

**Passaic County School Nurses Association
Articles of Incorporation and By-Laws**

Chartered: 1959
Incorporated: July 3, 1979
Revised: Dec. 3, 1979 and May 5, 1986
Current Revision: Nov. 18, 2025

Passaic County School Nurses Association By-Laws

By-Law 1: Name

The name of the organization/association shall be "Passaic County School Nurses Association (PCSNA). PCSNA is affiliate of NJSSNA/NASN

By-Law 2: Objectives

The objective of this association shall be to foster high standards of School Nursing practice and to stimulate the promotion, welfare and professional development of School Nurses in Passaic County. We strive to maintain an organized center of professional cooperation, activity and networking. This association will operate as a non profit, operating exclusively for charitable and educational purposes.

By-Law 3: Dissolution

Upon dissolution of the Passaic County School Nurses Association, the Board shall follow the rules of 501(c) of the Internal Revenue Service, pay or make provision for the payment of all of the liabilities of the Association, and dispense of any remaining assets to NJSSNA or other charitable organization.

By-Law 4: Membership

Membership in the Association shall be in the categories of Regular and Associate:

Section 1: Regular

All members in this category shall possess a current license as a registered professional nurse in NJ and either a School Nurse Certificate *or Emergency Certificate* from NJ State Dept of Education.

Regular members shall have full privileges of the Association including voting and holding office. Must work or live in Passaic County.

Section 2: Associate

Any Registered Professional Nurse licensed in the State of NJ who is not eligible for regular membership shall be eligible for Associate Membership provided he/she:

- a. Employed in NJ public school as a non-certified nurse or substitute school nurse
- b. Employed in a NJ private or parochial school as a school nurse and non-certified
- c. Students in School Nurse Programs
- d. Certified or non certified school nurses who do not work or reside in Passaic County
- e. Retired School Nurse

By-Law 5: Board

A Board will provide leadership and planning for the Association. It should comprise a minimum of 5 members - President, Vice-President, Secretary/Web-Master, Treasurer, and Hospitality. Additional positions of Membership and NJSSNA Liaison should be filled when able based on membership and volunteer availability. All members will be expected to assist with planning, set up and clean up of general meetings.

Section 1: President

Shall be the official representative of the Association

Shall preside at all meetings of Association and Board unless an emergency arises.

May be informed of all checks and all contracts and may sign checks/contracts when necessary.

Must be a member of NJSSNA/NASN

(The President needs to be a member of NJSSNA/NASN per NJSSNA by-laws. If the President of PCSNA is not a member of NJSSNA/NASN then PCSNA will not be considered an affiliate of NJSSNA. PCSNA will not receive any information from NJSSNA)

Section 2: Vice President

Shall perform the duties of the President when absent or requested to do so by the President.

Shall be the primary person responsible for obtaining and coordinating educational speakers for the general meetings.

Section 3: Secretary/WebMaster

Shall record the minutes of the association.

Maintain secretarial records for the Association

Maintain the PCSNA.org website, posting up to date information on general meetings and Board Members.

Section 4: Hospitality

Provide catered refreshments, drinks and paper products for all general meetings, coordinating with the Board for the set up and clean up of food table at general meetings.

Work with Treasurer on payment, credit card use, reimbursement.

Section 5: Treasurer:

Custodian of all funds for the Association including managing bank accounts, depositing money in accounts, attending to bills, signing checks, maintaining credit/debit cards, rendering a financial report when requested by the Board President, and submit annual report to the State of NJ.

Ensure books are audited every June by 2 Board members.

Section 6: Membership

Create membership and registration forms.

Maintain an email list of membership.

Send emails to membership with updates regarding membership, general meetings, and any current information relevant to School Nursing as requested by members of the Board.

Receive membership forms and meeting registration forms and payment for both

Maintain registration lists for each meeting

Section 7: Liaison to NJSSNA

Attend NJSSNA meetings and report relevant information back to the Board

***Each officer completing a term shall make available to successor all pertinent Association material within the month after leaving office. Files should be periodically purged for unnecessary information.

***Attendance sheets should be maintained for 5 years.

By law 6: Fiscal year

The fiscal year of the Association shall be from July 1 to June 30

By-Law 7: Meetings

General meetings will be held 2-4 times per year, after school hours, at a time and place selected by the Board. All meetings will be posted on the PCSNA.org website.

The Board will meet as needed and a meeting can be requested by any Board member.

By-Law 8: Dues

Set by the Board prior to each school year

To be documented on the registration form and website

Associate members dues will be discounted

Dues to be paid annually

By-law 9: Board Replacements

Board members will be replaced every 2 years.

Elections will be held during general meetings as needed.

If no one is willing to take a Board position:

- A. The existing Board members can share the responsibilities of the unfilled position
- B. The existing Board member can stay on until a replacement can be found

By-Law 10: Amendments

These By - laws may be amended at any regular meeting of the Association by two-thirds vote cast, provided the amendment has been approved by the Board prior to the meeting of the Association.

By - laws shall be reviewed every 5 years and amended as needs arise.