

**BYLAWS of
National Coalition of Hospital Associated Schools and Colleges of Nursing**

**Article I
Name**

- 1.1 The name of the organization shall be the National Coalition of Hospital Associated Schools and Colleges of Nursing.
- 1.2 The name of the organization shall officially be abbreviated as “NCHASCN”.

**Article II
Office of Corporation**

- 2.1 The registered Office of Corporation shall be located in the State of Ohio at such place as may be fixed from time to time by the Board of Directors upon filing of such notices as may be required by law, and the registered agent shall have a business office identical with such registered office.
- 2.2 The Corporation, hereafter known as the Coalition, may have other offices within or outside the State of Ohio at such place or places as the Board of Directors may from time to time determine to be necessary.

**Article III
Mission**

- 3.1 The Coalition is formally organized to support hospital-associated schools and colleges of nursing in their efforts to prepare licensed nurses to meet the health care needs of society.
- 3.2 The Coalition membership represents hospital-associated schools and colleges of nursing.
- 3.3 The Coalition provides educational programs for the members.
- 3.4 The Coalition provides scholarships for students enrolled in member school of nursing programs.
- 3.5 The Coalition recognizes faculty excellence with an annual grant.
- 3.6 The Coalition shall monitor and respond to state and national issues impacting nursing education.
- 3.7 The Coalition provides an effective communication network for its membership.

Article IV
Membership and Dues

- 4.1 The membership of the Coalition shall be an agency or individual membership.
- 4.2 All hospital-associated schools and colleges of nursing, healthcare agencies/organizations, and individuals which support the Mission of the Coalition shall be eligible for membership in the Coalition.
 - 4.2.1 Agency membership shall be composed of hospital-associated schools and colleges of nursing and healthcare agencies/organizations.
 - 4.2.2 Individual membership shall be composed of individual members who have an interest in hospital-associated schools and colleges of nursing.
- 4.3 Applications for membership shall be submitted in writing to the Treasurer of the Coalition.
- 4.4 The annual dues for agency and individual members shall be set by the Board of Directors and shall be payable in the first quarter of each year.

Article V
Voting

- 5.1 Agency members shall have one (1) vote.
- 5.2 Individual members (outside of the agency or a retired nurse) shall have one (1) vote.
- 5.3 Voting methods for elections/issues may include in person, by mail, and by electronic means.
- 5.4 During the annual meeting, only those agency members and individual members present may vote on issues presented at the meeting.

Article VI
Meetings

- 6.1 There shall be one meeting each year in the spring as determined by the Board of Directors.
- 6.2 Special meetings or conference calls shall be initiated by the President as appropriate.
- 6.3 A quorum for the Annual meeting shall consist of two (2) officers, the President or President-Elect, membership from three (3) states, and one quarter (1/4) of the agency members.

Article VII

Officers

- 7.1 The officers shall be: a President, a President-Elect, a Secretary, a Treasurer, and the immediate Past President.
- 7.2 There shall be a Board of Directors whose members shall be the officers of the Coalition, the immediate Past President, and six (6) Directors at Large.
- 7.3 The Board of Directors shall have the power and authority to do and perform all acts and functions consistent with the bylaws of the Coalition.
- 7.4 The quorum for a Board of Directors meeting shall consist of a minimum of six (6) members which includes either the President or President-Elect and one other officer.
- 7.5 The Board of Directors shall meet or have a conference call at least three (3) times a year to hear reports and review recommendations from the Directors at Large and/or Ad-Hoc committee(s) and to take appropriate action.
- 7.6 The officers may seek assistance from the appointed Directors at Large and/or member volunteers to fulfill the responsibilities of the Coalition.

Article VIII

Duties of Officers

8.1 President

The President shall:

- a. Preside at all meetings of the Board of Directors and the Annual meeting of the Coalition and shall be responsible for directing the actions of the Coalition.
- b. Perform such other duties as ordinarily pertain to this office.
- c. Represent the Coalition at national meetings.
- d. Prepare the call to meeting.
- e. Be responsible for keeping the website current.

8.2 President-Elect

The President-Elect shall:

- a. Preside in the absence of the President.
- b. Serve in such other capacity as the President may direct.
- c. Monitor legislation that pertains to the Coalition.
- d. Review and assist with updating the bylaws.

8.3 Treasurer

The Treasurer shall:

- a. Maintain financial records.
- b. Reconcile bank statements.

- c. Prepare a proposed budget prior to the annual meeting for approval by the Board of Directors and the members.
- d. Provide a Treasurer's report for the Board of Directors and Annual meetings.
- e. Provide a detailed report at the completion of their term of office.
- f. Mail the annual membership dues statement in January.
- g. Receive and process membership dues.
- h. Maintain a current membership list.

8.4 Secretary

The Secretary shall:

- a. Prepare and distribute the minutes of the Board of Directors and Annual meetings.
- b. Receive the completed election ballots and deliver the completed election ballots to the Annual meeting.
- c. Maintain the Board of Directors term of office flow sheet

8.5 Past President

The immediate Past President shall be the resource person for the President and the Program Director at Large unless the Director at Large is the chairperson.

8.6 Directors-at-Large (Elected). The Directors-at-Large shall serve in such capacities as stated in the bylaws and shall be elected as follows:

- a. Two (2) Directors-at-Large in the even years.
- b. Two (2) Directors-at-Large in the odd years.

8.7 Director-at-Large (Appointed).

- a. One (1) Director-at-Large – Special Projects shall be appointed in the even year.
- b. One (1) Director-at-Large - Bylaws shall be appointed in the odd year.

Article IX

Elections

9.1 Officers and Directors-at-Large(elected) shall be elected from the membership for a term of two (2) years.

9.2 Officers elected shall assume the duties of the office immediately following the Annual meeting.

9.3 The President and President-Elect shall not be eligible to serve in the same office for two (2) consecutive terms except that a person who shall have been appointed or elected to fill out the unexpired term of another person shall be eligible for one (1) additional full term. The Treasurer and Secretary shall not be eligible to serve more than two (2) consecutive terms. The Board of Directors can, by a majority vote, approve the additional term(s) of any officer.

- 9.4 E-mails requesting nominations will be sent to all NCHASCN members the first week of January. The Call for Nominations form is to be completed and returned to the Nominations Director by February 1st. Nominees must complete the biography form and send to the Nominations Director. The Nominations Director will complete the ballot and e-mail to the NCHASCN members. The biography forms will be included with the ballot. Voting must be completed prior to the annual spring General Membership meeting so the winners can be announced at the meeting.
- 9.5 In the event that the office of the President becomes vacant, the President-Elect shall immediately succeed to the position. The President-Elect may serve the additional full term to which he/she had originally been elected.
- 9.6 Other vacancies shall be filled by the Board of Directors for the unexpired term.
- 9.7 Positions are filled as follows:
- a. Even year elections
 - 1) President-Elect
 - 2) Secretary
 - 3) Two (2) Directors-at-Large
(Scholarship/Awards; Program)
 - b. Odd year elections
 - 1) Treasurer
 - 2) Two (2) Directors-at-Large
(Marketing; Nominations)

Article X

Directors/Committees

- 10.1 The Director responsibilities are: Bylaws/Resolutions, Marketing, Scholarship/Awards, Program, Nominations, and Special Projects.
- 10.2 The Directors may seek member volunteers as needed to fulfill the responsibilities of the Coalition.
- 10.3 Bylaws/Resolutions
- a. An appointed Director-at-Large shall review and update the bylaws as required to meet the needs of the Coalition.
 - b. The President-Elect shall serve as a resource for any bylaw revisions.
- 10.4 Marketing - A Director-at-Large shall be responsible for:
- a. Monitoring and promoting the membership of the Coalition.
 - b. Collaborating with the Treasurer to maintain the membership roster of the Coalition.
- 10.5 Scholarship/Awards - A Director-at-Large shall be responsible for:
- a. Awarding scholarships and recognition awards following the guidelines approved by the Board of Directors.

- 10.6 Program - A Director-at-Large shall be responsible for:
- a. Planning the program and hotel arrangements for the Annual meeting and advising the Board of Directors regarding room arrangements and travel plans.
 - b. Preparing the program announcement.
 - c. Forwarding the program announcement to the Secretary.
 - d. Securing the vendors.
- 10.7 Nominations – A Director-at-Large shall be responsible for :
- a. Preparing a ballot which shall contain at least one (1) nominee for each office. The ballot will be sent to the membership in January prior to the Annual meeting.
 - b. Two (2) committee members shall be appointed by the board each year.
 - c. The committee will review the qualifications of all candidates for nomination.
 - d. The committee shall request written, verbal, or electronic consent from each nominee prior to placing their name on the ballot.
- 10.8 Special Projects
- a. An appointed Director-at-Large will serve in this position
 - b. The President will decide what project(s) are needed.
- 10.9 Finance
- The committee consists of the officers of the Board of Directors of the Coalition.
- 10.10 Ad Hoc committees can be established by the Board of Directors.

Article XI

Amendments

The bylaws may be amended by two thirds (2/3) votes cast, a quorum being present at any Annual or special meeting of the Coalition called for that purpose, provided that the Board of Directors shall have reviewed the proposals and that the proposals shall have been sent to the membership at least thirty (30) days prior to the date set for the meeting at which the amendments are to be presented.

Article XII

Parliamentary Authority

Robert's Rules of Order Newly Revised shall be the parliamentary authority for the proceedings at all special or Annual meetings, anything in the bylaws notwithstanding.

Article XIII

Standing rules and policies may be adopted, amended, or rescinded at any Annual meeting of the Coalition without previous notice by a two-thirds (2/3) vote cast, a quorum being present, provided that they do not conflict with these bylaws or with Robert's Rules of Order Newly Revised.

Article XIV

Dissolution

14.1 Procedure

- a. This organization may be dissolved by resolution of the membership passed by not less than two-thirds (2/3) vote of the members present or by operation of law.
- b. Such actions must be presented to the membership in writing at least thirty (30) days prior to the Annual meeting and voted at the Annual meeting.

14.2 Dispersal of Assets – In the event of dissolution, all assets shall be distributed to charities or groups approved by a two-thirds (2/3) vote of the voting members present at the last Annual meeting.

Article XV

Fiscal Year

The fiscal year of the coalition shall be from January 1 through and including December 31.

Article XVI

Effective Date

These bylaws shall become effective upon adoption unless otherwise stated in motion to adopt.

July 2002

Revised: January 2003; March 2003; March 2006; March 2007; August 2007; March 2008; March 2009

March 2012-proposed: director position - website eliminated, maintaining website responsibility added to secretary; number of directors changed to six; added: securing the vendors to program chair

March 2013- approved

March 2015 – (change wording 9.3 to allow Board of Directors to approve additional terms for officers) May 2015-approved

S:\National Coalition {NCHASCN bylaws - May 2015}

Revised: March 2018; Approved: June 2018

Revised: April 2024 {changed: Nominating to Nominations Committee; updated election process with current procedure – 9.4 & 10.7a; changed: voting 5.1 to one vote for agency members; added: outside of the agency or a retired nurse to 5.2}