

Georgia Nurses Association

CSRA Chapter

Bylaws

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Georgia Nurses Association CSRA Chapter Bylaws

Article I

Section 1 - Name:

The name of this Chapter shall be the CSRA (Central Savannah River Area) Chapter, Georgia Nurses Association (GNA) herein after referred to as this Chapter.

Section 2 - Relationship:

The CSRA Chapter of the Georgia Nurses Association is a constituent chapter of the Georgia Nurses Association.

Section 3 - Mission:

Nurses shaping the future of professional nursing and advocating for quality health care.

Section 4 - Functions:

- A. Promote through appropriate means, standards of nursing practice, nursing education, and nursing services as defined by GNA and ANA.
- B. Ensure adherence to the ANA Code of Ethics for Nurses.
- C. Represent and speak for the nursing profession with community organizations, allied health groups, governmental groups, and the public.
- D. Promote and protect the economic and general welfare of nurses.
- E. Provide for continuing education for nurses.
- F. Recruit students for nursing and promote relationships and collaboration with the Georgia Chapter of Nursing Students.
- G. Stimulate and promote research in nursing, disseminate research findings, and encourage the utilization of new knowledge as a basis for nursing.
- H. Assume an active role as consumer advocate in health.

Article II

Section 1 - Composition:

CSRA Chapter, GNA shall be composed of members, each of whom shall hold concurrent membership in Georgia Nurses Association, herein after referred to as GNA. Student nurses who are members of NSNA can participate as an affiliate member.

Section 2 - Qualifications:

- A. Membership shall be unrestricted by considerations of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation.
- B. A member is one:
 1. Who has been granted a license to practice as a Registered Nurse (RN) in at least one state, territory, or possession, of the United States, and does not have a license under revocation or suspension in any state, territory, or possession, or
 2. Who has completed a nursing education program that qualifies the applicant to take the state recognized examination for RN licensure as a first time writer, and
 3. Whose application for membership in GNA has been accepted in accordance with GNA policy, and
 4. Who is not delinquent in paying dues, and
 5. Whose membership is not under revocation for violation of the ANA Code of Ethics for Nurses.

Section 3 - Privileges and Obligations:

Members, based on individual membership status, shall have membership privileges as follows:

- A. Participate in the elections of GNA in accordance with these bylaws.
- B. Serve GNA and ANA in elected and appointed positions in accordance with GNA and ANA bylaws.
- C. Attend any meetings and other unrestricted activities of GNA, ANA and this Chapter.
- D. Attend the Congress of the International Council of Nurses.
- E. Utilize such GNA and ANA services as may be available.
- F. Receive a constituent GNA/ANA membership card.
- G. Receive *Georgia Nursing*, ANA membership publications, and this Chapter's newsletter and other notable communications.
- H. Exercise their freedoms of speech and assembly, as protected by the constitution and federal and state statutes; and to form, join, and assist any labor organization, which is not in direct competition with GNA, other constituent member chapters, and ANA. The exercise of these rights, in and of themselves does not constitute grounds for disciplinary action by GNA.
- I. Have the right to due process for the denial of any of the above privileges.
- J. Abide by the bylaws of GNA and ANA.
- K. Abide by the ANA Code of Ethics for Nurses.

Section 4 - Duration of Membership:

The membership year shall be flexible. Membership privileges are granted in the GNA or Chapters contingent upon the dues paid by the member monthly or annually.

Section 5 - Disciplinary Action:

- A. Causes of disciplinary action against a member shall be limited to violations of: The purpose, functions, and bylaws of CSRA Chapter and/or GNA, or ANA; and/or the ANA Code of Ethics for Nurses.
- B. Members shall be subject to disciplinary action by a two-thirds vote of the Board of Directors.
- C. No such action shall be taken against a member until such member has been served with written specific charges, given a reasonable amount of time to prepare a defense, and be granted a full, fair hearing.
- D. Any member expelled under provision of this section by this Chapter may, within sixty (60) days, request the Executive Board of GNA to review any question of bylaws or procedure involved therein.
- E. Disciplinary action taken by another state chapter against one of its members shall be given full recognition and enforcement, provided such action was taken in accordance with the bylaws and disciplinary procedure.

Article III
Dues

Membership dues shall include:

- A. ANA dues assessed to GNA as a constituent member of ANA as adopted by the ANA House of Delegates.
- B. GNA dues as adopted by the GNA House of Delegates in accordance with the Bylaws and Policies of GNA.
- C. A statewide uniform amount of membership dues as recommended by the Membership shall be allocated to the Growth & Development Fund.
- D. The chapter may elect to levy dues for members if a financial need arises. If this need occurs, it is the responsibility of the Finance Committee to make this recommendation to the CSRA Chapter Board. It will be voted on by the Board and then taken to the general membership for approval.

Article IV
Nominations and Elections

Section 1 - Candidates:

- A. A member in good standing, depending on membership status, is eligible to be a candidate for elected or appointed office in this Chapter and/or GNA and ANA.
- B. Candidates for office shall meet established qualifications as delineated under the bylaws of this Chapter and/or bylaws and policies of GNA.
- C. Candidates shall be considered eligible for any one (1) elective office in this Chapter at any one time.
- D. A candidate's name shall not be placed on the ballot until signed consent is received by the Chapter.

Section 2 - Nominations:

- A. On or before April 1, a slate of candidates representative of the various health care settings and consisting of two (2) nominees for each office shall be presented to the Board of Directors.
- B. In the event the slate of nominees is incomplete, the Board of Directors shall be empowered to complete the slate.
- C. The ballot shall be approved by the Board of Directors at the April Board meeting and presented to the general membership at the April general meeting.

Section 3 - Schedule of Elections:

- A. Elections shall be held biennially by secret ballot prior to the end of the fiscal year.
- B. The following shall be elected on odd years:
 - 1. President
 - 2. Secretary
 - 3. 5 Board members for the councils: Collegial Support, (2) Education (2), & Recognition (1)
- C. The following shall be elected on even years:
 - 1. Vice President
 - 2. Treasurer
 - 3. 4 Board members serving on the councils: Collegial Support (1), Education (1), & Recognition (2)

Section 4 - Elections:

- A. The President shall furnish the Collegial Support Council a complete list of members eligible to vote as of the cut-off date determined by the Board of Directors at the March meeting.
- B. A plurality of all votes shall constitute an election.
- C. In the event of a tie vote, members present at the annual meeting shall vote by secret ballot for that office.
- D. Each council will elect a chairperson at the council's first meeting.

Section 5 - Ballots:

- A. A ballot shall be mailed to each member of the Chapter who is eligible to vote following Board approval at the April meeting.
- B. Each member shall mark his/her ballot and return it within twenty (20) days of ballot mailing. It shall be sealed and returned to the designated election tellers in the pre-addressed envelope provided.
- C. A second ballot shall be sent upon receipt of a notarized statement that the member submitting the statement has not received a ballot.
- D. All ballots shall be retained for one (1) year after the election and destroyed thereafter.
- E. Ballots shall be counted by two (2) persons who are not on the ballot.

Section 6 - Write-In Candidates:

Any write-in candidate must have filed a "consent to serve" form prior to election whether they are self-nominated or nominated by another person.

Article V
Meetings

Section 1 - Meetings of this Chapter shall be held on the second Tuesday of each month, September through April, at a time and place determined by the Board of Directors. The September meeting shall be the annual meeting.

Section 2 - Two officers, including the President or Vice-President, and ten members, shall constitute a quorum for the transaction of business at any meeting of this Chapter.

Section 3 - Special meetings may be called by the President upon a majority vote of the Board of Directors, or upon written request of ten members of the Chapter. The time, place, and business to be transacted shall be stated in the call.

Section 4 - The voting body at any meeting of this Chapter shall consist of members who are in attendance.

Article VI
Board of Directors

Section 1 - Composition:

The Board of Directors shall consist of elected officers, Board Members, and Chairpersons of any organized specialty/conference group.

Section 2 - Accountability:

The Board of Directors shall:

- A. Report and be accountable to the membership of this Chapter.
- B. Exercise responsibility and fiduciary duties of the Chapter consistent with applicable provisions of law.
- C. Report to the membership at each meeting any business transacted.
- D. Provide for proper care of materials, equipment, and funds of this Chapter, for payment of expenses, and for the annual audit of all books of accounts.
- E. Fill the unexpired term of any vacancies in elected positions, except a vacancy occurring in the office of President, Vice-President, and Chairperson of Conference Groups.
- F. Appoint a parliamentarian.
- G. Declare a vacancy in any office or committee for failure to perform stated duties.
- H. Complete the slate of nominations if necessary.
- I. Establish the cut-off date for the complete list of members eligible to vote in the Chapter.
- J. Review proposed bylaws changes prior to their submission to the membership.
- K. Call special meetings.
- L. Select a place for deposit of funds, provide for and authorize their investment.
- M. Determine which officers shall be bonded; fix the amount of bond for each, and approve same.

Section 3 - Fiscal Responsibilities

- A. The Board of Directors shall not incur any liability in excess of \$1,000.00 annually.
- B. No member of the Board may authorize the expenditure for any funds without the approval of the Board.
- C. Any request for unbudgeted funds shall be presented to the membership for approval.

Section 4 - Term of Office:

- A. The term of office shall be two (2) years for all officers
- B. Absence from any three (3) consecutive meetings without cause by any officer shall constitute a resignation and the vacancy shall be filled in accordance with *Article VI, Section 2 E*.
- C. In the event of a vacancy:

1. In the office of the President, the unexpired term would be filled by the Vice-President.
2. In the office of Vice-President, if this person assumes the unexpired term of the President or if this office is vacated for any other reason, the Board of Directors shall fill the vacancy by appointment for the remainder of that term by a member qualified according to these bylaws.
3. In the office of secretary, treasurer, or council members, the Board of Directors shall fill the vacancy by appointment for the remainder of that term by a member/s qualified according to these bylaws.

Section 5 - Meetings:

- A. Regular meetings of the Board of Directors shall be held:
 1. Preceding a membership meeting or as determined by the board.
 2. At least one summer meeting will be held in preparation for the upcoming year.
- B. Special meetings of the Board of Directors may be called by the President on three (3) days notice and shall be called by the President upon written request of four (4) members of the Board of Directors or ten (10) members of this Chapter. Time, place, and business transacted shall be stated in the call.

Section 6 - Quorum:

A majority of the Board of Directors including the President or Vice-President shall constitute a quorum at any meeting of the Board of Directors.

Article VII
Officers and Duties of Officers

Section 1 - The officers of this Chapter shall be a President, a Vice-President, a Secretary, a Treasurer, nine Board Members, and Chairperson of any organized specialty/conference group.

Section 2 - The nine Board Members shall be divided (as determined by elections) into the 3 councils: Collegial Support, Education, and Recognition.

Section 3 - Officers of this Chapter shall perform the duties usually performed by such officers together with such duties as shall be prescribed by the bylaws of this Chapter, by the Board of Directors, and Robert's Rule of Order, Newly Revised, when not in conflict with the bylaws of this Chapter.

Section 4 - No person shall retain the same office for more than two consecutive terms. Service for a portion of a term greater than a half shall be considered a term.

Section 5 - Vacancies of officers shall be filled as provided for in Section *Article VI, Section 2 E*.

Section 6 - No officer shall be elected to serve as an officer or Board member of this Chapter who, at the time, would be serving on the Board of Directors by virtue of holding office as conference group chairperson.

Section 7 - The President shall:

- A. Be chairman of the Board of Directors and preside at its meetings.
- B. Preside at all meetings of this Chapter.
- C. Approve all bills of this Chapter over \$1000 before payment by the Treasurer.
- D. Serve as representative of this Chapter at meetings of the Chapter Assembly of the Georgia Nurses Association.
- E. Call special meetings of the Board of Directors upon written request of four (4) members of the Board of Directors or ten (10) members of the Chapter.
- F. Be an ex-officio member of all councils.

- G. Appoint special committees when necessary.
- H. Appoint Election Tellers.
- I. Notify all officers, directors, and committees of their appointments or elections.
- J. Communicate with the chapter's Regional Coordinator.

Section 8- The Vice-President shall:

- A. Assume the duties of the President in the President's absence or inability to serve.
- B. In case of a vacancy in the office of President, succeed to that office for remainder of that term.
- C. Submit written report annually.

Section 9 - The Secretary shall:

- A. Keep the minutes of all meetings of this Chapter and the Board of Directors and send minutes to the Executive Director of the Georgia Nurses Association.
- B. Preserve all papers, letters, and transactions of this Chapter.
- C. Send the Executive Director of the Georgia Nurses Association the names and addresses of all officers and committee chairmen of this Chapter immediately after their election or appointment, and notify the Executive Director of the Georgia Nurses Association of any changes in officers or committee chairpersons during the year.
- D. Conduct the general correspondence of this Chapter and the Board of Directors.
- E. Keep an accurate list of the names and addresses of all members in this Chapter.
- F. Send notices of time and place of board and special meetings to all members of the Board.
- G. Send notices of time and place of meetings of the Chapter to all members through Agency Representatives.
- H. Send letters of appreciation to guest speakers.
- I. Serve as Chairperson of Agency Representatives.
- J. Upon retirement, shall deliver to the successor within one month after the annual meeting, all Chapter properties in his/her possession.
- K. Submit written report annually.

Section 10- The Treasurer shall:

- A. Receive dues and all other funds of this Chapter.
- B. Deposit collected funds in a bank designated by the Board of Directors.
- C. Pay bills for the Chapter. Bills over \$1000 require approval of the President.
- D. Keep an itemized account of all receipts and disbursements.
- E. Give a written report at all meetings of this Chapter and the Board of Directors.
- F. Submit all books of account for audit as specified by the Board of Directors.
- D. Give bond subject to the approval of the Board of Directors of the Chapter.
- E. Serve as chairperson of the Committee on Finance. The Committee on Finance shall consist of at least three members. The committee shall:
 - 1. Prepare an annual budget and present to the Board of Directors at the September meeting.
 - 2. Monitor fiscal affairs of the Chapter and provide reports and interpretation to the Board of Directors and the membership.
- F. Upon retirement, shall deliver to the successor within one month after the annual meeting, all monies, receipted bills, books, and papers of this Chapter in his/her custody.
- G. Submit written report annually.

Section 11- All officers, except the Secretary and Treasurer, shall deliver to the President all accounts, record books, papers, or other property belonging to this Chapter within two weeks following their retirement.

Article VIII
Organizational Councils

Section 1 - Councils shall assume duties as specified in the bylaws or assigned by the Board of Directors.

Section 2 - Absence without cause from three (3) meetings of a Council shall constitute a resignation and the vacancy shall be filled as provided in *Article VI, Section 2.E*.

Section 3 - A majority of the members of any Council shall constitute a quorum.

Section 4 - The Council members shall serve two (2) years.

Section 5 - Submit budget requests to the Finance Committee annually.

Section 6 – Collegial Support Council shall:

Membership

- A. Study and identify matters pertaining to membership promotion.
- B. Develop and implement plans for retaining and increasing membership.

Nominations

- A. Prepare a slate of candidates representative of the various health care settings and consisting of two (2) nominees for each office.
- B. Present ballot to the Board of Directors at the April meeting.
- C. Mail ballot to Chapter members in April.
- D. Report results to Board once received by Election Tellers.
- E. Retain ballots for one year following election.
- F. See *Article IV Nominations and Elections* for other election information.

Nurse Advocacy

The Nurse Advocate Committee shall consist of at least three (3) members and shall:

- A. Provide a professionally sound and individualized program of education, treatment, and rehabilitation for any CSRA Chapter, GNA RN with the disease of addiction.
- B. Meet following criteria:
 - 1. Be an RN & have knowledge & understanding of addiction as a disease;
 - 2. Complete training workshop provided by the GNA-NAP state committee;
 - 3. Serve a year under guidance of experienced advocate;
 - 4. Be a GNA member.

NOTE: If the RN is recovering, there must be two years of recovery.

Mentorship

- A. Orient new members to the chapter.
- B. Develop “new RN” program for area hospitals.

Legislature

- A. Study the need for legislative action.
- B. Study proposed federal, state, and local legislation for implications for nursing, nurses, and health.
- C. Advise the Board of Directors on legislative matters.
- D. Assist in the promotion of the GNA's legislative platform.

Section 6 – Education Council shall:

Programs

- A. Plan a program for each meeting of this Chapter.
- B. Arrange for program participants and present the participant(s) at meetings.
- C. Arrange for special programs as directed by the Board.

Newsletter

- A. Solicit articles for publication in newsletter.
- B. Compile, arrange for printing and mailing of a quarterly newsletter to all members.

Bylaws

- A. Suggest and receive all proposed amendments or revisions to this Chapter's bylaws.
- B. Compare the Chapter bylaws with Georgia Nurses Association bylaws for consistency regarding:
 - 1. Purpose and Functions
 - 2. Members
 - 3. Disciplinary Action
 - 4. Rights of Members
 - 5. Dues
- C. Submit proposed amendments or revisions to the Chapter Board of Directors for review and approval.
- D. Submit amendments as follows: present bylaws, proposed amendments, rationale.
- E. All bylaws submitted by this Chapter must have been signed by the Chairman of the Committee on Bylaws and the President as approved by the Board of Directors.
- F. Submit the opinions or recommendations of the Georgia Nurses Association Committee on Bylaws to the Chapter Board of Directors before action by the membership.
- G. If proposed bylaws are adopted with change, they shall then be printed. If any change other than editorial, the revisions shall again be sent to the Georgia Nurses Association Committee on Bylaws for further approval. After completed and printed, two copies shall be sent to the Executive Director, Georgia Nurses Association.
- H. Review rules of each Conference Group and advise necessary changes so that they will not be in conflict with the bylaws of this Chapter.

Section 7 – Recognition Council shall:

Awards/Scholarship

- A. Solicit suggestions for yearly awards and determine possible recipients. Submit suggestions to Board of Directors.
- B. Arrange program and present the recipients at the Annual meeting.
- C. Review and study scholarship applications. Submit recommendations to Board of Directors

Public Relations

- A. Promote better understanding of professional nursing by the public.
- B. Cooperate with groups allied to nursing and the medical and hospital chapters to maintain good relationships.
- C. Publicize to all available media the programs and objectives of the Chapter, the American Nurses Association, and the Georgia Nurses Association.
- D. Publicize all meetings, special programs, and projects of this Chapter.
- E. Assist the committee on Program in the compilation of the program booklet.
- F. Organize nurse week activities.

Representation at Local Agencies

Publicize all meetings and programs of the chapter within the individual agency.

Showcase

Plan and manage the Showcase.

History

- A. Preserve the records of on-going activities of this Association.
- B. Continue to archive records for inclusion in the history of this Association.
- C. Report to the Board of Directors and Membership.

Article IX
Conference Groups

A Conference Group may be formed for the purpose of promoting professional development in a particular clinical, occupational or specialized practice. A Conference Group may be established upon request to the Board of Directors.

A. The Conference Group will formulate rules in conformance with this Chapter's Bylaws and shall be presented to the Board of Directors for approval.

B. The officers of the Conference Group shall be a chairman, vice chairman, and a secretary, elected for two years.

C. The officers shall appoint three members to prepare a ballot for presentation to the members of the Conference Group. A plurality vote of the members entitled to vote shall constitute an election.

D. The Chairman of an organized Conference Group shall be a member of the Board of Directors of this Chapter (subject to same rules of *Article VII*) and shall report the activities of the Conference Group at each Chapter general meeting.

E. A Conference Group may be dissolved for any of the following reasons:

- 1. Upon agreement of the Board of Directors and the Conference Group that there is no reason for its Continuance.
- 2. Failure to carry out its objectives.
- 3. Failure to conform to requirements or principles of the chapter.
- 4.

Article X
Fiscal Year

The fiscal year of this Chapter will be July 1- June 30.

Article XI
Official Organs

The *Georgia Nursing* and the CSRA Chapter Newsletter shall be the official organs of this Chapter.

Article XII
Parliamentary Authority

The rules contained in Robert's Rules of Order, Newly Revised shall govern meetings of this Chapter in chapter in all cases not covered by these bylaws, or bylaws of the Georgia Nurses Association.

Article XIII
Amendments

Section 1- These Bylaws may be amended at any meeting by a two-thirds vote of the members present and voting, provided notice of the proposed amendments have been distributed or circulated to the members at least 30 days in advance of the meeting.

Section 2- These Bylaws may be amended without previous notice at any annual meeting or regular meeting by a 95% vote of all members present and voting.

Bylaws Committee:

Patricia R. Cook, Chairperson
Marc Rhodes

Approved:

Patricia R. Cook _____
Bylaws Chairperson
Sandy Turner _____
President, CSRA Chapter, GNA