

Mohawk Valley District #10 Nurses Association

By-Laws

Article I: - Title and Functions

Section 1. The name of this Association shall be “Mohawk Valley District No. 10 of the New York State Nurses Association, Incorporated, “which shall comprise the counties of Fulton, Montgomery, and Schenectady.

Section 2. The purpose of the Mohawk Valley District No. 10 of The New York State Nurses Association (hereinafter to be referred to as “this Association”) shall be to foster high standards of nursing practice , promote the professional and educational advancement of nurses in order to enhance care of the ill and disabled and others requiring nursing services. This purpose shall be unrestricted by considerations of nationality, race, creed, color, gender, or sexual orientation.

Section 3. The functions of this Association shall include the following:

- A. To promote standards of nursing education, nursing service, and nursing research.
- B. To participate in and support the legislative program of the New York State Nurses Association and the American Nurses Association.
- C. To represent nurses with allied professional, community, and government groups and with the public.
- D. To promote adherence to the American Nurses Association code of ethics.
- E. To foster continuing educational programs.
- F. To promote relationships with local divisions of the Student Nurses Association of New York Sate.
- G. To promote a professional image of nursing.

Article II: - Members

All members of this Association shall be licensed Registered Professional Nurses.

Article III: - Dues

Section 1. Annual dues for this Association shall be paid to “Mohawk Valley District No. 10 Nurses Association, Inc.” Determination of dues shall be as follows:

- A. The annual dues for a member shall be determined by the voting body.

B. The annual dues provide membership for twelve consecutive months.

C. Upon failure to pay dues as required by current policy, membership rights and privileges are forfeited.

Section 2. Annual dues for nurses sixty years of age and older will be reduced by one-half of the established membership fee. The reduced fee is optional for those individuals meeting eligibility requirements.

Article IV - Honorary Recognition

Honorary recognition may be conferred by a unanimous vote at any annual meeting of this Association on persons who have rendered distinguished service or valuable assistance to the nursing profession. The names must be recommended by the Board of Directors of this Association. Honorary recognition shall not be conferred on more than one person at any annual meeting.

Article V - Disciplinary Action and Rights of Members

Section 1. Members shall be subject to reprimand, censure, suspension, or expulsion by two-thirds vote of the Board of Directors for violation of the American Nurses Association Code of Ethics or for violation of the Bylaws of this Association.

A. No such action shall be taken against a member until such member shall have been served with written specific charges, given a reasonable time to prepare any defense, and afforded a fair hearing.

B. Members reprimanded, censured, suspended, or expelled under the provisions of this article may, within thirty days after notification of such action, request the Board of Directors of this Association to review any question of law or procedure involved therein.

Section 2. Members suspended or expelled under the provisions of this article shall be eligible for reinstatement upon application approved by a two-thirds vote of the Board of Directors of this Association.

Article VI - Officers and Duties of Officers

Section 1. The officers of this Association shall consist of a president, vice president, secretary, and treasurer who shall be elected as hereinafter provided.

Section 2. Election results shall be announced at the annual meeting.

A. A president and a treasurer shall be elected in the odd numbered year.

B. A vice president and a secretary shall be elected in the even numbered year.

Section 3. No officer shall serve more than two consecutive terms in the same position. Service for a portion of a term greater than half shall be considered a term.

Section 4. Officers of this Association shall perform the duties usually performed by such officers, duties as are specified in these By-laws and duties designated by the Board of Directors.

Section 5. Duties of the president:

A. Chair the Board of Directors and the Executive Committee of this Association.

B. Preside at all meetings of this Association.

C. Serve as an ex officio member of all committees, except the Nominating Committee.

D. Serve as a representative of this Association at meetings of the New York State Nurse Association Constituent District Nurses Association Assembly. In case of inability to attend, an alternate may be appointed.

E. Shall appoint a newsletter editor.

Section 6. The function of the vice president shall be to assume the duties of the president in the absence of the president. In the event of a vacancy occurring in the office of the president, the vice president shall serve as president until the next annual meeting or until a successor is elected.

Section 7. In the event that a vacancy occurs in the office of the vice president, the Board of Directors shall appoint a member of this Association to fill the office of the vice president until a successor is elected at the time of the annual elections.

Section 8. The secretary shall:

A. Keep the minutes of all meetings of this Association, the Executive Committee, and the Board of Directors.

B. Conduct the general correspondence of this Association and Board of Directors.

C. Notify all officers, directors, and committees of their election or appointment.

D. Notify the Secretary of The New York State Nurses Association of names and addresses of all officers, directors and committee chairpersons of this Association immediately after their election or appointment.

E. Preserve the papers and transactions of this Association.

Section 9. The treasurer shall:

- A. Receive dues and all other funds of this Association, deposit such funds in a bank designated by the Board of Directors, and pay only such bills as have been approved by the Board of Directors.
- B. Keep an itemized account of all receipts and disbursements, and give a written report at all regular meetings of the Board of Directors and of this Association.
- C. Submit all books of account for audit as specified by the Board of Directors every two years.

Section 10. All officers shall deliver to the President all accounts, record books, or other property belonging to this Association within two weeks following expiration of term of office.

Article VII - Composition and Duties of Board of Directors

Section 1. There shall be a Board of Directors consisting of the four officers and eight directors-at-large, who shall act as trustees of this Association.

Section 2. Four directors-at-large shall be elected each year to a two year term

- A. Election results shall be announced at the annual meeting.
- B. No director shall serve more than two successive terms as director. Service for a portion of the term greater than half shall be considered a term.

Section 3. Vacancies in position of directors shall be filled through appointment by the Board of Directors until the next election.

Section 4. The absence of any member of the Board of Directors from more than two consecutive meetings of the Board without sufficient reason as determined by a majority of the entire Board of Directors shall be considered a resignation from the Board.

Section 5. Regular meetings of the Board of Directors shall be held preceding general membership meetings.

Section 6. Special meetings of the Board of Directors may be called by the President on ten days notice to each member to the Board. Special meetings may be called by the written request of the President or by four or more members of the Board of Directors.

Section 7. Functions and duties of the Board of Directors:

- A. Transact the general business of this Association.

- B. Establish major administrative policies governing the affairs of this Association and devise measures for the growth and development of this Association.
- C. Report to this Association at each general membership meeting the business transacted in the interim between meetings.
- D. Designate such work of the officers and committees as may be deemed necessary.
- E. Authorize payment of legitimate expenses.
- F. Provide for an internal biannual audit of all financial books.
- G. Appoint standing committees and all other committees not otherwise provided for.
- H. Fill vacancies on the Nominating Committee and on the Board of Directors, except one occurring in the office of President.
- I. Recommend to the membership for approval by unanimous vote, individuals to receive honorary recognition according to Article IV.

Section 8. The Board of Directors shall not incur any liability in excess of \$500.00 without the approval of the membership of this Association.

Section 9. There shall be an Executive Committee of the Board of Directors composed of the President, Vice President, Secretary, and Treasurer of this Association. This committee shall have all the powers of the Board of Directors to transact business of an emergency nature between board meetings. All transactions of this committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors.

Article VIII - Committees

Section 1. Special committees shall be composed of members of this Association and shall be appointed by the Board of Directors as need arises. Standing Committees will be limited to the Nominating Committee.

- A. Special Committees shall report to the Board of Directors when requested.
- B. Special Committees may be dissolved only by a general membership vote to amend these By-laws.

Section 2. Ad hoc Committees may be formed at the discretion of the Board of Directors.

Section 3. The Nominating Committee shall be elected by the members at the annual election and shall consist of three members. The chairman shall be the member receiving the greatest number of votes. In the event of a vacancy on the committee, the Board of Directors shall appoint, at its next regular meeting, the necessary number to fill the vacancy. The committee shall perform the duties described in Article IX of these Bylaws.

Article IX - Nominations

Section 1. At least 120 days prior to the annual meeting, the Nominating Committee shall:

A. Advise the members of this Association of the names of officers, directors, and members of the Nominating Committee then serving, indicating those whose terms will expire and those eligible for re-election.

B. Request from the members of this Association names of members qualified and willing to serve if elected.

Section 2. The Nominating Committee shall prepare a ticket consisting of at least one nominee for each office. In preparing the ticket, the committee shall consider the names submitted by the members of this Association.

Section 3. The ticket shall be presented to the Board of Directors of this Association and then published in newsletter at least thirty days before the annual meeting.

Article X - Elections

Section 1. The President and the Treasurer shall be elected in the annual election held in the odd numbered years and the Vice President and the Secretary shall be elected at the annual election held in the even numbered years. Each officer shall be elected to a two year term of office.

Section 2. At each annual election, four directors shall be elected to serve for two years.

Section 3. Three members of the Nominating Committee shall be elected in each annual election to serve for one year.

Section 4. The Nominating Committee shall submit a slate of nominees for approval at the March meeting of the Board of Directors.

Section 5. All elections shall be determined at the annual meeting

Section 6. Each member in good standing in this Association shall be entitled to vote.

Section 7. Members may vote for members other than those whose names appear on the ballot by writing in the names of qualified candidates who have consented to serve if elected.

Section 8. The President shall appoint tellers at the annual meeting to count ballots.

Section 9. The tellers shall report the results of the election at the annual meeting.

Section 10. A plurality of votes cast by those entitled to vote and voting shall constitute an election.

Section 11. Should a tie vote occur, the tellers shall cast lots and shall certify as elected the person to whom the lot falls.

Section 12. All ballots and records of the election shall be preserved for one year after the election.

Section 13. Should the slate of nominees include only one candidate for each position to be filled, the Secretary may cast one vote for that slate, said action of which will constitute an election.

Article XI - Meetings

Section 1. Regular meetings of the Board of Directors of this Association shall be held on the second Wednesday of September, November, January, and March or at such time and place as shall be determined by the Board of Directors of this Association.

Section 2. The annual meeting of the general membership shall be held on the second Wednesday of May or at such a time and place as shall be determined by the Board of Directors of this Association.

Section 3. Special meetings of this Association may be called by the President upon a majority vote of the Board of Directors and shall be called by the President upon written request of twenty-five percent of the members of this Association. The notice shall state the reason for the special meeting.

Section 4. Notice of meetings shall be sent to all members of this Association ten days prior to the meeting in question.

Section 5. The order of business shall include:

A. At regular meetings:

Call to order

Reading and approval of minutes

Report of: President, Treasurer, Committees

New business

Educational program

Adjournment

B. At the annual meeting:

Call to order

Reading and approval of minutes

Report of: President, Treasurer, Secretary, All Committees

Other Business

Program optional

Report of elections

Adjournment

Article XII - Quorum

Section 1. A majority of the members of the Board of Directors, two of whom shall be officers (one officer being the President or Vice President) shall constitute a quorum at any meeting of the Board of Directors of this Association.

Section 2. A majority of any standing or special committee shall constitute a quorum.

Article XIII - Representation at District Meetings

The voting body at any general membership meeting of this Association shall consist of the members. No member shall be permitted to cast more than one vote in any election or regarding any matter coming before a meeting.

Article XIV - Fiscal Year

The fiscal year of this Association shall begin and end at the annual meeting.

Article XV - Official Organ

The official organ of this Association will be the District Newsletter. Information carried therein shall constitute official notification to the membership at all times.

Article XVI

Parliamentary Authority

The rules contained in "Robert's Rules of Order Revised" shall govern meetings of this Association.

Article XVII - Amendments

Section 1. Procedure for amendment of these Bylaws:

A. These By-laws may be amended at any annual, regular, or special meeting by a two-thirds vote of the members present and voting.

B. All proposed amendments shall be in the possession of the Secretary of this Association at least one month before the date of the meeting before which they will be presented, and notice of such shall be appended to call for such meetings

Section 2. These By-laws may be amended without previous notice at any meeting by a 99% vote of the members present entitled to vote and voting.

Revision Dates:

3/97; 5/01