and Management of NBCSN

The voting members of NBCSN shall be constituted as a governing board and the affairs of NBCSN shall be managed by this Board.

Section 2: Authority

The Board shall:

1. establish goals, objectives, programs, and certification procedures to accomplish the mission of NBCSN;
2. monitor and evaluate the programs and certification procedures designed to implement the established goals and objectives;
3. review applications and make recommendations for certification/recertification;
4. ensure that the resources necessary for achievement of goals and responsibilities are available and used efficiently; and
5. establish and maintain current policies and procedures for NBCSN.

Section 3: Composition of the Board

1. The voting members of NBCSN shall include seven (7) individuals who are:
 - a. currently certified as an NCSN, and
 - b. actively employed in school health services upon their initiation to the Board.
2. NBCSN shall elect an additional voting member who shall be a public consumer. The public member shall not be a nurse, nor have any familial or employment relationship to any past or current Board member.
3. There shall be an NASN liaison to NBCSN, who shall be an NCSN designated by the NASN President and shall be a non-voting member of the Board.
4. At its sole discretion, the Board may appoint a chief executive officer (Executive Director) as a non-voting ex-officio member of the Board. The Board has sole responsibility to contract with and to dismiss, or terminate a contract with the

Executive Director according to NBCSN evaluation and termination procedures. The Executive Director is responsible for effectively supporting the Board in its achievement of its mission and financial goals. The Executive Director oversees the general management of NBCSN through a contractual agreement.

Section 4: Board Member Appointment

Appointment of a candidate to the Board shall be made by a majority vote of the Board.

Section 5: Term of Office

The term of office for board members shall begin on January 1 and shall be for three (3) years. A board member completing an unexpired term shall complete the term and is eligible to apply for a full term of office. A board member is eligible for one (1) additional term of three (3) years. No board member shall serve more than two (2) full terms. No board member will serve for more than six and a half (6½) years. NBCSN members who retire during their tenure, shall not be eligible for term renewal.

Section 6: Resignation

Board members may resign from the Board at any time during their term, through a written letter to the President.

Section 7: Vacancies

1. In the event of a vacancy, the unexpired term will be filled in accordance with *Section 4* of this article.
2. If no suitable applicant is available, the President may ask a past NBCSN member to serve until a new Board member is appointed.

Section 8: Removal

By a majority vote of NBCSN, a board member may be removed for cause or if the member ceases to meet the eligibility requirements as specified in Section 3 of this article.

ARTICLE VIII: OFFICERS

Section 1: Composition

There shall be four officers of the corporation: President, President-Elect, Secretary, and Treasurer.

Section 2: Eligibility

1. The officers shall be elected by and from the voting members of NBCSN.
2. The Public Member of the Board shall be eligible to hold any office of the Board, with the exception of President.

Section 3: Election and Term of Office

1. All elected offices are generally for a term of two (2) years.
 - a. The term of president shall be for two years; the first year will be in the role of President-Elect and the second year as President.
 - b. The Treasurer and Secretary are eligible for reelection for one additional two (2) year term, provided the individual is eligible for another term on the NBCSN Board. (see Article VII, Section 5).
 - c. Terms may be reduced to only one year if circumstances warrant it.
 - d. Based on need, any term may be extended with a unanimous vote of the Board.
2. Officers shall be elected at the NBCSN annual meeting and the term of office shall commence the following January 1.
3. If an officer leaves the board prior to the annual meeting, the President may appoint a Board member to take over those responsibilities until the following January 1.

Section 4: Duties

The officers shall perform those duties prescribed by the Articles of Incorporation, these Bylaws, the parliamentary authority adopted by NBCSN, and those duties specified in the NBCSN policies and procedures.

ARTICLE IX: MEETINGS

Section 1: Board Meetings

1. NBCSN shall hold no less than one face-to-face meeting each year to conduct business as may properly come before it.
2. The annual meeting, with election of officers and approval of the budget, will be held in the fall.
3. The time and place of the all meetings shall be determined by the NBCSN President.

Section 2: Monthly Tele-Meetings and Special Meetings

1. Monthly tele-meetings shall be scheduled in advance for the year at a regular day and time each month, except months when a face-to-face meeting is planned.
2. Special meetings may be called by the President or any four voting members. At least thirty (30) days' notice shall be given to each board member, unless such notice is waived by a quorum.
3. Board members may participate in a meeting of NBCSN by means of telephone conference or similar communications equipment in which participants in the meeting can communicate with each other. Participation in a meeting pursuant to this section shall constitute presence in person at the meeting.
3. Any business or action may be conducted by electronic transmission provided there is an affirmative action of all voting members of the Board,

and the action is reflected in the written minutes of the meeting.

Section 3: Quorum

A quorum shall consist of a majority of the voting members including at least two (2) officers.

ARTICLE X: COMMITTEES

Section 1: Standing and Special Committees

1. Unless otherwise specified in these Bylaws, the composition, power, term and duties of all standing and special committees shall be decided by the Board.
2. The President or President's designee and the Executive Director shall be ex-officio, non-voting members of all committees and task forces.
3. Chairpersons of all standing and special committees, except Chair of the Finance Committee, and all task forces shall be appointed by the President with the approval of the Board.
4. The purpose and expected outcomes of the committee or task force shall be established at the time it is appointed.
5. The NBCSN President may appoint individuals to serve on committees or taskforces.
6. Individuals appointed to serve on a committee or task force are selected in accordance with their credentials and expertise specific to the work of the committee or task force.

Section 2: Finance Committee

1. Composition and Term:
 - a. There shall be an NBCSN Finance Committee, which shall be composed of the Treasurer, one additional Board member and two qualified non-Board members appointed by the President.
 - b. Finance Committee members shall serve a two-year term
 - c. The Finance Committee shall be chaired by the Treasurer.
 - d. The President and Executive Director are ex-officio members.
2. Purpose: To monitor financial performance and investment activity of NBCSN and review and recommend the proposed annual budget

Section 3: Examination Committee

1. Composition and Term:
 - a. There shall be an NBCSN Examination Committee, which shall be composed of a current Board member and non-Board member NCSNs appointed by the President.
 - b. Examination Committee members shall serve a two-year term.
 - c. The President shall appoint the Chair of the Examination Committee.
 - d. The President and Executive Director are ex-officio members.

2. Purpose: The purpose of the Examination Committee is to provide oversight of the process of examination development, item maintenance, and item review, and ensure the participation of appropriate NCSN/content experts in each stage of development.

Section 3: Recertification Committee

1. Composition and Term:
 - a. There shall be an NBCSN Recertification Committee, which shall be composed of a current Board member and non-Board member NCSNs (appointed by the President) and the President-Elect and Executive Director.
 - b. Recertification Committee members shall serve a two-year term.
 - c. The President shall appoint the Chair of the Recertification Committee.
2. Purpose: The purpose of the Recertification Committee is to provide oversight of NBCSN's recertification requirements and process, participate in auditing of recertification applications for eligibility and accuracy, keep the Board abreast of trends in recertification standards, and ensure compliance with ABSNC Standards for recertification and continuing competence.

Section 4: Outreach Committee

1. Composition and Term:
 - a. There shall be an NBCSN Outreach Committee, which shall be composed of a current Board member and non-Board member NCSNs appointed by the President, and the President and Executive Director.
 - b. Outreach Committee members shall serve a two-year term.
 - c. The President shall appoint the Chair of the Outreach Committee.
2. Purpose: The purpose of the Outreach Committee is to provide leadership for and oversight of the State Liaison Program and NBCSN's strategic communication plan.

ARTICLE XI: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern NBCSN in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order NBCSN may adopt.

ARTICLE XII: AMENDMENTS TO BYLAWS

The Bylaws of NBCSN may be amended by an affirmative vote of four (4) voting members at any duly convened meeting, after notice to NBCSN of the proposed amendments.

ARTICLE XIII: NON-DISCRIMINATION CLAUSE

It is the policy of NBCSN, that the Board and any agency with which it contracts, will Not discriminate in employment or in application of its certification program on the basis of age, gender, race, religion, ethnic or national origin, sexual orientation, disability, veteran status, or marital status.