



# West Virginia **COUNCIL** of School Nurses

## STATE OF WEST VIRGINIA COUNCIL OF SCHOOL NURSES

### CONSTITUTION AND BY-LAWS

#### **ARTICLE I**      **ORGANIZATION**

Section 1- The name of this organization shall be called the West Virginia Council of School Nurses (WVCOSN).

Section 2- This Council is mandated by WV Code § 18-5-22e.

#### **ARTICLE II**      **OBJECTIVES**

The goals of the Council are:

1. To promote the health and welfare of students in West Virginia schools.
2. To ensure safe standards of school nurse practice.

#### **ARTICLE III**      **MEMBERSHIP**

1. Minimum of 5 years' experience as a WV Certified School Nurse.
2. Each region will be represented with a WV Certified School Nurse.
3. Representative will serve a 4-year term.
4. The Ex-officio from the West Virginia Department of Education who holds the position of Coordinator of School Nurses will be a non-voting member.

##### WV Council of School Nurse Replacement Guidelines

1. Prior to the representatives' 4-year term fulfillment, an upcoming vacancy email will be sent to the nurses in the region.
2. If the vacancy cannot be filled, the present member may remain on the West Virginia Council of School Nurses but may not serve more than two full consecutive terms.
3. If the present member chooses to no longer remain a representative, the West Virginia Council of School Nurses can establish a temporary state-wide position. A vacancy email will again be sent when the prior representative's term expires.

#### **ARTICLE IV OFFICERS AND ELECTIONS**

The officers shall be a chairperson and a secretary. A Council member must serve one year on the Council before being eligible to serve as a chairperson. The chairperson and the secretary shall be elected at the spring meeting to serve one year starting in the fall. A special election will be held to fill unexpired terms of officers.

#### **ARTICLE V MEETINGS**

The Council shall meet bi-annually or more often if deemed necessary (in-person and/or virtual). The chairperson or the ex-officio member from the West Virginia Department of Education may call the Council into session.

#### **ARTICLE VI COMMITTEES**

Ad Hoc committees may be appointed as needed.

#### **ARTICLE VII DUTIES OF THE OFFICERS**

The duties of the chairperson are to:

1. Call the Council into session.
2. Prepare the meeting agenda.
3. Preside over the meeting.
4. Represent the Council as a member of the Executive Board of the West Virginia Association of School Nurses.
5. Represent the Council as needed.
6. Send an email notification to the vacant region school nurses to find a replacement Council member upon the end of the term.

The duties of the secretary are to:

1. Keep and maintain accurate minutes for the Council meeting.
2. Responsible for dispersing minutes to the Ex-officio from the West Virginia Department of Education and the WV Council of School Nurses.
3. Provide correspondence for the Council.

Ex-officio member from the West Virginia Department of Education shall:

1. Coordinate Council activities with said department and other state agencies.
2. Consult with the Council on school health issues.
3. Assist in the implementation of the policies, rules, and regulations.
4. Provide funding for Council activities.
5. Responsible for dispersing Council meeting minutes to school nurses via list-serv.
6. Responsible for collaborating with the Commissioner for the West Virginia Department of Health and Human Resources, Bureau for Public Health for the purpose of approval of all documents established by the West Virginia Council of School Nurses.

## **ARTICLE VIII ROLES AND RESPONSIBILITIES OF THE COUNCIL**

1. To conduct an annual statewide school nurse needs assessment, analyze the data, and make recommendations to the West Virginia Department of Education.
2. To develop rules and regulations for the provision of the school health needs of students and monitor the implementation of said rules and regulations.
3. To research current school health issues and to develop and review the Basic Specialized Health Care Procedure Manual, Supplemental Guidelines, and School Nurse Mentorship/Orientation Manual, to ensure current safe standards of practices.
4. To collaborate with appropriate outside agencies as needed or requested.

## **ARTICLE IX REMOVAL OF MEMBERS**

Section 1- Failure to meet Council obligations, assignments and duties may result in dismissal from the Council. A two-thirds majority Council vote is required during a meeting (in-person and/or virtual) to consider removal of Council member. The Council must consult with the Ex-officio member from the West Virginia Department of Education the removal recommendation.

**Revised-** May 6, 2004, May 10, 2013, January 15, 2015, November 9, 2022

**Approved by –** Kelli Talbott, WVDE General Counsel