



Bylaws

Adopted: October 2008

NDNA BYLAWS

October 2008

ARTICLE I NAME

SECTION 1. Name

The name of this Association shall be the North Dakota Nurses Association hereinafter referred to as NDNA.

ARTICLE II PURPOSE AND FUNCTIONS

SECTION 1. Purpose

- A. The purpose of NDNA shall be to:
 - 1. stimulate and promote the professional and educational advancement of nurses,
 - 2. promote the personal and professional development of nurses and support them in the workplace,
 - 3. foster high standards of nursing,
 - 4. foster cooperation among nurses in North Dakota,
 - 5. collaborate with ANA to work for the improvement of health standards and the availability of health care services.
- B. This purpose shall be unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, race, religion, or sexual orientation.

SECTION 2. Functions

- A. The functions of NDNA shall be to:
 - 1. promote the standards of nursing practice, nursing education, and nursing services as defined by the American Nurses Association (ANA),
 - 2. adhere to the Code for Nurses established by ANA,
 - 3. influence legislation on health care policies and health issues and the nurse's role in the health care delivery system,
 - 4. support the nurse in personal and professional growth and development in the practice setting through workplace advocacy,
 - 5. promote and provide for the continuing professional development of nurses,
 - 6. represent and speak for the nursing profession in North Dakota,
 - 7. provide leadership for nurses throughout North Dakota,
 - 8. provide for representation in the ANA House of Delegates,
 - 9. promote collaborative relationships with the other groups in North Dakota that affect health care,
 - 10. support a system of credentialing in North Dakota,
 - 11. provide a state archive for collection and preservation of documents which have contributed to the historical development of nursing in North Dakota,
 - 12. stimulate and promote systematic study, evaluation, and research in nursing, and encourage the use of new knowledge as a basis for nursing,
 - 13. serve as the central agency for the collection and dissemination of information relevant to nursing,
 - 14. maintain communication with NDNA members through official publication and correspondence, to include e-mail and posting on the NDNA website,
 - 15. provide services to NDNA Membership.

ARTICLE III MEMBERSHIP

SECTION 1. Definition

The membership shall be the governing body of NDNA.

SECTION 2. Composition

The membership shall be composed of individuals who meet the qualifications and requirements described in these bylaws.

SECTION 3. Qualifications

- A. An individual qualified for membership is one:
 - 1. who has been granted a license to practice as a registered nurse in at least one state, territory, possession, or District of Columbia of the United States and who does not have a license under suspension or revocation in any state or one who has completed a nursing education program and is qualified to take the state-recognized exam for registered nurse licensure as a first time writer; however, renewal of membership after the first year shall be contingent upon having been granted R.N. licensure,
 - 2. who is qualified for reduced membership as a retired nurse,
 - 3. whose membership is not under revocation for violation of the Code for Nurses or the Bylaws of the ANA or its constituents,
 - 4. whose application for membership in NDNA has been accepted in accordance with association policy and,
 - 5. whose dues to NDNA are not delinquent.
- B. Membership is unrestricted by consideration of age, color, creed, disability, gender, health status, lifestyle, nationality, religion, or sexual orientation.

SECTION 4. Membership Authority

In accordance with these bylaws and the relevant sections of the ANA bylaws, the membership shall have the authority to:

- A. establish the NDNA bylaws, dues, priorities, and policy agenda,
- B. adopt a code of ethics and promote the development and promulgation of nursing standards,
- C. delegate authority and define accountability for the implementation of NDNA priorities and policy agenda items.

SECTION 5. Membership Rights

- A. Members have the right to:
 - 1. have all rights of membership in the American Nurses Association as provided in the ANA bylaws until such time as 2/3 of the entire NDNA membership votes to disaffiliate from ANA. "NDNA membership," for these purposes, is defined as individual members of the NDNA who have ANA rights and privileges of membership as a result of their NDNA membership. The vote may occur by mail or electronic ballot, with appropriate notice and procedures to protect the integrity and validity of the vote,
 - 2. participate in the election of NDNA officers and the NDNA delegates to the ANA House of Delegates,
 - 3. participate in any and all activities/task forces as desired,
 - 4. participate in NDNA local and state meetings, attend the ANA House of Delegates, participate or attend other unrestricted NDNA or ANA events and activities,
 - 5. receive a membership card and NDNA and ANA communications and publication,

6. seek election or appointment to any NDNA or ANA position for which member is qualified,
7. attend the congress of the International Council of Nurses,
8. transfer membership from another ANA constituent entity to NDNA without incurring additional dues payments within that membership year.

SECTION 6. Membership Obligations

- A. A member shall have the obligation to:
 1. uphold the bylaws of NDNA and ANA,
 2. abide by the Code for Nurses as adopted by the ANA House of Delegates,
 3. pay dues according to ANA and NDNA policies and procedures,
 4. fulfill the requirements of an office or committee if elected or appointed.

SECTION 7. Annual Meeting

- A. The NDNA membership shall convene annually at a time and place to be determined by the NDNA Board of Directors.
- B. Notice of the Annual Meeting, the order of business and the proposed rules for conducting business shall be published and delivered to the membership at least one month prior to the meeting.
- C. Voting at the Annual Meeting shall be limited to those members who present a current membership card at the time of registration, whose membership can be verified by the administrative staff of NDNA, or who represent a recognized organizational affiliate of NDNA.
- D. A quorum for the transaction of business at the Annual Meeting shall consist of the President, three of the Vice Presidents on the Board of Directors, and those members present.
- E. At the discretion of the NDNA Board of Directors, the annual meeting may be convened by means other than a face-to-face meeting including electronic means.

SECTION 8. Special Meetings

- A. Special meetings of the membership may be called by the NDNA Board of Directors or upon the written request of 25 NDNA members.
- B. At the discretion of the NDNA Board of Directors, a special meeting may be convened by means other than a face-to-face meeting including electronic means.
- C. Notice of special meetings, the agenda and the proposed rules for conducting business shall be delivered to the membership at least 10 calendar days prior to the date of the meeting.

**ARTICLE IV
DISTRICT NURSES ASSOCIATIONS**

SECTION 1. Definition

A District Nurses Association is a component of NDNA.

SECTION 2. Formation

The NDNA Board of Directors shall have the power to establish District Nurses Associations.

SECTION 3. Composition

District Nurses Associations shall be composed of NDNA members who either reside or are employed within a defined geographic area and meet other qualifications listed in these bylaws.

SECTION 4. Purpose

The purpose of District Nurses Associations is to promote and advance the purposes of NDNA at the grassroots level.

SECTION 5. Responsibilities

District Nurses Associations shall:

- A. Create a structure and function based on the needs of the members of the district,
- B. Support the mission, purpose and functions of NDNA, including:
 1. promote the standards of nursing practice, nursing education and nursing services as defined by ANA,
 2. promote and provide for the continuing professional development of nurses.
- C. Operate within NDNA Bylaws, policies and procedures,
- D. support and cultivate the development of nurse leaders for positions at the state and national level,
- E. submit names of qualified district members for nomination to state offices and to act as representatives on the Vice Presidential Advisory Committees for Practice, Education, Administration and Research; Finance; Membership Services; Government Relations and Communication,
- F. assist in dissemination of information and membership promotions developed by NDNA and,
- G. submit names for NDNA recognition awards.

SECTION 6. Meetings

- A. District Nurses Associations shall hold membership meetings as needed.
- B. Those members present shall constitute a quorum.

ARTICLE V ORGANIZATIONAL AFFILIATE

SECTION 1. Qualifications

An organizational affiliate is one which:

- A. has a mission and purpose harmonious with the purpose and functions of NDNA,
- B. has governing body composed of majority of registered nurses, which is not meant to preclude the participation of associate nurse organizations or a nursing organization that is a structural component of a multidisciplinary organization,
- C. shall pay a fee as established by the NDNA Board of Directors,
- D. does not take action counter to the interests of NDNA.

SECTION 2. Rights

Each organizational affiliate shall be entitled to:

- A. one representative at the Annual Meeting, who shall, if the representative is a registered nurse, be eligible to vote on all matters in the meeting except the setting of membership dues, amendment of bylaws and the election of officers,
- B. in the absence of a registered nurse member, has voice but no vote,
- C. make reports or presentations to the NDNA Annual Meeting within its area of expertise, including the presentation of action reports.

ARTICLE VI DUES

SECTION 1. Amount of Dues

The amount and categories of dues shall be established by the Membership at its Annual Meeting. The amount shall be sufficient to provide for individual membership in NDNA and NDNA's membership in ANA.

SECTION 2. Change of Dues

Dues may be changed at the Annual Meeting by a majority vote of those NDNA members registered and voting, provided that at least six weeks previous notice was given. Dues may be changed without prior notice by a 2/3 vote of the NDNA members registered and voting at the Annual Meeting. No dues shall be either refunded nor additional dues collected when a change in a dues category is made within a membership year.

SECTION 3. Payment

NDNA shall pay dues owed ANA in accordance with policy adopted by the ANA House of Delegates.

SECTION 4. Reduced Fees

- A. Members who qualify for one of the following categories may elect to pay fifty percent (50%) of the annual dues:
 - 1. nurses who are not employed,
 - 2. registered nurses in full-time study,
 - 3. graduates of Registered Nurse programs for a first year membership if initiated within two years following graduation,
 - 4. nurses sixty-two (62) years of age or older who do not earn more than the social security program allows without loss of social security payments.
- B. Members sixty-two (62) years of age or older who are not employed may elect to pay twenty-five percent (25%) of annual dues.

ARTICLE VII BOARD OF DIRECTORS and OFFICERS

SECTION 1. Definition

The NDNA Board of Directors shall be the corporate body of NDNA.

SECTION 2. Composition

The NDNA Board of Directors shall be composed of the President, Vice President of Finance, Vice President of Communication, Vice President of Membership Services, Vice President of Government Relations, Vice President of Practice, Education, Administration and Research, and the Director of CNE-Net Education Division. The immediate past-president shall serve a one-year term as an ex-officio member of the Board.

SECTION 3. Authority

The NDNA Board shall have the authority delegated to it by the NDNA membership, including the duty and power of acting for the membership in the intervals between meetings of the NDNA membership, and shall have other responsibilities and powers as defined in these bylaws.

SECTION 4. Accountability

The NDNA Board shall report and be accountable to the NDNA Membership.

SECTION 5. Meetings

The NDNA Board of Directors shall meet a minimum of twice a year. The NDNA Board Meetings are open to all members to attend, unless paid staff reviews are being conducted.

SECTION 6. Quorum

The President and three Vice Presidents shall constitute a quorum.

SECTION 7. Responsibilities

The NDNA Board shall:

- A. support and advance the purpose(s) of NDNA,
- B. exercise the corporate responsibility and fiduciary duties of the association, consistent with applicable provision of law,
- C. develop plans and undertake activities necessary to achieve the priorities and policies established by the membership,
- D. approve policies and procedures for the transaction of business and the operation and maintenance of a state office,
- E. report to and be accountable to the membership regarding business transacted,
- F. establish financial policies, adopt the budget, submit all books annually for audit by a certified public accountant, and present an annual financial report to the membership at the annual meeting,
- G. appoint, define the authority and responsibilities, and annually review the performance of the executive administrator,
- H. provide leadership for districts and members,
- I. provide for NDNA representation at meetings of voluntary organizations and meetings of public and governmental agencies,
- J. set the date and registration fees of the annual meeting and biannual convention,
- K. make appointments and fill vacancies as provided for in these bylaws,
- L. establish relationships and collaboration with the Nursing Students Association of North Dakota (NSAND),
- M. communicate with NDNA members,
- N. assume other duties as may be provided for elsewhere in these bylaws and by the NDNA membership at the annual meeting,
- O. create a task force(s) for a specific task or project, this task force(s) is limited to the life of the project.

SECTION 8. Terms of Office

Members of the Board of Directors shall serve two year terms or until their successors are elected and shall be eligible to serve three consecutive terms.

SECTION 9. Qualifications

The President and Vice-Presidents shall:

- A. hold a current membership in NDNA.

SECTION 10. Vacancies

- A. In the event of a vacancy:
 1. in the office of the President, the vacancy shall be filled by appointment of one of the Vice-Presidents by consensus of the board of directors, who shall become the president for the remainder of the term,
 2. in the office of a Vice-President the vacancy shall be filled by NDNA Board appointment from the district representatives on that Vice President's Advisory Committee and appointees shall serve until their successors are elected.

SECTION 11. Duties of Officers

- A. Officers shall assume duties usually performed by such officers and as defined by these bylaws or the parliamentary authority adopted.
- B. The president shall:
 - 1. serve as the official representative of the association and its spokesperson on matters of association policy and position,
 - 2. chair the Annual Meeting and the NDNA Board of Directors,
 - 3. serve as an ex-officio member of all task forces and ad hoc committees except the Nominating Committee,
 - 4. serve as Delegate to the ANA House of Delegates,
 - 5. serve as a representative of NDNA at the ANA Constituent Assembly,
 - 6. serve as one representative to the North Dakota Nurse Leadership Council,
 - 7. operationalize NDNA purpose # 5 and function # 6, 7, 8.
- C. The Vice-President of Membership Services shall:
 - 1. during a board meeting in the absence of the President, assume the duties of the President and other duties as assigned by the NDNA Board,
 - 2. serve as one representative to the North Dakota Nurse Leadership Council,
 - 3. recommend membership benefit changes, retention and recruitment strategies to the NDNA Board of Directors and membership,
 - 4. operationalize NDNA purpose #4 and function # 15.
- D. The Vice President of Finance shall:
 - 1. monitor NDNA fiscal affairs,
 - 2. provide reports and interpretations of NDNA's financial condition, as may be required to the Annual Meeting of the membership and the NDNA Board of Directors.
- E. The Vice President of Communication shall:
 - 1. maintain records of annual meeting and NDNA board meetings,
 - 2. oversee and co-manage the NDNA website, networking activities and the official publication,
 - 3. operationalize NDNA Purpose #4 and function #11, 13, 14, 15.
- F. The Vice President of Practice, Education, Administration, & Research shall:
 - 1. coordinate practice, education, administration and research activities and initiatives,
 - 2. operationalize NDNA purpose #1, 2, 3 and function # 1, 2, 4, and 12.
- G. The Vice President of Government Relations shall:
 - 1. coordinate the development of a legislative platform prior to each regularly scheduled session of the state legislature,
 - 2. coordinate review of any proposed legislation put forth by NDNA prior to it being brought to the legislature for consistency with the NDNA legislative platform,
 - 3. coordinate a state legislative response network,
 - 4. report to the membership at the Annual Meeting,
 - 5. operationalize NDNA function # 3, 9.

SECTION 12. Executive Director

- A. The NDNA Board shall delegate to the executive director the authority to manage NDNA according to ANA policies and positions established by the NDNA membership and the NDNA Board.
- B. The executive director shall:

1. be accountable to the NDNA Board,
2. employ, direct, promote and terminate NDNA staff,
3. develop policies and procedures for the transaction of business and coordination of association activities and operation and maintenance of state office,
4. represent NDNA and serve as spokesperson on matters of established policies and positions,
5. be a representative to the ANA Constituent Assembly,
6. collaborate with all the advisory committees.

ARTICLE VIII ADVISORY COMMITTEES

SECTION 1. Advisory Committees

There shall be the following standing committees which shall assume duties according to these Bylaws, NDNA Policies, and Parliamentary Authority adopted:

- A. Finance Advisory Committee,
- B. Communication Advisory Committee,
- C. Practice, Education, Administration, and Research Advisory Committee,
- D. Government Relations Advisory Committee,
- E. Membership Services Advisory Committee,
- F. CNE-Net Advisory Committee.

Other functions will be performed by task forces appointed by the Board of Directors when needed.

SECTION 2. Finance Advisory Committee

- A. The Finance advisory Committee shall be made up of appointed members from districts,
- B. The Vice President of Finance shall be the Chair.
- C. The Finance Advisory Committee shall:
 1. Advise the Vice President of Finance on fiscal affairs of NDNA,
 2. Assist in the preparation of the annual budget,
 3. Operationalize designated purpose and functions.
- D. Term of Office
 1. Members shall be appointed for two year terms or serve until successors are appointed.
- E. Meetings
 1. Meetings shall be held at least twice per year, one of which will be at the NDNA Annual Meeting.
- F. Quorum
 1. As an advisory committee, there is no requirement for a quorum.

SECTION 3. Communication Advisory Committee

- A. The Communication Advisory Committee shall be made up of appointed members from districts,
- B. The Vice President of Communication shall be the Chair.
- C. The Communication Advisory Committee shall:
 1. Advise the Vice President of Communication on the appearance and content of the NDNA website,
 2. Provide and solicit material for the official publication,
 3. Operationalize designated purpose and functions.
- D. Term of Office
 1. Members shall be appointed for two year terms or serve until successors are appointed.
- E. Meetings
 1. Meetings shall be held at least twice per year, one of which will be at the NDNA Annual Meeting.

- F. Quorum
 - 1. As an advisory committee, there is no requirement for a quorum.

SECTION 4. Practice, Education, Administration, and Research Advisory Committee

- A. The Practice, Education, Administration, and Research Advisory Committee shall be made up of appointed members from districts,
- B. The Vice President of Practice, Education, Administration, and Research shall be the Chair.
- C. The Practice, Education, Administration, and Research Advisory Committee shall:
 - 1. Coordinate practice, education, administration and research activities and initiatives,
 - 2. Collaborate with ANA to implement ANA's Health System Reform Agenda,
 - 3. Operationalize designated purpose and functions.
- D. Term of Office
 - 1. Members shall be appointed for two year terms or serve until successors are appointed.
- E. Meetings
 - 1. Meetings shall be held at least twice per year, one of which will be at the NDNA Annual Meeting.
- F. Quorum
 - 1. As an advisory committee, there is no requirement for a quorum.

SECTION 5. Government Relations Advisory Committee

- A. The Government Relations Advisory Committee shall be made up of appointed members from districts,
- B. The Vice President of Government Relations shall be the Chair.
- C. The Government Relations Advisory Committee shall:
 - 1. influence the development of social policy and the passage of state legislation and regulations consistent with ANA and NDNA priorities, positions and policies,
 - 2. monitor trends and developments in legislative and governmental areas,
 - 3. study proposed federal, state and local legislation for its implications for nurses, nursing and health care,
 - 4. develop and recommend a legislative platform to NDNA Board prior to each regularly scheduled session of state legislature,
 - 5. have the opportunity to review and make recommendations on any proposed legislation put forth by NDNA prior to it being brought to the legislature for consistency with the NDNA legislative platform,
 - 6. develop and maintain a state legislative response network,
 - 7. report to the membership at the annual meeting,
 - 8. Operationalize designated purpose and functions.
- D. Qualifications of committee members are:
 - 1. current NDNA Member,
 - 2. demonstrated interest in political process and health care policy by past activities, education, special training and/or commitment to policy issues.
- E. Term of office
 - 1. Members shall be appointed for two year terms or serve until successors are appointed.
- F. Meetings
 - 1. The Government Relations committee shall meet a minimum of twice a year, one of which will be at the NDNA Annual Meeting.
- G. Quorum
 - 1. As an advisory committee, there is no requirement for a quorum.

SECTION 6. Membership Services Advisory Committee

- A. The Membership Services Advisory Committee shall be made up of appointed members from districts,
- B. The Vice President of Membership Services shall be the Chair.
- C. The Membership Services Advisory Committee shall:
 - 1. set membership goals for the organization,
 - 2. recommend, to the Board of Directors, promotions aimed at increasing membership,
 - 3. promote and encourage membership within each district,
 - 4. promote NDNA as the professional organization for nurses in the state of North Dakota,
 - 5. Operationalize designated purpose and functions.
- D. Term of Office
 - 1. Members shall be appointed for two year terms or serve until successors are appointed.
- E. Meetings
 - 1. Meetings shall be held at least twice per year, one of which will be at the NDNA Annual Meeting.
- F. Quorum
 - 1. As an advisory committee, there is no requirement for a quorum.

SECTION 7. CNE-Net Advisory Committee

- A. The CNE-Net Advisory Committee shall be made up of appointed members from districts,
- B. The Director of CNE-Net Education Division shall be the Chair.
- C. Responsibilities of the CNE-Net Advisory Committee are:
 - 1. act in an advisory capacity to the Approver Unit,
 - 2. act in an advisory capacity to the Provider Unit,
 - 3. collaborate with the Practice, Education, Administration, & Research Advisory Committee to assess the continuing education needs of nurses in the state and those state nurse associations in contractual agreements,
 - 4. assist in reviewing progress towards objectives; develop action plans that are congruent with the NDNA strategic plan.
- D. Qualifications of Committee members are:
 - 1. current NDNA member,
 - 2. minimum of two years demonstrated experience in some aspect of continuing education within a health care setting.
- E. Term of Office
 - 1. Members shall be appointed for two-year terms and shall serve until a successor is appointed.
- F. Meetings
 - 1. The Continuing Education Committee shall meet at least twice per year, one of which will be at the NDNA Annual Meeting.
- G. Quorum
 - 1. As an advisory committee, there is no requirement for a quorum.

ARTICLE IX TASK FORCES

SECTION 1. Task Forces

Task Forces are created for a specific task or project by the Board of Directors and have a life span limited to the length of the task or project.

- A. The Chair and members of the Task Force shall be appointed by the Board of Directors.
- B. Responsibilities:
 - 1. support and advance the purpose and functions of NDNA,
 - 2. carry out the directives of the Board of Directors to complete a specific task or project,
 - 3. communicate to the Board of Directors as frequently as directed.
- C. Vacancies on task forces will be filled as necessary by the Board of Directors.

ARTICLE X STANDING COMMITTEES

There shall be the following standing committees which shall assume duties according to these Bylaws, NDNA Policies, and Parliamentary Authority adopted:

SECTION 1. Bylaws & Reference Committee

- A. The Bylaws & Reference Committee shall be composed of no less than four members appointed by the NDNA Board of Directors.
- B. The chair shall be appointed by the NDNA Board of Directors.
- C. Responsibilities of the Bylaws and Reference Committee are:
 - 1. interpret the bylaws and any standing rules,
 - 2. review NDNA bylaws and bylaw recommendations and recommend corrections and amendments as outlined in the Bylaws & Reference Committee Procedure Manual and submit proposed changes at the annual meeting,
 - 3. receive, review and report on proposals submitted for consideration at the annual meeting as outlined in the Bylaws & Reference Committee Procedure Manual,
 - 4. advise membership regarding the process of submitting recommended changes of bylaws and resolutions to the Bylaws & Reference Committee for consideration by the membership.
- D. Qualifications of committee members
 - 1. current NDNA member,
 - 2. demonstrated experience working with bylaws/resolution in NDNA or another organization.
- E. Term of Office
 - 1. Members shall be appointed to two year terms and serve until successors are appointed.
 - 2. Members shall be ineligible to serve more than three consecutive terms.
 - 3. Members shall be appointed for staggered terms.
- F. Vacancies
 - 1. A vacancy shall be filled by NDNA Board appointment.
- G. Meetings
 - 1. Meetings shall be held a minimum of twice yearly, including a meeting prior to and during the annual meeting.
- H. Quorum
 - 1. A quorum shall be the chair or designee and two members.

SECTION 2. Nominating Committee

- A. The Nominating Committee shall be made up of at least three members elected from the NDNA membership representing at least half of the districts.
- B. The Chair shall be appointed by the Board of Directors.

- C. The Nominating Committee shall:
 - 1. send out notice of open elective positions to the membership six month's prior to the annual meeting,
 - 2. prepare a slate of qualified candidates for each NDNA at-large office and ANA delegate positions,
 - 3. monitor the nomination and election of the Board of Directors, ANA Delegates and the Nominating Committee,
 - 4. abide by policies and procedures for nominations and election as established by the NDNA Board and as provided for in the bylaws.
- D. Term of Office
 - 1. Members shall be elected for a two-year term.
 - 2. Members shall be ineligible to serve consecutive terms.
 - 3. Members shall be elected for staggered terms.
- E. Vacancy
 - 1. A vacancy will be filled by NDNA Board appointment.
- F. Meetings
 - 1. The first meeting shall be called by the chair and/or the state office.
 - 2. Meetings shall be held face-to-face or via teleconference.
 - 3. Refer to Article X on Nominations and Elections for further details.
- G. Quorum
 - 1. The Chair or designee and two members shall constitute a quorum.

ARTICLE XI ELECTIONS

SECTION 1. Qualifications of Voters

All NDNA members in good standing sixty days prior to the posting or mailing of the election ballot shall be eligible to vote in NDNA elections conducted by mail ballot or electronically.

SECTION 2. Notice of Expiration of Terms

Six months prior to the NDNA annual meeting, the NDNA Nominating Committee shall publish and deliver to the membership the names of the current members of all NDNA structural units and the delegates to the ANA House of Delegates, indicating those whose terms of office will expire and those eligible for re-election requesting that members who are interested in serving in those capacities submit their names to the Chair of the Nominating Committee.

SECTION 3. Appointment of Tellers

The Board of Directors shall appoint three tellers responsible for receiving and counting ballots. These tellers shall not be nominated for elected NDNA positions.

SECTION 4. Procedure for Nomination and Election of At-Large Positions

- A. The at-large elected positions to be elected by mail or electronic ballot by the qualified membership are:
 - 1. President, who also serves as ANA Delegate,
 - 2. Vice-President Communication,
 - 3. Vice-President Practice, Education, Administration, & Research,
 - 4. Vice-President Government Relations,
 - 5. Vice-President Membership Services,
 - 6. Vice President Finance,
 - 7. Delegates and alternates to ANA House of Delegates,
 - 8. Nominating Committee members.

- B. The Nominating Committee shall prepare a slate of qualified candidates for open at-large positions from names submitted to the Chair, endeavoring to present at least two nominees for each position.
- C. No person shall be nominated for election unless they have consented to serve if elected.
- D. The slate of nominees shall be sent to the state office for preparation and distribution of the ballot.
- E. Elections shall be by mail or electronic ballot.
- F. The election cycle will be determined by NDNA policy.
- G. A plurality of votes of those qualified to vote and voting shall constitute an election. In case of a tie, the choice shall be by lot.
- H. Election results shall be announced to the membership within thirty days.
- I. The terms of office of those elected shall commence at the opening of the annual meeting.
- J. All ballots and other records of the election shall be preserved for one year after the election.

SECTION 5. Procedure for Nomination and Election of District Positions

- A. District positions may be elected and procedure to be used will be determined by the membership in each district.

**ARTICLE XII
OFFICIAL PUBLICATION**

The Prairie Rose and the NDNA website shall be the official publications of NDNA. The *American Nurse today* shall be the professional journal of NDNA.

**ARTICLE XIII
NURSE RECOGNITION AWARDS**

SECTION 1. Honorary Recognition

Honorary recognition shall annually be conferred on one member for recognition of continued commitment and contribution to the nursing profession.

SECTION 2. Outstanding Nurse of the Year

Outstanding Nurse of the Year award shall annually be conferred on one member for an outstanding accomplishment or service of benefit to the profession which occurred during the prior year.

SECTION 3. Hall of Fame Award

The Hall of Fame Award is conferred on an as-needed basis to a registered nurse who has made a historically significant contribution of long lasting importance to the practice of nursing in North Dakota.

SECTION 4. Recognition for Excellence in Nursing Practice, Education, Administration, Research

Awards shall be given annually recognizing members for excellence in nursing practice, education, administration, research.

**ARTICLE XIV
NON-NURSE RECOGNITION**

SECTION 1. Recognition of Friend of Nursing

The Recognition of Friend of Nursing shall be conferred on non-nurses for recognition of significant assistance to the nursing profession. Letter(s) of appreciation shall be sent to all nominees.

SECTION 2. Recognition for Outstanding Media Coverage of the Nursing Profession

The Recognition of Outstanding Media Coverage of the Nursing Profession shall be conferred on members of the media who produce an outstanding nursing related article, news story or video presentation. Letter(s) of appreciation shall be sent to all nominees.

ARTICLE XV RELATIONSHIP WITH THE AMERICAN NURSES ASSOCIATION

SECTION 1. Membership

- A. NDNA is a constituent member of the American Nurses Association.
- B. NDNA shall be bound by the obligation to pay dues to the ANA pursuant to the ANA bylaws and House of Delegates policy until such time as 2/3 of the entire NDNA membership votes to disaffiliate from ANA. "NDNA membership," for these purposes is defined as individual members of the NDNA who have ANA rights and privileges of membership as a result of their NDNA membership. The vote may occur by mail or electronic ballot, with appropriate notice and procedures to protect the integrity and validity of the vote.

SECTION 2. Representation

- A. House of Delegates:
 - 1. The NDNA is entitled to representation at regular and special meetings of the ANA House of Delegates in accordance with ANA Bylaws and policy,
 - 2. Delegates shall be elected by mail or electronic ballot to serve a two year term or until a successor is elected.
- B. Constituent Assembly:
 - 1. The NDNA shall be entitled to representation at the ANA Constituent Assembly by the president and executive administrator of NDNA or their designees.

ARTICLE XVI PARLIAMENTARY AUTHORITY

Roberts Rules of Order Newly Revising shall govern all NDNA parliamentary situations that are not addressed by law, the charter, these bylaws, or adopted NDNA rules.

ARTICLE XVII AMENDMENTS

SECTION 1. Amendments with Notice

- A. These bylaws may be amended at any annual or special meeting of the membership by a two-third vote of the voting members present, providing a thirty calendar-day previous notice has been given.
- B. Amendments proposed by the Bylaws Committee for action by the membership shall be submitted to the NDNA VP of Communication-at least 45 calendar days prior to the annual meeting and shall be appended to the official notification of the meeting of the membership.

SECTION 2. Amendments without Notice

These bylaws may be amended at the annual meeting or special meeting of the membership without previous notice by a ninety-nine percent vote of members present.

Adopted by NDNA House of Delegates: April 2000

Reviewed and revised:

DATE September 2002 By Annual Meeting of NDNA
DATE September 2003 By Annual Meeting of NDNA
DATE October 2004 By Annual Meeting of NDNA
DATE October 2005 By Annual Meeting of NDNA
DATE October 2006 By Annual Meeting of NDNA
DATE August 7, 2008 By NDNA Board of Directors
DATE October 17, 2008 By Annual Meeting of NDNA

Provisos:

1. The new board structure shall be become effective March 2009.
2. The Secretary component of Secretary/ Treasurer shall become the Vice President of Communications
3. The Treasurer component of Secretary/ Treasurer shall become the Vice-President of Finance.
4. The current Chair of Government Relations Committee shall become the Vice President of Government Relations.
5. The current Vice President and those duties shall be transferred to the Vice President of Membership Services.
6. District boundaries will be defined by the Board of Directors and become effective March 2009.
7. The current Director of Continuing Education will become the Director of CNE-Net.
8. One member each from the current board of directors will be appointed to fill the roles of Vice President of Practice, Education, Administration, & Research (1) and the role of Vice President of Communication (1).
9. Current board members with terms ending in 2008 will be asked to extend their terms until the transition to the new structure is completed.
10. NDNA BOD will determine whether awards are distributed annually or biannually by March 2009.